

The Board of Aldermen met in regular session at 6:00 p.m.

Aldermen Present: Connie Painter, Marvin Vilorio, Jason Osbourne, Jeremy Moss and Melissa Hays

Others Present: Mayor John Long, Chris and Emily Hathaway, Dan Bichsel, Glenn and Shelly Bichsel, Jason Dexter, Steve and Janet Harn, Bob and Michelle Hightower, Kevin Peters, Raymond and Diana Shuck, Al Dimmit, Greg and Carrie Cooper, Pat Kendrick, Mike and Linda Bichsel, Ralph Lemongelli, Allen Forquer, Rick Poertner, Harold Baker, Unknown individual, Russell Inlow, Damon Vuch, Jerry Potterfield, Mandi Kindhart, Ronald Krigbaum, Michael Williams, Graham Furse, Michael Carr, George Hausdorf, Dan Skaggs, Jackson Cody, Forrest Gossett, Brad Stinson, Zach James

Mayor John Long called the meeting to order at 6 p.m. and asked that all stand and recite the Pledge of Allegiance.

Mayor Long stated that the agenda had been modified so that the Attorney's Report will be first.

### **Attorney's Report**

- Attorney Williams stated that there was an ordinance on the agenda regarding how to handle delinquent accounts. In the discussions that have been had regarding delinquent utility bills he has prepared an ordinance which is basically a version of a sample that he had received from the Missouri Municipal League modified for Monroe City. There is basically some general information regarding the bills being due on the 25<sup>th</sup>, on the 26<sup>th</sup> they are delinquent, and a 5% penalty is applied. The time payment plan states that if a person or business that is delinquent due to illness, personal disaster or other valid reason and provides evidence, they can be allowed a plan where they pay the current bills and 17% in arrears which carries the plan out to about 6 months and can't be done again. There is reasoning in the plan in which the City can deny a plan. Any failed payment will result in immediate termination of utilities without consideration of the hot or cold weather rule which allows the City to ensure that there is no further debt accepted by the City. This is a general plan for all customers, not specific to Arcadia; it will simplify the issue moving forward and will make things smoother.

Alderman Moss stated that this structure will allow for the Administrative team to make better decisions. At the last meeting a policy change was discussed, and it was asked if there were special plans put in place in the past. Alderman Moss wasn't sure when the last one was, but this ordinance will eliminate any special situations and provides the structure we need to make better decisions. He asked the Council if there were any other thoughts. Alderman Painter stated that she agrees, and this is basically what they had discussed. She stated that she

has had a problem with the utilities from day one with write-offs. She further stated that following policy is something that is important and is needed to move forward and we need to continue to follow the policies which will make it easier on the Administrative staff.

Alderman Hays stated that policies are set in good faith and that an ordinance is more binding. Attorney Williams stated that this ordinance will get in the ordinance book, which needs to be updated, and it will be easier for people to find stuff. Alderman Moss questioned if the ordinance had been posted and Ms. Pangborn advised that it had.

An "Ordinance Regarding Delinquent Accounts" was introduced. The proposed ordinance was assigned bill # 18.

- o The first reading of bill #18 was read and approved on a motion by Alderman Moss; a second by Alderman Hays with a roll call vote taken and all in favor.
- o The second reading of bill #18 was read and approved on a motion by Alderman Painter; a second by Alderman Osbourne with a roll call vote taken and all in favor.
- o The third and final reading of bill #18 was read and approved on a motion by Alderman Hays; a second by Alderman Painter with a roll call vote as follows:

Connie Painter.....	Yes	Jeremy Moss .....	Yes
Marvin Vilorio.....	Yes	Melissa Hays .....	Yes
Jason Osbourne .....	Yes		

- o Bill #18 became ordinance #18-2019.
- Attorney Williams stated that with the ordinance being passed, there is a payment plan for Arcadia that follows the Ordinance. The 17% portion of the delinquent that they will be required to pay by January 20<sup>th</sup> is \$38,464.51. If this plan is approved, in addition to the back portion they will also have to keep current with their current bills. Alderman Moss stated that based on the payment plan that was presented and proposed to the Aldermen, there should be no issue with Arcadia meeting the terms of the ordinance. Alderman Painter wanted to confirm that there would be no executive decisions and Attorney Williams stated that there would not be any other alternatives and they would not be eligible for any other plans. If they miss a payment and the utilities are disconnected, they will have to pay the entire amount of their utility bill before the utilities will be reconnected.

Alderman Moss stated that there was a meeting on Monday, December 16, 2019 regarding this issue. He expressed his thanks to Mr. Furse for attending and answering questions. Alderman Moss stated that as we think about the process that we have gone through on this, one of the key challenges that we place was the adjusted policy and getting a plan in place. He stated that we are a small, close-knit town and when things of this nature happen, it has an impact on the

people we know. He felt that that this clears up a lot of challenges and will give Arcadia a chance to make it succeed. Alderman Moss requested to approve the payment plan and he requested Arcadia to make it successful because the community wants them here.

The payment plan is set out below:

<b>ARCADIA'S PROPOSAL-to match proposed ordinance</b>			
18-Dec-19	<b>Actual figures</b>		
<b>Date</b>	<b>Bill</b>	<b>Payment</b>	<b>Total</b>
9/30/2019	<b>\$140,996.69</b>		\$140,996.69
10/31/2019	<b>\$100,124.16</b>		\$241,120.85
11/27/2019		<b>\$20,000.00</b>	\$221,120.85
11/30/2019	<b>\$65,141.00</b>		\$286,261.85
12/5/2019		<b>\$20,000.00</b>	\$266,261.85
12/12/2019		<b>\$20,000.00</b>	\$246,261.85
12/17/2019		<b>\$20,000.00</b>	\$226,261.85
12/23/2019		\$20,000.00	\$206,261.85
12/30/2019		\$20,000.00	\$186,261.85
12/31/2019	\$65,000.00		\$251,261.85
1/6/2020		\$20,000.00	\$231,261.85
1/13/2020		\$25,000.00	\$206,261.85
1/20/2020		\$25,000.00	\$181,261.85
1/27/2020		\$25,000.00	\$156,261.85
1/31/2020	\$65,000.00		\$221,261.85
2/3/2020		\$30,000.00	\$191,261.85
2/10/2020		\$30,000.00	\$161,261.85
2/17/2020		\$30,000.00	\$131,261.85
2/24/2020		\$30,000.00	\$101,261.85
2/29/2020	\$65,000.00		\$166,261.85
3/2/2020		\$35,000.00	\$131,261.85
3/9/2020		\$35,000.00	\$96,261.85
3/16/2020		\$35,000.00	\$61,261.85
3/23/2020		\$35,000.00	\$26,261.85
3/30/2020		\$35,000.00	-\$8,738.15
3/31/2020	\$65,000.00	\$0.00	\$56,261.85

Alderman Moss options to approve Arcadia's payment plan; Alderman Hays seconded it with all in favor.

- Attorney Williams stated that the next item was the ordinance regarding Medical Marijuana. He stated that he wanted to clarify that this was not something that he just decided to do. He was asked to do this by board. Basically, if we don't have our own ordinance then we will follow state guidelines. The main issue is

the distance that marijuana facilities are allowed from any elementary or secondary school, day care, church or other building regularly used as a place of worship. He investigated other cities that have an ordinance regarding this, and they vary from 0 to 100 to 1000 feet. He advised that the state guidelines are 1,000 feet. If someone were to apply in Monroe City and meet the state guidelines, then they can. Attorney Williams also advised that every application that has been submitted for medical marijuana has been released by the state and Monroe City is not on that list, but Palmyra and Hannibal are. This ordinance does not open the door for something to start tomorrow – an application would have to be filed with the state and it would be 2021 before something would happen. If the board doesn't approve it, it doesn't change anything, and we will abide by the state rules which will be 1,000 feet. Alderman Moss stated that when you look at the number of churches and school it narrows it down as to where a facility could be located and that is why 400' was selected and they felt that was a safe enough distance for most of the town. Alderman Moss questioned if the ordinance was posted and Ms. Pangborn advised that it was. Attorney Williams stated that they will have to find a chapter and section to add this to in the ordinance book.

An "Ordinance Adopting Chapter \_\_\_\_\_, Section \_\_\_\_\_ Of the Monroe City Code Allowing Medical Marijuana Facilities" was introduced. The proposed ordinance was assigned bill # 19.

- The first reading of bill #19 was read and approved on a motion by Alderman Moss; a second by Alderman Hays with a roll call vote taken and all in favor.
- The second reading of bill #19 was read and approved on a motion by Alderman Painter; a second by Alderman Osbourne with a roll call vote taken and all in favor.
- The third and final reading of bill #19 was read and approved on a motion by Alderman Hays; a second by Alderman Painter with a roll call vote as follows:

Connie Painter.....	Yes	Jeremy Moss .....	Yes
Marvin Vilorio.....	Yes	Melissa Hays .....	Yes
Jason Osbourne .....	Yes		

- Bill #19 became ordinance # 19-2019.
- Attorney Williams stated the Airport Lighting project was agreed to a few months ago. The first part of the process is to get the contract signed with MoDOT to get the engineering company. If the ordinance is approved, a check for \$3,785 will need to be sent in with the executed agreement and a certified copy of the ordinance. He further stated that the agreement does state that the City would have to retain control of the airport for 20 years after the last reimbursement payment of the grant is paid; so, the City would not be able to sell the airport during that time. There is also a requirement that the airport must be open for public aviation purposes. If it is decided to close the airport for a short period of

time, it would have to be approved by the Commission. Overall, this is a normal MoDOT contract.

An “Ordinance Authorizing and Directing the Mayor of the City of Monroe City, Missouri to execute and Agreement by and between the City of Monroe City and the Missouri Highways and Transportation Commission” was introduced. The proposed ordinance was assigned bill 20.

- The first reading of bill #20 was read and approved on a motion by Alderman Moss; a second by Alderman Osbourne with a roll call vote taken and all in favor.
- The second reading of bill #20 was read and approved on a motion by Alderman Osbourne; a second by Alderman Hays with a roll call vote taken and all in favor.
- The third and final reading of bill #20 was read and approved on a motion by Alderman Hays; a second by Alderman Moss with a roll call vote as follows:

Connie Painter.....	Yes	Jeremy Moss .....	Yes
Marvin Viloría.....	Yes	Melissa Hays .....	Yes
Jason Osbourne .....	Yes		

- Bill #20 became ordinance #20-2019.
- Attorney Williams stated that the final ordinance for consideration was a contract ordinance with Learning Opportunities Quality Works, Inc., for the janitorial services for city locations. This is the same contract that is done annually with the only change being the hourly rate due to the increased minimum wage.

An “Ordinance Authorizing and Directing the Mayor of the City of Monroe city, Missouri, to execute and Agreement by and between the City of Monroe City, Missouri and Learning Opportunities/Quality Works, Inc.” was introduced. The proposed ordinance was assigned bill #21.

- The first reading of bill #21 was read and approved on a motion by Alderman Moss; a second by Alderman Osbourne with a roll call vote taken and all in favor.
- The second reading of bill #21 was read and approved on a motion by Alderman Osbourne; a second by Alderman Hays with a roll call vote taken and all in favor.
- The third and final reading of bill #21 was read and approved on a motion by Alderman Hays; a second by Alderman Viloría with a roll call vote as follows:

Connie Painter.....	Yes	Jeremy Moss .....	Yes
Marvin Viloría.....	Yes	Melissa Hays .....	Yes
Jason Osbourne .....	Yes		

- Bill #21 became ordinance #21-2019.

Attorney Williams stated that he had nothing further on his report.

Mayor Long asked those in attendance to sign the paper at the front door so that all of those in attendance could be listed in the minutes.

### **Consent agenda**

- The minutes of the December 5<sup>th</sup> meeting were reviewed as well as the bills payable. Ms. Pangborn stated that the bill for LaRue Insurance for the Airport Insurance was duplicated and \$1,292 needed to be removed. She also would like to add the MoDOT contract amount of \$3,785 to the bills. Alderman Moss motioned that the minutes of the December 5<sup>th</sup> meeting be approved and that the bills payable be approved with the removal of the LaRue Insurance amount of \$1,292 and the addition of the MoDOT amount for \$3,785; Alderman Painter seconded it with all in favor.

### **Open forum**

- MoPERM – Carrie Cooper stated that she wanted to touch base with the Council and thank them for staying with her for another year. She stated that the airport policy is a separate policy since MoPERM doesn't cover airports. She stated that the MoPERM program continues to do well for the City. She stated that MoPERM had a 3% increase across the board with structures and contents. She stated that she is prepared to be helpful with regards to the groundbreaking of the new sewer treatment facility. She stated that there haven't been any issues and that she and Ms. Pangborn work together to address any thing that comes up. She further stated that she was glad to see the Police Department with another dog – there is no charge for the dog liability insurance. As there were no additional questions from the Council, Mrs. Cooper thanked them for their time.
- Jackson Cody – Mr. Cody stated that he had a water leak and was requesting that the sewer charges be lowered to his average usage. He stated that he had a broken pipe under the residence, and it ran for several hours before it was discovered. Ms. Pangborn stated that she wasn't aware of the details of this situation as far as exact amounts, but she did advise that the usage was under the 20,000-gallon threshold and therefore no adjustment per policy could be taken. Alderman Painter motioned for Ms. Pangborn to adjust Mr. Cody's sewer charges back to his average usage; Alderman Moss seconded it with all in favor.
- Barb Smith – Mrs. Smith was not in attendance; however, Ms. Pangborn explained the situation. She had an excessive water usage in a rental property that no one is living in. She advised the Council that Mrs. Smith was very certain that there was no leak, this was a fluke situation, and requested that her water billing be reduced. The Council did not wish to take any action on this matter unless Mrs. Smith attends a Council meeting.
- Damon Vuch – Mr. Vuch stated that he was aware there was a new canine and officer. He stated that last time the officer and the dog were a "pair" and that the City had a huge investment in the dog and the officer. When that officer went to another municipality to work, the dog went with him and the City received nothing for their investment. Alderman Painter advised that there has been no cost for the dog, the training, food, insurance, veterinarian fees, etc., as all has

been either donated or through a grant. Mr. Vuch was just concerned about the City's investment.

- Mayor Long asked if there anyone else had anything for open forum – there is a 5-minute limit. Alderman Painter stated that the newspaper headline after the last meeting referred to “heated conversations” Alderman Painter stated that she had an outburst and she felt that some of the people that attend the meetings are not respected when they wish to speak and she has a real issue with that. She feels that if they come, they should be listened to and the Council should get back with them. She stated that she meant everything she said, but she apologized for not doing it in a professional manner. She specifically apologized to Mayor Long and he thanked her for that. Alderman Hays also stated that the Council should be treated with respect as well.

**Planning and Zoning** – Alderman Viloría had nothing to report.

**Public Works**

- Alderman Viloría stated that there is a report in the packets with what the men have been doing. He stated that the Electric Department has had a pole leaning behind Babby Williams’ residence and they are in the process of changing that out. He stated that the Street Department did a good job of taking care of the snow. He stated that meter reading is today and tomorrow. He stated that Mr. Rodgers, Mr. Ritter and Mr. Whelan did well on their apprenticeship tests.
- Water Plant 30-day Trial – Mr. Hausdorf of PeopleService, Inc. stated that D & F is at the Water Plant getting the chlorine dioxide installed. This is one of the first steps in trying to alleviate the TTHM issues in the potable water and has been a bit tougher of an install process. Black & Veatch is not part of this process as this was decided to do prior to getting Black & Veatch on board. However, they will be kept aware of what is going on and they will request that testing be done on different parameters and those results will most likely be incorporated into their final report. Alderman Moss asked how long it would be before we see results once things are up and running. Mr. Hausdorf stated that D & F has advised that there should be immediate results. However, it will take a couple of days for the water to get to the plan. However, TTHM samples will have to be taken in December so Mr. Hausdorf stated that they will be collected at the end of the month and hopefully the week and a half of the new process will provide good results.
- Sewer Inspection Camera Bids – Mr. Hausdorf stated that five bids were received for the camera as set out below:

**Bids for Sewer Camera – \$10,000 Budgeted**

<u>Vendor</u>	<u>Amount</u>	<u>Details</u>
Schulte Supply	\$11,818.00	45703 and 51189 for Ridgid Video Inspection System and Reporting Monitor. Delivery is 2 – 4 Weeks and a Full lifetime warranty against material defects and workmanship

Core and Main	\$7,650.00	Ridgid See Snake Standard Camera with Trusense Ridgid Website. Delivery & Warranty Not Listed
Key Equipment	\$10,500.00	Envirosight Pro Plus 330. Delivery & Warranty Not Listed
Mahoney's Equipment LLC	\$9,813.00	Insight Vision VUTEK. Delivery & Warranty Not Listed
Mahoney's Equipment LLC	\$8,713.00	Insight Vision IV2 Tablet. Delivery & Warranty Not Listed

He stated that he hasn't had a chance to contact the low bidder and they did not send any literature about their camera and they are normally known to be in the sewer cleaning, videoing business. The bid from Mahoney's for \$8,713 is not recommended. The bid from Mahoney's for \$9,813 is a good camera and did meet the specs but it does not include a skid unit which allows the camera to lift above the water once it is in the sewer main and the additional cost is \$300. The one from Key is good, the one from Shulte is the best on the market. After additional discussion, Alderman Painter motioned to go with the camera from Key Equipment at \$10,500; Alderman Moss seconded it with all in favor.

- Sanitary Sewer Jet Cleaning Head Bids – Mr. Hausdorf stated that there was only one bid received from for this item and it was from Key Equipment in the amount of \$2,189.73 with \$2,300 being budgeted. Alderman Moss motioned to approve the bid from Key Equipment in the amount of \$2,189.73 for the ¾" Warthog Classic Jetter, replacement jets, overhaul kit and tool kit; Alderman Hays seconded it with all in favor.
- Sewer Pumps – Mr. Hausdorf stated that the influent sewer pumps at Wastewater Plant are having major issues. The impellers are worn to the extent that when the larger items come in the they are getting plugged up in the pump. With the new plant in the future, he didn't feel we should spend \$5,000 per pump. Currently they take the pumps apart on a monthly basis and clean everything out of them and they return to running at maximum capacity. However, the atmosphere they are in contains a lot of hydrogen sulfite gas which is very hard on the equipment. Because of this, the steel cage has deteriorated enough that it is breaking and cracking. One pump is totally out of service due to this and if the other pump shuts down, we will not be able to pump. Mr. Hausdorf has obtained a quote from Arrow Tool for \$1,200 to repair this and they will be on-site on December 26<sup>th</sup> to start the project. Ms. Pangborn had advised Mr. Hausdorf to proceed with this repair due to the urgency of the situation. The Council was comfortable with this decision.
- Main Street Project – Ms. Pangborn stated that the pay request #1 for S & A Equipment in the amount of \$61,021.05 needs to be approved. Alderman Moss motioned to approve the pay request for \$61,021.05 to S & A Equipment; Alderman Hays seconded it with Aldermen Osbourne, Vioria, Hays and Moss in favor; Alderman Painter had stepped out of the room during this discussion and vote.

**Public Safety Report** – Alderman Painter had nothing to report.



**Administration Report** – Alderman Osbourne asked Ms. Pangborn to present the report.

- GASB34 – Ms. Pangborn advised that Gary Luck, the City’s Auditor, asked if the Council wished to change to the generally accepted accounting procedures of GAB34. Ms. Pangborn advised that Mr. Luck said that the cost would be an additional \$2,000 for the additional audit reports that would need to be done. With regards to the need of this, it was mentioned that the main concern would be grants and funding. At this point, we haven’t had any requests for this in our funding and grant activities. The Council took no action.
- Liquor Licenses – Ms. Pangborn presented the list of Liquor License Renewals for 2020.

**2020 LIQUOR LICENSE RENEWALS**

**LIQUOR BY THE DRINK & SUNDAY SALES**

Scoreboard Bar & Grill.....	\$500.00	
Dugout Sports Lounge, LLC .....	\$500.00	
Maddie’s On Main .....	\$500.00	
Rolla Dos Primos.....	\$500.00	
<b>Total Liquor by The Drink .....</b>		<b>\$2,000.00</b>

**LIQUOR IN THE ORIGINAL PACKAGE**

Dollar General .....	\$150.00	
<b>Total Liquor in the Original Package.....</b>		<b>\$150.00</b>

**LIQUOR IN THE ORIGINAL PACKAGE & SUNDAY SALES**

C & R Supermarket .....	\$200.00	
Abel Oil Company .....	\$200.00	
Monroe City Amoco .....	\$200.00	
Buckman’s Convenience Store.....	\$200.00	
Casey’s General Store .....	\$200.00	
<b>Total Liquor in The Original Package &amp; Sunday Sales .....</b>		<b>\$1,000.00</b>

**INTOXICATING BEER & SUNDAY SALES**

Mosswood Golf Course .....	\$75.00	
<b>Total Intoxicating Beer &amp; Sunday Sales .....</b>		<b>\$ 75.00</b>

**TOTAL 2020 LIQUOR LICENSES..... \$3,225.00**

After review, Alderman Moss motioned to approve the Liquor License renewals as presented; Alderman Painter seconded it with all in favor.

- HVAC Repairs – Ms. Pangborn presented the quote from Thermal Mechanics regarding the repairs that needed to be made to the HVAC system with regards to piping, repairs, etc. As we have a maintenance agreement with them, there were no other quotes received. Alderman Moss motioned to accept the bid from

Thermal Mechanics in the amount of \$5,201 for the repairs to the HVAC system; Alderman Hays seconded it with all in favor.

#### **Nuisance committee report**

- Alderman Hays motioned to approve the minutes from the December 5, 2019 meeting; Alderman Moss seconded it with all in favor.
- Alderman Osbourne questioned the tree removal located just south of Abel's; Ms. Pangborn stated that she would check into this.

**Park Report** – Alderman Painter had nothing to report. The next meeting would be in February 2020.

#### **Economic Development Report**

- Alderman Moss advised that a meeting was held on December 11, 2019 to review the Requests for Qualifications for Economic Development Consultants. They met with DTMC on their contract for services and will be looking into samples to find one that suits our situation. They also briefly discussed the restrictions and covenants for the Industrial Park but decided that they would hold on this until a consulting group is in place.

He stated that there were three RFQ's received – MarksNelson, Corey Mehaffey and David Gaines. As two of those individuals had previously worked for Moberly Area Economic Development, it was felt that have a new set of eyes on the situation may be good for the community. MarksNelson has been here on three separate occasions and talked with the Council.

Alderman Moss motioned to approve the Economic Development Committee meeting minutes from December 11, 2019; Alderman Osbourne seconded it with all in favor.

Alderman Moss motioned to select MarksNelson as the Economic Development Consultant for the City; Alderman Painter seconded it with all in favor.

**Mayor's Report** – Mayor Long wished all a Merry Christmas, to enjoy the holidays and to stay safe.

There being no additional information to discuss, Alderman Moss motioned to adjourn the meeting and Alderman Painter seconded it with all in favor. The meeting was adjourned at 7:11 p.m.

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MAYOR JOHN LONG

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CHRISTINE ELLISON, City Clerk