

July 24, 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; Marsha Mills, Alderman Ward II; and Mike Eilers, Alderman Ward II are present. Also in attendance is Linda Haynes, City Clerk and Cindy Davenport, City Attorney.

Mark Spence makes a motion to adjourn to 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.

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

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

In re: Remarks of Visitors-No visitors are signed up for remarks.

In re: Approval of Consent Agenda items-Marsha Mills makes a motion to approve the consent agenda which includes the Board of Aldermen minutes from June 12th, financial reports, paid bills report, bills to pay report, Payroll Monitor report for June, Bank Statement monitor report for June, Planning & Zoning minutes from April 2nd, and asset disposal for the City Clerk. Mark Spence seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

In re: Moscow Mills Bicentennial-Mayor Flannigan states that a Volunteer button has been added to the City's website. There is also a volunteer application. He would like this item placed back on the August agenda.

In re: Lighting at Mette Road Treatment Plant-Mayor Flannigan states that only two of the five companies he contacted submitted a bid for the lighting outside the Mette Road Treatment Plant. Menne's bid was for \$2,295.60, Wischmeyer Electric's bid was for \$1,653.00. Mark Spence makes a motion to approve the bid from Wischmeyer electric and to allow the Mayor to sign the agreement for services. 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: Ordinance #811-Amending Chapter 73-Animals-Cindy Davenport states that she has had a computer tragedy and needs this item tabled until the next meeting. Mayor Flannigan requests that it be done by the budget meeting being held before the next regular meeting. Cindy Davenport states that she will have it ready.

In re: Resolution #813-Amending City Policy-Chapter 49-Fire Hydrant Use Policy-Mayor Flannigan states that this new version of the policy was verbally approved as the last meeting. Resolution #813 puts it in written form. Linda Haynes reads the title of Resolution #813. Mark Spence makes a motion to approve Resolution #813. Steve Aston seconds the motion. All are in favor.

In re: Ordinance #814-Amending sections 65.010-Cutting of Weeds and 65.015

Maintaining Platted Streets, Rights-of-Way and Easements-Linda Haynes reads the title of Ordinance #814 in full two times. Steve Aston makes a motion to approve Ordinance #814. 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: Renew annual contract with the City Attorney-Cindy Davenport states that the content is the same as last year, no changes have been made. Marsha Mills makes a motion to approve the contract with Cindy Davenport and allow the Mayor to sign the contract. Mark Spence seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

In re: Set date for second quarter budget review-After some discussion, the budget meeting is set for August 1st at 6:00 p.m.

Mark Spence makes a motion to amend the agenda to consider the payroll increases presented by Mayor Flannigan. Steve Aston seconds the motion. All are in favor.

In re: Pay increases-Mayor Flannigan states that he has provided some spreadsheets regarding proposed pay increases. The City recently advertised in the local newspapers for an open position in the City's Maintenance Department and only received one application. The Police Department has had similar issues. Donny Hopkins has stated that he would give up hiring any temporary summer positions if he could have another full time person. With those changes and a 5% increase for most existing employees the payroll for 2018 will still be around \$683,000. This is due to the elimination of the summer help and that a few of the higher paid employees in the Maintenance Department have now left employment. He has also presented increases at 7.5%, an increase of \$8,000 for the 2018 year, and 10%, with an increase of \$18,000 for the 2018 year. Some employees have not had a raise in a few years. The City cannot just increase the base starting pay without first increasing what the current employees are making. The hope is to keep these employees with the City and attract more applicants. This increase would be for all but the three salaried employees and one hourly employee who was hired at the top of the pay scale. Cindy Davenport asks if the City's pay scales have been put into place. Mayor Flannigan states that they are currently being worked on, along with reviews. There is discussion that more pay increases may be done at annual reviews. Mayor Flannigan states that the system could be set up to allow for instance 1.5% for cost of living and 1.5% for merit, or some variation of this. Mark Spence makes a motion to approve the 7.5% pay increases presented by the Mayor for the employees indicated on the spreadsheet, retroactive to the first day of the current pay period. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

In re: Hiring of an additional Maintenance Department employee-Mayor Flannigan states that the Maintenance Department is currently down one employee, and a second employee is also needed. The annual cost of an additional employee will be offset by the rate study currently underway. The rate study is being done for the new debt for the sewer system required by the EPA. Therefore the City only needs to have the funds to bridge the gap between now and when the new rates go into use. Donny Hopkins cannot get all the work done that is required with only four employees, he needs a fifth employee. Marsha Mills makes a motion to hire a fifth employee for the Maintenance Department. Mark Spence seconds the motion. All are in favor.

In re: Tropicana Village Drive, Industrial Court, and Eldorado Drive repair bids-

Mayor Flannigan states that the Maintenance Department has been working on maintenance of the concrete streets. They are not done with that yet, and it is getting to being asphalt season. On Tropicana Village Drive at Industrial Court repairs are needed that quick drying concrete needs to be used. Donny Hopkins states that he has not had any experience with quick drying concrete and recommends hiring an experienced company to do the work. There is a similar situation at Eldorado Drive. The plan at Tropicana Village Dr and Industrial Court is to put in a temporary road around the work. Mayor Flannigan states that he has gotten verbal approval from the property owner. He has asked for bids and received bids from Orth Concrete and Thomas Jordan. Orth's total bid for both projects is \$19,319, and Thomas Jordan's is \$19,575. Thomas Jordan has also bid \$2,500 for installing and taking out the temporary road. Donny Hopkins states that he did not ask Orth to bid the road, he told him the City would do that portion. The rock to build the road is \$15 a ton and he believes it will take about 60 tons, plus the City can reuse the rock after. Mark Spence makes a motion to approve the bid from Orth Concrete and allow the Mayor to sign the agreement for services. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye. Cindy Davenport states that the City will also need a written agreement to use the land for the temporary road. She will draft both agreements.

In re: Cost to add a phone line for the Mayor's office-Mayor Flannigan states that having three people using two phone lines is not working out. Linda Haynes explains that City Hall has two lines that are for the utility and City Clerk's use. The Mayor is currently set up to use one of those lines. People are getting busy signals and there are no open lines to call out at times. A separate line is needed for the Mayor's office for his use so the two lines for utilities and the City Clerk can be freed up. A new phone line will require an expansion card costing \$420 through CTI, and the labor to install the card and cut the new line over will be about \$150 for a total cost of \$570. The monthly cost for the new line is \$29.99 per month for the first year, then \$39.99 per month thereafter. No installation fee is needed, because it is just plugging the new line into the port. Mike Eilers makes a motion to approve the one time cost of \$570 for the new expansion card and cutting over of the new line, and the monthly cost for the line through Charter. Marsha Mills seconds the motion. All are in favor.

In re: Resolution #815-Appointing member to the P&Z Commission-Mayor Flannigan introduces Matthew Beger, the potential new member. Matthew tells the Board a little about himself and his background. Linda Haynes reads the title of Resolution #815. Mark Spence makes a motion to approve Resolution #815. Mike Eilers seconds the motion. All are in favor.

In re: Outdoor lighting at 995 Main Street, City Hall sign on building, awning at Police entrance-Mayor Flannigan states that an attempt was made a few months ago at adding more lighting to the rear parking lot by adding a light to an existing pole. The addition of the light didn't help. Therefore he has gotten a bid from Cuivre River Electric to install a pole and to move the light to the new pole. The cost is \$1,140.25. Mark Spence makes a motion to approve the installation of the new pole and moving the light for the cost of \$1,140.25. Marsha Mills seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

Mayor Flannigan states that he has gotten a bid to redo all of the lettering inside the

building on the walls, to add the words "Moscow Mills City Hall" to the awning at the entrance of the building, and to add "Moscow Mills" under the logo already on the City's maintenance trucks on four vehicles. The inside lettering was painted around when the hall was painted so two different colors are showing. The idea is to remove what is there, paint the unpainted spots, and then have the lettering reinstalled. Mayor Flannigan shows the Board the different font options for the lettering on the front awning. The total cost is \$348 installed. Mark Spence makes a motion to approve the purchase of the lettering for the inside of City Hall, outside on the front awning, and on four of the Maintenance Department trucks. Steve Aston seconds the motion. All are in favor.

Mayor Flannigan states that he has gotten bids for an awning over the police entrance that would cover the concrete, but not the steps. Lowes was \$959.17 and the City would have to put it up. Home Depot was \$867.43 and the City would have to put it up. He got a bid from Rustique for \$1,055 and they would do the installation. It comes with gutters and down spouts. Mark Spence makes a motion to approve the bid for \$1,055 from Rustique and to allow the Mayor to sign the agreement for services. 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: Police employment agreement-Mayor Flannigan states that it takes four months to train a police department employee, which costs the City extra money. He and the Chief would like to see an employment agreement for three years due to the cost of training. Chief Foster states that it ends up being a few thousand dollars between uniforms, equipment, manpower to train, etc. If the employee leaves before three years the amount would be graduated. The purpose is to get the employees to stay longer. Cindy Davenport has reviewed and revised the proposed agreement. Steve Aston makes a motion to approve the use of the police employment agreement. Mike Eilers seconds the motion. All are in favor.

In re: Truck for Maintenance Department-Mayor Flannigan states that the Maintenance Department has a diesel truck that it would cost \$22,900 to replace the engine. To purchase a new truck under the state bid would be from \$34,000 to \$38,000 plus the price of the utility bed of \$5,000. Delivery would be six to twelve weeks. The purchase of a new truck is in the repair and replacement schedules, but would need to be moved up slightly to this year. Donny Hopkins states that he thought it was in the schedule for 2018, but he will have more information at the August 1st budget meeting.

Mark Spence makes a motion to adjourn. Mike Eilers seconds the motion. All are in favor.

Respectfully Submitted:

Patrick Flannigan, Mayor

Linda Haynes, City Clerk