

April 9, 2018-Regular Board Meeting-Moscow Mills City Hall-6:00 p.m.

6:00 p.m.-Mayor Flannigan calls the meeting to order. Steve Aston, Alderman Ward I; Mark Spence, Alderman Ward I; and Marsha Mills, Alderman Ward II are present. The second seat in Ward II is currently vacant. Also in attendance is Linda Haynes, City Clerk and Cindy Davenport, City Attorney.

In re: Swear in new officials-Patrick Flannigan-Mayor, Steve Aston-Alderman Ward I, and Marsha Mills-Alderman Ward II are sworn in.

Mark Spence makes a motion to adjourn to executive session per RSMo. 610.021 #1-Legal. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye.

Executive session is held and adjourned.

6:30 p.m.-Mayor Flannigan calls the meeting back to order. Donny Hopkins, Maintenance Superintendent is present. Terry Foster, Chief of Police is absent. There are 11 guests in attendance.

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

In re: Public Hearing-Keith Meyer-Annexation-Part of lot 3 and all of lots 4, 5, and 6-Guinn Subdivision-Keith Meyer states that this is two houses and their lots. They are looking to annex and zone as R-1(A). Marsha Mills asks about the property with the big garage. Keith Meyer states that the parcels he owns are next to that property. Mayor Flannigan states that the City has three years from the date of annexation to provide water and sewer services to the property, per state statute. Donny Hopkins states that Cannon was contacted by someone who owned the property a while back about getting water and sewer services by coming through the back, through Moscow Meadows. The other option is to run the services along the front of the property. Keith Meyer state that it depends on the time frame, but along Elm Tree would be easier. Donny Hopkins states that he believes there is a water line across the street. Mayor Flannigan states that the P&Z Commission held their zoning public hearing last week and is providing the Board a recommendation to approve the zoning as R-1(A). Mark Spence makes a motion to adjourn the public hearing. Marsha Mills seconds the motion. All are in favor.

In re: Remarks of Visitors-Carol Iepert is signed up for public remarks, but states that she does not have anything to speak about at this time. She would like to reserve comments until the end of the meeting, if possible.

In re: Approval of Consent Agenda items-Mark Spence makes a motion to approve the consent agenda items which include the Board of Aldermen minutes from March 12th and 22nd; financial reports; paid bills report; bills to pay report; Payroll Monitor report; Bank Statement Monitor report; October 2nd & March 5th P&Z Commission minutes; the Police Department purchase of airsoft weapons \$910.15, Chief Foster to attend the Traffic Incident Management Training Program in Jefferson City from 4/30/18 to 5/1/18 and the Mo. Police Chief's Conference in Osage Beach from 8/3/18 to 8/7/18; Deb Freise to attend the MACA Professional Development Conference in Lake Ozark from 5/21/18 to 5/25/18; Pat Flynn to attend the MMACJA Conference in Lake Ozark from 5/23/18 to 5/25/18; and Linda Haynes to attend the MOCCFOA meeting in Wentzville on 4/19/18. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye.

In re: 2015 International Building Code adoption update-A.J. Girondo states that the 2015 building code books should be arriving any day. Cindy Davenport states that she has been reviewing the ordinance that George Butler Associates wrote to adopt and amend the code, she is about 60% to 70% done. The final version of the ordinance will need to be put on display with the building code books for 90 days prior to the Board adopting it.

In re: Approval of job descriptions-Mayor Flannigan states that the job descriptions need to be approved, then reviews and pay scales can be addressed. Marsha Mills makes a motion to approve the job descriptions. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye.

In re: Resolution #796-Fire hydrant use permit policy-Cindy Davenport hands out a revised version of Resolution #796 that had been provided in the meeting packets. The blanks need to be filled in. Donny Hopkins states that he had some comments that he brought up to Cindy. Also, shouldn't the permit be restricted to regular business hours? Mayor Flannigan states that is good to bring up, but a vendor could be working until 8:00 p.m. laying sod. Cindy Davenport states that under this draft the contractor would also be required to obtain a business license to obtain a permit under this policy. Mark Spence states that this policy applies to residents as well. Mayor Flannigan states that the requirements to have a back flow preventer and a meter will limit the applicants. After some discussion, it is decided to insert the fees of \$35.00 for a 24 hour permit, and \$10.80 per thousand for the usage. Linda Haynes reads the title of Resolution #796. Mark Spence makes a motion to approve Resolution #796. Marsha Mills seconds the motion. All are in favor.

In re: Community Building-rentals past May 1st, Lions Club Lease expires April 30th, possible listing with Rick Meyer, Meyer Real Estate-Mayor Flannigan states that the Lions Club is currently still using the building, but they will be constructing their own building, to be tentatively finished in September. It would be prudent of the City to give until 1/1/19 as a potential sale date. The Lions could be given a month to month lease on the storage building and pavilion. It would be up to 4-H to negotiate with the school to use their facility, if that is what they decide to do. The school would likely allow the Athletic Association to use their facility as well. The Community Building could be put on the market with a possession date of 1/1/19. Mark Spence makes a motion to allow the Mayor to sign a month to month lease with the Lions Club regarding their storage building and pavilion. Marsha Mills seconds the motion. All are in favor. Mark Spence makes a motion to allow the Mayor to sign the documents to place the Community Building and remaining area the City owns around the Community Building on the market, with a potential possession date of 1/1/19. Mayor Flannigan asks if that date can be moved up if the Lions building is finished. Cindy Davenport states yes, it can be addressed in the contract. Marsha Mills seconds the motion. All are in favor.

In re: Utility easements on west side of Hwy 61-Mayor Flannigan states that Board previously authorized the survey of the property. The easement would be for a service road. The survey is finished, now approval to seek the easements is needed. The previous Mayor had already received tentative verbal agreements to provide the easements from all of the property owners. Cindy Davenport states that the City is required to send acquisition letters with a brochure and the easement attached. It gives the property owners the option to provide the easement for free or negotiate with the

City. Cindy Davenport states that she needs approval to send the required information to the property owners. Carol Leppert asks what the width would be, as she has the house listed for sale currently. Cindy Davenport states that she will get with Carol and provide her copies, which should answer her questions. Marsha Mills makes a motion to allow Cindy Davenport to send the required acquisition letter, brochure, and easement to the property owners identified in the survey. Steve Aston seconds the motion. All are in favor.

In re: Resolution #797-Dedication of Mills Edge Plat 1-Linda Haynes states that she has provided a new attachment for Resolution #797, which has the blanks filled in with the numbers 3, 5, and 16. Mayor Flannigan states that this is taking the area of Plat 1 only. The original developers of Plat one are gone and there is no one to go back on. Mark Spence asks Donny Hopkins if there is anything major that is deficient. Donny Hopkins states no. Linda Haynes reads the title of Resolution #797. Mark Spence makes a motion to approve Resolution #797 with the new attachment. Marsha Mills seconds the motion. All are in favor.

In re: Agreement with Lincoln County regarding City's portion of proposed sales tax measure for 911 dispatch services-Cindy Davenport states that the Board already voted at the February 20th meeting to participate and to contribute the City's portion which is \$6,952.01. The agreement with Lincoln County is being presented this evening for approval. Mark Spence makes a motion to allow the Mayor to sign the agreement with Lincoln County regarding the City's participation in the ballot measure for 911 dispatch services. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye.

In re: Appoint Board of Alderman to fill seat in Ward II-Mayor Flannigan states that he needs to appoint someone to fill the one year unexpired term for the seat he vacated as Alderman Ward II when he was elected as Mayor. He is recommending Mike Eilers. Mike introduces himself and gives his professional background. Marsha Mills makes a motion to approve the Mayor's recommendation and appoint Mike Eilers to the one year term for the open seat in ward two. Mark Spence seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye.

In re: Appoint President of the Board, Payroll Monitor, Bank Statement Monitor, Budget Officer, and Board of Aldermen member for P&Z-

Marsha Mills makes a motion to appoint Mark Spence as President of the Board. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Abstains, Marsha Mills-Aye, Mike Eilers-Aye.

Mark Spence makes a motion to appoint Marsha Mills as the Payroll Monitor. Mike Eiler seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Abstains, Mike Eiler-Aye.

Mark Spence makes a motion to appoint Steve Aston as Bank Statement Monitor. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Abstains, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

Steve Aston makes a motion to appoint Mark Spence as Budget Officer. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-

Abstains, Marsha Mills-Aye, Mike Eiler-Aye.

Mark Spence makes a motion to appoint Steve Aston as the Board of Aldermen member for the P&Z Commission. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Abstains, Mark Spence-Aye, Marsha Mills-Aye, Mike Eiler-Aye.

In re: Tim Melxner-Northroad Church-wall sign permit-Mayor Flannigan states that the building inspector has given approval on this wall sign permit. The P&Z Commission has recommended approval for this wall sign as well. Mark Spence makes a motion to approve the wall sign permit. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

In re: MoDOT-granting portion of Hampel Road and agreement-Mayor Flannigan states that this is for the small portion of Hampel Road that is currently maintained by Mo Dot. Cindy Davenport states that she has reviewed both items and recommends that the Board approve them. Marsha Mills makes a motion to approve the utility easement reservation document and the agreement regarding the relinquishment of Mo DOT's portion of Hampel Road, and for the Mayor to sign both documents. Mark Spence seconds the motion. All are in favor.

In re: Dollar General-easement change-Mayor Flannigan states that the easement needs to be changed, because the old easement would have went right over the area where the lift station was located. Cindy Davenport states that this change was agreed to in the field and now they are trying to make the final survey match. Mark Spence makes a motion to approve the amended easement and allow the Mayor to sign the document. Mike Eilers seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

In re: City Hall building expenses-Gutters-Mayor Flannigan states that he hopes this is the last thing needed to dry out the basement. He solicited for five bids, but only two contractors returned bids. They are Evans Guttering, LLC \$2,512.50 and Pittman Roofing LLC \$3,975.00. They are both at prevailing wage. After some discussion, Mark Spence makes a motion to approve the bid from Evans Guttering for \$2,512.50 and allow the mayor to execute an agreement for the work. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye. Cindy Davenport is to draft the agreement.

In re: Annual list of bills that are okay to pay without Board of Aldermen approval-Linda Haynes states that the list is the same as last year. If the Board is in favor of paying the bills on the list without getting Board approval each time, please sign the list. The list is passed around for signing.

In re: MML-Elected Officials Training-anyone to attend?-This item will be postponed to the budget meeting so that the Board can check their schedules.

In re: Set date for 1st quarter budget review-The first quarter budget review meeting is set for April 30th at 6:00 p.m.

In re: NCLS warranty program-Mayor Flannigan states that this is a program that many municipalities offer to their citizens. It provides coverage for the laterals, which

are generally the resident's responsibility. The City can offer this coverage, but it must be approved by the voters. It would require the City to increase the rates slightly to provide it. He is presenting this to see if the Board is interested in pursuing it. Mayor Flannigan states that St. Peters has this. Chief Foster states that Lake St. Louis does as well. Cindy Davenport states that according to what she read this company bills the fees and does everything related to the service. The City would only be endorsing the program and stating they are a part of the City's services. Mayor Flannigan states that he can request that they make a presentation to the Board or provide more information if the Board is interested. Steve Aston makes a motion to postpone this item to the May meeting so that further information can be provided. Mike Eilers seconds the motion. All are in favor.

In re: Filling open positions-Mayor Flannigan states that there is a lot of turnover and the City's current policy doesn't allow the department to start the process of filling a vacated position without the Board's approval first. He would like to amend the policy to allow the department to start the search for a new employee as soon as when the leaving employee gives his or her two week notice. There is currently going to be a vacancy in the maintenance department that they would have liked to start the hiring process when the two week notice was given. Mark Spence makes a motion to change the policy to allow the department to start the process of filling a vacated position without first obtaining Board approval. Mike Eilers seconds the motion. All are in favor.

In re: Trees across from Ninth Grade Center by repairs on Elm Tree Road-Mayor Flannigan states that the trees across from the Ninth Grade Center on Elm Tree Road are a safety issue. They grow back every year and when the busses go by they get sheared off and when the windows are open it causes projectiles in the bus. It is also unsafe for regular motorists. A survey is needed to see if these trees are on the right-of-way or on Moscow Meadows property. If it is on City property, then bids can gotten to remove the trees. Marsha Mills makes a motion to have a survey done to determine who owns the trees. Mark Spence seconds the motion. All are in favor.

In re: Liquor License fees for new businesses-Linda Haynes states that when the liquor license ordinance was changed a few years ago it was not stated in the ordinance whether the annual fee would be prorated for a partial year. It specifically states in the Business License code that the fee will not be prorated. After some discussion, Mark Spence makes a motion to have the City Clerk draft an amendment that states the annual fee is not prorated for a partial year. Steve Aston seconds the motion. All are in favor.

In re: Spare lift station pump for 500 Hwy MM location-Mayor Flannigan provides the reasoning behind obtaining a spare lift station pump. The City recently had to rent one at \$3,500 a month because one went down. The cost to replace the one that went down is \$17,000 and the lead time is several weeks. That pump is ordered. He would like permission to purchase a spare pump so that the City doesn't get into a situation where one needs to be rented again. After some discussion regarding where the funding would come from, Marsha Mills makes a motion to postpone this item to the budget meeting. Mike Eilers seconds the motion. All are in favor.

Mark Spence makes a motion to adjourn the open section of the meeting. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

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Mayor Flannigan suggests taking a short break to allow the audience to exit before executive session.

Mark Spence makes a motion to open the executive session per RSMo.610.021 #1 Legal. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

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

Steve Aston makes a motion to adjourn. Mike Eilers seconds the motion. All are in favor.

Respectfully Submitted:

Patrick Flannigan, Mayor

Linda Haynes, City Clerk