

6:00 p.m.-Mayor Clynch calls the meeting to order. Matt Meyer, Alderman Ward I; Marsha Mills, Alderman Ward II; and Pat Flannigan, Alderman Ward II are present. Mark Spence, Alderman Ward I is absent. Also in attendance is Linda Haynes, City Clerk; Deb Freise, Court Clerk; Donny Hopkins; Maintenance Superintendent; and Terry Foster, Chief of Police. There are no guests in attendance. Cindy Davenport and Officer Jason Graham arrive later in the meeting.

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

Cindy Davenport arrived during the following discussion.

In re: CMS Homes, LLC and Tom Anderson Development LLC development agreement-Linda Haynes states that she has provided the Board Sonya's calculations on the current amount due to CMS Homes and the most recent letter from Tom Anderson Development. Previous discrepancies on the CMS totals regarding when the tap fees were being deducted from the balance due and the exclusion of some homes that should have been deducted from their previous list have been addressed and corrections have been made. The handwritten calculations are Sonya's figures for interest at the then current interest rate on the date that the building permit was applied for. The City currently owes around \$525,000 (\$375,000 principal plus \$150,000 interest) to CMS Homes and around \$171,000 (\$128,000 principal plus \$43,000 interest). A worksheet has been provided to the Board that indicates the total of these two items plus the expected SRF costs. The SRF project was originally \$2,252,845 and has now increased to \$2,357,035. The worksheet also shows that the City has voter approval left over on previous issues of \$385,000 along with the \$3 million that was approved in April of 2014. Linda Haynes states that the City informed the voters in the informational flyer mailed to them previous to the election that the sewer rate increase was expected to be approximately \$15.57 per month. The \$15.57 was the amount Steve Goehl of DA Davidson provide to the City. Shortly after the bond flyers were mailed Liz Grove of Mo Rural Water figured the rates including \$3 million in new debt and she came up with \$15.30 per month increase to the sewer base fee. There is discussion regarding waiting until the SRF bonds are issued to possibly pay this debt off. There is discussion regarding issuing bonds to pay it off sooner. Mayor Clynch states that the City would have to increase rates twice instead of once if it was not done together, and that may not go over well with the users. Matt Meyer states that the cost of the SRF project has already increased over the original amount. Donny Hopkins asks what if the project bids come in and they are higher than the estimate GBA came up with. Cindy Davenport states that she doesn't believe that Tom wants to wait to be reimbursed for his costs. Mayor Clynch states that maybe the City could just pay Tom off right now. Linda Haynes states that CMS Homes might not be happy with having to wait if Tom is being paid off. The total of the two is \$696,000. Linda Haynes is instructed to check with bond council to see how quickly a bond issue can be done and how much it would cost in issuance fees. Also, to check with Liz at Mo Rural Water and see if she can give an estimate of the rate increase that would be needed to issue those bonds earlier than the SRF bonds. With the increase in customers over the past two years the increase may not be much. Donny Hopkins states that he would like to add to this discussion that he obtained a cost of \$100,000 to paint the inside of the water tower, but it will cost \$100,000 more to paint the outside as well.

In re: Professional Services Agreement for engineering services related to elimination of the City's Northwest Wastewater Treatment Plant and construction of a lift station and force main-Cindy Davenport states she has reviewed the contract and is okay with the content. If the Board is in agreement with the amount they need to make a motion to allow the Mayor to enter into the agreement. Pat Flannigan states that within the facility plan it recommends that the system in old town that have septic tanks be repaired to reduce inflow and infiltration. Who would pay for that? Donny Hopkins states that the City has paid to replace a few septic tanks in the past that needed to be replaced, and the pumps are always replaced by the City when needed. His understanding is from the cleanout forward is the City's responsibility. He believes that all of this system was installed under a grant the City received long ago when the sewer system first went in. Cindy Davenport states that the tanks and pumps are the City's responsibility, it is part of the City's system. Some tanks were already present when the sewer system was initially put in, but they were utilized to hook to the City's proposed system. Pat Flannigan states okay, the inflow and infiltration of that system is nothing that can be solved today. Pat Flannigan makes a motion to allow the mayor to enter into the Professional Services Agreement for engineering services related to elimination of the City's Northwest Wastewater Treatment Plant and construction of a lift station and force main as presented. Marsha Mills seconds the motion. Roll call vote is as follows: Matt Meyer-Aye, Marsha Mills-Aye, Pat Flannigan-Aye.

Officer Jason Graham arrived during the previous discussion.

In re: Bids on phone and internet for City Hall-Officer Jason Graham states that he reviewed all of the bids and noted that each of them would be providing a different router and switch or didn't include one at all, so the City would be better off telling the vendors that they will purchase and furnish their own. Some of the bids are for hybrid systems, some did not include cabling, and some only included phone (no internet). It seems the cheapest ones didn't include everything the City had requested. Shoretel and Mytel is in the phone business, that is what they do. This would be the bids from TSI, Vertical, and Centurylink. The others are branches of other businesses so he would be hesitant about how long they would be around in this area of business. Cindy Davenport asks who the cheapest was. Jason Graham states Vertical, but their bid did not include cabling or internet. After much discussion the Board decides to have the Mayor meet with TSI Global Companies and Communications Technologies, Inc. to go over their bids and then a decision can be made by the Board of Aldermen at the November meeting. TSI will need to be instructed to include cabling in their bid. Pat Flannigan points out the Communications Technologies, Inc. included the router and switch and the TSI did not.

In re: 2016 Third Quarter Budget Review-Linda Haynes states that she has presented some proposed changes to the 2016 budget. These changes were sent to the Budget Officer, Pat Flannigan, last week for review prior to packets being provided. Invoices came in in September and October and payroll was paid that have to do with the work being done at the new City Hall. The payroll so far has been split up $\frac{1}{4}$ general, $\frac{1}{4}$ water, $\frac{1}{4}$ sewer, and $\frac{1}{4}$ streets when it involved any work besides the police evidence room. The police evidence room bills and payroll must be paid from General Revenue. The other bills for the parking lot, drain tubes, sump pump, etc. were paid

from General Revenue but can be reclassified. She was unsure where to pay them from, because it had not been discussed. The Board agrees that any costs for work being done at the new City Hall that do not directly have to do with the police or court should be split up $\frac{1}{4}$ general, $\frac{1}{4}$ water, $\frac{1}{4}$ sewer, and $\frac{1}{4}$ streets. Linda Haynes states she will make an adjusting journal entry for the bills that have already been paid. Linda Haynes states that specifically regarding the monthly lease payments on the building and electric/gas bill, she has split them up $\frac{1}{3}$ to the police department (general revenue), $\frac{1}{3}$ to the court (general revenue), and $\frac{1}{3}$ to City Hall with $\frac{1}{2}$ of that being paid from water and $\frac{1}{2}$ of that being paid from sewer. She needs to know if that division is okay also. The Board states that it seems fair. Marsha Mills makes a motion to draw up the changes presented this evening into an ordinance for passage at the November meeting. Matt Meyer seconds the motion. All are in favor. Linda Haynes asks for approval to pay the \$36,000 in water tap fees collected so far this year to the Schoenfelder site lease/lease purchase, as has been done in previous years. Pat Flannigan makes a motion to pay the \$36,000 to the site lease/lease purchase with Schoenfelder. Matt Meyer seconds the motion. All are in favor.

In re: 2017 Budget Draft-Linda Haynes states that all funds balance except the general revenue fund, which is \$102,174 over budgeted on expenses when compared to current year revenues. She has not included any hourly or salary raises that the department heads had requested in what they turned in. It would be a Board decision as to whether to include raises. Therefore all wages are stated at the current 2016 rates. In the past the Board has decided to use part of the fuel tax, motor vehicle sales tax, and motor vehicle fee increases for general revenue rather than putting 100% of it into the street fund. Moving 30% of these over to the general revenue fund would reduce the deficit by \$27,300 and the street fund would still balance with \$37,522 in its reserve account. Chief Foster hands out information to the Board to explain why he is asking for an extra \$5,000 in training for 2017. Linda Haynes asks if his intention is to carry over any balance left in 2017 to 2018 as the City currently does with the regular training fund. Chief Foster states yes. There is a discussion regarding training for the police department. There is a short discussion regarding the Chief's request to be provided with a City issued cell phone, and that it used to be provided in the past. Linda Haynes asks if this phone will be through the existing provider, which is Sprint. Chief Foster states yes. Linda Haynes states that as stated before, she didn't include any wage increases that the department heads had requested but it has been practice in the past to give a maintenance department worker \$1 per hour when they pass a water or sewer exam and obtain their license. It was actually advertised in the ad for the job that they need to be able to obtain these licenses if they did not have one. They were hired at a lesser starting pay because they didn't have the licenses. Should the two possible \$1.00 per hour increases requested by Donny be added into the budget? The Board states yes. Any other requested wage increases can be discussed later before the final budget is passed. Other changes to general revenue are discussed. The end result will be that the general revenue budget will still be over budgeted by around \$74,000, which is much closer to the amount that the City started with in 2016 which was \$60,500. There is the expectation that revenues have been under budgeted and expenses over budgeted to be "safe" and it may work out by the end of the year that none of the beginning checking balance was actually needed. Matt Meyer makes a motion to have Linda Haynes draw up the changes discussed this evening into a new draft to be presented at the November meeting. Pat Flannigan seconds the motion. All are in favor.

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

Pat Flannigan makes a motion to open the executive session per RSMo.610.021 #1-legal and #2-real estate, and for Donny Hopkins to stay for an item to be discussed. Matt Meyer seconds the motion. Roll call vote is as follows: Matt Meyer-Aye, Marsha Mills-Aye, Pat Flannigan-Aye.

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.

Marsha Mills makes a motion to amend the agenda to include the contract addendum. Pat Flannigan seconds the motion. All are in favor.

In re: Contract Addendum-Matt Meyer makes a motion to approve the contract addendum requested by The Overland Group in relation to the Purchase and Sale of 1.8 acres on Hwy C near the Community Building. The addendum only changes the title company being used. Marsha Mills seconds the motion. Roll call vote is as follows: Matt Meyer-Aye, Marsh Mills-Aye, Pat Flannigan-Aye. Cindy Davenport states that she has an escrow agreement that the Mayor will need to sign as well, but the Board has already authorized him to sign those documents. Linda Haynes asks if the Board wants to open the rental of the Community Building back up. The Board is in agreement that City Hall can start renting the Community Building out again past the November 30th date that was set before.

Pat Flannigan states that the Board needs to think about the process of giving pay raises. Since the City is moving forward with Gina Cooper on establishing job descriptions and pay scales it would be a good time to establish a piece for cost of living and a piece for merit. A ½% could be established for cost of living and then the department heads would have a cap of 1.5% for merit raises for the employees they are reviewing. The department heads would be reviewed by the Mayor, except the City Clerk who would be reviewed by the Board of Aldermen. This is just something to think about.

Pat Flannigan makes a motion to adjourn. Matt Meyer seconds the motion. All are in favor.

Respectfully Submitted:

Michael Clynch, Mayor

Linda Haynes, City Clerk