



## **City of Charleston, MO**

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### **City Council November 13, 2018**

#### **Meeting Minutes**

The meeting was called to order at 6:30 pm by Mayor Jack Feezor. The meeting was held in the city's new fire building instead of being held at City Hall. Also present were Council members Patrick Farmer, Phil Halter, Jackie Whiteside, and Tommy Butler along with City Manager Richard Goode, City Attorney Michael O'Rourke, City Clerk Stefanie Self, Director of Public Works David Harris, DPS Director Robert Hearnes. Other members of the city staff present were retiring City Collector Vonna DeLay, newly appointed City Collector Debbie Toon, Doris Williams-Watts, and Charles David.

**Recognition of Visitors:** There were no visitors present.

**Recognition of City Employees:** Mayor Feezor presented Employee of the Quarter awards to Doris Williams-Watts of DPS and Charles David of Public Works and thanked them for their excellent work for the city.

**Approval of Prior Meeting Minutes:** Phil Halter made a motion to approve the minutes of the October 9, 2018 regular monthly meeting and the October 18, 2018 special called meeting as presented in the meeting packet. Patrick Farmer seconded the motion, and the motion passed unanimously.

**Monthly Report of City Business / Operations:** City Manager Richard Goode had provided a written report as part of the meeting packet. Mr. Goode only added that the city's audit of the 2017-18 fiscal year is still in progress and on-site work by the auditors should be completed within a couple of weeks.

**Quarterly Budget Report:** Richard Goode had provided a written report as part of the meeting packet. He only added a comment that, after the first half of the fiscal year, there were no apparent concerning budget trends other than the Parks Fund, which may still require a cash infusion from the General Fund prior to the end of the fiscal year. He also explained that the Capital Improvements Fund will run out of cash in November when the final payout is made to the contractor on the new fire building. The cash shortfall will be handled via a temporary loan from the General Fund.

#### **Old Business:**

- **Update on Grant Application:** Mr. Goode reported that there is still no word from MEDC on the city's \$350,000 grant application for expansion / renovation of the police station.
- **Update on DNR Operating Permit:** Mr. Goode had provided a memo to Council members in the meeting packet explaining that Waters Engineering has successfully negotiated revised effluent limits for the wastewater lagoon, and the city will receive a new operating permit from DNR that we should

be able to live with without difficulty. The city will purchase the necessary equipment to do composite sampling instead of using grab samples. Also, the city will budget for next fiscal year a study of lagoon sludge to determine depth of the sludge and metal content.

#### **New Business:**

- **Bill No. 3809 / Ordinance No. 2949; Setting City Council election for April 2, 2019:** After brief review of the ordinance by City Attorney Michael O'Rourke, Jackie Whiteside made the motion to approve the ordinance, Phil Halter seconded, and the motion passed unanimously.
- **Bill No. 3810 / Ordinance 2950; Approval of Contract with Vandevanter Engineering:** Public Works Director David Harris explained that the work is to rebuild electrical panels in two lift stations and will be paid for from funds already budgeted for lift station maintenance. Phil Halter made the motion to approve the contract, Tommy Butler seconded the motion, and the motion passed unanimously.
- **Bill No. 3811 / Ordinance No. 2951; Contract Extension with Chamber of Commerce:** Mr. Goode explained that state law requires hotel / motel tax revenues to be paid to the city, and the city then passes all of the revenue to the Chamber of Commerce for use to promote tourism. The contract is for the Chamber to administer the funds and has been in place for four years. The renewal of the contract is for two years. Jackie Whiteside made the motion to approve the contract, Tommy Butler seconded, and the motion passed unanimously.
- **Bill No. 3812 / Ordinance No. 2952; Contract Extension with Rural Fire District:** Mr. Goode explained that the city has had a contract with the Rural Fire District since 1986 to provide fire protection to an area that is approximately the northern half of Mississippi County and a small section of southern Scott County. The current contract expires at the end of 2018, and the proposed renewal is for a five year period. Phil Halter made a motion to approve the new contract, Jackie Whiteside seconded the motion, and th emotion passed unanimously.
- **Renewal of Group Health Insurance for City Employees:** Mr. Goode briefly reviewed the renewal rates from United Healthcare for calendar year 2019 which represent a 10.0% increase over 2018. Under the new rates, the city will be paying \$776.49 per employee per month for group health coverage. After brief discussion, Jackie Whiteside made the motion to approve the renewal rates and continue the coverage with United Healthcare for 2019, Phil Halter seconded the motion, and motion passed unanimously.
- **Resolution 1081; City Policy Regarding Group Healthcare:** Mr. Goode explained that the resolution increases the employee contribution rate for group health insurance from \$50.00 per month to \$55.00 per month, which is the same percentage increase (10.0%) the city is experiencing with United Healthcare for the new policy year. Jackie Whiteside made the motion to approve the resolution, Phil Halter seconded, and the motion passed unanimously.
- **Resolution 1082; Authorized Signers on City Checks:** Mr. Goode briefly explained the need to update the authorized signers on city bank accounts and the need to have a formal resolution naming the authorized signers. Tommy Butler made the motion to approve the resolution, Patrick Farmer seconded, and the motion passed unanimously.

- **Holiday Pay for City Employees:** Jackie Whiteside made a motion to increase the annual holiday pay to city employees from \$200 full-time / \$100 part-time to \$250 full-time / \$100 part-time. Phil Halter seconded the motion, and the motion passed unanimously.
- **Water Tanker Truck for DPS:** DPS Director Robert Hearnese explained the city's need for a water tanker truck to improve rural fire services but also explained that any such truck needs to be set up to also help with city fires if needed in an emergency. He then explained that the Dept. of Conservation has offered to give the city a 2009 Freightliner truck with only 5,000 miles on it that can be converted to a water tanker for approximately \$100,000. But, if we accept the truck, the Dept. of Conservation requires that it be put in service within twelve months. Director Hearnese asked City Council to approve acceptance of the truck from the Dept. of Conservation. Mr. Goode explained that, by approving acceptance of the truck, Council was essentially committing to spend approximately \$100,000 to convert the truck to fire use. He also explained that if the money is committed to convert the Dept. of Conservation truck, no action can be taken to replace the old existing rural fire truck until we have a response on the grant application for expansion / renovation of the police station since that will have a significant impact on the funds available in the Capital Improvements Fund. After several questions and comments from Council members to Director Hearnese, Phil Halter made a motion to accept the truck from the Dept. of Conservation, Patrick Farmer seconded the motion, and the motion was approved unanimously.
- **City Hall Holiday Hours:** Mr. Goode advised Council that, unless they object, the city will be closed on Christmas Eve since it falls on a Monday. Council members had no objections and thought it was a good idea to designate the day as a holiday for employees. This was general discussion only and no formal motion was deemed necessary.
- **Discussion About Plainview Park:** Jackie Whiteside said he had received a report that Plainview Park was not in good condition, and, upon visiting the park found the playground equipment in need of cleaning, painting, etc. Mr. Goode agreed that the little park gets overlooked in terms of maintenance. It was simply agreed that in the spring, the equipment at the park will be cleaned up, painted, and any other necessary work on the park will be done.

There being no further business, the meeting was adjourned at 7:20 pm.

ATTEST:

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City Clerk

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Mayor

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City Clerk

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Presiding Officer