

**SPECIAL MEETING MINUTES
BOARD OF ALDERMEN OF THE CITY OF CUBA, MISSOURI
MONDAY – JUNE 21, 2021 – 5:00 P.M.
CUBA CITY HALL COUNCIL ROOM**

Mayor Leathers called the meeting to order. Aldermen present: Kevin Copling, Sam Black, Warren Graddy, Curtis Holt, Jeff Bouse. Public Works Director: Craig Bouse. Comptroller/City Clerk: Christine Nash. Deputy Clerk: Lainie Garbo. Police Captain: Ben Scharfenberg.

Motion by Bouse, seconded by Holt, to approve the agenda. Vote: All ayes.

Motion by Graddy, seconded by Bouse, to go into executive session closed to the public pursuant to RSMo 610.021 section 3) personnel-hiring, firing, and/or promoting of particular employee(s). Roll call vote: Bouse-yes, Holt-yes, Graddy-yes, Black-yes, Copling-yes.

Actions of executive session:

Motion by Black, seconded by Graddy, to terminate Nathanael Schmiedskamp effective immediately. Roll call vote: Copling-yes, Black-yes, Graddy-yes, Holt-yes, Bouse-yes.

Motion by Graddy, seconded by Black, to go back into open session. Roll call vote: Copling-yes, Black-yes, Graddy-yes, Holt-yes, Bouse-yes.

PW Director Bouse stated that the road in Barnett Park needs to be cut down with a good clay base with an estimated cost of \$8000. The company that is already in the park and starting work for an incoming factory has equipment and could do this work and the city will haul the rock in. Bouse asked about the need to go out for bids. Comptroller/City Clerk Nash explained that anything over \$5000 needs to go out for bids, but under certain circumstances the council can decide. Graddy wants to go out for bids. Bouse feels this could hold up production as PW Director explained the equipment was already there.

Motion by Graddy, seconded by Black, to go out for bids to cut down the road. Vote: All ayes.

PW Director Bouse explained that once the road in Barnett Park is cut down it will need about \$20,000 in rock. Mayor Leathers stated the money is there in the road trust. **Motion by Bouse, seconded by Black, to purchase the rock. Vote: All ayes.**

PW Director Bouse presented the council with #2 underground wire bids.

Cape Electrical - \$5232.56

Fletcher-Reinhardt Co. - \$9400.00

Motion by Bouse, seconded by Holt, to approve the #2 underground wire bid from Cape Electrical for \$5232.56. Vote: All ayes.

PW Director Bouse presented the council with #4 underground wire bids.

Harry Cooper Supply - \$1779.02

Fletcher-Reinhardt Co. - \$2150.00

Motion by Bouse, seconded by Black, to approve the #4 underground wire bid from Harry Cooper Supply for \$1779.02. Vote: All ayes.

Roundtable discussion of FY 2022 budget:

PW Committee Meeting: Bouse recommends to hire a secretary for PW Director Bouse. Mayor Leathers asked about a job description being created and suggested waiting to advertise for the position until one is available. Mayor Leathers asked about wages for this position. PW Director Bouse stated it would be a scale 12 on the salary scale. Comptroller/City Clerk explained that would only apply if the salary scale was approved. Mayor Leathers stated that the pay could depend on the job description.

Motion by Bouse, seconded by Graddy, to advertise for a secretary once a job description and pay have been established. Roll call vote: Bouse-yes, Holt-yes, Graddy-yes, Black-yes, Copling-yes. PW Director Bouse is to meet with the committee to establish a job description and salary.

Mayor Leathers asked about an EOC recommendation from the committee. Comptroller/City Clerk Nash explained that a meeting was not set up by the committee. **Motion by Graddy, seconded by Black, to not move forward with the full time EOC position and remove from the budget. Roll call vote: Copling-yes, Black-yes, Graddy-yes, Holt-yes, Bouse-yes.**

Mayor Leathers asked about the City Hall committee meeting. Comptroller/City Clerk Nash handed out job descriptions with the current duties and one with the added and changed duties that will happen with the separation of positions effective July 1st. Previously, Nash sent a letter to the Mayor and all aldermen asking to move to range line 28, 9 years on the pay scale and explained that is still what is being asked for. The pay difference is only \$83.20 annually, but it's not about the money and instead the prestige, hierarchy, and respect as the administrative duties for all departments, budget and financially, are already at task. This was presented at the committee meeting earlier in the day and the committee wanted the afternoon to think about it and to hear what other committees and aldermen presented before proposing a recommendation. Copling also explained the previous committee meeting, and as it is only an \$83.20 difference, next year would be a lateral move and will then be maxed out. Nash explained that all employees would make a lateral move as that is how the pay scale works, not just that one position. Copling said the way it was done is ok with him as Nash will be taking on more administrative duties, and he would also like someone to go out for grants as he feels that could be the future for the City. Nash explained that she is aware and notified of grants and does pass them along to all departments and works with MRPC. Nash has no plans to do so, but does remind the council that she will be eligible to retire in a year and there is so much to be done with training, updating manuals and policies, and with the position separation it will be more time for those along with the state audit and any other projects that come about regularly. Nash would also like to present the council with financial statements every month. Mayor Leathers agreed the separation of positions is definitely necessary and asked how that will change the interactions and would there be more with Public Works and the Police Department. Nash thinks there could be more, especially with the Human

Resources aspect as there are a lot of emails and issues that could be made better being more mindful of the policies as well as making sure all are following the same ones. Copling would like to see a comprehensive plan for the electric and water projects. Nash has a lot of ideas including a finance committee, PO requisition due to it currently not being budget efficient, and working with the council to change some of the day to day things for the better. Copling wants to see a work order system put in place, and it was stated that is more on the public works side of operation. Mayor Leathers did not feel the duties were in question, but rather the salary scale. Holt was digesting the information and had no questions. **Copling motions to approve moving Comptroller Nash to line 28 of the salary scale...** Mayor Leathers questioned the lateral move of the salary study. Nash explained that it would be dependent on this years salary, and is figured by years worked in the current position, cost of living, and that all employees would move up next year unless there is a position change. Nash explained that this salary scale was based off of the original salary study by Beth Tatarko with The Austin Peters Group as well as an idea by former Alderman Martin and by doing so most will cap out at 14 years and then the only lateral move would be for just a cost of living raise. Mayor Leathers asked if the motion was to pass the whole salary scale or divide it up. Copling stated that his motion was only to move Nash to line 28. **Motion dies from lack of a second. Motion by Bouse, seconded by Graddy, to give \$1 per hour raise across the board and 1.3% cost of living raise to the police officers.** Black questioned the 1.3% cost of living for the police as they received a raise May 1st. Bouse explained that was given to be competitive and felt they were going backwards. Black stated that when talking to the police officers themselves they said they were adjusted adequately with the previous raise. Holt stated that he had talked with Police Chief Shelton and that their department was happy with the last raise and were not expecting anything additional. **Roll call vote: Bouse-yes, Holt-yes, Graddy-yes, Black-no, Copling-yes. Motion passes.**

Comptroller/City Clerk Nash asked the council why they did not want to move her up to line 28 of the salary scale. Bouse said that she was getting a bigger raise that way and wanted to treat everyone fair. Nash explained that the move was not about the money and was misunderstanding. Bouse stated that was his reason and did not agree with the salary study anyway. Nash asked why one was picked for the public works secretary then. Bouse said it was not him that picked it, PW Director Bouse did. Holt had no thoughts or comments. Graddy does not feel the City of Cuba is big enough for an administrator or engineer and felt the line 28 needed to be left open. Black echoed Graddy, and with Nash mentioning hierarchy felt that her being over City Hall and PW Director Bouse being over public works that makes them equal. Nash clarified that she works with all departments and not just City Hall. Copling stated his opinions earlier. Mayor Leathers announced that the salaries were changed to what the council just passed.

Mayor Leathers reminded the Public Works committee to meet for a secretary job description and salary.

Mayor Leathers stated the other change to the budget was to take the EOC position out.

Comptroller/City Clerk Nash stated that she added the money for the airport property in the budget.

Copling questioned the city ordinance being updated and put online. Comptroller/City Clerk Nash stated that this has been an ongoing project and the first step is done. Attorney Thurman and herself have gone thru them and done as much as they can, but there are a lot of inconsistencies that will need council clarification. They can be put online as is, but will cause confusion. Black and former Alderman Martin took the project for completion and have done as much as they can. Black thinks that the departments will need to go thru their own ordinances pertaining to them, but ultimately the council will have to approve any changes. Mayor Leathers suggested having the committees work on them. Black agreed it will take hours of work, but needs to be done.

Mayor Leathers stated that the budget will balance with the approved changes and this represents the fact that the City of Cuba has a good tax income to work with allowing the budgeted projects to be done this year.

Comptroller/City Clerk Nash stated that the cleaning bids closed at 4 p.m. today. A gentleman from St. Louis called at about 3 p.m. today and asked if the deadline could be extended. Mayor Leathers asked if any other bids had been submitted. Nash replied that one bid had been submitted from Sparkle Cleaning and they had also looked at all the buildings. Because of a bid turned in, the council decided not to extend the deadline. Mayor Leathers stated that the submitted bid was for the same buildings as before; City Hall, Police Department, Visitor Center, and one monthly cleaning at Recklein Auditorium.

Sparkle Addicts - \$3050 per month

Mayor Leathers noted that this bid is double the current cleaning pay. Nash stated that this company is insured and bonded and does supply their own cleaning supplies. Graddy wants to table the discussion to look into the bid requirements. Mayor Leathers thinks the bid might not be out of line with the cost of supplies. **Motion by Bouse, seconded by Black, to accept the cleaning bid from Sparkle Addicts for \$3050/month. Roll call vote: Copling-yes, Black-yes, Graddy-yes, Holt-yes, Bouse-yes.**

Comptroller/City Clerk Nash would like to set a meeting to pass the budget ordinance. Mayor Leathers called a special council meeting for Monday – June 28, 2021 – 5:00 p.m.

Motion by Graddy, seconded by Black, to adjourn. Vote: All ayes.

Lainie Garbo
Deputy Clerk