

The Board of Aldermen met in regular session at 6 PM.

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

Aldermen Absent: Connie Painter and Dane Foster

Others Present: Gary Yager, Richard Gosney, Logan Gosney, Debbie Kendrick, Jerry Potterfield, Jim Shoemate, Deann Shoemate, Emily Gares, AJ Cooper, Rock Poertner, Loree Quinn, Penny Fulton, Mindy Hays, Kevin O'Bryan, Michael Williams, Rich Enochs, Zach James, George Hausdorf, Ben Freese and Diane Grossenheider

Mayor Long called the meeting to order at 6 pm.

Mayor Long asked that all stand and recite the Pledge of Allegiance.

Mayor Long requested a motion to approve the consent agenda. Ms. Pangborn stated that there is a bill in bills payable for DJV Construction for setting cemetery stones. Ms. Pangborn started to review them yesterday and found one that needed to be reset and a couple of others that had debris around them. She has not completed her review but did contact Damon Vuch today. He stated that he would get it completed. Ms. Pangborn requested that the Council approve \$1,875 of the bill and then authorize her to issue the balance once Mr. Vuch has completed the remaining work. She stated that she still needs to review the rest of the stones and will maintain contact with Mr. Vuch. Alderman Osbourne motioned to approve the Consent Agenda except for paying ½ of the bill to DJV Construction; Alderman Moss seconded it with all in favor. Alderman Moss motioned to authorize Ms. Pangborn to pay DJV Construction the balance of \$1,875 once the remaining work is completed; Alderman Hays seconded it with all in favor.

Open Forum

- Hannibal Salvation Army – There was a request from the Hannibal Salvation Army to conduct a Bucket Blitz in Monroe City. Mayor Long stated that this was asked last year as well, and the Council had decided to allow collections to be conducted by local charitable organizations. There was no action taken.
- Mosswood Meadows Board of Directors - Gary Yager stated that he was here on behalf of Mosswood Meadows Board of Directors and introduced Ms. Debbie Kendrick to conduct the presentation. Ms. Kendrick passed out documents to the board. Ms. Kendrick stated that throughout 2019, their Board has reevaluated many things at Mosswood; they have not come to the City at any point this year to ask for any assistance. She further stated that sometimes you don't need to reinvent the wheel to make things right, but just adjust things to make it better. Currently we are working on a 1981 or 1984 lease agreement between the Mosswood Golf Association (not-for-profit) and the City of Monroe City. Their Board is here tonight to discuss changes they have made with a few additions. She stated that Mosswood Golf course consists of 85 acres of City owned

property. Mosswood's Board of Directors was able to get a new golf website within the last month which is unique. Individuals can virtually fly over the course and see what they can play. They have had four successful tournaments, outings and several events during the season. Currently they are searching for a new greenskeeper as Danny Adam will be retiring after many years of service. The pamphlet that she provided contains the most recent financials. At the Mosswood Board of Directors meeting on September 5, 2019, it was motioned and approved to request that the City replace the current lease with Mosswood with a Contract for Services. Other municipalities that deal with not-for-profit organizations work through a Contract for Services. Their proposal has a scope and a number; but they aren't asking for administrative fees as they have green fees to cover those costs. However, they are asking for funds to improve the City's investment and get the course in a much better condition. Play has been down, but the membership has increased. The City needs to invest in the ground, there are many items that need to be attended to. There are trees that need to be removed, sand traps that hold water, asphalt is coming up in the parking lot, as well as an issue in the middle of hole 8. Children are the future and we need to figure out how to get the youth playing; possibly children's T-blocks. The City currently provides money for utilities. Mosswood has purchased a new HVAC system that is gas; they are requesting that the City install the gas line to the Pro-shop. They are requesting the use of the Spalding funds to help with the costs that will be incurred to get the course to the level that it should be. The current trend is that most courses are going under; Centralia's County Club closed, and the City ended up with the course; Moberly closed; we don't want that to happen. The Golf Course is like any other investment such as a home or vehicle – you must maintain what you have – and that's where Mosswood has fallen short. They are asking for funds to begin a maintenance schedule. It is imperative that the property is in good condition which will result in more play, but it will take money. In the Contract for Services they are asking for funds to improve the City's investment at Mosswood. The numbers are set out in the proposal as well as their plans on how to utilize them.

Attorney Williams asked if this was an annual request and Ms. Kendrick stated that it was. She stated that a maintenance schedule is the key and it is imperative that a maintenance schedule be started. She stated that they are volunteers and most of the work is done by volunteers which are usually the same 5 or 6 people and many times work is hired out. She stated that the cart paths would be left up to the City to set up on their maintenance schedule to at least get them to where they are safe. She stated that there is always a place that extra asphalt can be utilized at the golf course. She stated that they have \$12,000 left in their budget, and they have been and continue to be very conservative and pushing play as much as possible to continue to receive revenue.

Alderman Moss commended the Mosswood Golf Course Board of Directors for what they have done in the past year. He further commended them for

volunteering their time to make the changes that needed to be made and he was very appreciative.

Ms. Kendrick stated that this is an investment and their focus has been financial stability.

Alderman Moss confirmed that they were requesting \$4,310 per year plus \$60,000 and Ms. Kendrick stated yes. She further stated that there are a lot of improvements that would need to be made. She feels that a Contract for Services – which is what all levels of government use to make things happen when working with a not-for-profit. Mosswood can then apply for grants through the City and manage them. She will provide the City with grant information. The Board thanked her for her presentation.

- Monroe City Chamber of Commerce - Mrs. Loree Quinn stated that the Fall Festival would be on Saturday, October 5, 2019. She requested the use of St. Jude's Park, Catherine and Court Streets closed from Main to Vine; port-a-potty and a hand washing station, picnic tables and trash cans with the time frame being from 8 am to 2:30 pm. Ms. Pangborn did mention that the picnic tables may be shared with Maddie's on Main or some arrangement will have to be worked out as the Fall Festival is during the day and Maddie's event is in the evening. Alderman Moss motioned to allow the Monroe City Chamber of Commerce to utilize St. Jude's Park on October 5, 2019 for their annual Fall Festival from 8 am to 2:30 pm; allow them to close Catherine and Court Streets from Main to Vine; the City to supply a port-a-potty, hand washing station, picnic tables and trash cans; Alderman Hays seconded it with all in favor.
- Downtown Monroe City - Mrs. Mindy Hays, President of the Downtown Monroe City Revitalization group made a presentation regarding the projects. She stated that the group started in August of 2017 when they joined the Missouri Main Street Affiliate Grant program. They have had a tremendous amount of success in the downtown area. They have obtained their funding through the street strolls, the Holy Rosary Ornament fundraiser, and the Pig-n-Swig which raised \$5,439 alone. Since the date of their inception, they have raised nearly \$11,000 which is given back to the downtown businesses. In July of this year they awarded their first round of grants to three property owners to assist with façade improvements to help the beautification of buildings. The grants are 50/50 grants between the business and DTMC up to \$1,000. The vacancy rates in the downtown area have decreased by 15% and there have been major renovations and several new businesses in the last two years. DTMC has received an award from My Community Matters which has extended their Main Street Program for an additional two years at no charge. They will be able to bring an architect to town that will do renderings for free for three business owners and will provide them with a plan on how to upgrade their facility. In July, the DTMC was named the "Missouri Outstanding Affiliate Community."

It was then stated that DTMC wants the City to have more skin in the game. They are very appreciative of all that the City has done, but it needs to be taken to the next level. They have gotten a strong foundation; they are stable, and the community knows that they are here; but larger projects need to be done. The grants of \$1,000 are very helpful to businesses; but when it comes to a real renovation project, the costs get much higher. The DTMC is asking for a Contract for Services for the economic development in Monroe City's downtown area. Most of the funds that are negotiated would be given back to the business owners along Main Street to reinvest in their properties, increase the tax base, give back through grants, etc. They feel that money needs to be spent on advertising. If there is a Contract for Services with the City, they can apply for grants to assist businesses in turning the second level of their buildings into residential; and DTMC would administer the grant. With there being a partnership with the City, there are things that the City can do that DTMC can't as well as things that DTMC can do that the City can't – this partnership would expand their program.

Mayor Long thanked them for another awesome presentation. Attorney Williams asked if there was a specific amount that they were looking for and it was stated that any funding is better than what they have now.

- Jim Shoemate - Mr. Jim Shoemate had an idea that he wanted to bring to the Council regarding the use of City property and he is not asking for money. He stated that the Monroe City High School had a trap team consisting of about 30 youth. He stated that they have been practicing at Jeff Groves' house for several years and they are a pretty good team; one even attended college on a trap scholarship. He stated that he would like to see a trap range closer to town and he felt that an excellent spot would be the small acreage west of the golf course which had been under scrutiny in the past. He stated that the only utility that would be needed would be electric and he felt that he could get the materials for the electric if the City could assist with in-kind services. He stated that NRA would finance the project. He stated that he doesn't ask anyone to do something for free, but he has talked with several individuals about parking lots, trap houses, etc. He said that the main requirement is that NRA wants a minimum 20-year commitment for the land. They don't want to spend \$15,000 to \$20,000 and then it is decided 2 years later to cut the project. He did state that he was aware of an ordinance against shooting in town; Attorney Williams stated that exemptions could be made. Alderman Viloría questioned the responsibility if a house was shot and it was mentioned that the City has liability insurance on City property and there are no houses close to the land. Alderman Viloría stated that someday it could be subdivided or used for industrial and Mr. Shoemate stated that it was up to the Council. It was asked if there was another location and it was mentioned that there could be a nuisance with the noise. Mr. Shoemate stated that the school trap season is only about 6 weeks long, but it would be good if it was a public course. Mr. Shoemate stated that if the Council decided to proceed with this, he would apply for the grants. He stated that this would be

more convenient for the kids to practice and feels that it would be a great opportunity for the City with NRA paying for the materials and the City providing the in-kind services. Mr. Jerry Potterfield questioned if they could shoot to where the creek was located, and he was pretty sure that they couldn't shoot to an area with running water. Mr. Shoemate stated that he is looking at the front 7 acres with the trap house being located on the north side of the property and shooting towards the south. He hasn't measured it out, but in his discussions with others that are familiar with this type of set up, it is unlikely that the shot would reach the trees.

Alderman Moss stated that his main concern is that the land is currently being used to land apply sludge which could be a bit of a challenge. There would need to be a plan in place in case the City didn't have a place to spread.

Mr. Shoemate asked what the next step would be as the grants for this year are due by November 1st and for it to be ready for the fall of 2020, this is the time to apply. Ms. Debbie Kendrick and Mr. A.J. Cooper with the Mosswood Golf Association provided additional input. Mr. Cooper stated that he didn't have any safety concerns and he didn't feel that noise would be an issue especially with it being west of the driving range. Ms. Kendrick reminded the Board that when the land was donated there was a letter from George T. Spalding requesting that the land be used for recreation – this is recreation and they didn't see that the Mosswood Board would have any issues with this.

Mr. Shoemate will do a proposed layout of the area so that the Alderman can get a better visualization as to what this will look like. The Alderman thanked Mr. Shoemate for his proposal.

Planning & Zoning – There was no report.

Public Works Report

- Alderman Vioria stated that the Departments information is in the packet.
- Culvert Question - Phillip Potterfield had a sewer lateral replaced a few months earlier and in the process the contractor cut the City's culvert. Mr. Potterfield provided Mr. Kevin O'Bryan with a bill for \$1,086.04 which is for the new concrete inlet box and asked Mr. O'Bryan to see if the City would pay for a portion of the bill. The Council took no action on this.
- South Lake Spillway – The final walk-thru was done on Wednesday, September 18, 2019 at 2 pm. There were three documents that needed to be approved so that this project could be finalized. There was a change order for \$9,092.40 for the additional concrete and labor that was needed to extend the south wall in order to support the roadway. Alderman Hays motioned to approve the Change Order for Boone Construction in the amount of \$9,092.40 for the South Lake Spillway project; Alderman Osbourne seconded it with all in favor.

The Certificate of Substantial Completion needed to be approved. Alderman Moss motioned to allow the Mayor to sign the Certificate of Substantial Completion; Alderman Osbourne seconded it with all in favor.

There was a final bill submittal for Boone Construction. Alderman Osbourne motioned to pay the final bill for Boone Construction for the South Lake Spillway project in the amount of \$104,222.00; Alderman Hays seconded it with all in favor.

It was mentioned that the City may want to install a railing along this area. Ms. Pangborn will contact a company to investigate the cost of a railing that would be attached to the existing concrete wall.

Mayor Long wanted to address the concern that he has heard regarding why the City didn't spend an additional \$12,000 to put a walking bridge over the new spillway at South Lake. He stated that the additional cost for engineering and construction of the foundation work in preparation of a bridge at a future date was estimated at \$150,000. Although it would be nice to have a pedestrian bridge at that location, the Council felt that there were other projects that were more important that needed to be addressed.

- Surplus Property - Ms. Pangborn mentioned that she had a bid turned in today for the sale of the 1989 Ford Truck that has been out for bid since August with no response. The minimum bid was \$200, and the bid received from JC Auto and Truck was for \$200. Alderman Moss motioned to accept the bid from JC Auto and Truck in the amount of \$200; Alderman Hays seconded it with all in favor.
- Main Street Project - Ms. Pangborn mentioned that she had received a pay request from Engineering Surveys and Services for the Main Street Project in the amount of \$4,521.62. She stated that she hasn't had an opportunity to confirm the figures but would like for the Council to approve her to pay this once all has been confirmed so that she can submit a reimbursement to MoDOT. Alderman Moss motioned that Ms. Pangborn pay the bills to Engineering Surveys and Services for the Main Street Project once the invoices have been reviewed and confirmed and submit the reimbursement to MoDOT; Alderman Osbourne seconded it with all in favor.
- MoDOT concurrence - Ms. Pangborn stated that she submitted a letter to MoDOT requesting that they concur with our award request for the Main Street project to S & A Equipment Builders.
- Mosswood Lift Station - Ms. Pangborn stated that bids were issued for the replacement of the Mosswood Lift Station. She stated that bid specifications were sent to the same companies that bid on the North Main and Griffith Substations; both of those bids were awarded to Vandevanter Engineering and therefore Vandevanter was the only bid received on this project. Vandevanter's bid was for \$45,295 with the budget for this project being \$50,000. Mr. Hausdorf of People Service and Ms. Pangborn requested that the bid from Vandevanter be accepted. Alderman Moss motioned to approve the bid submitted by

Vandevanter Engineering for the replacement of the Mosswood Lift Station in the amount of \$45,295.00; Alderman Hays seconded it with all in favor.

- Water Engineering RFQ's - Ms. Pangborn stated that Requests for Qualifications were solicited for the Water Treatment Process Engineering Study. She stated that RFQ's were received from Poepping, Stone, Bach and Associates; MECO Engineering; Klingner & Associates as well as Black & Veatch. A committee comprising of George Hausdorf of People Services, Aldermen Painter and Hays, Kevin O'Bryan and Ms. Pangborn reviewed and scored the submittals after each was reviewed. The committee recommends that Black and Veatch be selected for this project; the main reason being that they came on-site, spent a large amount of time at our facility to review our existing processes, and provided an explanation of how they planned to address our needs.

Ben Freese and Diane Grossenheider of Black & Veatch were in attendance. They stated that they focus on water and sewer processes. They look and evaluate the process and find a cost-effective solution. They have done similar evaluations for Hannibal, Columbia, St. Charles, etc. They try to come up with a plan that can be implemented in our facility. Their project for us is divided into two phases. The first is to get a snapshot of where we are at and where we need to be and that may solve the problem. If it doesn't, then they will go into phase two. He further stated they plan to get water samples and use those initial analysis to see what possible options or alternatives are available. He stated they will do another round in the spring as it depends on the time of the year and the condition of the water quality in the lake. He felt that hopefully by the end of the year they should have a report and see what tweaks can be done in the plant and what needs to be looked at further for phase two and the long-term plan.

Alderman Moss stated that pending on the final solution and response, the City may not be able to move forward until next year; but that it sounds like that could take up until then to get some type of idea as to what the solution would be.

Alderman Hays stated that Black & Veatch stood out to her because they have all that is needed under their umbrella and they have all the angles covered and should not have to subcontract any work out.

Alderman Moss motioned to proceed with engineering services from Black & Veatch with the Water Plant treatment process evaluations; Alderman Hays seconded it with all in favor.

- Bond Issue - Ms. Pangborn presented a proposed letter to citizens that explains more fully the bond issue that will be on the November ballot, as well as a table on proposed rates and rates from neighboring communities. Alderman Moss stated that he was pleased with the letter. It answers questions about what we can expect, provides a full transparency and he feels that everything is answered in the letter. Alderman Hays motioned to authorize Ms. Pangborn to send the

letter to the citizens regarding the bond issues; Alderman Osbourne seconded it with all in favor.

Public Safety Report

- Alderman Hays stated that several applications have been received for the Code Enforcement Officer position. She stated the applications will be reviewed next week and that she and Alderman Painter will sit in on the interviews when those are scheduled.
- There were no minutes of the prior meeting for approval.
- Zach James of the Police Department had nothing to report.
- Attorney Williams stated that the ordinance needs to be reviewed regarding the secretarial position for the Fire Department. He stated that it may need to have an hourly wage set out. He said to continue accepting applications but do not proceed with hiring anyone at this point.
- Fire Chief Rich Enochs stated that October is a busy month for the Fire Department. Fire prevention week is from October 5th through the 12th. The Fire Department Open House will be on October 12, 2019 from noon to 3 pm at the Fire Station. He requested that they have permission to block off E. Summer Street from the East side of the E. Summer Street parking lot to the west side of the intersection of S. Davis and E. Summer as they will have their trucks on display. With Council's approval, they also plan to utilize South Lake from 5 pm to 9 pm for their 4th annual hayride and bon fire. Alderman Moss authorized the Fire Department to block off East Summer Street from the East side of the E. Summer Street parking lot to the west side of the intersection of S. Davis and E. Summer for their Open House from noon to 3 pm on Saturday, October 12, 2019; Alderman Hays seconded it with all in favor. Alderman Moss motioned to allow the Fire Department to have their 4th Annual Hayride/Bonfire at South Lake from 5 pm to 9 pm on Saturday, October 12, 2019; Alderman Osbourne seconded it with all in favor.

Administration Report

- Ms. Pangborn wanted to remind the Council that the Masonic Lodge will be using the 4-way and 3-way stops on Saturday, October 5, 2019 for their annual collections.
- Ms. Pangborn stated that we received the annual agreement from the Monroe City Senior Nutrition Center regarding the City's annual donation to the Center for \$3,000 billed quarterly. This amount is included in our annual budgeted donation amount; and she requested that the Mayor be authorized to sign the agreement if it meets their approval. Alderman Moss motioned to authorize the Mayor to sign the agreement with the Monroe City Senior Nutrition Center for the annual \$3,000 donation that is budgeted; Alderman Hays seconded it with all in favor.
- Ms. Pangborn presented a draft of the Request for Sealed Bids for 105 North Main Street. Alderman Moss motioned to authorize Ms. Pangborn to go out for bids on the property located at 105 North Main Street, Alderman Hays seconded it with all in favor.

- Ms. Pangborn met with Michael Amantea of the US Census Bureau regarding the City's commitment with the complete count process. Ms. Pangborn presented a draft of a letter to be sent expressing the City's commitment. Alderman Moss authorized the Mayor to sign the letter of commitment for the Census Bureau; Alderman Osbourne seconded it with all in favor.
- Ms. Pangborn stated that there were several items in the proposed budget that were going to be directly impacted by a potential grant from MoPEP. Ms. Pangborn requested that she be authorized to complete application with MoPEP for the grant of \$72,000. Alderman Moss motioned to authorize Ms. Pangborn to complete the application for the MoPEP grant opportunity for \$72,000; Alderman Osbourne seconded it with all in favor.
- Ms. Pangborn presented a letter from the Missouri Department of Conservation regarding modifications of their grant programs.
- Ms. Pangborn presented an updated budget as of Wednesday, September 18, 2019. A meeting will be held to review the budget on Monday, September 23, 2019 at 6 pm.
- Ms. Pangborn presented a listing of delinquent utility accounts to be written off for accounting purposes only totaling \$1,289.25 and set out below:
 - Brandon Douglas – 536 W. Summer #C - \$83.90
 - Susan Van Arsdel – 13 Sycamore Lane - \$702.18
 - Kayla Williams – 109 First Street - \$503.17Alderman Moss motioned to write off the delinquent utility accounts presented for accounting purposes only; Alderman Hays seconded it with Aldermen Hays, Viloría and Moss in favor and Alderman Osbourne opposed; the vote being 3 to 1, motion carries.

Nuisance Committee Report

- The first Nuisance hearing was on Tuesday, September 17, 2019. The findings of fact (hearing results) will be sent to the owners which will state what is wrong with the properties. The owner then has 30 days to respond and on day 31 the City can act pursuant to the ordinance.

Park Board

- The Park Board met briefly on Tuesday, September 17, 2019 at 4:30 p.m. Items discussed were the Cemetery Walk and updates on the DNR grant projects. The next meeting will be October 15, 2019 at 4:30 p.m.

Economic Development Report

- Alderman Moss stated that they had an Economic Development meeting on Monday, September 16, 2019 at 5:30 with MarksNelson. They explained how they provide support for other cities like ours relating to Economic Development. They provided some initial recommendations on steps that we could take – which is more information and guidance than we have received in the past. We will need to maintain a budget for Economic Development and at some point, we may decide to go out for Requests for Qualifications for support with our

Economic Development. Alderman Moss set an Economic Development meeting for Saturday, September 21, 2019 at 8 am.

City Attorney Report

- Attorney Williams stated that he was holding off on the real estate policy at this point.
- He had presented an ordinance at a prior meeting regarding residential businesses. He stated that he did add a Section 3 regarding a grace period until December 31, 2019. He also added a section that if the Planning & Zoning Committee has approved the existing business through the conditional use process, then those businesses are exempt from going back through Planning and Zoning.
- A proposed “Ordinance regarding residential businesses within the City of Monroe City, Missouri” was presented. The proposed ordinance was assigned bill # 14. The first reading of bill # 14 was read and approved on a motion by Alderman Osbourne; a second by Alderman Moss, with a roll call vote as follows:

Connie Painter.....Absent	Jeremy Moss..... Yea
Marvin Viloría.....Yea	Dane Foster Absent
Jason OsbourneYea	Melissa Hays..... Yea

The second reading of bill #14 was read and approved on a motion by Alderman Moss, a second by Alderman Osbourne, with a roll call vote as follows:

Connie Painter.....Absent	Jeremy Moss..... Yea
Marvin Viloría.....Yea	Dane Foster Absent
Jason OsbourneYea	Melissa Hays..... Yea

The final passage of bill # 14 was motioned by Alderman Hays, a second by Alderman Moss with a roll call vote as follows:

Connie Painter.....Absent	Jeremy Moss..... Yea
Marvin Viloría.....Yea	Dane Foster Absent
Jason OsbourneYea	Melissa Hays..... Yea

Bill # 14 became ordinance # 14-2019.

- Attorney Williams set out information on the court cost ordinance. For the most part, the ordinance has been revised to comply with Senate Bill 5. Ms. Pangborn mentioned that Ms. Ellison had contacted OSCA regarding some questions on this but hadn’t heard back at this point. Attorney Williams said that we will hold off on this one and address it at the special Council meeting on Monday.
- Attorney Williams stated that there was an open container ordinance which will be addressed at the meeting in October.

Mayor's Report – Mayor Long had nothing to report.

There being no additional business to discuss, Alderman Moss motioned to adjourn the meeting; Alderman Hays seconded it with all in favor. The meeting adjourned at approximately 8 pm.

John Long, Mayor

Christine Ellison, City Clerk