

April 8, 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 and #2-Real Estate. 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 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 is held.

In re: Swear in new officials-Mark Spence-Alderman Ward I, and Mike Eilers-Alderman Ward II are sworn in.

In re: Remarks of Visitors-Cathy McQuay-475 Main Street-States that a few months ago she was disconnected for non-payment and charged a \$50 fee. She has always paid on time and feels this practice is unfair. Her only notice was a note stuck on her door. She would like her \$50 fee back. The cards the City was mailing back then are known to jam in the postal machines and can get stuck between magazine pages, resulting in the card never being received. She was told the City had 50 people each month that are disconnected. At \$50 a location this is quite an income for the City.

Zach McMichael-States that he is the attorney for the Whitetail development on Hampel Road. The property has been in the City's limits for several years. It is cost prohibitive to run water and sewer service from its existing location to the property. It is their understanding that the City assisted the Chestnut Ridge and Austin Oaks developments with their costs to extend services to their developments. They would like to be allowed to re-zone or to de-annex. They would like to discuss this further and would be willing to stay this evening.

In re: Approval of Consent Agenda items-Mark Spence makes a motion to remove the minutes from the March 11th meeting from the consent agenda for separate discussion, and to approve the remaining consent agenda items which includes the financial reports; paid bills report; bills to pay report; Payroll Monitor report for March; Bank Statement Monitor report for March; Planning and Zoning minutes from March 4th; Terry Foster to attend the Missouri Police Chiefs Conference from June 22nd to June 26th in Lake Ozark; Officer Little to attend the Missouri State Investigation conference May 21st to May 24th in Camdenton; the City's new Police Chaplin to attend training July 22 to July 26th in Wichita, KS to become a credentialed Police Chaplain; and the purchase of patrol rifles and optics for \$4,540. 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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In re: Minute Approval-March 11th-Mark Spence states that the vote to waive the re-zoning fee for Tom Anderson's property was not included in the minutes. The vote was unanimous. Linda Haynes states that the vote will be added to the minutes to waive the re-zoning fee. Mark Spence makes a motion to approve the amended minutes from the March 11th meeting, inserting the vote to waive the re-zoning fee. Marsha Mills seconds the motion. All are in favor.

In re: Chief's Annual Report-Chief Foster presets a PowerPoint presentation regarding his annual safety report. This report is required by RSMo. 300.050. The report and presentation includes statistics, crashes by severity, by agency, by road/area, the reasons for the crash, types of vehicles, graphs of the times of the accidents, graphs of the day of the week, and diagrams of where. Recommendations are made for increased safety and increased enforcement. Chief Foster states that he has also provided the Board his annual report, and asks if the Board has any questions. Mark Spence asks if cards are left at businesses that are checked. Chief Foster states that they used to leave cards, but businesses complained so they stopped leaving them.

In re: Moscow Mills Bicentennial-Mayor Flannigan states that he has one lady formulating ideas. Once the committee is formed they will then submit ideas to the Board of Aldermen.

In re: Sludge removal and land application of sludge-Mayor Flannigan states that MoDNR didn't like the idea of storing the sludge at the old lagoon, so that idea has been temporarily vacated. The idea of having our maintenance personnel do the work to take out a percentage of the sludge is being considered. The sludge has to sit and dry for two years. This would give the City time to figure out where it can be land applied. Some may be land applied on City owned property. He will be working with Donny Hopkins and A.J. Gironde to get a plan together to bring back to the Board.

In re: Backup certified operator for water and sewer-Donny Hopkins states that he tried to get ahold of Brian Lourance one time. Mayor Flannigan states that he also has an e-mail into the Troy Mayor to see if the two cities can work out an arrangement.

In re: Draft of employee handbook-Mayor Flannigan states that the handbook is finished and has been provided to Cindy Davenport to review before it is passed. This item will be on the May meeting for approval.

In re: IVR service-Mayor Flannigan states that he checked into the cost of IVR (Interactive Voice Response) for payments. The City would need two times more volume of phone payments for it to be cost effective. The IVR service with the general ledger was way too costly.

In re: Petitions for annexation-Linda Haynes states that she just received the letter reports on the two pieces of property. She will start working on the publications for the public hearing.

In re: Camera policy-Cindy Davenport states that the request was for the City to pass an ordinance authorizing the use of outdoor security cameras. None of her resources can come up with an ordinance or language the City would need to pass to allow this. Mayor Flannigan states that he had brought this up after a local business inquired. He

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will go back and speak with them again.

In re: Remaining music stands-Mayor Flannigan states that the Board of Aldermen previously donated two of the music stands to the Historical Society. There are five or six left. They are not of superior quality, they are made of plywood. He would like permission to sell what is left at \$10 or \$15 each. Mark Spence makes a motion to sell the remaining music stands for \$10 each. Mike Eilers seconds the motion. All are in favor.

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 the 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 Eilers seconds the motion. Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Abstains, Mike Eilers-Aye. Marsha Mills makes a motion to appoint Mike Eilers as the Bank Statement Monitor. Steve Aston seconds the motion. Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Abstains. Steve Aston makes a motion to appoint Mark Spence as the Budget Monitor. Mike Eilers 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 Steve Aston as the Board of Alderman member of the P&Z Commission. Mike Eilers seconds the motion. Roll call vote is as follows: Steve Aston-Abstains, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

In re: Set date for first quarter budget review-The budget review meeting is set for April 29th at 6:00 p.m.

In re: Annual list of bills that are okay to pay without Board of Aldermen approval-Linda Haynes explains the changes to the list for 2019. The list is passed around for signing.

In re: MML-Elected Officials Training-anyone to attend?-June 6th and 7th in Columbia-No one will be able to attend the conference this year.

In re: Tables from Community Building-Mayor Flannigan states that there are twelve long tables and two short tables downstairs that came from the Community Building. He would like to keep six of the long tables to be used when water or sewer classes are being held at City Hall. He would like permission to sell the remaining six long and two short tables, or they can be donated to the Lions Club. There are also 143 stackable chairs that the City call sell when the police have their sale of the unclaimed evidence and equipment. Marsha Mills makes a motion to donate the six long and two short tables to the Lions Club. Mark Spence seconds the motion. All are in favor. Mark Spence makes a motion to sell the 143 chairs when the sale is held. Mike Eilers seconds the motion. All are in favor.

In re: Half day closing of City Offices-First Aid training-May 14th-After some discussion, Steve Aston makes a motion to close City Hall for half a day on May 14th so all employees will be able to attend the CPR and AED training. Mike Eilers seconds the motion. All are in favor.

In re: Ordinance #852-Austin Oaks Plat 1 and offsite improvements dedications- Donny Hopkins states that all of the items included in Plat 1 have been inspected and are in satisfactory condition, along with the offsite improvements. Linda Haynes reads the title of Ordinance #852 in full two times. Mark Spence makes a motion to approve Ordinance #852. 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: Annual contract for concrete work (per square foot)- Mayor Flannigan states that the City replaces various concrete panels throughout the year and obtains bids for each project. It is getting difficult to get bids because contractors are no longer interested. Therefore, he would like to move to a system where the City solicits annual bids on a square foot basis. One contractor would be used to do the concrete work on an annual basis. This way repairs can be done right away, as long as the budgeted amount is not exceeded. This also frees up the maintenance department for other projects. Marsha Mills makes a motion to go out for bids for a square foot price for concrete work, obtain three bids, and to award the annual concrete work to the lowest bidder. Mike Eilers seconds the motion. All are in favor.

In re: Purchase of additional MXU's- Mayor Flannigan states that the City started installing the radio transmitters on the meters (MXU's) a few years ago. Last year there was still 550 to purchase. Now the city is down to needing about 80 more to finish up. Right now there are meters without MXU's that must be read by touching the pad on top of the meter. They are speckled throughout the City and it is slowing the process down. In addition, 20 more are needed for any new homes or meters that break. He would like permission to purchase a total of 100 MUX's for approximately \$13,000 so all meters can finally be converted to radio read. Mark Spence makes a motion to purchase the 100 MUX's for approximately \$13,000. Steve Aston seconds the motion. All are in favor.

In re: Tractor purchase- Mayor Flannigan states that the City could save money if they did the sludge removal themselves, but a new tractor is needed. The one the City currently has does not operate properly. Donny Hopkins states that the tractor is a 90's model with a cracked head, hydraulic leaks, and the power steering pump is out. The City may be able to get \$1500 at best on trade in. Donny Hopkins presents information on a new Kubota tractor for \$42,600 and a new John Deere tractor for \$46,000. The warranties are about the same. The tractor is budgeted as 1/3 each in the street fund, and water and sewer replacement funds at \$60,000 total. Donny Hopkins outlines the differences between the two tractors, and states that he prefers the John Deere tractor. Cindy Davenport states that this purchase is large enough that it would have to go through the formal bid process. Donny Hopkins states that it is presented through a program called Sourcewell, the price has already been negotiated through them. Cindy Davenport suggests postponing this item to the budget meeting so the Sourcewell program can be looked into. Mark Spence makes a motion to postpone this item to the budget meeting. Marsha Mills seconds the motion. All are in favor.

In re: Truck purchase- Donny Hopkins states that the 2004 Ford F-450 is smoking and about to blow up. The 2020 State bids will not be in until Thursday, and there are no 2019 models available. This truck is included in the 2019 sewer repair and replacement fund budget. What he is proposing would be a regular pickup truck without a utility bed, which will save around \$7,000. Eventually a plow and salt spreader would be

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purchased for it. He will bring numbers to the budget meeting.

In re: Facebook page-Mayor Flannigan states that those in attendance at the Boonslick Regional Planning Commission meeting were asked who had Facebook pages for their organization and many do. He has spoken with the Court Clerk and she is willing to be the administrator of the page, she is already doing the police website. When the project is ready to move forward he can bring this back to the Board of Aldermen. Cindy Davenport states that no vote is needed to move forward with this.

In re: Citizen drop off of yard waste-Mayor Flannigan states that he contacted Meridian Waste Solutions about yard waste pickup options and they have not gotten him a cost yet. This option is being looked into because the City's yard waste drop off area is only available during business hours, which makes it difficult for residents to drop items off. Meridian asked if they could dump what would be picked up at the City's compost area, because it cannot go into a landfill. He has asked them to provide two costs. A per customer rate if all residences were required to be in the program, and a cost if each residence had the option to opt in to the program. Mike Eilers asks what the City would do with the yard wastes. Donny Hopkins states that they currently only allow city residents to drop off yard wastes. The maintenance department chips up any wood dropped off. Anyone, including non-residents, are allowed to come get compost from the pile. If the City ends up with too much compost it can be spread on the back 40 acres. Mayor Flannigan states he will likely have the costs by the budget meeting.

Cindy Davenport exits the meeting.

In re: Employee pay scales-Mayor Flannigan states that he has researched with other cities and Moscow Mills is not far off the mark on what he wants to accomplish. The changes needed to get in line with these pay scales will ultimately affect the department heads. Most regular employees are close to the scales. One employee was hired in above the pay scale rate. To get the department heads up to their years of service in the pay scales will be about \$33,000, which can be phased in over three years at around \$11,000 per year. This gets these positions relatively close to the scale of City of Troy. The pay scales are important so the City can retain employees and not be a training ground. Moscow Mills cannot compete with Wentzville, St. Charles, etc., but he did look at them. There will end up being a disparity between the pay the department heads are making, but they should not all be making the same based on the grade of the position and years of service. The 911 tax passed, so the City will have an influx due to no longer paying directly for the dispatching services. Mark Spence asks when the Mayor would like to see the pay scales go into effect. Mayor Flannigan states January 1st is when the City will first see savings on the 911 costs. Mark Spence makes a motion to approve the pay scales being presented and for them to go into effect January 1, 2020 with the three year correction to increase the positions to where they should be. Steve Aston seconds the motion. All are in favor.

Mark Spence makes a motion to amend the agenda to include discussion about insurance on the City's cell phones and to approve the signing of the contract with Wehmeyer Farms. Mike Eilers seconds the motion. All are in favor.

In re: Cell Phone Insurance-Mayor Flannigan states that one employee has already lost their City issued cell phone. It was reported to the City several days after it went

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missing, which made tracking it difficult. They currently do not have insurance on them. Insurance would be \$15 per month and there are eleven phones, so the monthly cost would be around \$165 a month. The cost to replace the lost phone would have been around \$650, but the City had one line that was available for an upgrade so the cost was only \$180. The City needs to decide if they are going to hold employees responsible for losing or damaging their City issued cell phone in the future. Mayor Flannigan states that he will work with the City's legal counsel to draft a policy for presentation, which should include a clause to report it immediately when a phone is missing. Mark Spence states that the annual cost to insure all the phones is \$1,980 and generally the insurance coverage does not provide much and a deductible still needs to be paid. The Board states they are not interested in adding insurance to the City's phones at this time.

In re: Wehmeyer Farms contract-A.J. Girondo states that the lowest bid was from Wehmeyer Farms. George Butler Associates have checked the bid and MoDNR has given their approval. Approval is needed for the Mayor to sign the contract with Wehmeyer Farms. Mark Spence makes a motion to allow the Mayor to sign the contract with Wehmeyer Farms for the EPA compliance project. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Marsha Mills-Aye, Mike Eilers-Aye.

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