



6:00 p.m.-Mayor Flannigan calls the meeting to order. Steve Aston, Alderman Ward I; Tom Gormley, Alderman Ward I; Gerald Green, Alderman Ward II, and Cody Quist Alderman, Ward II are present. Also in attendance is Linda Haynes, City Clerk and Cindy Davenport, City Attorney.

Cody Quist makes a motion to adjourn to executive session per RSMo. 610.021 #1-Legal and #2-Real Estate. Gerald Green seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Gerald Green-Aye, Cody Quist-Aye.

Executive session is held and adjourned.

Terry Foster, Chief of Police; Rob Hamilton, Public Works Superintendent, and A.J. Gironde, City Engineer are now in attendance. There are five 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: Swearing in of newly elected officials**-Linda Haynes swears in Patrick Flannigan as Mayor, Steve Aston as Alderman Ward I, and Gerald (Jerry) Green as Alderman Ward II.

Mayor Flannigan requests to amend the agenda to add at the end a discussion regarding vacating an easement at 28 Walter Court and establishment of a new easement. Steve Aston makes a motion to amend the agenda to include this item. Cody Quist seconds he motion. All are in favor.

**In re: Remarks of Visitors**-There is no one signed up to speak.

**In re: Approval of Consent Agenda items**-Cody Quist makes a motion to remove the mobile printers purchase for separate discussion and to approve the rest of the consent agenda items which includes minutes from the March 14<sup>th</sup> Board of Aldermen meeting; financial reports; paid bills report; bills to pay report; Payroll Monitor report for March; Bank Statement Monitor report for February and March; Department Head reports from the Court Clerk, City Clerk, Utility Superintendent, and Chief of Police; Court Clerk to attend the Professional Development Conference May 23<sup>rd</sup>-27<sup>th</sup> at Margaritaville; Court Clerk's asset disposal request for two computers and a monitor; City Clerk's asset disposal request for 2 desktop computers; City Clerk's records disposal (see attached list that is being made a part of these minutes); Chief of Police asset disposal for vehicle #5, a computer, and a printer; and Chief of Police request to represent the City at the Law Enforcement Memorial in Jefferson City on May 6<sup>th</sup> and 7<sup>th</sup>. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-Aye.

**In re: Purchase of five mobile printers**-Chief Foster states that the bid is for \$4,403.00, which is over the budgeted amount of \$2,200.00. Prices have changed considerably. To



offset the extra cost, they upgraded the existing tough books rather than purchasing all new ones, and only purchased one new tough book. This saved about \$5,000.00. Cody Quist makes a motion to approve the purchase of five mobile ticket printers for \$4,403.00. Jerry Green seconds the motion. All are in favor.

**In re: Updates, repairs, etc. at water and sewer treatment plants & lift stations**

**-Scrap media filters and chlorine contact tanks at old water treatment plant-**

Rob Hamlin states that he would like to scrap all of the metal items at the well and water treatment plant #2. It has not been in action for six years, the tanks are rusting and therefore not reusable. The building can be used for other purposes. There are two large tanks outside and several inside the building. The pumps will be saved for future use. The well will eventually need to be capped. The revenue from the salvage could be used to cap the well. Jerry Green makes a motion to scrap the items at the water treatment plant #2. Tom Gormley seconds the motion. All are in favor.

**In re: Well #5 project update-**A.J. Girondo states that they are close to applying to MO DNR for design approval, and then will be ready to put the project out for bids.

**In re: 8" water mains on Hwy C and Hwy MM-**Mayor Flannigan states that these costs keep going up, but if done all at once it will keep the mobilization costs down. There is money budgeted for replacing cast iron mains that can be used for the Hwy C line. The Hwy MM line is needed to tie in Railroad Street and to extend service to the two developments. This will create a needed water loop. The City will have enough money to cover the new well and these two line extensions between what is already budgeted for cast iron main replacement and the ARPA funding. If the Board approves of the two water line extensions the two projects will be put out for bids. Cody Quist makes a motion to place both water line projects out for bids. Jerry Green seconds the motion. All are in favor.

**In re: Ratify Hoelting easement survey cost-**Mayor Flannigan states that the cost of the survey will actually be less than the first estimate of \$2,000.00. Steve Aston makes a motion to ratify the vote taken by e-mail for up to \$2,000.00 to survey the easement to satisfy the court. Jerry Green seconds the motion. All are in favor.

**In re: Ordinance #995-Amending section 75.310 Tampering-**Cindy Davenport reads the title of Ordinance #995 in full two times. Jerry Green makes a motion to approve Ordinance #995. Cody Quist seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-Aye.

**In re: Resolution #996-Amend Chapter 57-Purchasing Policy-**Cindy Davenport reads the title of Resolution #996. Cody Quist makes a motion to approve Resolution #996. Steve Aston 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-**Jerry Green makes a motion to appoint Cody Quist as the President of the Board. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-



Abstains.

Cody Quist makes a motion to appoint Steve Aston as the Payroll Monitor. Tom Gormley seconds the motion. Steve Aston-Abstains, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-Aye.

Cody Quist makes a motion to appoint Tom Gormley as the Bank Statement Monitor. Steve Aston seconds the motion. Steve Aston-Aye, Tom Gormley-Abstains, Jerry Green-Aye, Cody Quist-Aye.

Steve Aston makes a motion to appoint Cody Quist as the Budget Monitor. Tom Gormley seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-Abstains.

Cody Quist makes a motion to appoint Jerry Green as the Board of Alderman member of the P&Z Commission. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Abstains, Cody Quist-Aye.

**In re: Annual list of bills that are okay to pay without Board of Aldermen approval-** Following a short discussion, the annual list of bills that are okay to pay without Board approval is passed around for signing.

**In re: MML Elected Officials Training-anyone to attend?-June 9-10, 2022-** Following a short discussion, Jerry Green states that he would like to attend. Steve Aston states he may want to attend. This item will be placed back on the agenda in May.

**In re: Set date for first quarter budget review-** The budget review meeting is set for April 28<sup>th</sup> at 6:00 p.m.

**In re: Set date for public hearing regarding water and sewer rates-inflation factor increase-** Mayor Flannigan states that the Board may need to consider raising the yearly 3% rate increase, due to increasing cost to maintain the system. A short discussion is held. Jerry Green makes a motion to revisit this item in one year. Cody Quist seconds the motion. All are in favor.

**In re: Police Department-bids for renovations-** The three bids received for the Police Department renovations are discussed. Steve Aston makes a motion to approve the bid of \$31,700 from Aspire and allow the mayor to sign the agreement. Cody Quist seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-Aye. It is requested that Cindy Davenport include a one year warranty in the agreement.

**In re: Employees clocking in and out-** The employees clocking in and out for lunch is discussed. Cindy Davenport states that nothing needs to be changed in the employee manual for this change. Cody Quist makes a motion that the hourly city employees no longer have to clock in and out for lunch, but a half hour will be deducted from their total



daily hours, unless no lunch is taken. Jerry Green seconds the motion. All are in favor.

**In re: Paid time off for new employees-**Mayor Flannigan states that it is difficult to recruit experienced employees when they will not have any time off for a year. He would like to be able to offer time off to prospective new employees who have five or more years of experience. Cindy Davenport states that new employee can negotiate some vacation as part of their acceptance of a position with the City. This has been done in a couple of cases in the past. There is discussion regarding how soon a new employee would be allowed to use this vacation time. Cody Quist makes a motion that any new employee who have negotiated for vacation time must wait until 90 days after their hire date to use any of it. Steve Aston seconds the motion. All are in favor. Cindy Davenport states that a change to the employee handbook is not necessary for this.

**In re: Resolution #997-On-Call response time-**Following a short discussion, Cindy Davenport reads the title of Resolution #997. Cody Quist makes a motion to approve Resolution #997. Jerry Green seconds the motion. All are in favor.

**In re: Dangerous buildings-253 E. Second Street-Mary & Craig Faatz and 165 W. Fourth Street-Orville L. Thoroughman Trust-**Mayor Flannigan states that he would like the Board's approval to send letters to the owners of these two properties letting them know that they must fix the issues or face demolition. Cody Quist makes a motion to send the letters and set a public hearing date. Steve Aston seconds the motion. All are in favor.

**In re: Ordinance #998-Amendment to Chapter 110 regarding removal of meters-**Cindy Davenport explains that the current code was written to stop the billing when a meter is pulled. This amendment alters that process so the meters are not removed, per Rob Hamlin's request. Cindy Davenport reads the title of Ordinance #998 in full two times. Linda Haynes mentions there is a correction, section number 110.000 should be 110.100. Jerry Green makes a motion to approve corrected Ordinance #998. Cody Quist seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-Aye.

**In re: Backup water operator-**Rob Hamlin states that Brian Lourance was going to be the backup operator, but he is not wanting to do it anymore. He has spoken to Dave Axton of Water Resource Management, and he will be the backup operator for \$100.00 a month base fee, and \$90.00 per hour for actual hours worked. Cody Quist makes a motion to hire Dave Axton as the City's backup water operator for \$100.00 a month base fee and \$90.00 per hour for actual hours worked and allow the Mayor to sign any necessary agreement. Tom Gormley seconds the motion. All are in favor.

**In re: Walking trails-**Mayor Flannigan states that he would like to see the City's railroad right-of-way used as a walking trail. CMS Homes will have some property to add as well. Details and costs are discussed. Cody Quist makes a motion to start with the right-of-way area from Hwy 61 east toward Main Street, putting down chat as the budget allows. Jerry Green seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Tom Gormley-Aye, Jerry Green-Aye, Cody Quist-Aye.



**In re: Ambulance District-28 Walter Court easement**-Mayor Flannigan passes around a drawing that indicates the easement that needs to be vacated and the new easement. Steve Aston makes a motion to vacate the easement and establish the new easement based on the exhibit, and allow the Mayor to sign the appropriate documents. Cody Quist seconds the motion. All are in favor

Mayor Flannigan states that a second executive session is not needed this evening.

Cody Quist makes a motion to adjourn. Jerry Green seconds the motion. All are in favor.

Respectfully Submitted:

Linda Haynes, City Clerk

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Patrick Flannigan, Mayor



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**City Clerk items for approval under the consent agenda 04/18/2022**

I would like permission to dispose of the records in the attached list per the General Records Retention Schedule and the Municipal Records Retention Schedule as published by the Local Records Board of the State of Missouri pursuant to Chapter 109 RSMo. If approved the records will be destroyed by a shredding company hired to come to City Hall and shred the documents on or around 04/28/2022.

Thank you,

Linda Haynes, City Clerk

Original Box #	Year	Record Description	Disposed Under Section
137	2019	Accounts Payable Invoices	Accounts Payable Records (GS 007)-minimum retention completion of audit
138	2019	Accounts Payable Invoices	Accounts Payable Records (GS 007)-minimum retention completion of audit
147	2020	Accounts Payable Invoices	Accounts Payable Records (GS 007)-minimum retention completion of audit
148	2020	Accounts Payable Invoices	Accounts Payable Records (GS 007)-minimum retention completion of audit
145	2019	Accounts Payable Paid bills reports-signed/approved by BOA	Accounts Payable Records (GS 007)-minimum retention completion of audit.
146	2020	Accounts Payable Paid bills reports-signed/approved by BOA	Accounts Payable Records (GS 007)-minimum retention completion of audit.
144	2019	Accounts Payable-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit
151	2020	Accounts Payable-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit
145	2016	Accounts Payable-W-9's	Federal & State Tax Records (GS 034)-minimum retention 5 years
140	2019	Accounts Receivable aging reports-Monthly	Accounts Receivable Records (GS 008)-minimum retention completion of audit
	2020	Accounts Receivable aging reports-Monthly	Accounts Receivable Records (GS 008)-minimum retention completion of audit
123	2015	Agency Fee Transactions for online payments-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
123	2016	Agency Fee Transactions for online payments-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
123	2017	Agency Fee Transactions for online payments-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
130	2018	Agency Fee Transactions for online payments-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
not	2019	Agency Fee Transactions for online payments-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
149	2020	Agency Fee Transactions for online payments-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
113	2016	Animal tag receipt books	Pet and Animal Licenses or Permits (0105)-minimum retention 5 years after expiration
145	2019	Bank Statements	Banking Records (GS 010)-minimum retention completion of audit plus 1 year
not	2016	Bids for various items to purchase and services	Bid Records (GS 055)-minimum retention 3 to 5 years or on completion of audit whichever is later
143	2019	Billing registers-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit
150	2020	Billing registers-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit
145	2019	Billing-Hauled in waste billing	Accounts Receivable Records (GS 008)-minimum retention completion of audit
152	2020	Billing-Hauled in waste billing	Accounts Receivable Records (GS 008)-minimum retention completion of audit
145	2019	Billing-Sewer surcharges	Accounts Receivable Records (GS 008)-minimum retention completion of audit
152	2020	Billing-Sewer surcharges	Accounts Receivable Records (GS 008)-minimum retention completion of audit
not	2019	Budget draft working papers	Budget Preparation Records (GS 04)-minimum retention-completion of audit
not	2020	Budget draft working papers	Budget Preparation Records (GS 04)-minimum retention-completion of audit
130	2018	Building Permit Monthly Report to Board of Aldermer	Monthly Reports of Building Permits Issued File (0208)-minimum retention 3 year
112	2016	Check registers	Payroll Records (GS 068)-minimum retention 5 years
112	2016	Check registers	Accounts Payable Records (GS 007)-minimum retention completion of audit
130	2018	Citizen Complaint Forms	Request and Complaint Files (GS049)-minimum retention 3 years after final disposition
electronic	2019	Collections file-utilities	Accounts Receivable Records (GS008)-minimum retention completion of audit
electronic	2020	Collections file-utilities	Accounts Receivable Records (GS008)-minimum retention completion of audit
134	2018	Community Building rental contracts, calendar, cleaning lists	Contracts, Leases, and Agreements (GS060)-minimum retention 3 years after expiration
138	2019	Court revenue worksheets	Accounts Receivable Records (GS008)-minimum retention completion of audit (Plus 1 year due to deposit slips being attached-GS010)
140	2019	Credits/adjustments-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit
151	2020	Credits/adjustments-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit
113	2009	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audit
113	2010	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audit
113	2011	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audit
113	2012	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audit
113	2013	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audit

113	2014	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audi
113	2015	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audi
112	2016	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audi
127	2017	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audi
134	2018	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audi
138	2019	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audi
146	2020	Debit/credit file	Accounts Receivable Records (GS 008)-minimum retention completion of audi
140	2019	Deposit journals-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit
149	2020	Deposit journals-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit
152	2020	Deposit Register - Year End	Accounts Receivable Records (GS 008)-minimum retention completion of audit
145	2019	Deposit slip carbons for misc deposits & bad checks	Banking Records (GS 010)-minimum retention completion of audit plus 1 year
146	2020	Dept head reports to the BOA-consent agenda	Correspondence - General (GS012)-minimum retention 1 yea
113	2005	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2006	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2007	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2008	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2009	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2010	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2011	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2012	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2013	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2014	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
113	2015	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
123	2016	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
127	2017	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
130	2018	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
140	2019	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
not	2020	DNR test fee reports	Accounts Payable Records (GS 007)-minimum retention completion of audit
140	2019	E-bill Registrations	Accounts Receivable Records (GS 008)-minimum retention completion of audit
149	2020	E-bill Registrations	Accounts Receivable Records (GS 008)-minimum retention completion of audit
130	2018	Employee Time cards	Time and Attendance Records (GS 028)-minimum retention 3 years plus completion of audit
145	2018	Employee Time Off Requests	Leave Requests (GS 029)-minimum retention 3 years plus completion of audit
not	2019	Employment applications/resumes	Employment Recruitment and Selection Records (GS 062)-minimum retention: unsolicited applications and resumes-6 months, unsuccessful applications-1year
not	2020	Employment applications/resumes	Employment Recruitment and Selection Records (GS 062)-minimum retention: unsolicited applications and resumes-6 months, unsuccessful applications-1year
140	2019	Fire Hydrant Use Permits	Accounts Receivable Records (GS 008)-minimum retention completion of audit
149	2020	Fire Hydrant Use Permits	Accounts Receivable Records (GS 008)-minimum retention completion of audit
112	2016	Fuel logs	Motor Fuel Usage Reports File (0718)-5 years
not	2018	Grant file #48-Mo Department of Public Safety-LLEBG-Variou Equipment items	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer. Retain unsuccessful grant applications 1 year after rejection or withdrawal.
146	2015	Grant file-FEMA/SEMA-storm damage	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer. Retain unsuccessful grant applications 1 year after rejection or withdrawal.
146	2014	Grant file-Mo DNR-Engineering grant-Inflow/Infiltration	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer. Retain unsuccessful grant applications 1 year after rejection or withdrawal.
146	2016	Grant file-Mo TAP grant-street lighting	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer. Retain unsuccessful grant applications 1 year after rejection or withdrawal.
113	2016	Meter readings	Meter Reading Summary Reports (1611)-minimum retention-5 years
140	2019	Meter removal requests	Correspondence General (GS012)-minimum retention 1 yea
149	2020	Meter removal requests	Correspondence General (GS012)-minimum retention 1 yea
141	2019	Payments journals & cash receipts journals-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
142	2019	Payments journals & cash receipts journals-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.



153	2020	Payments journals & cash receipts journals-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
154	2020	Payments journals & cash receipts journals-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
155	2020	Payments journals & cash receipts journals-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
112	2016	Payroll File	Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State Tax Records (GS 034)-minimum retention 5 years
112	2016	Payroll-computer printouts	Payroll Records (GS 068)-minimum retention 5 years
120	2011	Personnel files-ex-employees	Employee Personnel Records (GS026)-minimum retention master personnel file, date of separation + 10 year
not	2014	Personnel-Medical files-ex-employees	Employee Medical Records (GS027)-Hazard Exposure Records 30 years after separation; all other records 7 years after separation
138	2019	Receipt file	Accounts Receivable Records (GS 008)-minimum retention completion of audit, and Banking Records (GS 010)-minimum retention completion of audit plus 1 year.
130	2018	Service orders-utilities	Work Orders (GS020)-minimum retention 3 years