

**CITY OF BOONVILLE
COUNCIL MEETING
AGENDA**

December 2, 2019

7:00 p.m.

City Council Chambers
525 E. Spring Street
Boonville, Missouri

I. Call to Order – Pledge and Prayer (Morris Carter)

II. Roll Call

III. Hearing of Citizens' Comments

- Brad Wooldridge – Update on Legal Costs for Year to Date

IV. Approval of the Minutes of the November 18, 2019 Council Meetings

V. Consent Items

- a. Consider Pay Request No. 3 from Concrete Solutions, LLC. in the amount of \$18,128.62 for Krohn Street Curb and Gutter Improvements Phase 3
- b. Consider Change Order No. 1 from Concrete Solutions, LLC. Inc in the amount of **CREDIT <\$10,866.21>** for Krohn Street Curb and Gutter Improvements Phase 3

VI. Presentation of Accounts and Claims

VII. Unfinished Business

- A) Second Reading of Bill No. 2019-033 Authorizing Execution of a Lease Agreement with State Fair Community College

VIII. New Business

- A) First Reading of Bill No. 2019-034 Amending Code of General Ordinances With Adoption of January 2020 City of Boonville Personnel Manual
- B) Consider Resolution R2019-06 Accepting and Approving an Agreement with MECO Engineering Company, Inc. for Engineering Services

IX. Reports of Standing Committees

- A) Housing Authority – November 12, 2019 (Morris Carter)
- B) Parks and Recreation Board – November 19, 2019 (Vanessa Dorman)
- C) Street, Alley, and Sanitation Board – November 27, 2019 (Michael Stock)
- D) Board of Public Works – November 28, 2019 (Susan Meadows)
- E) Cemetery Board – November 21, 2019 (Henry Hurt)

X. Reports of City Officials

City Administrator

Mayor

- Committee Appointments

City Clerk

XI. Miscellaneous

XIII. Adjourn

NOTICE: The City of Boonville will comply with the Americans with Disabilities Act (ADA). Individuals who require an accommodation due to disability to attend this meeting should contact our office at 660-882-2332 or Relay Missouri, 1-800-735-2966 TTY at least 48 hours in advance.

DRAFT COPY PENDING CITY COUNCIL REVIEW AND APPROVAL

**City of Boonville
City Council Meeting Minutes
November 18, 2019**

The Boonville City Council met in Regular Session on November 18, 2019 at 7:00 p.m. in the Council Chambers located at 525 East Spring Street, Boonville Missouri. The following officers were present: Ned Beach, Mayor; Teresa Studley, City Clerk; and Randy Ayers, Sergeant at Arms. Kate Fjell, City Administrator; and Doug Abele, Interim City Counselor, were absent.

NOTICE POSTED: Thursday, November 14, 2019 at 2:12 p.m.

CALL TO ORDER – PLEDGE AND PRAYER

The meeting was called to order and Henry Hurt led the prayer, after the pledge of allegiance.

ROLL CALL

The following Council Representatives were present: Henry Hurt, Morris Carter, Whitney Venable, Vanessa Dorman, Michael Stock, Steve Young, Susan Meadows, and Brent Bozarth.

HEARING OF CITIZENS' COMMENTS

None.

APPROVAL OF THE MINUTES OF THE NOVEMBER 4, 2019 COUNCIL MEETING

The minutes were approved as presented.

CONSENT ITEMS

None.

PRESENTATION OF ACCOUNTS AND CLAIMS

Ms. Studley read the ordinance appropriating money, in its entirety, and a second time, by title only, since a copy of the ordinance had been made available prior to the meeting. Mr. Carter moved, and Mr. Venable seconded the motion for approval. Roll call was taken. Ayes: Hurt, Carter, Venable, Dorman, Stock, Young, Meadows, and Bozarth. Total (8). Opposed: None. Total (0). Absent: None. Total (0). Motion Carried.

UNFINISHED BUSINESS

SECOND READING OF BILL NO. 2019-032 AUTHORIZING MUTUAL AID AGREEMENT WITH COOPER COUNTY REGARDING EMERGENCY LAW ENFORCEMENT SERVICES

Ms. Studley read, by title only, a copy of the bill. Mr. Carter moved, and Mr. Stock seconded the motion to approve the bill. With no questions, roll call was taken. Ayes: Hurt, Carter, Venable, Dorman, Stock, Young, Meadows, and Bozarth. Total (8). Opposed: None. Total (0). Absent: None. Total (0). Motion Carried.

NEW BUSINESS

CONSIDER INSITUFORM TECHNOLOGIES PROPOSAL FOR 2019 SEWER LINE REHAB PROJECT

Mayor Beach informed the Council that M.L. Cauthon III, Director of Public Works, is available for questions regarding the project. Council had no questions. Mr. Carter moved, and Mr. Venable seconded the motion to approve Mr. Cauthon's recommendation, accepting the Insituform Technologies proposal. With no questions, roll call was taken. Ayes: Hurt, Carter, Venable, Dorman, Stock, Young, Meadows, and Bozarth. Total (8). Opposed: None. Total (0). Absent: None. Total (0). Motion Carried.

FIRST READING OF BILL NO. 2019-033 AUTHORIZING EXECUTION OF A LEASE AGREEMENT WITH STATE FAIR COMMUNITY COLLEGE

Ms. Studley read, by title only, a copy of the bill.

REPORTS OF STANDING COMMITTEES

PLANNING AND ZONING COMMISSION – NOVEMBER 12, 2019

Mr. Venable reported the meeting was cancelled due to lack of agenda items.

REPORTS OF CITY OFFICIALS

CITY ADMINISTRATOR

Ms. Fjell was absent; therefore, no report was offered.

MAYOR

No report was offered.

CITY CLERK

No report was offered.

MISCELLANEOUS

None.

ADJOURN

With no further discussion, Mr. Young moved, and Mr. Bozarth seconded the motion to adjourn at 7:06 p.m. and the voice vote was unanimous.

Respectfully Submitted,

Teresa Studley, City Clerk

Approved:

Ned Beach, Mayor

APPLICATION AND CERTIFICATE FOR PAYMENT (PAY ESTIMATE)

Phase 3

Original 1 of 6
Page 1 of 2

PROJECT NO: 454-272

Krohn Street Curb and Gutter Improvements

CONTRACTOR: Concrete Solution LLC

OWNER: City of Boonville MO

APPLICATION NO: 3 - Final

APPLICATION DATE: December 2, 2019

PERIOD FROM: September 28, 2019 to November 15, 2019

ORIGINAL CONTRACT SUM: \$188,306.50

NET CHANGE BY CHANGE ORDERS: (\$10,866.21)

FINAL CONTRACT SUM: \$177,440.29

TOTAL COMPLETED & STORED TO DATE: \$177,440.29

RETAINAGE 0%: \$0.00

TOTAL EARNED LESS RETAINAGE: \$177,440.29

LESS PREVIOUS CERTIFICATES OF PAYMENT: \$159,311.67

CURRENT PAYMENT DUE: \$18,128.62

CONTRACT TIME LIMIT DATE: November 3, 2019

ORDER NO.	DATE APPROVED	ADDITIONS	DEDUCTIONS
1-Final			(\$10,866.21)
TOTALS			(\$10,866.21)

NET CHANGE BY CHANGE ORDERS: (\$10,866.21)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

In accordance with the Contract Documents, based on site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED OF \$ 18,128.62
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

CONTRACTOR: *[Signature]*

BY: *[Signature]*

DATE: 11/19/19

OWNER:

BY: _____

ENGINEER:

BY: *[Signature]*

MECO ENGINEERING COMPANY, INC.
ENGINEERS * SURVEYORS



2701 INDUSTRIAL DRIVE
JEFFERSON CITY, MO 65109

(573)893-5558

**CONTRACT CHANGE ORDER
SECTION 00941**

Change Order No. 1 - Final
Meco Project No. 454-272

Sheet 1 of 1
Original 6 of 6

Recommended: MECO Engineering Co., Inc.
(Engineer)

To: Concrete Solution LLC
(Contractor)

From: City of Boonville, Missouri
(Owner)

You are hereby directed to make the following changes:

I. Reason for change and effect on completion time (if any):

- Line Item 6: Was reduced due to the quatity not being used
- Line Item 7: Was reduced due to the quatity not being used
- Line item 11: Additional Concrete Driveway was added to the project to reduce slopes
- Line item 14: Plan quantity was incorrect and additional removals were necessary
- Line item 17: Drop Inlet at 1101 Krohn Street required a new top slab
- Line item 18: Drop Inlet at 1100 Krohn Street was much larger than the inlet at 1100 Krohn and required a new top slab
- Line item 19: A new access lid was required for the drop inlet at 1100 Krohn

II. Cost of work affected by this Change Order:

Item No.	Item Description	Bid Amount			Previous Change Orders C.O. #	Quantity Changed	This Change Order		Revised Contract Quantity/Unit
		Quantity/Units	Unit Price	Value			Increase Qty. Decrease Qty.	Amount Added or Deducted	
6	Unsuitable Material Excavation	5 CY	\$ 58.00	\$290.00			-5 CY	(\$290.00)	0 CY
7	Rock Backfill in Unsuitable Material Area	5 CY	\$ 64.00	\$320.00			-5 CY	(\$320.00)	0 CY
10	4" Type 5 Aggregate Base	352 SY	\$ 8.00	\$2,816.00			27 SY	\$216.00	379 SY
11	6" PCC Concrete Driveway	352 SY	\$ 74.00	\$26,048.00			27 SY	\$1,998.00	379 SY
14	Remove and Replace Mailbox	1 EA	\$ 325.00	\$325.00			3 EA	\$975.00	4 EA
16	Contingency	1 EA	\$ 20,000.00	\$20,000.00			-1 EA	(\$20,000.00)	0 EA
17	Drop Inlet Top Slab at 1101 Krohn St	1 EA	\$ 918.54	\$918.54			1 EA	\$918.54	1 EA
18	Drop Inlet Top Slab at 1100 Krohn St	1 EA	\$ 3,691.25	\$3,691.25			1 EA	\$3,691.25	1 EA
19	Drop Inlet Access Lid at 1100 Krohn St.	1 EA	\$ 1,945.00	\$1,945.00			1 EA	\$1,945.00	1 EA
Total This Sheet:								(\$10,866.21)	

- | | |
|--|---------------|
| 1. Original Contract Amount: | \$188,306.50 |
| 2. Add or Deduct This Order Totals: | (\$10,866.21) |
| 3. Add or Deduct Previous:
(Line 4 of previous order) | \$0.00 |
| 4. Total Add or Deduct to Date (2+3): | (\$10,866.21) |
| 5. Revised Contract Amount (1+4): | \$177,440.29 |

11/20/19

Recommended: A. V. Vag Engineer - MECO Engineering Company Date

Ordered: Owner Date

Accepted: [Signature] Contractor Date

11/19/19

Change Order is subject to all provisions of the Contract Documents and is not in effect unless signed by all parties.

Presentation of Accounts and Claims

(Ordinance Appropriating Money)

**Report will be available at the
meeting**

ORDINANCE APPROPRIATING MONEY

Be It Ordained by the Council of the City of Boonville, as follows:

Section 1: For the purpose of paying salaries and various accounts against the City of Boonville, which have been allowed by the Council, at the regular meeting thereof on December 2, 2019 the sum of **\$411,208.72**

General Fund	\$156,778.95
Sanitation	\$18,489.65
CIP Tax	\$28,906.50
Water Works	\$163,868.23
Capital Projects	\$27.00
Waste Water	\$29,488.12
Tourism	\$6,197.03
Gaming	\$5,370.00
Parks/Water	\$2,083.24

Section 2: The Accountant is hereby authorized and instructed to draw checks on the respective City bank accounts, in favor of the persons whose salaries and accounts have been allowed as above, amounting to **\$411,208.72** being the total amount of money above appropriated.

Section 3: This ordinance shall take effect and be in force from and after its passage. First reading on December 2, 2019 read for the second time this 2nd day of December, 2019 since a copy was made available prior to the meeting.

Approved December 2, 2019 _____
Mayor

Endorsed December 2, 2019: I hereby certify that a sufficient sum of money stands to the credit of the City, unappropriated, in the various funds to meet the requirements of this ordinance.

Accountant

November 22, 2019

To Mayor and City Council

From: Kate Fjell, City Administrator 

Re: Personnel Manual Update

The Personnel Manual needs to be updated every few years to make sure we keep our manual compliant with current state and federal laws as well as to change any policies that we deem appropriate or timely. The last update to the manual was in 2017 and the time has come for an update. We are proposing several changes; I am highlighting them below. Teresa provided you with an electronic copy and we can provide paper copies upon request.

General Changes

- We have reorganized the manual to make it easier to read
- Standardizing policies for all departments within the City (when appropriate)

Unlawful harassment

- Expanded definition of harassment
- Complaint procedures for reporting harassment

Overtime Computation

- Overtime (except for fire and police) will be based on actual hours worked. Actual hours worked includes earned vacation, holiday and jury duty.
- Overtime will always be given for inmate detail and K9 care
- Comp time may be taken in lieu of overtime if an employee chooses

Award Pay

- An increase in \$5/month for all water and wastewater licenses held by City employees

Drug and Alcohol Policy

- Drug and alcohol policy retains marijuana as a prohibited drug for employment with the City of Boonville and drug testing will test for marijuana. This policy remains the same because we receive federal funds and those monies require us to be a "drug free workplace" – which includes marijuana since it is illegal at the federal level.

Smoke Free Workplace

- Expanding smoke free to include vaping (E-cigarettes) and chewing tobacco
- No smoking in any city buildings or city vehicles

Social Media Use

- This is an entirely new section and requires employees to provide a disclaimer if they are commenting on matters related to the City (i.e. "the views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer")

Disciplinary Procedure

- New manual provides a progressive disciplinary policy (no disciplinary procedure in the current manual)

Time Off

- Eliminated the discretionary day (which came off sick leave) and replaced it with the floating holiday
- Conversion of vacation time: days to hours (current vacation is computed as days)
- Vacation will now be accrued monthly instead of annually
- Enforcement of maximum vacation accrual beginning in 2023 for current employees
- Fire department is being grandfathered to ensure there is no vacation lost or reduction in earned vacation for current staff). New fire department staff vacation will be accrued in accordance with new manual
- Sick Time will also be accrued in hours – not days
- No maximum accrual for sick leave
- Fire department will receive 12 hours per month (accommodate for 40% more hours worked by fire department in a year)

The biggest changes to the Personnel Manual come from the time off changes made, the conversion from days to hours and the monthly accrual. It is my hope that a monthly accrual will encourage staff to take vacation, be an incentive for new staff (rather than waiting a whole year before getting any vacation) and allow for greater flexibility in use since sick time can be taken in 1 hour increments and vacation time can be taken in 4 hour increments. Additionally, the conversion to hours helps to accommodate the varying work schedules in City departments. The other benefit of this conversion will be on the administration side. Currently, we manually compute vacation and sick time- this conversion will allow us to calculate vacation, sick, comp time through our payroll system.

AN ORDINANCE OF THE CITY OF BOONVILLE, MISSOURI, AMENDING THE BOONVILLE CODE OF GENERAL ORDINANCES SECTION 2-35; ADOPTING THE JANUARY 2020 CITY OF BOONVILLE PERSONNEL MANUAL; PROVIDING AN EFFECTIVE DATE THEREFORE AND REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE.

WHEREAS, the City of Boonville Personnel Manual has been revised and updated based on the changing needs of the organization; and

WHEREAS, the changes to the Code herein set forth will further identify and clarify the policies that are currently in effect for the administration of the human resources of the City of Boonville.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BOONVILLE, MISSOURI, AS FOLLOWS:

SECTION 1: That Section 2-25 of the Code of General Ordinances of the City of Boonville, be and is hereby amended as follows:

Sec. 2-35. - Personnel manual.

There is adopted by reference that publication known as the "City of Boonville Personnel Manual," as first drafted in 2002 and updated in 2020, a copy of which is attached to Ordinance No. _____.

(Ord. No. 2243, § 1, 12-20-76; Ord. No. 2508, § 1, 11-2-81; Ord. No. 2920, § 1, 4-17-89; Ord. No. 3132, § 1, 8-16-93; Ord. No. 3134, § 1, 9-7-93; Ord. No. 3414, § 1, 6-16-97; Ord. No. 4434, § 1, 03-20-2017; Ord. No. _____, § 1, ____-____-2019)

SECTION 2: The City of Boonville Personnel Manual, January 2020 is hereby adopted and supersedes and replaces all previous versions of the City of Boonville Personnel Manual as adopted by previous Councils.

SECTION 3: This Ordinance shall take effect and be in full force from and after its passage and approval.

SECTION 4: That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

FIRST READING: December 2, 2019

**READ FOR THE SECOND TIME AND PASSED ON THIS 16th DAY OF DECEMBER 2019,
AFTER A COPY OF THIS ORDINANCE HAS BEEN MADE AVAILABLE FOR PUBLIC
INSPECTION PRIOR TO ITS FIRST READING.**

President of the Council

APPROVED THIS 16TH DAY OF DECEMBER 2019

Ned Beach, Mayor

ATTEST:

Teresa Studley, City Clerk

RESOLUTION NO. R2019-06

A RESOLUTION OF THE CITY OF BOONVILLE, MISSOURI, AUTHORIZING AND EXTENDING A NEW AGREEMENT BETWEEN THE CITY OF BOONVILLE, MISSOURI AND MECO ENGINEERING INC. FOR PROFESSIONAL ENGINEERING SERVICES AND PROVIDING AN EFFECTIVE DATE THEREFORE

WHEREAS, the City of Boonville has been served by MECO Engineering for a number of years and has established a good working relationship with the firm; and

WHEREAS, several of the projects are in progress and therefore continuity is appropriate strategy; and

WHEREAS, as given the status, the City desires to extend and engage MECO Engineering, Inc. as the provider of engineering services for a list of current and future needs and the City Administrator recommends executing a new 3-year Agreement for services to become effective upon expiration of the current agreement on November 30, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOONVILLE, MISSOURI, AS FOLLOWS:

SECTION 1: That an Agreement between the City of Boonville, Missouri and MECO ENGINEERING INC., a copy of which is marked "Exhibit A" is attached hereto and made a part hereof, is hereby approved.

SECTION 2: That the Mayor and the City Clerk are hereby authorized to execute and attest said agreement on behalf of the City of Boonville.

SECTION 3: This resolution shall take effect and be in full force from and after its passage and approval.

Passed this 2nd day of December 2019, by the City Council of Boonville, Missouri

Ned Beach, Mayor

ATTEST:

Teresa Studley, City Clerk

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

THIS AGREEMENT for professional engineering services (hereinafter referred to as the "Agreement") entered into as of this _____ day of December, 2019, by and between the City of Boonville, a municipal corporation organized and existing under the laws of the State of Missouri, and MECO Engineering Company, Inc. (hereinafter "MECO"), a corporation organized and existing under the laws of the State of Missouri and whose principal place of business is Jefferson City, Missouri.

WITNESSETH:

WHEREAS, the City of Boonville and MECO have agreed to continue their contractual relationship whereby MECO will render certain professional engineering services, technical advice, and bid procurement assistance in connection with various ongoing and future projects and undertakings of the City;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SCOPE OF SERVICES

This Agreement is intended to be comprehensive and includes, but is not necessarily limited to, the engineering of streets; water treatment and wastewater handling systems and upgrades; mapping, surveying and plat review; environmental regulatory compliance assistance for water, wastewater, storm-water and landfill post-closure issues; parks development; project cost estimates, inspection services, technical advice; and preparation of preliminary engineering reports.

No minimum quantity of engineering projects and/or services must be ordered by the City under the terms of this agreement. However, unless precluded by state or federal law or by MECO's own technical or manpower limitations, Boonville is hereby continuing to retain MECO as its primary source of engineering for in-house Public Works projects of the City. The City of Boonville and MECO agree that the City retains the right to order and/or contract for professional and technical services for other professional engineering firms for certain projects, at the sole discretion of the City Administrator, whenever; 1) such projects require specialty services or a level of expertise offered by another firm; 2) such projects have a pre-existing relationship with another firm; and/or 3) the City Administrator deems it to be in the City's best interest to engage another firm to work on the project.

This Agreement is subject to annual funding and periodic appropriations by the City of Boonville, in accordance with its normal funding and budgetary processes.

MECO shall work for the City on a fee for services basis at Charge Out Rates provided to the City (effective August 1, 2019 through July 31, 2020) and amended from time to time hereafter, subject to approval by the City Administrator. In the event the City defaults in its payments and/or refuses to accept any change in Charge Out Rates made on or after August 1, 2020, this Agreement shall be cancelled and/or subject to modification to the extent of availability of funds.

MECO shall not assign, delegate, subcontract or otherwise dispose of any rights or obligations set out in this Agreement, or otherwise by separate agreement of the parties herein, without the express written consent and authorization of the City of Boonville.

MECO shall provide City of Boonville with a prompt response to any request for services, and shall keep the City apprised of an anticipated timeline on each project undertaken for the City of Boonville.

In the event the City of Boonville experiences an emergency requiring an immediate response and help from MECO, MECO shall endeavor to respond as quickly as possible, but in no event shall MECO take longer than two (2) hours to respond in such a situation.

COMPENSATION

On projects with a defined scope of work, MECO shall submit a written design and construction consultation proposal, specifying the nature and anticipated costs for engineering services, to the City Administrator for approval. The design proposal and cost estimate shall be a not-to-exceed basis considering the standard engineering percentage of project fee curves as well as the City of Boonville's projected budget allowance for the project. The construction consultation and administration fee shall also be a not-to-exceed basis at 75% of the design fee.

On all projects or services without a defined scope of work, MECO shall submit itemized invoices, based upon the hourly Charge Out Rates in effect and approved by the City of Boonville at the time services were actually performed. In order to meet the City Council monthly appropriation deadline, MECO acknowledges and accepts that it must present its monthly invoices no later than the 25th day of each month.

MECO shall provide the City of Boonville with advance written notice, no fewer than thirty (30) days, before expiration of its current Charge Out Rates, of any changes or modifications thereto.

INSURANCE

MECO shall, at all times, carry professional liability insurance for all services rendered to the City of Boonville in accordance and associated with this Agreement. Further, MECO pledges and agrees to indemnify and hold harmless the City of Boonville, its officials, employees, agents and assigns and to assume all risks and responsibility for death, loss, cost, injury or damage to any person or property – expressly including litigation expenses and attorney fees – occasioned or caused by the acts, errors, and/or omissions of MECO and its employees for which they would be otherwise be legally liable, arising out of or in any way connected with this Agreement.

TERMINATION

Except as otherwise provided herein, this Agreement may be terminated by either party by giving thirty (30) days advance written notice to the other party. To the extent, and so long as, any work or service related to this Agreement remains in progress after the termination of the principal Agreement and is not yet completed as of the date of termination, the terms and conditions of the Agreement shall continue to apply through completion of and acceptance of the work ordered by the City of Boonville, including payment and compensation or related expenses therefor.

In the event this Agreement is terminated or cancelled upon the request and for the convenience of the City of Boonville, and less that thirty (30) days' notice has been given, the City may be charged a reasonable termination fee based on costs and expenses incurred by MECO through the expedited termination, if any such cost are applicable.

In the event the City of Boonville cites cause for termination of the Agreement, whether or not thirty (30) days' notice is given, MECO shall only be reimbursed for actual expenses through termination. Cause for termination without notice shall include, but is not necessarily limited to, acts or omissions constituting negligence by MECO, misrepresentation, breach of any actual or implied agreement or warranty extended as to any particular project, or poor/substandard workmanship or reasonable degree of engineering care and certainty applied to any particular project, consultation or proposal.

This Agreement will automatically expire on the 30th day of November 2022, unless extended prior to that date by the City Council of Boonville.

IN WITNESS WHEREOF, the Parties have executed this agreement to be effective the date first written above or upon passage of the Ordinance authorizing the Agreement, whichever last occurs.

**MECO ENGINEERING COMPANY, INC.
MISSOURI**

CITY OF BOONVILLE, MISSOURI

Scott E. Vogler, P.E., President

Ned Beach, Mayor

ATTEST:

ATTEST:

Administrative Manager

Teresa Studley ,City Clerk



HOUSING AUTHORITY of the City of Boonville

506 Powell Ct. Office: 660-882-7332
Boonville, MO 65233-1521 Fax: 660-882-6811



MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF BOONVILLE, MO HELD ON NOVEMBER 13, 2019

On the 13th of November, 2019 at 12:00 P.M. the Housing Authority Commissioners
met for a regular meeting at 506 Powell Court, Boonville, MO 65233

1. Roll Call:

Present: Chairperson, John Linville Vice Chair, Marilyn Adkins
Secretary, Robert Rorah Commissioner, Charles Green
Guests: Stacey Pagliaro, Scotty Purvis, Cara Johnson
Absent: Commissioner, Albert Turner Commissioner (Vacant)
City Council Rep., Morris Carter (non -voting)

There being a quorum present Chairperson, John Linville called the meeting to order and asked if there is any pertinent information to discuss before the agenda is placed on the table, hearing none:

2. Meeting Minutes: Consideration was given, and discussion held on minutes of the October 9, 2019 Regular Board Meeting. John Linville made motion to approve the minutes. The motion was seconded by Marilyn Adkins. The motion passed.

3. Bills and Communications: The UMB Bank Balance for November 13, 2019 was \$82,560.02. Consideration was given, and discussion held on Bills Paid in October 2019. The Bank Reconciliation Statement from September 30, 2019 along with the corresponding Operating Budget Trial Balance and Board Summary Reports were discussed and reviewed.

4. Report of the Secretary: PIC Report from October 31, 2019 was at 100%. The Project Performance Reports for September 30, 2019 were also distributed and discussed, Tenant Occupancy was at 98%.

5. Unfinished Business: Discussion was held, and consideration was given on the following; a. FYE June 30 Audit scheduled for Jan.7&8, 2020. B. Driveway and Survey Easement c. Pilot Payments for FYE June 30, 2019.

6. New Business: Discussion was held on the Housing Authority Business Office Hours Policy. John Linville made motion to approve Office Hours Policy - Resolution No. 571. Charles Green seconded. The Resolution No. 571 passed. John Linville made motion to cancel the regular board meeting for December 11, 2019 unless otherwise notified. Marilyn Adkins second. Motion passed.

7. Miscellaneous: Secretary, Robert Rorah will be submitting recommendations for vacant Commissioner.

8. Adjournment John Linville made motion to adjourn the meeting, Marilyn Adkins second. Meeting adjourned.

CHAIRPERSON: _____ Date _____

SECRETARY: _____ Date _____

City of Boonville
Parks and Recreation Board
Cancelled Meeting
19 November 2019

5:30 PM
City Council Chamber
525 East Spring Street
Boonville, Mo.

The Tuesday, November 19, 2019 meeting of the Park and Recreation Board has been cancelled for lack of a quorum. The next scheduled meeting will be January 21, 2020.

**CITY OF BOONVILLE
STREET, ALLEY and SANITATION BOARD
CANCELLATION**

November 27, 2019

6:30 p.m.

**City Services Building
1200 Locust Street
Boonville, Missouri**

The **Wednesday, November 27, 2019** meeting of the **STREET, ALLEY and SANITATION BOARD** has been cancelled for **lack of agenda items**. The next regularly scheduled meeting is **WEDNESDAY, December 25, 2019**.

**CITY OF BOONVILLE
BOARD of PUBLIC WORKS
CANCELLATION
November 28, 2019**

5:30 p.m.

**City Services Building
1200 Locust Street
Boonville, Missouri**

The **Thursday, November 28, 2019** meeting of the **BOARD of PUBLIC WORKS** has been cancelled for the meeting date is the Thanksgiving holiday. The next regularly scheduled meeting is **Thursday, December 26, 2019**.

Cemetery Board Minutes
Council Chambers, 525 E. Spring St, Boonville Mo.
November 21, 2019

Posted: 1:33 p.m., November 7, 2019

Call To Order

The meeting was called to order by Director Paul Linhart. Members present were Ladonna Drew, Helen Fisher, Liz Davis and Council Representative Henry Hurt.

Minutes

There were no previous minutes to be approved

Public Comments

None

Chair Report

None

Sexton Report

Mr. Linhart gave the following report. Since our last meeting there have been 14 lots purchased at Memorial Gardens and 10 burials, with 3 of those being at Sunset Hills.

Old Business

None

New Business

Mr. Linhart discussed the scope of work that is required by the mowing contractor. After review it was agreed upon to eliminate some items from the list, and the Parks Department will take care of those items. This will help with whomever has the contract be able to focus on the mowing and cleanliness of the cemeteries. It was also agreed upon to put the mowing contract out for bid again in 2020.

Miscellaneous

Mr. Linhart reported that the Parks crew is cleaning up leaves and trimming around fence at both cemeteries.

There are also some fence panels that have been damaged by falling limbs and will be replaced.

Meeting adjourned at 4:00 p.m.

Paul Linhart

Director of Parks

VACANT COMMITTEE POSITIONS & COMMITTEE APPOINTMENTS

Airport

Vacant – 4

Architectural Review Committee

Vacant – 5

Board of Adjustments

Vacant – 2

Board of Public Works

Vacant – 1

BOCA Board of Appeals

Vacant – 1

Cemetery Board

Vacant – 1

Historic Preservation Commission

Vacant – 2

Housing Authority

Betty St. John

Local Agency Funding

Vacant – 1

Parks and Recreation Board

Vacant – 2

Planning and Zoning Commission

Vacant – 2

Transportation Development District Committee

Larry Meine

Teresa Studley

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From: Ned Beach <ncbeach@cebridge.net>
Sent: Wednesday, November 20, 2019 10:08 AM
To: Teresa Studley
Subject: Fw: Biography

Did I remember to send to you?

Thank
ned

From: "Bob Rorah" <bob@boonvillepha.com>
Sent: Tuesday, November 19, 2019 2:05 PM
To: "Ned Beach" <ncbeach@cebridge.net>
Cc: <morriscarter1@hotmail.com>
Subject: RE: Biography

> A Short Biography – Elizabeth (Betty) A. St. John I was born in 1947
> in St. Joseph, MO and graduated from Central High School in 1965. I
> attended the University of Missouri, Columbia for two years before
> giving in to the urge to go west to California. While in California I
> worked as a nurse's aide for a few years and then moved to Hawaii
> where I received my LPN from Kapioloni Community College. I worked as
> a private duty nurse while attending the University of Hawaii, Manoa
> campus and received a BS in Chemistry in 1980.
> At this point I was accepted into the University of California, Irvine
> where I received a MS in Chemistry. I remained at UCI in various
> jobs, first as a Senior Learning Skills Counselor, Placement Testing
> Coordinator, Associate Professor of Chemistry, and finally as Director
> of the Placement Testing Program. While living in Orange County, I
> was co-chair of the Education Committee and later was elected
> secretary of the Orange County American Chemical Society.
> I retired in 1995 and travelled for 2 years, along with my husband and
> three cats, in our fifth-wheel trailer. We settled down in Farmington,
> NM where I studied ceramics and played with clay for a few years.
> In 2009, we moved to Boonville, MO. We were fortunate in that we were
> able to purchase a couple of inexpensive houses and thus began a new
> career as landlords. I became an active member of the Boonville
> Landlord's Association and later served as secretary.
> Currently, I am working to improve my rental properties and to become
> a better landlord.
>

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