

**Notice Is Hereby Given That The
City of Monroe City
will conduct a
Board of Alderman – Regular Meeting,
Monroe City-City Hall Council Chambers
February 22, 2024 – 6:00 P.M.**

MINUTES

The tentative agenda includes:

1. CALL TO ORDER:

- Meeting was called to order by the Mayor Melissa Hays at 1800.

2. INVOCATION

- Invocation led by Reverend Paul at 1802.

3. PLEDGE OF ALLEGIANCE

- Mayor Hays led all in attendance in the pledge of allegiance.

4. ROLL CALL

Mayor, Melissa Hays - Present
Alderman Ward I, Jeff Botkins - 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. PUBLIC COMMENT

Comments from citizens may be sent in writing prior to 5:00 p.m. on the date of this meeting to Mayor Melissa Hays, mayor@monroecity.org, or City Clerk, Jennifer McDaniel, jmcdaniel@monroecity.org

- Due to the new changes with the updated Utility policy Mayor Hays proposed a series of town hall meetings where questions and concerns can be addressed to the public regarding the new policy. The set dates for those meetings will be set for Monday February 26th at 1800 and for March 4th at 1800.

6. CONSENT AGENDA *Approved as a group unless separated by request of one or more Aldermen (Motion)*

- Approve 2/22/2024 council meeting minutes.
- The council voted to approve the minutes from 2/8/2024 with a motion by Jason Osbourne to approve and seconded by Jeff Botkins with none opposed.

ACTION AGENDA

7. FINANCIAL *(all items below may require a discussion and vote)*

- Accounts Payable presented on February 2, 2024

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1. As provided for under Section 610.0214 (1) of the Revised Statutes of Missouri for legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.
2. As provided for under Section 610.021 (2) Leasing, purchase, or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration; therefore and
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POSTED

2/21/24 on bulletin board and
windows @ City Hall & Post
Office by Jennifer McDaniel

- Council voted to approve the accounts payable presented with a motion by Adrian Saunders and seconded by Jason Osbourne

8. OLD BUSINESS

- Follow Up
 - i. Roberts Garage and Towing
 1. There was no update regarding Roberts Garage and Towing with none present to provide updates.

9. NEW BUSINESS

- Youth in Government
 - i. City Clerk Jennifer McDaniel informed the council of a proposed idea to set up a youth and government day to educate high school students in the area about the local government process and what entails with working at the local level that would be addressed in a future meeting.

10. MAYOR'S REPORT

- General
- Updates
- The mayor updated the council regarding the MPUA meeting that occurred the day before and the overall results regarding the meeting, informing the council of the support that would be provided by MPUA in the filing process of information in City Hall as well as giving general information regarding the resources that MPUA will be able to provide the City of Monroe City
 - Mayor also updated on the current state of the audit for the town and informed the council that the information is with the auditor and due to a slight delay, the results of the audit should be sent to the city soon.
 - The mayor made a request in conjunction with Jennifer McDaniel to close City Hall for two business days to be able to catch up and train employees on the billing process. The mayor proposed the 7th and 8th of March. Due to the uncertainty of the dates the council decided to propose that in a vote later on.

11. CITY CLERK'S REPORT

- i. Update on Reports
 1. City Clerk Jennifer McDaniel informed the council of the about the current state of the accounts payable as well as information regarding her current audits of the accounts payable. Jennifer also explained that she is almost done with the audits she is doing internally as well as the new systems that she is working on organizing to better support the city in its future endeavors.
- ii. Business License Process Update
 1. Jennifer McDaniel also informed the council of the current state of business licenses and how the old system was not up to the current, up to date methods that are used to ensure that all business licenses are done properly. She also explained that she is using software that was donated to the city that currently has saved the city thousands of dollars in costs. She also informed the council that she is almost ready

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- in sending out the business licenses for us.
2. Jennifer McDaniel in conjunction with Mark Greening proposed and amendment to the bid specifications that were sent out earlier last week for the seasonal bids to make them much more functional and effective overall by combining aspects of the current bid specifications to better fit the overall needs of the community. This also addressed the areas for mowing and requested that the Street Department now cover route J as well as the Water Waste Treatment Plant.
 3. Jennifer McDaniel informed the council of the current progress regarding the lead line replacement grant and asked the council to provide an affidavit for the grant to make progress. There was a motion by Mark Greening with a second by Kent Shoemaker.
 4. Jennifer McDaniel also informed the council of the Municipal Clerk Conference in Columbia and requested permission to attend the meeting as it would help in the points for MIRMA. The motion was made by Mark Greening and was seconded by Kent Shoemaker.

12. CITY ATTORNEY'S REPORT *(all items below may require a discussion and vote)*

i. Attorney's Report

1. No report given due to the city attorney not being present.

13. COUNCIL COMMITTEES: *(all items below may require a discussion and vote)*

- **Planning & Zoning Report** - Jeff Botkins
 - No Report Given
- **Park & Recreation Report** - Steve Yates
 - No Report Given
- **Economic Development Report** - Jeff Botkins
 - No Report Given
- **Administrative Report** - Jason Osbourne
 - Informed the council that a meeting was held and that Pheobe Ransom will begin work on Monday.
- **Nuisance Review Board/Public Safety**-Kent Shoemaker
 - Informed the council that there will be a meeting held on Wednesday the 28th at 1730.

14. CITY DEPARTMENTS: *(all department reports are in writing;)*

- **Water/Sewer** - George Hausdorf, People Service Manager-Contracted
 - Updated the council that there are only 40 meters left to be changed and those meters are for the most part in people's homes and he has had some difficulties in getting into those homes and buildings to replace those meters.
- **Airport** - Del Buckman, Manager
 - No Report
- **Library**-Gina Carroll – Update on Payments to the Library
 - Gina Carroll raised some concerns due to a worry of lack of payment to major book suppliers for the library and would like some assurance from the council that those

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bills would be paid. Assurance was given to Gina by Jennifer McDaniel and the council that they would investigate her concerns and would give her updates in the future regarding matters with the library.

- **Street Department** - Kevin O'Bryan, Manager
 - No Reports Given
- **Electric Department** - Kerry Lee, Manager
 - Provided written report about updates regarding the electric department's current updates and information.
- **Gas**-Terry Osbourne, Manager
 - Terry Osbourne provided updates to the council about the possibility of the main replacement on Main Street as well in some other areas that need repair and replacement.
- **Police** - Zach James, Chief
 - Zach James provided an update to the council regarding the current new hire and how he is doing with the start of the police academy as well as informed the council regarding grant opportunities and equipment procurement.
- **Fire** - Rich Enochs, Chief
 - Firework Quotes
 - Chief Enochs informed the council about the current prices and quotes for fireworks as well as a deal with the 8in mortars for the fourth of July firework show. Chief Enochs asked for council approval for the fireworks from the council and there was a motion by Mark Greening to approve the purchase which was seconded by Adrian Saunders with none opposed.
- **Mosswood Golf Course**
 - Seasonal Chemicals
 - Tyler Dickens introduced himself to the council and informed them on the current bids for chemicals for the Mosswood Golf Course, which would help in the maintenance of the course, and requested council approval for the chemical bids. There was a motion by Adrian Saunders which was seconded by Juben Moss with none opposed.

CLOSED SESSION* (if needed)

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15. CLOSED SESSION (motion)

16. RETURN TO OPEN SESSION (motion)

RESUME REGULAR SESSION

17. AS MAY ARISE

16. ADJOURN

Motion made to adjourn by Jason Osbourne with a second by Mark Greenings.

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Signature of authorization approving meeting minutes

Mellissa Hays, Mayor

Jennifer McDaniel, City Clerk

Date: ____/____/____

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