

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 Linda Haynes, City Clerk; Terry Foster, Chief of Police; and Donny Hopkins, Maintenance Superintendent. There are no guests in attendance.

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

In re: Bids for police back porch entrance-Pat Flannigan presents two bids, one from M&D Concrete, Inc. and one from Concrete Contours. The Board discusses the options along with requesting a one year warranty. Marsha Mills makes a motion to approve the bid from M&D Concrete, Inc. in the amount of \$3,000 for the police back porch replacement. Pat Flannigan seconds the motion. All are in favor.

Pat Flannigan makes a motion to amend the agenda to include discussion on the asbestos abatement bids that was accidentally left off of the agenda. Matt Meyer seconds the motion. All in favor.

Pat Flannigan makes a motion to amend the agenda to add at the bottom discussion on widening the turn from Hwy MM on to Railroad Street. Matt Meyer seconds the motion. All are in favor.

In re: Bids for asbestos abatement-Pat Flannigan presents two bids, one from Crossroads Construction Services, Inc. and one from Midwest Service Group. One of the bidders recommended having at least one city maintenance worker attend a class to get certified for asbestos remediation. This would enable the city maintenance staff to do small abatement projects in the future. The Board discusses the work to be done according to the bids. Mark Spence makes a motion to approve the bid from Crossroads Construction Services, Inc. in the amount of \$3,250 for the asbestos abatement. Marsha Mills seconds the motion. All are in favor.

In re: MML-Elected Officials Training Conference attendance-No Board members will be attending the conference this year.

In re: 2017 1st Quarter Budget Review-Mayor Clynch states that it is time to bring Chief Terry Foster up to the salary of the other department heads. He would like a motion to increase his salary to \$60,000 per year. Matt Meyer makes a motion to increase Terry Foster's annual salary to \$60,000, to be effective back to the beginning of the current pay period. Marsha Mills seconds the motion. Roll call vote is as follows: Matt Meyer-Aye, Mark Spence-Aye, Marsha Mills-Aye, Pat Flannigan-Aye. The list that Mayor Clynch and Pat Flannigan created of the projects that need to be done at City Hall is discussed. There are three sections, priority expenses for inclusion in the 2017 budget during this quarterly review totaling \$35,700, future expenses totaling \$28,000 plus, and \$26,000 for windows that can possibly be funded by a grant. Linda Haynes states that the number of \$10,000 for the City Hall items was just her original guess. That number will need to be changed to \$15,875 in general, water, sewer, and street to meet the total amount of priority expenses on the list. Marsha Mills states that the City Hall directional sign at Hwy MM and Main Street needs an emblem on it to make it stand out. Mayor Clynch states that he will see what he can do. Mayor Clynch states that he is requesting to include funding for a laptop for the Mayor's office in the amount of \$1,200. Linda Haynes goes over a few of the adjustments she has suggested. The

Board briefly talks about meeting future dispatching and engineering needs. Donny Hopkins states that the Mauldin tack oiler purchase the Board approved at the April meeting has a 20 week delay for delivery. His second choice was the Lee Boy for \$22,500 which is actually \$4,412 less than the Mauldin. The Lee Boy can be here in four weeks. There is discussion regarding the difference between the two tack oilers. Donny Hopkins states that the Mauldin was his first choice, but the Lee Boy will be plenty for what the City needs. Donny Hopkins states that he would also like to hire a permanent full time employee, rather than hiring two temporary summer maintenance employees. At \$14.00 per hour the cost difference to the end of the year is only about \$2,400 over what is budgeted for temporary summer workers, but of course this full year expense would need to be budgeted for in future years. His last request is for the Board to allow for an annual boot allowance for the maintenance department of \$200 per employee. The boots would need to be composite toe, slip resistant, and water proof. Pat Flannigan states that there are also costs such as insurance and the City's tax match that needs to be figured in for the extra employee. He would like a little time to digest the numbers. Mayor Clynch states that this can be placed on the May agenda for further discussion. Donny Hopkins is instructed to check with the company that has the boot truck, and this item is to be placed on the May agenda as well. Mark Spence makes a motion to approve the purchase of the Lee Boy tack oiler for \$22,500, instead of the Mauldin. Marsha Mills seconds the motion. All are in favor. Linda Haynes states that she wants the Board to keep in mind that the office has gotten much busier. She is often staying late after the office closes and is having a difficult time taking her time off. When Ginny is off Casey cannot always come to cover her hours. She just wants the Board to know that the office will be needing another employee in the near future. Mark Spence states that this is part of the City's growing pains. He has seen at another company where they couldn't get employees hired fast enough and it burns the existing employees out. Linda Haynes states that is what she is worried about.

In re: Health insurance bids and meeting-Linda Haynes states that MIRMA has requested to give a bid on the employees' health insurance. Previous approval was only for JW Terrill to give bids. The Board is in agreement to have MIRMA provide a bid. Linda Haynes states that JW Terrill would like to have an employee meeting sometime the week of May 15th between 9:00 a.m. and 3:00 p.m. They will go over the options and coverages like they did last year. After some discussion, the employee meeting is set for May 15th at 9:00 a.m. Linda Haynes will request that the MIRMA representatives also attend the meeting to explain their proposal.

In re: Estimated cost to add language for e-payments-Linda Haynes states that the estimated cost to amend the language on the e-pay site to explain that e-checks take longer to clear than debit/credit payments is \$250. Technical support has provided her copies of the e-mails that a customer gets when they pay through the e-pay system by e-check. The first one they get states the payment has been processed, but is currently pending and to allow 5 to 7 business days for the payment to clear and be applied to their account. The second one states that their payment has cleared through PayPal but to please allow 1 to 2 business days for the payment to be applied to their account. Linda Haynes explains that when a customer uses debit or credit through PayPal as their payment method it doesn't take as much time for the City to receive their payment, it is almost instantaneous. E-check payments have to "clear" their bank before PayPal will release the funds to the City. The Board is in agreement to not move forward with additional language on the e-pay site, that the e-mails the customer gets should be sufficient notice. Pat Flannigan suggests keeping an example of those e-mails around to show an e-pay user if needed.

In re: Office hours-There is discussion regarding the office's current working hours. One employee works 8:00 a.m. to 4:00 p.m. and one from 8:30 a.m. to 4:30 p.m. Pat Flannigan asks how the Board feels about both office employees working the same hours but clocking out for staggered lunches. Linda Haynes states that it doesn't fix her issue, which is her having to cover for Ginny's work for a half hour each day. She would suggest not opening until 8:30 a.m. and both she and Ginny work 8:30 a.m. to 4:30 p.m. After discussion on the matter, the Board decides to leave the hours the way they currently are until a third person is hired for the office which would allow for rotating coverage.

In re: Lowes Community Improvement Grant-Mayor Clynch states that there is grant available through Lowes for up to \$100,000. He would like permission to apply for \$30,000 for the replacement of 21 windows at City Hall. There is no matching funds requirement for the City. Pat Flannigan makes a motion to allow the Mayor to apply for the Lowes Community improvement grant in the amount of \$30,000. Mark Spence seconds the motion. All are in favor.

In re: Railroad Street and Highway MM-Pat Flannigan states that in the fall the trucks line up on Main Street in front of the grain elevator waiting to drop off grain. Now that City Hall and a subdivision are located on the same road there is going to be issues. Rather than write tickets, he would like to offer an alternative solution of having the trucks continue down Highway MM and turn onto Railroad Street. They can wait in line on Railroad Street rather than Main Street. The problem is it is a greater than 90 degree turn to get off Hwy MM onto Railroad Street. The tractor trailers will not be able to make that turn. The intersection would need to be widened and there is a telephone pole that would need to be moved that has two electric company services on it. The estimated cost is about \$4,000 to each electric company to move the services and pole. MoDOT has said that they would give permission to do it, but they have no money to contribute to the project. Donny Hopkins could come up with a cost estimate to pave it, move the drain pipes, etc. Mayor Clynch suggests having an engineer design it. Chief Foster states that someone could go talk to the grain elevator's owners to get their input. Pat Flannigan states that he wanted to have a cost estimate and the city to decide if they wanted to spend the necessary funds prior to approaching the owners. Mayor Clynch states that he would be more comfortable with an engineer designing it so that something isn't missed. George Butler Associates or Cochran could do it. Donny Hopkins states that there are cast iron mains and tee's in that area that could get buried deeper than they are if the area requires fill to accommodate the project. It might be better to replace those lines with PVC prior to filling it in. Marsha Mills states that the Mayor could find out the cost of an engineering report. Matt Meyer states that he would like to go look at the area. The Board agrees to place this item on the May agenda for further discussion. Marsha Mills mentions that the bushes on the right side of Railroad Street at Main Street are overgrown and need to be cut back so that drivers can see that way before pulling out onto Main Street. Donny Hopkins is instructed to contact the property owner to see if they are okay with the City cutting the bushes back some.

Mark Spence makes a motion to adjourn. Marsha Mills seconds the motion. All are in favor.

Respectfully Submitted:

Michael Clynch, Mayor

Linda Haynes, City Clerk