

City of Hawk Point, Missouri
Minutes of Regular Meeting
Monday, June 1, 2020

The City of Hawk Point, Missouri held a regular meeting by Video Conference on Monday, June 1, 2020, pursuant to the agenda posted Thursday, May 28, 2020.

Mayor Henebry called the meeting to order at approximately 6:00 p.m. Present were Mayor Robert Henebry, Aldermen Brenda Bryant, Tom Boling, Kayla Huber, and Mark Seigler. Mayor Henebry determined a quorum was present.

Staff present: City Clerk Samantha Shelton, Public Works Terry Stuck, Police Chief Robert Bone, Assistant Police Chief Wayne Mueller, and City Attorney Cindy Davenport.

Guests in Attendance: Marti Boling, Dennis Stith (McClure Engineering), Bill Strobl, Shawn Ellis, Heath Sellenriek (Gateway Fiber), and John Coleman

APPROVAL OF AGENDA

Motion to Approve the Agenda with the amendment of adding Gateway Fiber under New Business was made by Alderman Bryant and seconded by Alderman Huber.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

APPROVAL OF THE MINUTES

Motion to Approve the Minutes from the Previous Regular Meeting was made by Alderman Bryant and seconded by Alderman Boling.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

PETITIONS & BUSINESS BROUGHT BEFORE THE COUNCIL BY THE PUBLIC

Mr. John Coleman was present and discussed the water lines being put in at his subdivision development. Questions were asked about a flush out being put in along with a chlorination and testing that was requested by Public Works Terry Stuck per DNR to be done by Mr. Coleman. Mr. Dennis Stith (McClure Engineering) stated that the chlorination and testing of the lines was something that DNR required when multiple homes (or subdivision) are being put onto a city's line. Discussion was had at this time. A flush out valve to be put at the end of the line and a flush out valve will be provided by the City if there is one at city hall.

Motion to pay for the chlorinating of the water lines and testing of the lines was made by Alderman Seigler and seconded by Alderman Boling

Roll Call Vote:

<i>Alderman Bryant</i>	<i>NAY</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 3	NAYS 1	ABSENT 0	

MOTION PASSED 3 TO 1.

The Board then asked that Mr. Coleman provide to the city a quote for a flush out along with chlorination and testing of the lines and that each item be separated out in cost on the quote. The City will provide a flush out if one is readily available at city hall.

Easement of the lines was discussed at this time and if the City would adopt the lines after the requested items were completed.

UNFINISHED BUSINESS

Item 5.A. Wastewater Project

Request for Funds

Mr. Dennis Stith (McClure Engineering) explained the Estimate of Funds Needed (Request for Funds). Discussion of the completion of the Wastewater Project and remaining work to be done was had at this time.

Motion to approve the Request for Funds in the amount of \$315,040.04 was made by Alderman Bryant and seconded by Alderman Seigler.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Certificate of Completion

Mr. Stith explained the Certificate of Completion, Discussion was had at this time. A second Certificate of Completion for the closing of the old lagoon is estimated for the date of August 31, 2020.

Motion to approve the first Certificate of Completion for the date of October 28, 2019, was made by Alderman Seigler and seconded by Alderman Huber.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Item 5.B. City Park Improvements

Plan(s) Update

Mayor Henebry Discussed the City Park Improvements and what would be taking place in the next month. Discussion of what would be done with the existing equipment that will not be placed back into the park was had.

Motion to have a Silent Auction for the equipment being removed from the Park was made by Alderman Bryant and seconded by Alderman Seigler.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Discussion on when surveillance cameras would be set up at the Park was had at this time.

Rules & Regulations

Chief Robert Bone discussed what would happen when the rules and regulations were broken at the Park. Discussion of the rules and regulation was had at this time.

Motion to approve the Rules and Regulations along with the Rental Agreement with the following additions:

- Addition of leaving electric on always*
- Addition of that should a circuit break, the public works will not be on call to repair after hours.*
- Addition of leaving water on always*
- Addition of renting out the park pavilions and not the entire park*

Was made by Alderman Boling and Seconded by Alderman Bryant.

Roll Call Vote:

Alderman Bryant	AYE	Alderman Boling	AYE
Alderman Seigler	AYE	Alderman Huber	AYE
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Hawk Point Park Ordinance

City Clerk Samantha Shelton read twice aloud.

Motion to approve the Hawk Point Park Ordinance was made by Alderman Bryant and seconded by Alderman Seigler.

Roll Call Vote:

Alderman Bryant	AYE	Alderman Boling	AYE
Alderman Seigler	AYE	Alderman Huber	AYE
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Naming of Park

Discussion was had on what the park would be named. Suggestions were made at this time from the Board and the Public.

Motion to keep the Park named the "Hawk Point Community Park" was made by Alderman Bryant and seconded by Alderman Huber.

Roll Call Vote:

Alderman Bryant	AYE	Alderman Boling	AYE
Alderman Seigler	AYE	Alderman Huber	AYE
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Tree Removal Bids

One bid was gathered for a tree removal at the Hawk Point Community Park.

Dennis Harrell
\$1,175.00

Motion to approve the least expensive bid after receiving a second bid for the tree removal was made by Alderman Bryant and seconded by Alderman Seigler.

Roll Call Vote:

Alderman Bryant	AYE	Alderman Boling	AYE
Alderman Seigler	AYE	Alderman Huber	AYE
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Item 5.C. City of Hawk Point Handbook

The Board went over requested changes to be made to the Handbook with City Attorney Cindy Davenport. Ms. Davenport stated that an updated Handbook along with a draft of the Police Department Handbook/Policies would be provided at the next Board of Alderman Meeting.

TABLED TO NEXT BOARD MEETING.

Motion to move Gateway Fiber up on the agenda before Item 6.A. was made by Alderman Bryant and Seconded by Alderman Seigler.

Roll Call Vote:

Alderman Bryant	AYE	Alderman Boling	AYE
Alderman Seigler	AYE	Alderman Huber	AYE
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Item 5.D. Gateway Fiber

Mr. Heath Sellenriek (Gateway Fiber) state that Gateway Fiber is Ready to move forward with bringing in Fiber Internet to the City of Hawk Point. Gateway Fiber will need an Easement to operate in addition to space at the lift station on main street for equipment. An agreement will be drawn up by Gateway Fiber for the Board to approve that will include a 25 Year Lease at \$1.00 per year. The Board requested to be provided service at the Hawk Point Community Park along with the Hawk Point City Cemetery.

Motion to move forward was made by Alderman Seigler and seconded by Alderman Bryant.

Roll Call Vote:

Alderman Bryant AYE Alderman Boling AYE

Alderman Seigler AYE Alderman Huber AYE

AYES 4 NAYS 0 ABSENT 0

MOTION PASSED 4 TO 0.

Mr. Sellenriek stated that we should expect the agreement and within the next 30 days.

ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

Item 6.A. RESOLUTION 2020-01: Purchasing Policy

Discussion was had at this time.

TABLED TO NEXT BOARD MEETING.

Item 6.B. Resolution 2020-02: Videoconference Policy

Discussion was had at this time. City Attorney Cindy Davenport stated that this resolution was recommended by the Missouri Municipal League.

TABLED TO NEXT BOARD MEETING.

Item 6.C. Possible Extension of Proclamation of Public Health Emergency COVID-19 2020-05

Item 6.D. Possible Extension of Emergency Proclamation due to the Public Health Emergency 2020-06 (Return to Work After Sick Leave)

Item 6.E. Possible Extension of Emergency Proclamation due to the Public Health Emergency 2020-07 (Facilities and Staff)

Item 6.F. Possible Extension of Emergency Proclamation due to the Public Health Emergency 2020-08 (City Water Service)

Items 6.C. through 6.F. have all been approved through June 30, 2020, as per Mayor Henebry at the last Board of Alderman Meeting on May 4, 2020.

City Attorney Cindy Davenport explained what entities were remaining closed and which have decided to re-open.

COVID-19 PANDEMIC

Item 7.A. City Hall Lobby

Discussion of when to open the lobby of City Hall was had at this time. City Attorney Cindy Davenport explained the CDC recommendations. The Board agreed to leave City Hall Closed to the Public until July. Matter will be revisited at the next Board meeting.

Item 7.B. Fees for Debit/Credit Cards

All members of council agreed to waive the fees for the use of Debit/Credit Cards until during the time the lobby is closed.

Item 7.C. Penalty Scheduled for June 9, 2020

All members of council agreed to waive the penalty scheduled for June 9, 2020. City Clerk Samantha Shelton is to print a non-update report from the utility program that shows what penalties would have been applied to keep on record.

Item 7.D. Disconnections Scheduled for June 16, 2020

All members of council agreed to waive the disconnections scheduled for June 16, 2020. City Clerk Samantha Shelton is to print a non-update report from the utility program that shows what accounts would have been subject to disconnection to keep on record.

Item 7.E. Payment Arrangements

Discussion of payment arrangements had at this time. A payment plan for payment arrangements was set in place by the Board. The following guidelines for payment arrangements will take place:

- Customers must pay their current bill along with 1/6th of their delinquent balance in order to start a payment arrangement.
- Payment Arrangements must be in place by July 15th, 2020.
- Payment Arrangements will not exceed six (6) months. (December 16, 2020)
- Letters are to be send out to all account holders with delinquent balances as of June 20, 2020, with instructions and information regarding shut offs and arrangements.
- If a payment arrangement is broken, by non-payment, the payment arrangement will fall void and the entire delinquent balance along with a \$50.00 service fee for disconnections will be due for services to be reconnected.

Motion to approve the above Payment Arrangement Guidelines was made by Alderman Bryant and seconded by Alderman Huber.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 0</i>	

MOTION PASSED 4 TO 0.

NEW BUSINESS

Item 8.A. City Wide Clean Up

Discussion was had at this time. The City Wide Clean Up day remains set for Saturday, June 6, 2020. A 40 Yard Roll Off Dumpster has been ordered from Sutton Disposal.

Item 8.B. Neighborhood Watch Update

Alderman Bryant address concerns regarding the Hawk Point Neighborhood Watch. Discussion was had at this time. Alderman Boling gave a report as well as Assistant Chief Wayne Mueller.

REPORT OF OFFICERS, BOARDS AND COMMITTEES

Item 9.A. Public Works Report

Public Works Terry Stuck reported that cold patch for street repairs had been ordered as well as gave a report on the running of the new irrigation system.

Item 9.B. City Clerks Report

Approval of the Monthly Financial Reports (March 2020)

Motion to Approve the April 2020 Financial Reports was made by Alderman Bryant and seconded by Alderman Seigler.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 0</i>	

MOTION PASSED 4 TO 0.

Approval of the Monthly Utility Billing Transfers (May 2020)

Motion to Approve the Utility Billing Transfers for the month of May 2020 from the Water Account to the Sewer Account in the amount of \$15,831.67 was made by Alderman Bryant and seconded by Alderman Seigler.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 0</i>	

MOTION PASSED 4 TO 0.

Motion to Approve the Utility Billing Transfers for the month of May 2020 from the Water Account to the Trash Account in the amount of \$3,224.12 was made by Alderman Bryant and seconded by Alderman Huber.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 0</i>	

MOTION PASSED 4 TO 0.

Item 9.C Police Report

Police Department Roof Repairs

Multiple Bids for different repairs were received for the Police Department Roof Repairs. Bids were reviewed at this time.

Whitetail Roofing, LLC
\$6,768.50

Whitetail Roofing, LLC
\$13,546.00

Whitetail Roofing, LLC
\$7,726.00

R. Myers Roofing
\$6,205.00

Motion to Approve the bid from Whitetail Roofing, LLC in the amount of \$7,726.00 was made by Alderman Bryant and seconded by Alderman Seigler.

Motion to Approve the Utility Billing Transfers for the month of May 2020 from the Water Account to the Sewer Account in the amount of \$12,196.32 was made by Alderman Bryant and seconded by Alderman Boling.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 0</i>	

MOTION PASSED 4 TO 0.

Discussion of additional building repairs and maintenance was had. The Board requested to get bids for inside repairs on the Police Department (including drywall and installation).

Nuisance Violations

The Board did not go into closed session. Nuisance Violations and complaints were discussed at this time.

Personnel Matter

The Board did not go into closed session. Discussion of a full-time police officer being hired was had. It was understood that the budget did not accommodate for a full-time and it was also noted that it would not help in having an officer available during the hours needed/wanted.

The draft of a taser policy was discussed. Assistant Chief Wayne Mueller asked to wait on the policy until he received information and possibly a sample policy from his training in June.

Item 9.D. City Attorney's Report

The Board did not go into closed session. City Attorney Cindy Davenport gave an update on the Show Me Courts Implementation.

Alderman Bryant inquired about information pertaining to the Booster Clubs property (parking lot) in front of the Hawk Point Community Park. Ms. Davenport stated that she needed to revisit the matter and would provide a solution.
TABLED TO NEXT BOARD MEETING.

Item 9.E. Mayor and Aldermen’s Report

Discussion was had regarding the options the city and mayor had regarding his departure from the City Limits on June 2, 2020. Mayor Henebry took a leave of absence as Mayor with intentions on residentially re-entering/returning to the City Limits of Hawk Point and to fulfill his term as Mayor once returning to City Limits. As per Mr. Henebry’s recommendation, President of the Board, Alderman Mark Seigler, will preside as Acting Mayor (Mayor Pro Tem) in Mr. Henebry’s absence. Mr. Henebry is to report back to the Board at the next Board Meeting as to how his intentions are proceeding.

MOTION TO PAY BILLS

Motion to pay bills was made by Alderman Bryant and seconded by Alderman Seigler.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

ADJOURN

Motion to Adjourn was made by Alderman Seigler and seconded by Alderman Huber.

Roll Call Vote:

<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Boling</i>	<i>AYE</i>
<i>Alderman Seigler</i>	<i>AYE</i>	<i>Alderman Huber</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 0	

MOTION PASSED 4 TO 0.

Meeting Adjourned.

Next regular meeting scheduled for Monday, July 6, 2020, at 6:00 p.m.

Respectfully Submitted: Samantha Shelton, City Clerk

APPROVED: _____ ATTESTED: _____ DATE: _____