

**REGULAR MEETING MINUTES
BOARD OF ALDERMEN OF THE CITY OF CUBA, MISSOURI
TUESDAY – FEBRUARY 7, 2023 – 6:00 P.M.
CUBA CITY HALL COUNCIL ROOM**

Mayor Cody Leathers called the meeting to order. Aldermen present: Kevin Copling, Debbie Martin, Dave Honea, Curtis Holt, Jeff Bouse. Aldermen absent: Warren Graddy. Police Chief present: Doug Shelton. City Attorney present: Lance Thurman.

Motion by Bouse, seconded by Honea, to approve the agenda. Vote: All ayes. Graddy absent.

John Gross, Grand Lodge Representative and Bob Dixon, Recruiting Representative of the Elks Lodge approached the council regarding the interest Cuba. As of now there is a growing group of 52 members and would like to grow in the Cuba community with an endorsement from the council to help promote and move along. Mayor Leathers asked Thurman if there were any issues with the council bodies support and Thurman replied no as the city will not be held reliable for anything. Honea asked if a location had been secured, Mr. Gross replied that they are in the early stages and has moved faster than anticipated. **Motion by Honea, seconded by Holt, to approve a letter of support for the Elks Lodge. Vote: All ayes. Graddy absent.**

Helen Burch with Legacy Dance Club gave a brief description of the program (attached). The idea is to give the community something do. The program offers many different dances and have already outgrown the secured space, needing something larger and asked the council to provide Recklein Auditorium every Tuesday at no charge. It is a non-profit with donations only. Mayor Leathers is hesitant to book every Tuesday and at no charge as every organization would also want the hall free of charge. Martin suggested maybe 2 Tuesdays a month to see the participation. Ms. Burch stated that most are local residents and will also reach out to all businesses to promote. Mayor Leathers stated that the security deposit of \$200 will have to be paid as well as a \$50 rental fee for each night rented. Mayor Leathers does think it is as good idea and is willing to work together and recommended reaching out to City Hall to book the dates. Honea recommended reaching out to the tourism committee to advertise.

Dan Eidson requested some information on the installment charge on the utility bills and clarified that the charges would end in May 2023. He would like to know how much the repayment was, how it was calculated, and if it was a specific utility. Mayor Leathers stated that the charges were based off each individual home and all had to pay the expense. Clerk Garbo to get the requested information.

Motion by Holt, seconded by Honea, to approve the regular meeting minutes from January 17, 2023. Vote: All ayes. Graddy absent.

Clerk Garbo presented separate bills from Anixter that are included in the bills to be paid that total 9405.00 for approval. **Motion by Bouse, seconded by Martin, to approve the Anixter bills for \$9405.00. Vote: All ayes. Graddy absent.**

Motion by Bouse, seconded by Holt, to approve the bills to be paid. Vote: All ayes. Graddy absent.

Highland Terrace storm water project: Cameron Schweiss with Archer-Elgin Engineering stated that there were plans for the Highland Terrace storm water issue presented in mid-year 2022 but went back to walk the plans with citizens and their legal representation and there were some requested changes. Schweiss stated that they redesigned for the concern of what happens with the flow of water on the west side of the street. The request was to add a drop box inlet on the west side to catch the run off and to make that happen they need to install new outlet piping to continue to the new retention pond allowing to collect a little more run off than before. Martin asked if it will catch a little more, will it solve the problem. Schweiss replied that from a public infrastructure view, yes but there is still a low spot but will still reduce and eliminate the upstream water diverting it away from that residence. Martin asked if the other retention pond is already there, Schweiss replied yes they are just improving it. Mayor Leathers asked if once the plans are approved, seek bids, with the scope of work will it be done in phases. Schweiss stated that it could be done in one phase and a lot of local and city contractors could get it done. Mayor Leathers asked the timeframe of completion once approved. Schweiss stated it would take approximately 90 days and is in the cities best interest to contract out in the summer dry season. Mayor Leathers asked if they need to discuss the bid package with public works about what they could do. **Motion by Bouse, seconded by Copling, to approve the plans. Vote: All ayes. Graddy absent. Motion by Copling, seconded by Bouse, to approve seeking bid packages. Vote: All ayes. Graddy absent.**

Copling asked if Schweiss would leave a set of the plans as he would for all to see. Schweiss will leave the plans and also get the bid packages to Thurman and Clerk Garbo.

ATV/UTV city permit discussion: Mayor Leathers stated that an ordinance permitting was created a couple of years ago and may need some changes. PC Shelton stated there were some complaints and concerns but after looking at the ordinance the side by sides are allowed to be permitted. PC Shelton stated that they want to look at changes, then they will have a committee meeting to discuss and bring back to the council. Mayor Leathers stated that they were checking for safety stuff like lights, flag and insurance. PC Shelton doesn't want anything to come back on the officers for permitting wrong and would like clearer criteria. Mayor Leathers asked for a suggestion in the meantime. PC Shelton recommended using the current ordinance until any changes are approved.

Recreational marijuana tax discussion: Mayor Leathers stated that with marijuana sales being legal now municipalities are able to add a 3% tax on top of the sales tax but has to be passed by ballot. Copling stated that one location is selling but only able to charge the original sales tax. Thurman stated that the earliest election ballot would be August 8th, and has to be certified by May 30th and that would have to have the ordinance with ballot language passed. Thurman stated that most people want to know what the tax money will be spent on before passing as that has been a complaint with previous elections and doesn't know if that gives enough time to get the information to the public. Mayor Leathers asked if the ordinance could be prepared for when it is time, Thurman replied yes. **Motion by**

Holt, seconded by Bouse, to allow Thurman to begin the ordinance with the 3% marijuana sales tax ballot language. Vote: All ayes. Graddy absent. Mayor Leathers stated that with the process started, we can also check with the county for the election information.

Hood Park security discussion: Mayor Leathers stated that he would like to see the security at Hood Park upgraded. They are getting ready to invest in the park with upgrades and feels it needs to be more secure. There was another report of stolen wire, there was a shooting, and other issues. Mayor Leathers is aware that the police can't patrol the park 24/7 but with better and more lighting around the buildings and entrance, interior/exterior motion lighting, better cameras and anything else that will assist in better security. Rodney Neff stated that he checked on lighting and the LED flood lighting will light up a larger area but the price for one light could be \$600. Neff would also like to change/upgrade the cameras with better detection to see better. Mayor Leathers agreed that what is in place now is not working and need to spend the money to be more aggressive. Mayor Leathers is tasking Honea with developing a plan that will work, approving the plan, then implementing. Martin agreed that the lighting along the entrance looked nice, but is useless as the lights are shot out and would like to find something more vandalism proof. Genifer Cape, in the audience, stated that the back parking lot at the school has bright lighting and suggested contacting them for more information as lighting is huge. Bouse suggested putting a residence at the park to survey the grounds. Honea would like to install a host camper site to check the parks. Cape stated that she met with someone regarding the RV park in St. Robert and Sullivan and they will design something to present to the council. Mayor Leathers stated again that something has to be done as they can't keep spending money to get stolen. All need to work together to create a plan.

EOC Director report: Neff stated that he is working on a security camera upgrade and will present when he gets it all together. Neff stated he will meet with Wave Internet and get some prices. Cape asked if Bluebit was already at the park and free, couldn't they be used. Neff stated that there have been a few problems.

Neff stated that he is having a storm spotter class on March 9, 2023 at the Fire Department. He also has a SEMA meeting on March 2, 2023 and would like to schedule it for the council room and invite the council members.

Neff stated that there was no tornado siren testing due to the weather.

Street department committee recommendation – 2nd in command position: There was one signature on the job posting sheet, Allen Monda. **Motion by Holt, seconded by Bouse, to promote Allen Monda to the street department 2nd in command position with a 7% salary increase. Vote: All ayes. Graddy absent.**

Motion by Bouse, seconded by Holt, to advertise a street laborer position for 2 weeks internally and externally due by February 28, 2023 at 4:00 p.m. Vote: All ayes. Graddy absent.

Natural gas committee recommendations: The committee had a meeting to discuss the pipe and fittings for the outer loop, first phase of the Stubblefield subdivision project. It was a budgeted project and they want to get the stuff ordered as the prices are changing daily. Bids were presented for the pipe and fittings.

Groebner \$48,878.16 plus freight

Isco \$75,880.42 plus freight

Motion by Bouse, seconded by Honea, to approve the bid from Groebner for \$48,878.16 plus freight.

Vote: All ayes. Graddy absent.

Motion by Holt, seconded by Honea, to advertise the 4 remaining Thurmogrow 220 propane heaters with a \$500 reserve price each. Vote: All ayes. Graddy absent.

City Hall committee recommendation – Comptroller position: Mayor Leathers stated that Tonya Farace has been the interim comptroller and encouraged the city to move forward with a Bookkeeper/Accounting Associate position. Honea stated that there was a committee meeting and they recommend to move forward with the verbiage and job posting presented (attached). Mayor Leathers stated that the job is an immediate need. Martin questioned the qualifications and if it would be based more off experience or a degree. Thurman stated that the wording is ok. **Motion by Honea, seconded by Holt, to approve advertising the Bookkeeper/Accounting Associate position as presented internally and externally due by February 28, 2023 at 4:00 p.m. Vote: All ayes. Graddy absent.**

Police Chief report: PC Shelton gave a report on nuisances.

Animal Control – Animal Control Assistant: PC Shelton stated that at the previous meeting there was an emergency hire for the animal control and the job was posted. There were 2 applications received, one being the emergency hire Morgan Witt. Witt is enjoying the job and doing well and PC Shelton recommends to hire. **Motion by Copling, seconded by Bouse, to hire Morgan Witt for the Animal Control Assistant. Vote: All ayes. Graddy absent.**

MoDot Highway Safety Program authorization: PC Shelton presented 2 Missouri Highway Safety Program agreements that are like the mini grants, but year long. To move forward with applying the council has to approve signing the authorization forms.

Motion by Bouse, seconded by Holt, to approve the council signing the authorization forms for the Missouri Highway Safety Program in the amount of \$14,400.00. Vote: All ayes. Graddy absent.

Motion by Bouse, seconded by Holt, to approve the council signing the authorization forms for the Missouri Highway Safety Program in the amount of \$21,600.00. Vote: All ayes. Graddy absent.

Martin asked how hard it is to come up with some of the information provided on the grant paperwork showing the number of accidents, speeding, DWI, etc. PC Shelton stated that they use an Omnigo system that will compile making it fairly easy. Martin asked if they could get those numbers sometime.

Motion by Holt, seconded by Honea, to have the first reading of Bill No. 2083 by caption only. Vote: All ayes. Graddy absent. Thurman read Bill No. 2083 – An ordinance authorizing the Mayor of the City of Cuba, Missouri, on behalf of said city, to execute a quit claim deed transferring real property to The Cuba Fire Protection District. **Motion by Honea, seconded by Bouse, to approve the first reading of Bill No. 2083. Roll call vote: Bouse-yes, Holt-yes, Honea-yes, Martin-yes, Copling-yes. Graddy absent.** **Motion by Bouse, seconded by Honea, to have the second reading of Bill No. 2083. Vote: All ayes. Graddy absent.** Thurman read Bill No. 2083 a second time. **Motion by Honea, seconded by Holt, to approve the second reading of Bill No. 2083. Roll call vote: Copling-yes, Martin-yes, Honea-yes, Holt-yes, Bouse-yes. Graddy absent.** Mayor Leathers declared that Bill No. 2083 becomes Special Ordinance No. 869 on this 7th day of February 2023.

Motion by Holt, seconded by Honea, to have the first reading of Bill No. 2084 by caption only. Vote: All ayes. Graddy absent. Thurman read Bill No. 2084 – An ordinance authorizing the Mayor of the City of Cuba, Missouri, on behalf of said city, to execute a quit claim deed transferring real property to Ozark Die Casting Enterprises Land Co., LLC. **Motion by Honea, seconded by Bouse, to approve the first reading of Bill No. 2084. Roll call vote: Bouse-yes, Holt-yes, Honea-yes, Martin-yes, Copling-yes. Graddy absent.** **Motion by Bouse, seconded by Holt, to have the second reading of Bill No. 2084. Vote: All ayes. Graddy absent.** Thurman read Bill No. 2084 a second time. **Motion by Bouse, seconded by Holt, to approve the second reading of Bill No. 2084. Roll call vote: Copling-yes, Martin-yes, Honea-yes, Holt-yes, Bouse-yes. Graddy absent.** Mayor Leathers declared that Bill No. 2084 becomes Special Ordinance No. 870 on this 7th day of February 2023.

Mayor Leathers stated that the Park and Recreation Board agreed to split the cost of a bill for infield work at the Cuba Sports Complex. There were 2 bids received and the park and recreation board recommended to pay \$5568.00 of the bill. **Motion by Honea, seconded by Bouse, to approve paying \$5568.00 for infield work at the Cuba Sports Complex. Vote: All ayes. Graddy absent.** **note – Garbo contacted Jennifer Moreland about payment and the work has not been done and not sure when it will be done, she will contact once an invoice is received and will make the payment to Cuba Ball Program.

Jerry Montgomery presented bids for new heating/cooling units for Recklein Auditorium. The bids were for single units and three units.

Hartley’s Climate Control, LLC	1 unit - \$25,556.00	3 units - \$73,795.00
Ransom Heating & A/C, LLC	1 unit - \$25,870.00	3 units - \$68,564.00

Mayor Leathers doesn’t know if they should decide now or wait to budget the next fiscal year.

Montgomery recommended to replace all 3 units at once with the labor cost, and a possible crane rental. Mayor Leathers would like to check with the comptroller. Martin asked if the bids were good until the next meeting to check. Copling stated that if 3 units are needed then get the 3 units and tentatively motion if the comptroller approved. **Motion by Bouse, seconded by Honea, to accept the bid from Ransom Heating & A/C, LLC for 3 units at \$68,564.00 contingent on comptroller approval. Vote: All ayes. Graddy absent.** Mayor Leathers stated that the park and recreation board budgeted

money for Recklein Auditorium that hasn't been spent yet and that will help. Jimmy Happel stated that if something happens to the units, parts to repair are hard to find. Montgomery stated that it could also take a while for the units to get here.

Montgomery stated that the wood floors at Recklein Auditorium need to be resealed. The company that previously did the work no longer does that work and is contacting another company for a bid.

Motion by Bouse, seconded by Holt, to approve getting a bid to reseal the floors at Recklein Auditorium. Vote: All ayes. Graddy absent.

Copling thinks that the city should hire for the Cuba Development position. Mayor Leathers stated that he spoke with the group and they would like to have someone, and asked the city to contribute to the salary. They are creating job duties and will present to the council when complete. Mayor Leathers stated that it would be for the next budget year, and they would be possibly asking for \$30,000.

Copling asked why there isn't a 2nd in command for the natural gas department. They have that position in other departments and wanted to bring the idea to the committee.

Copling stated that the board is elected by the citizens and would like to have something drawn up for the ballot that the council can't give a raise for themselves unless they town/citizens approve it. Copling wants to protect the citizens tax money. Thurman stated that he will look into it.

Martin stated that she spoke with Travis Pritchett, Airport Manager, and they are waiting for more information on the fuel tanks and once complete it will be presented to decide how to move forward and how to pay.

Honea stated that he received a bid for the wiring at Hood Park and gave it to Mayor Leathers to present to the park board to recommend.

Clerk Garbo asked the council to approve moving the public works gas accounts from TA Travel Center to Exxon Mobil. Garbo stated that since the takeover at TA Travel Center, the billing is difficult and Exxon Mobil gives a discount. **Motion by Honea, seconded by Holt, to switch gas accounts to Exxon Mobil. Vote: All ayes. Graddy absent.**

Motion by Honea, seconded by Bouse, to adjourn. Vote: All ayes. Graddy absent.

Lainie Garbo, City Clerk



LEGACY DANCE

Leaving Steps to Follow

Who – All Community Members ~ Family-Friendly (under age requires guardian)

What – Primary Dance Styles

- Country Two-Step
- Line Dance
- East Coast Swing
- West Coast Swing
- Cowboy Cha-Cha
- Waltz

When – Tuesdays 6pm-9pm (instruction first hour) *+ Social Dancing*
Saturdays quarterly (instruction first hour)

Where – I am asking you to facilitate the where 😊

Why – Leaving a Legacy

Benefits

- Educational
- Social
- Mental
- Physical

Cost – FREE – donations accepted to cover lessons and concessions



Helen Burch
520-234-3319
legacydanceclub@yahoo.com

Bookkeeper/Staff Accountant or Accounting Associate (Bookkeeper)

\$40K-\$50K

Accounts payable

Process year end 1099 forms

Reconciliations

Inventory

Assist with audits and budgeting process

Grant administration

Maintain asset listing including recording monthly depreciation

Enter journal entries to update monthly financials. Maintain monthly balance sheet and income statement

Make analysis of financials and report to the Board of Aldermen

Assist and provide information to auditors during annual audit

Record and assist in annual inventory

Perform other duties as directed by "Management"

~Payroll duties?

Qualifications: 3+ years of experience in accounting/bookkeeping Auditing/accounting experience preferably with knowledge of GAAP. Experience with accounts payable and accounts receivable associate degree in Accounting is preferred, but experience is the key for this role. Strong systems aptitude