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# City of Monroe City

**Meeting of the Board of Alderman November 7, 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 meeting to order at 6:00 pm; 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 Adrain Saunders |            |           |
| Alderman Jason Osbourne-absent      | Alderman Robin Simpson   |            |           |
| Alderman Mike Schneider             | Alderman Greg Smith      |            |           |
| Other Staff/Personnel in Attendance |                          |            |           |
| Danette Henderson                   | Phoebe Ranson            | Zach James | Kerry Lee |
| Alex Seibert                        | Terry Osborn             |            |           |

**IV. Review & Approval of Minutes (October 17, 2024)**

Motion made by Alderman Simpson, seconded by Alderman Smith approving the meeting minutes for October 17, 2024, as presented. Motion passed unanimously.

**V. Mayor Report**

- a. **Department of Revenue Sales Tax Update** – Mayor Miller informed the council the Department of Revenue would abate \$77,871.31 in penalties on monthly sales tax returns.
- b. **Nuisance Ordinance 09-2020** – Mayor Miller informed the council ordinance 09-2020 was never entered into the Municode in its entirety and it would be brought to the board for review.
- c. **Building Inspector** – Mayor Miller informed the council he had contacted Palmyra to see if it would be possible to utilize their building inspector; unfortunately, that's not an option. Mayor Miller would work on getting a job description for a building inspector to be utilized on an as needed basis.
- d. **Ordinance on payment in lieu of taxes** – Mayor Miller informed the council the most recent audit report indicated that there weren't any properly written ordinances on administration fees, or franchise fees for the enterprise fund and a pilot ordinance would be brought to the board for review.
- e. **Industrial Park Substation** – Mayor Miller informed the council the substation is nearly complete, EATON Electric Corporation would be there to test the substation on December 9, 2024, with the switch over on December 14, 2024.
- f. **CCWWC Engineering Cost Payment Plan** – Mayor Miller presented to the council the CCWWC Engineering Costs associated with the water line project and CCWWC would work with the city with any payment plan that the city proposes.

- VI. City Clerk Report** – City Clerk Henderson provided a report to the council for review current delinquent utility accounts. Henderson reported the city conducted an interview on Monday for the license office/utility clerk position, and it would be discussed in closed session. Seibert reported to the council that Tigerhawk was acquiring the materials needed for the access point installation and that they would

46 send technicians out next week. Henderson presented to the council a letter that  
 47 would be sent out to everyone in the city with information regarding lead lines.  
 48 Henderson informed the council that MPUA was having a customer service essentials  
 49 training for utilities on December 3 and 4, 2024, and that city hall would be closed  
 50 while this training was occurring. Henderson reported issues that city staff were  
 51 having with gworks; council agreed to obtain quotes for software to replace it.  
 52 Henderson informed the council Tesseon was charging the city federal unemployment  
 53 tax and the city will obtain a refund on those payments, and work to move payroll  
 54 back in house to help with budget expense.

55 Motion was made by Alderman Quinn, seconded by Alderman Simpson to terminate the contract  
 56 with Tesseon effective December 31, 2024. Motion passed unanimously.

57 Henderson informed the council that during the power outage she and Phoebe Ransom  
 58 removed the following old records from storage:

59 **Destruction of Records Log**

| <u>RETENTION SCHEDULE REFERENCE</u> | <u>ITEM</u>                     | <u>DESTRUCTION DATE</u> |
|-------------------------------------|---------------------------------|-------------------------|
| GS008                               | Accounts Payable FY2012-2018    | 11/8/24                 |
| GS007                               | Check Stubs 10/1/2010 – 6/15/14 | 11/8/24                 |

60 Henderson informed the council a payroll audit is required by MIRMA and presented  
 61 an engagement letter from Williams Keepers for approximately \$2,000.00 for their  
 62 services.

63 Motion was made by Alderman Simpson, seconded by Alderman Saunders to accept the  
 64 engagement letter from Williams Keepers for approximately \$2,000.00. Motion passed  
 65 unanimously.

66 Henderson informed the council DTMC is requesting street closures and barricades for  
 67 their Christmas Street Stroll for December 14, 2024. Seibert would contact MIRMA to  
 68 discuss if there is a need for a Hold Harmless Agreement.

69 Motion made by Alderman Simpson, seconded by Alderman Smith to accept DTMC's request for  
 70 street closures and barricades for the Christmas Street Stroll on December 14, 2024. Motion passed  
 71 unanimously.

72 **VII. City Attorneys Report** – Russell reported Missouri Metalcraft now has a lawyer.  
 73 Russell also informed the council he had been working with the mayor on the change  
 74 over to the Monroe City Fire Protection District; is almost complete; that all that is  
 75 needed was a quit claim deed. Henderson informed the council that city staff are still  
 76 working on getting Spectrum switched over at the fire house.

77 **VIII. Authorized Guest Speakers**

78 a. **Damon Vuch** – Damon Vuch informed the council that he had been informed by  
 79 the city of some past due utility bills that he owes that he believes are not correct.  
 80 Henderson informed the council that city staff reviewed the bills with Vuch and no  
 81 discrepancies were noted.

82 **IX. Council Committee Reports**

83 a. **Planning and Zoning** – No report at this time.

84 b. **Parks and Recreation**

85 i. **LWCF Playground Grant Bid Opening** – Mayor Miller opened and  
 86 reviewed the bids for the playground. A discussion was held and it was

87 determined the bid information would be sent to the Parks and Recreation  
88 committee for review.

- 89 **ii. St. Jude's Church Roof Replacements bids** – Seibert informed the council  
90 that the Parks and Recreation committee recommended using MHE  
91 company for the St. Jude's roof replacement for \$18,400.00. A discussion  
92 was held and Alderman Smith informed the council that he would contact  
93 MHE for information regarding the materials used for the roof replacement.

94 **c. Economic Development** – No report at this time.

95 **d. Administrative** – No report at this time.

96 **e. Nuisance Review Board/public Safety** – Alderman Smith informed the council  
97 the committee went over information with the police department and they were  
98 working on abating some nuisances.

99 **X. Department Reports**

100 **a. Police** – Chief James informed the council the police department was looking at  
101 moving to the basement of city hall and requested permission to start the process.

102 Motion was made by Alderman Smith, seconded by Alderman Saunders to allow the police  
103 department to relocate to the city hall basement. Motion passed unanimously.

104 Chief James informed the council the police department was looking for a  
105 replacement for the copy machine in the police department due to a number of  
106 technical issues. Seibert informed James the police department has a maintenance  
107 agreement with Marco for the copy machine and to create a ticket for them to solve  
108 the technical problems. Chief James informed the council with the power outage  
109 earlier in the week the police department created an emergency operations center  
110 and informed the council that within three hours they had enough supplies for the  
111 city for 72 hours.

112 **b. Water** – Written report provided

113 **c. Electric**

114 **i. Digital Voltage Indicator Quotes+**

115 **ii. Crimping Tool Quotes** – Kerry Lee presented to the council three quotes  
116 for a new crimping tool as well as a digital voltage indicator.

117 Motion made by Alderman Smith, seconded by Alderman Quinn to approve purchase of the  
118 crimping tool from J. Harland for \$2,499.99, batteries from Home Depot for \$79.00, the Ohio tool  
119 cutting head for \$469.99, and a digital voltage indicator from House of Tools. Motion passed  
120 unanimously.

121 **d. Gas**

122 **i. F350 Repair Quote** – Terry Osborn presented three quotes for repairs for  
123 the F350

124 Motion made by Alderman Smith, seconded by Alderman Simpson to approve the quote from  
125 Turpin's Automotive & Towing for \$1,015.69. Motion passed unanimously.

126 Osborn informed the council they were looking at renting a side by side in  
127 order for the gas department to perform a leak survey; Meyer Implement  
128 has a side by side for \$20/hr. they council utilize for this.

129 Motion made by Alderman Smith, seconded by Alderman Saunders to authorize the gas  
130 department to rent a side by side from Meyer Implement for \$20/hr. to perform the leak survey.  
131 Motion passed unanimously.

132 **e. Street** – Written report provided.

133 f. **Airport** – Del Buckman informed the council the credit card reader back up  
134 working properly. Buckman informed the council the federal funds for airports for  
135 the 2025 year have already been allocated and he would be working with Meco  
136 Engineering to apply for funds for 2026. Buckman asked the council if they wanted  
137 to put up the Christmas tree at the wedge. A discussion was held, and it was decided  
138 to put the tree up.

139 g. **Mosswood** – No report at this time.

140 **XI. Presentation of Bills and Approvals of Payments**

141 Motion was made by Alderman Simpson, seconded by Alderman Quinn approving the accounts  
142 payable presented for November 7, 2024, and considered warrants approved by the Mayor since  
143 the last council meeting. Motion passed unanimously.

144 **XII. New Business**

145 a. **Building permit fees/Meter Installation Fee Structure**

146 b. **Bill No. 13: An Ordinance Amending Trash Service Fees & Authorizing**  
147 **Recycling Fees.**

148 Bill No. 13 was read in its entirety by Mayor Miller and titled:

149 AN ORDINANCE AMENDING TRASH SERVICES AND AUTHORIZING  
150 RECYCLING FEES

151 Motion was made by Alderman Simpson, seconded by Alderman Smith, approving the first  
152 reading of Bill No. 13 in its entirety. Motion passed unanimously.

153 Motion was made by Alderman Smith, seconded by Alderman Quinn, approving the second  
154 reading of Bill No. 13 in its entirety. Henderson called roll and the votes were as follows: Alderman  
155 Smith-yes, Alderman Quinn-yes, Alderman Schneider-yes, Alderman Saunder-yes, Alderman  
156 Simpson-yes. The Bill having the affirmative vote was then and there duly signed and became  
157 ordinance 13-2024.

158 c. **Bill No. 14: An Ordinance Approving April 8, 2025, Ballot Language Imposing**  
159 **a One-Half of One Percent (.5%) Sales Tax for Economic Development**  
160 **Purposes.**

161 Bill No. 14 was read in its entirety by Mayor Miller and titled:

162 AN ORDINANCE OF THE CITY OF MONROE CITY, IMPOSING A SALES TAX  
163 AT THE RATE ONE-HALF OF ONE PERCENT (.5%) FOR ECONOMIC  
164 DEVELOPMENT PURPOSES FOR THE CITY OF MONROE CITY, MISSOURI

165 Motion made by Alderman Smith, seconded by Alderman Simpson, approving the first reading of  
166 Bill No. 14 in its entirety. Motion passed unanimously.

167 Motion made by Alderman Simpson, seconded by Alderman Smith, approving the second reading  
168 of Bill No. 14 in its entirety. Henderson called roll and the votes were as follows: Alderman  
169 Schneider-yes Alderman Smith-yes, Alderman Simpson-yes Alderman Saunder-yes, and  
170 Alderman Quinn-yes. The Bill having the affirmative vote was then and there duly signed and  
171 became ordinance 14-2024.

172 d. **Bill No. 15: An Ordinance Establishing Electric Rates to be Charged by the**  
173 **Electric Department**

174 Bill No. 15 was read in its entirety by Mayor Miller and titled:

175 AN ORDINANCE ESTABLISHING ELECTRIC RATES TO BE CHARGE BY THE  
176 ELECTRIC DEPARTMENT OF THE CITY OF MONROE CITY, MISSOURI  
177 PURSUANT TO PROVISIONS OF SECTIONS 86.20.120 AND 86.20.130 OF THE  
178 CODE OF ORDINANCES OF THE CITY OF MONROE CITY, MISSOURI

179 Motion was made by Alderman Simpson, seconded by Alderman Smith, approving the first  
180 reading of Bill No. 15 in its entirety. Motion passed unanimously.

181 Motion was made by Alderman Smith, seconded by Alderman Saunders, approving the second  
182 reading of Bill No. 15 in its entirety. Henderson called roll and the votes were as follows: Alderman  
183 Simpson-yes Alderman Smith-yes, Alderman Quinn-yes, Alderman Schneider-yes, Alderman  
184 Saunder-yes. The Bill having the affirmative vote was then and there duly signed and became  
185 ordinance 15-2024.

186 **XIII. Unfinished Business**

187 **XIV. Closed Session & Adjournment**

188 Motion was made by Alderman Smith, seconded by Alderman Saunders to adjourn and enter  
189 closed session pursuant RSMo 610.021(3)(1).

190 City Clerk called roll, and the results are as follows: Alderman Saunders-yes, Aldman Schneider-  
191 yes, Alderman Simpson-yes, Alderman Smith-yes, Alderman Quinn-yes. Motion passed  
192 unanimously. The council adjourned into closed session at 8:23 PM.  
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