

**Board of Alderman – Regular Meeting,  
Monroe City-City Hall Council Chambers  
February 8, 2024 – 6:00 P.M.**

# **Meeting Minutes**

**Monroe City-City Hall Council Chambers – 109 Second Street  
Monroe City, Missouri 63456**

1. CALL TO ORDER: Meeting was called to order by Mayor Hays at 6:00pm
2. Rev. Paul lead the invocation at 6:00PM
3. Mayor led session during Pledge of Allegiance at 6:05PM
4. Mayor Hays initiated a roll call with the following members present at 6:07PM:
  - Mayor Melissa Hays- Present
  - Alderman Ward I, Jeff Botkins- Not Present
  - Alderman Ward I, Jason Osbourne-Present
  - Alderman Ward II, Mark Greening-Present
  - Alderman Ward II, Adrian Saunders-Present
  - Alderman Ward III, Juben Moss-Present
  - Alderman Ward III, Kent Shoemaker-Present
5. **6:07PM PUBLIC COMMENT**
  - Roberts Garage and Towing Inc. met with the City Council and informed the council and the community of their business and setting up shop on the outskirts of Monroe City where they can support the community. They also requested that the property that they purchased to do business to be added within city limits to pay city taxes to better serve the city. City Attorney John Russell stated that he would work with them to see what he was able to do to annex that property.
6. **6:18PM CONSENT AGENDA**
  - The amended minutes of the January 11<sup>th</sup> and January 25<sup>th</sup> council meeting were approved in a motion by Adrian Saunders and seconded by Kent Shoemaker with none opposed.
7. **Financial**
  - Deanette Henderson and Phoebe Ransom presented a new utility collection policy that outlined a new and improved system for collection of utilities as well as introducing a new landlord registration form. A motion was made by Adrian Saunders to adopt the new policy that was then seconded by Kent Shoemaker
  - Jennifer McDaniel updated the council about the liquidation of a MA bank account to the F & M Bank account.
  - The mayor began discussion regarding the issuing of advertising for seasonal help and bids to be issued to have the bids filled early to get the help needed before it is to late and more difficult to find with the summers season. A motion was made by Mark Greening to get the seasonal bids advertised and was seconded by Jason Osbourne with none opposed.

**POSTED**  
1/09/24 5:00 pm on bulletin  
board and windows @ City Hall  
& Post Office by Jennifer  
McDaniel

**OLD BUSINESS**

**NEW BUSINESS**

**8. 6:29PM MAYOR'S REPORT**

- The mayor provided updates about the ongoing business of City Hall and some of the goals that she is working towards in providing the best possible services to the City of Monroe City.
- The mayor also provided information regarding the upcoming MIRMA assessment of the city and how she hopes to achieve a better score to improve rates for the city.
- The mayor was unable to give the Americorps Proclamation as the representative was not in attendance.
- The mayor also informed the council on the current progress for the lead service grant.

**9. CITY CLERK'S REPORT**

- City Clerk Jennifer McDaniel provided an update regarding the current contract with Missouri Metalcraft informing the council that Missouri Metalcraft signed a new contract with the city regarding the amount they owe and the utilities that they have agreed to pay.
- Jennifer McDaniel also updated the council on the IRS audit and that the city passed with flying colors.

**10. CITY ATTORNEY'S REPORT**

- City Attorney John Russell had no report.

**11. COUNCIL COMMITTEES:**

- **Planning & Zoning Report** – No Report
- **Park & Recreation Report** - The committee report informed the council on updates regarding cemetery walk as well as new trees needing to be replaced as many were killed in the drought.
- **Economic Development Report** – No Report
- **Administrative Report** -
- **Nuisance Review Board/Public Safety** – No Report

**12. 7:15PM CITY DEPARTMENTS:**

Reports were provided in the council packets for the following depts.

- **Water/Sewer**- George Hausdorf, People Service Manager (Contracted) – updated City Council on the Sewer Saver devices.
- **Airport** - Del Buckman, Manager, No Report
- **Library** - No Report
- **Street Department** - Kevin O'Bryan, Manager, No Report
- **Electric Department**- Kerry Lee, Manager- No Report
- **Gas** -Terry Osbourne, Manager, updated the council that three of his employees are now off their probationary period and will be able to move over to full-time. A motion was made by Jason Osbourne to make the three employees full-time, the motion was seconded by Adrian Saunders with none opposed.
- **Police** - Zach James, presented quotes new equipment and materials for the police department as well as updating the council about a new member to the police department who was not present, who was to be sent to the police academy for training where he would be opened to signing a contract with the city for employment. A motion was made by Jason Osbourne and seconded by Juben Moss to accept the contract with the new police officer with none opposed.
- **Fire** - Rich Enochs, updated the council about a meeting with a Fire Department specialist who would be able to give them valuable information in their daily operations.

**CLOSED SESSION\* (if needed)**

**13. 7:19 CLOSED SESSION**

- **Roll Call Vote for Closed Session**

Motion made for closed session by Jason Osbourne, 2<sup>nd</sup> Adrian Saunders  
Closed session established.

Roll Call for Closed Session

- i. Alderman Ward I, Jason Osbourne- Yea
- ii. Alderman Ward II, Mark Greening-Yea
- iii. Alderman Ward II, Adrian Saunders- Yea
- iv. Alderman Ward III, Juben Moss- Yea
- v. Alderman Ward III, Kent Shoemaker-Yea

**14. REGULAR SESSION RESUMED**

Motion Made to resume regular session by Jason Osbourne and 2<sup>nd</sup> by Juben Mos at 1955.

**15. AS MAY ARISE**

Nothing was presented.

**16. ADJOURN**

*Mark Greening made a motion to adjourn, 2<sup>nd</sup> by Juben Moss. Mayor Hays adjourned after a with all in favor at 2001.*

*Signature of authorization approving meeting minutes*

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*Mellissa Hays, Mayor*

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*Jennifer McDaniel, City Clerk*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_