

February 11, 2019-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, Aldermen 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. Mike Eilers 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 is present. Donny Hopkins, Maintenance Superintendent is absent. There are four 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-Proposed changes to the City of Moscow Mills Zoning Code and Subdivision regulations-Mark Spence makes a motion to open the public hearing. Marsha Mills seconds the motion. All are in favor. Mayor Flannigan asks if there is anyone present regarding the proposed changes to the Zoning Code and Subdivision regulations. No one has comments or questions. Mark Spence makes a motion to close the public hearing. Mike Eilers seconds the motion. All are in favor.

In re: Remarks of Visitors-Drew Forster, Tab Tooling Inc.-States that he is now located in the old leppert Machine Shop building, which is accessed off of Hwy 61. He explains an issue he is having with traffic at that location and goes over changes he would like to see. Mayor Flannigan explains that Hwy 61 is not the City's street, and the City cannot tell MoDOT what to do. The City can only give their input to MoDOT to possibly help the issue along. Mayor Flannigan states that he will provide Mr. Forster the contact information for Eric Maninga, the district representative with MoDOT.

In re: Approval of Consent Agenda items-Mayor Flannigan notes a spelling error for correction in the January 14th minutes. Marsha Mills makes a motion to approve the consent agenda items which includes the Board of Aldermen minutes from January 14, 2019 and amended minutes from December 17, 2018; financial reports; paid bills report; bills to pay report; Payroll Monitor report for January; Bank Statement Monitor report for January; Linda Haynes to attend the MoCCFOA Spring Conference from March 11th to March 14th in Columbia; Terry Foster to attend the Krav Maga Defensive Tactic training from March 10th to March 15th in Columbia; Terry Foster to attend Management of Small Law Enforcement Agency training from April 15th to April 19th in Louisville, KY; Jason Graham to attend the Missouri CIT Conference March 18th and 19th in Columbia, MO; to start the process for hiring a new police officer; and to purchase a radar unit, gun racks, and MDT terminals for \$8,643.36 from Ed Roehr Safety Products. 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: Moscow Mills Bicentennial-Mayor Flannigan states that he is filling out a grant application for funding for this project. He does not have any volunteers yet. He would like this item placed back on the March agenda.

In re: Sludge removal and land application of sludge-Mayor Flannigan explains that the first option to dispose of the sludge from the Crooked Creek Wastewater Treatment Plant at the old lagoon site on Hwy MM is now not okay. The City is waiting for answers from Mo DNR and George Butler Associates on other options. He will bring this item back to the Board with a final contract which has been approved by George Butler Associates and the City Attorney. The cost will likely be around \$250,000. A special meeting may be held so the contractor can get the work done prior to spring when they are doing land application work.

In re: Resolution #848-Appointing members to the P&Z Commission-Mayor Flannigan states that the members were appointed last month, this resolution assigns terms to each member. Linda Haynes reads the title of Resolution #848. Mark Spence makes a motion to approve Resolution #848. Mike Eilers seconds the motion. All are in favor.

In re: Copiers-The amended terms of the proposed service agreement for the new copier are discussed. Mark Spence makes a motion to purchase the Lanier Model MP C3004ex for \$5,712.85 from Da-Com and enter into the service agreement on that copier for a monthly fee of \$45.95. Steve Aston seconds the motion. All are in favor. The terms of the service agreements being offered on the police and court copiers are discussed. Marsha Mills makes a motion to enter into the service agreements with Da-Com for the two copiers at \$763.20 annually for each. Mark Spence seconds the motion. All are in favor.

In re: Fire hydrant-Lions Club-Mayor Flannigan states that three bids are being presented, Petry Excavating \$5,450, Poeling Construction \$6,000, and Mick Mehler & Sons \$5,999. Mike Eilers makes a motion to award the contract to Petry Excavating for \$5,450 and allow the Mayor to sign the agreement for the project. 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: Ordinance #850-Amending Chapter 23-Personnel-Cindy Davenport goes over the changes that Ordinance #850 will be making to Chapter 23. After discussion regarding the compensatory time change being proposed, which would eliminate banking of hours, Marsha Mills makes a motion to change that section to allow for a forty hour cap on the number of hours that can be accumulated and held by each hourly employee. There is no second, motion dies. After further discussion, Mark Spence makes a motion to change that section to allow for a twenty hour cap on the number of hours that can be accumulated and held by each hourly employee. Cindy Davenport reads the language to be inserted into section 23.172 which is “#3 Compensatory time may be carried up to a maximum 20 hours.” Linda Haynes reads the title of Ordinance #850 in full two times. Mark Spence makes a motion to approve Ordinance #850 with the amended language in section 23.172 #3. 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: Stray Dogs-Marsha Mills states that the City has an ordinance regarding pets, but what happens if the dog has no owner? The ordinance does not address this. She has been informed that the police will not pick up the dog. She has contacted S&R Animal Control and obtained some information regarding fees, which would be \$100 a month for specific services. It sounds like the animal would still have to be held until they could come pick it up. Any fees could be passed on to the owner if they pick up the animal from S&R, or passed on to the person adopting the animal. Their services offer some patrolling of the City. Mayor Flannigan states that there is a cost to maintain the City's animal holding facilities. Marsha Mills states that they can come do a presentation for the Board. Mayor Flannigan states there is still going to be the issue of who picks up and transports the animal to the City's pens. Chief Foster states that anyone handling animals needs to be trained to do so. Steve Aston asks what Troy does. Marsha Mills states that Troy has a pound. Chief Foster states that the City's departments are already short staffed, so who is going to feed and clean up after animals being held? Mark Spence states that weather is an issue also, since the City's pens are outside. Mark Spence states that he'd be willing to meet with S&R to hear their presentation, but not at a Board meeting, sometime during the week would work. Marsha Mills states that she will contact S&R to arrange a meeting.

In re: Backup certified operator for water and sewer-Mayor Flannigan states that Donny Hopkins is the City's certified operator for water and sewer, but the City is required by Mo DNR to have a backup certified operator. The City currently has an ex-employee listed as the backup. The City can hire someone on a retainer basis to satisfy this requirement. If the Board is interested in proceeding he can look into his further and bring information back to the March meeting. The Board is in agreement.

In re: Crown Victoria and Hummer disposal/sale-Chief Foster states that he already has approval to sell the two Crown Victoria's, he needs approval to sell the one Hummer the City still has. He will list them for sale in the newspaper. Mark Spence makes a motion to approve selling the Hummer, and to place the two Crown Victoria's and Hummer in the newspaper for sale to the highest bidder. Marsha Mills seconds the motion. All are in favor.

In re: Snow plows, hook ups, and lights-Mayor Flannigan states that the City has taken over streets in additional subdivisions and therefore has more streets to plow. He needs permission to proceed with purchasing a plow and salt spreader for an existing truck and have the necessary items installed. The total cost is \$13,000. Mark Spence asks if these items need to be put out for bids. Linda Haynes states no, they do not if they were under the state bid contract. Mark Spence makes a motion to purchase the salt spreader and snow plow and have them installed for a total cost of \$13,000. Mike Eilers seconds the motion. All are in favor.

In re: 911 presentation-Chief Foster gives a PowerPoint presentation on the 911 initiative that will be on the ballot in April.

In re: Annual Report-Chief Foster states that he will provide the annual report and the Board can go over it. It will be put on next month's agenda.

In re: Billing software-Mayor Flannigan states that there have been complaints that people are not receiving the post card utility bills the City mails. The post office is not handling the processing of these card well. The City's current software includes the ability to print full sheet paper bills, which would need to be folded and placed in envelopes. Another issue is the number of customers the City currently has that are not utilizing electronic billing. Therefore, he is proposing to offer a one-time \$10 credit to people who sign up for electronic billing. This would be only for the new customers and existing customers who are not currently on electronic billing. Lastly, the City currently gets a lot of calls for over the phone payments. City of Troy uses an automated IVR system to allow payments over the phone for a fee of \$1.25. Their software is sold in modules. He would eventually like to look into an integrated system that would handle this, if the Board is interested. For now he would like the Board to consider the changes to mail bills in envelopes and to give a \$10 credit for new sign-ups for electronic billing. Linda Haynes states that if letter size paper bills are going to be mailed she would like to purchase a folding machine. There is discussion regarding the proposed \$10 credit. Mark Spence makes a motion to switch to the letter size utility bills to be mailed in envelopes, and to offer a one-time \$10 credit for signing up for e-billing. The customer must sign up and stay on electronic billing for at least six months to keep the \$10 credit. Current customers on electronic billing are excluded. Marsha Mills seconds the motion. All are in favor.

In re: Dangerous buildings-Mayor Flannigan states that the City recently adopted a new dangerous building code to comply with Missouri statute. There are two buildings that he feels fit the definition of a dangerous building that he would like to propose starting the procedure for. The church by the post office has siding and shingles missing and no one seems to want to claim it as their responsibility. This is an eye sore to the City. The second property is owned by the Day's. This property has a home on it that is dilapidated. Numerous areas of this home are an issue and it needs to be torn down. The Church is in a trust and the people have passed away. No one wants it. This one may not need to be torn down. Chief Foster states that illegal things are happening inside the home on the Day property. Mark Spence makes a motion to start the dangerous building process with the church, and to send letter to the Day's. Mark Spence makes a motion to amend his motion to start the dangerous building process on the church property and the Day property. 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: Draft of employee handbook discussion-Mayor Flannigan states that a draft of the employee handbook written by Mirarchi Management Group was received last week. He is going through noting changes he wants made, then he will provide it to the Board of Aldermen and have it on next month's agenda.

In re: Register trademark of City logo-Mayor Flannigan states that, as it stands, anyone could use the City's logo for anything. Cindy Davenport states that someone can use the logo, but cannot say they are the City of Moscow Mills. Cindy Davenport states that the City does not qualify for a federal registration, because there is no federal commerce and other reasons. She can file for registration with the State of Missouri. The filing fee is \$50 and it would be good for ten years. Marsha Mills makes

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a motion to have Cindy Davenport apply for state registration of the City's logo. Steve Aston seconds the motion. All are in favor.

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

Respectfully Submitted:

Linda Haynes, City Clerk

Patrick Flannigan, Mayor