

City of Monroe City

Meeting of the Board of Alderman June 13, 2024, 6:00 PM Monroe City Hall Council Chambers – 109 Second Street Monroe City, MO 63456

I. Call to Order

Mayor Ronald Miller called the special meeting to order at 6:00pm; due notice had been given.

II. Pledge of Allegiance

III. Roll Call & Announcement of Quorum

Mayor Ronald Miller called roll and the following were in attendance:

Alderman Loree Quinn	Alderman Adrian Saunders
Alderman Jason Osbourne	Alderman Robin Simpson
Alderman Mike Schneider	Alderman Greg Smith-absent

Other Staff/Personnel in Attendance:

Attorney John Russell	Alex Siebert	Danette Henderson
Kim Beers	Kerry Lee	Rich Enochs

IV. Review & Approval of Minutes (May 23, 2024)

Motion was made by Alderman Simpson, seconded by Alderman Osbourne approving the meeting minutes for May 23, 2024, as presented. Motion passed unanimously.

V. Mayors Report

Mayor Miller presented the following:

- Mill Street Project-Contact made with McClure & Associates to restart the Mill Street project. IN July 2023, the board approved \$9500.00 to obtain permits; however, it was not acted upon. Now property owners will be contacted regarding easements needed to continue the project.
- SLFRF/ARPA Funds-Monroe City received \$496,693.74 and work is taking place to obtain access to the account for these funds; at this time we are not aware the funds have been allocated for a certain project.
- Karen O. Stewart, Esq.-She is general council for Watchtower for Jehovah Witness submitted a letter reminding us of our ordinance 165.56 outlining the police can't disrupt their personal ministry. Attorney Russell spoke with our Chief of Police on their concern and how to proceed with future visits from their organization.
- Damage to stone at St Jude Cemetery-Phyllis Foster submitted a letter and pictures of a family members stone that she claims was moved from a mower. At this time, we have no proof of how the incident happened. No action taken at this time.
- Bill Crager letter-He request the city take a more aggressive approach to nuisances. Mayor Miller presented the letter to Chief James and he provided a written response to Mr. Crager on the nuisances process and how a nuisance is defined.
- Email bid on city property-this was from Monica Ludwig for the Gordon Hill Park property. The awarded bidder backed out on their purchase, and she is interested in purchasing the property; she did submit a bid on the property when they were being accepted. Discussion then led to selling all unused city property to help lower maintenance costs, etc.

42 Motion was made by Alderman Quinn, seconded by Alderman Saunders to begin documentation
43 preparations/process for the selling of surplus city real estate. Motion passed unanimously.

- 44 • Industrial Park Sub Station Issue-found out this morning the lighting arrestors mounted on the
45 rebuilt transformer are too heavy to mount to the transformer cabinet. To correct that, we need to
46 purchase light weight polymer insulators

47 Motion was made by Alderman Schneider, seconded by Alderman Saunders to spend up to \$8980.00 for
48 two switches-oh for the industrial park substation. Motion passed unanimously.

- 49 • Water Treatment Plan Update-Black & Veatch provided five compliance alternatives to keep us
50 clear of violations and to also improve the quality of water produced. Alternative #1 could be
51 implemented along with an addition of carbon and chlorine dioxide for around \$200,000.00. The
52 approach taken will be the most economical to sustain our water plant in the long term.
- 53 • Resa Transformer-Upon inspection, a defective gasket was discovered. Resa has agreed the repair
54 falls under the warranty and it will be paid for.
- 55 • MPPUA-when the city is at the point of needing auditing services, MPPUA will have
56 recommendations.
- 57 • Kone Elevator-at the previous meeting it was determined to notify Kone Elevator we would like
58 to cancel our contract; however, that is not an option. Mayor Miller reached out to Kone and they
59 offered 2 options; both options were reviewed by Attorney Russell.

60 Motion was made by Alderman Simpson, seconded by Alderman Quinn to modify the existing contract
61 with Kone at a 15% discount. Motion passed unanimously.

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63 **VI. City Clerk Report**

64 City Clerk Henderson provided the following:

- 65 • Bank account balances as of 6/10/24 as well as provided a copy of the May 2024 bank statement.
- 66 • United Systems, Inc.-Barnard Elevator discovered our battery backup on the main board is fried
67 and further issues could arise if not working properly. If the panel were to lose power as it is now,
68 the elevator would recall and would be out of service. The other issue addressed was the wiring
69 is not monitored for integrity which is against code. The proposal price of \$3660.69 would bring
70 that up to code as well as a new board.

71 The council expressed concern as to why this was not noticed by Kone when they were here this week
72 doing their inspection. The council recommended taking pictures of the current issue, present it to Kone
73 and ask why it was missed. The council tabled until the June 27, 2024. meeting.

- 74 • Cemetery Stone Repair bids-One bid was obtained by the given deadline from DJV Construction
75 for \$3000.00.

76 Motion was made by Alderman Simpson, seconded by Alderman Osbourne accepting the bid of \$3000.00
77 from DJV Construction. Motion passed unanimously.

- 78 • Annual MIRMA Meeting-MIRMA required attendance from all their members of the pool; if no
79 one attends we are docked evaluation points. It is set for July 24-26, 2024.

80 Motion was made by Alderman Quinn, seconded by Alderman Osbourne approving expenses associated
81 for the staff, council and/or Mayor to attend the annual MIRMA meeting. Motion passed unanimously.

- 82 • GL/BK Update
- 83 • FY23-24 Budget-copy was provided to all members
- 84 • Discussion took place on locked fences/gates, end point replacement, and current procurement
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VII. City Attorney Report – Attorney Russell reported an updated golf course contract was received. It is for a 1-year period versus a 5-year period as before and added closing will take place tomorrow on the property purchased by Farmer’s Elevator.

VIII. Authorized Guest Speakers

a. Monroe City Area Fire Protection District-Carl Scarborough spoke on behalf of the fire protection district regarding the tax language that will be presented on the August 2024, ballot. Scarborough provided a background of past attempt to pass the tax. For the August 2024, ballot, the tax levy would be .30/\$100 of assessed valuation. Under the current operations, it is not sustainable and that is why the tax for fire protection is needed. Scarborough is asking for the City to help educate residents on the ballot language that will be presented and added town hall meetings will be held in the near future to educate everyone on the need of the tax.

IX. Council Committee Report

- a. Planning & Zoning** – No report at this time.
- b. Parks & Cemetery** – Alderman Quinn will coordinate setting up a meeting prior to our next council meeting for them to review the LWCF grant deadline and discuss their main focus of the grant with the possibility of a scaled back budget.
- c. Economic Development** – Minutes from the June 10, 2024, were provided to all members. Moving forward, their intent is to meet the Monday prior to council meetings.
- d. Administrative** – No report at this time.
- e. Nuisance Review Board/Public Safety** – No report at this time.

X. Department Reports

a. Police – New officer will graduate from academy Friday afternoon and will start the following week.

b. Fire – 1. 8” Mortar Firework Approval-invoices were provided to approve 8” mortars for \$872.00.

Motion was made by Alderman Saunders, seconded by Alderman Osbourne approving \$8235.75 for invoice #2021-015 from Areal FX, Inc. which includes 8” mortars. Motion passed unanimously.

c. Water – Hausdorf provided a report for April & June. Hausdorf provided 3 bids on barrel mixers.

Motion was made by Alderman Simpson, seconded by Alderman Quinn approving the bid of \$2546.00 plus shipping from USA Bluebook. Motion passed unanimously.

Hausdorf reported Black and Veach did the design and water plan and provided options on moving forward. Since Black & Veach completed the previous project, they will not be able to help moving forward. The city would need to obtain another engineer to review the plans and see what is needed to obtain permits from DNR and then submit the appropriate documents.

d. Electric – Report was provided by Lee.

e. Gas – 1. Sand Storage Containment Quote – Osborn obtained three quotes for erecting a sand storage area for the gas department.

Motion was made by Alderman Simpson, seconded by Alderman Quinn accepting the bid of \$1815.00 for 33 storage blocks from Monroe City Ready Mix. Motion passed unanimously.

f. Street – Report was provided by O’Bryan. O’Bryan reported one bid for hot mix was received from Emery Sapp & Sons and two bids for concrete prices were received from Monroe City

130 ready Mix & Bleigh Ready Mix. After review, the best determined best bid was from Monroe City Ready
131 Mix.

132 Motion was made by Alderman Quinn, seconded by Alderman Saunders to accept the concrete bid for
133 2024 from Monroe City Ready Mix. Motion passed unanimously.

134 Motion was made by Alderman Schneider, seconded by Alderman Saunders to accept the hot mix bid for
135 2024 from Emery Sapp & Sons. Motion passed unanimously.

136 g. **Airport** – No report at this time.

137 h. **Mosswood – 1. Contract for Services** – Mayor Miller reported the contract is the same
138 as last year relative to costs, the only difference this contract will run for one year – June
139 1, 2024 to June 1, 2025.

140 Motion was made by Alderman Quinn, seconded by Alderman Simpson approving the Mosswood
141 Contract for Services as presented. Motion passed unanimously.

142 i. **Pool** – No report at this time.

143 **XI. Presentation of Bills & Approval of Payments**

144 Along with the list of bills presented, Henderson also provided the MIRMA invoice for our annual
145 coverage in the amount of \$168,671.00.

146 Motion was made by Alderman Simpson, seconded by Alderman Osbourne approving the accounts
147 payable presented for June 13, 2024, and considered warrants approved by the Mayor since the last council
148 meeting. Motion passed unanimously.

149 **XII. New Business**

150 a. **Department of Revenue Internal Audit – License Office** – Each official received an
151 email including a copy of the internal audit. Points of concern in the audit are security in the area, timely
152 responses, and training & process issues. According to the state, anyone that is in area should go through
153 a background check and fingerprinting. Internal discussions were held on what could be done to help
154 alleviate the ease of access and without spending a large amount of money a possibility would be to
155 relocate the license office downstairs. Mayor Miller asked the council if they wished to continue to offer
156 license office services and if so do we want to explore the option of relocating the office downstairs. The
157 council unanimously agreed to look into relocating the office downstairs. Mayor Miller reported he will
158 continue to review the expenses, time, and resources needed to move forward with this.

159 b. **Resolution: Public Works Consultation with Homeowner(s) before working within**
160 **Easements** – Mayor Miller brought up a concern with utility staff doing work within easements and not
161 informing the homeowner before doing so. Mayor Miller would like staff to reach out to homeowners
162 prior to performing work by knocking on their door, calling them or leaving a note-if at all possible-prior
163 to performing city work. From time-to-time emergencies will not allow for notice to be given and that is
164 understandable. The council unanimously agreed; Mayor Miller will work to prepare a draft document to
165 be provided to each department head outlining procedures to take and will bring back for review.

166 **XIII. Unfinished Business**

167 **XIV. Closed Session & Adjournment**

168 Motion was made by Alderman Schneider, seconded by Alderman Saunders to adjourn regular meeting
169 session and enter into closed session pursuant to RSMo 610.021(3) Mayor Miller called roll call and the
170 votes were as follows: Alderman Quinn-yes, Alderman Saunders-yes, Alderman Osbourne-yes, Alderman
171 Simpson-yes, Alderman Schneider-yes.

172 The council entered into closed session at 8:20pm

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Mayor

City Clerk

DRAFT