

**MINUTES
HOUSTON CITY COUNCIL
REGULAR MEETING
MONDAY SEPTEMBER 18, 2017**

The Houston City Council met in regular session at 6:30 p.m. on Monday, September 18, 2017 at Houston City Hall Council Chambers, 601 S Grand Avenue with the following members present: Alderman Joe Honeycutt, Alderman Donnie Wilson, Alderman Jeremy St John, Alderwoman Sheila Walker, Alderwoman Viki Narancich, Alderwoman Kim Bittle and City Administrator Tona Bowen, City Clerk Tonya Foster, and Chief Tim Ceplina, were also present.

Mayor Tottingham established a quorum and called the meeting to order at 6:30 p.m.

The motion was made by Alderwoman Narancich and seconded by Alderwoman Walker to approve the minutes for the September 5, 2017 regular meeting. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderwoman Narancich	x			
Alderwoman Bittle	x			

The motion was made by Alderwoman Walker and seconded by Alderwoman Narancich to approve the minutes for the September 5, 2017 closed meeting. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderwoman Narancich	x			
Alderwoman Bittle	x			

The motion was made by Alderman St. John and seconded by Alderman Wilson to approve payment for payroll of September 5, 2017. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderwoman Narancich	x			
Alderwoman Bittle	x			

The motion was made by Alderman St. John and seconded by Alderwoman Walker to approve payment of invoices for September 13 & 18, 2017 (\$32,018.91) as presented. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderman Narancich	x			
Alderwoman Bittle	x			

Guests: Mike Williams, Harley Coulter, Chalky Wells, Drew Jordan.

Drew Jordan Parks and Recreation Director was asked by the Park Board to express their concerns about the proposal on the city purchasing the Oakwood Golf Course. The Park Board would like to be involved in the conversations concerning the proposed purchase of the golf course. The Park Board has several items they would like in the 2018 budget. Concern over leak at the pool.

Bill 112 to become Ordinance 2017-112. An Ordinance for FAA Contract. (Bill 112 has been posted) The motion was made by Alderman Honeycutt and seconded by Alderwoman Bittle to place Bill 112 on first reading by title only. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderman Narancich	x			
Alderwoman Bittle	x			

Discussed options for the council going with a paperless council packet. Mayor will get some costs estimates on different options. Ipads, laptops, etc. City email for all council. Data plan would not be needed for all devices. Does a policy need to be made. Will discuss again at the next meeting.

Power Week is October 1-7, 2017.

The motion was made Alderman St. John and seconded by Alderwoman Narancich to approve the Mayor to sign a proclamation for Power Week. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderman Narancich	x			
Alderwoman Bittle	x			

City Administrator Update:

Monday, September 18, 2017

Finance Committee I would like for you to check your calendars for the first Week in October where we could meet with each department as we look at the budget. As stated before, this meeting with managers and the Finance committee will allow priority items to be included in the budget and the priority will be set with the input from the departments and Finance Committee.

I am behind on the contract for uniforms. The contract expires on the 17th of this month and I am still waiting on one bid to be sent to me. The quality of the ARAMARK uniforms does not match the quality of the CINTAS Uniforms. The third bid will be from Ameripride.

I reported I have decided to post two positions. One position is for a journeyman in electric and a manager for the sewer/ water department. I have not had the time to get these positions posted as of today. I also found in the Ordinance Sec. 22-17. The board of aldermen shall appoint a supervisor of water and sewers, who shall make such inspection as are necessary to properly carry out the provisions of this article and who shall report all violations thereof to the city clerk. I have found my Ipad useful while traveling and to use at home to read ordinances. The Mayor has suggested optional plans which we may want to discuss. He is worried about the cost of the I pads.

Lagers has a meeting coming up on Thursday, October 19 at Lake of the Ozarks Tan-Tar-A. We are requested to send two delegates for voting purposes. One of the delegates is to be elected by the employees. The only employee whom signed up to be voted on was Tim. The second person needs to be from the governing body or a staff member nominated by the board. I need a decision on this from you so we can get the two people registered.

I have really learned a lot in my travels. I learned the importance of maintaining relationships with businesses we have within the City. More employment growth comes from the businesses in place than from any new business brought into a community. Very seldom will you find an opportunity to bring a completely new business to a town.

Fundamental of contracting information was great and I acquired some lists of items already bid so we can use the list and not have to rebid the items. I also picked up a catalogue for items from Missouri Vocational Enterprises that have items at a very low cost.

I took a class on Personnel law from a gentleman dressed as Moses. The class was excellent and I picked up a few commandments.

The Floodplain management class was very interesting and I know Tonya and I learned a lot. We were taught how to calculate the elevation for item in the floodplain and how to use an engineer's ruler to decide if a site was in the plain or not.

I am really excited about the week here as I have a lot I want to get accomplished:

- Budget
- More review on Ordinances especially purchasing and contracting
- Review of the floodplain in the City and making sure the structures there are following the guidelines they should have agreed to when being built.
- Job Descriptions

The last travel I have this month is to MPUA. This also includes the board meeting. There are three of us attending this conference. I am hoping we can get to all of the sessions as the information is important for the future of our utilities.

Thank you for allowing me the opportunity to serve,

Tona

Miscellaneous:

Finance committee meeting October 3, 2017.

Aldermen will need to conduct the interviews for the water/sewer supervisor opening.

Annual LAGERS meeting is October 19 & 20, 2017.

The motion was made by Alderwoman Narancich and seconded by Alderman St. John to approve City Administrator Bowen to attend the LAGERS meeting along with employee Tim Ceplina.

Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderman Narancich	x			
Alderwoman Bittle	x			

Heard we can proceed with getting bids for the chipper as the grant has been approved.

The motion was made by Alderwoman Walker and seconded by Alderman Honeycutt to close this part of the meeting pursuant to Section 610.011 (1) or (2). Motion passed with six roll call votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderman Narancich	x			
Alderwoman Bittle	x			

The motion was made by Alderman St. John and seconded by Alderwoman Narancich to return to open session. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderman Narancich	x			
Alderwoman Bittle	x			

City Clerk Tonya Foster administered the oath of office to City Administrator Tona Bowen.

Miscellaneous:

Concerns about unnecessary employees and several at once going to meetings.

City Administrator is covering two positions at the city. (City Administrator and Economic Developer.

Council felt that attending meetings was an important part of job duties. Training opportunities, networking with other individuals.

Look at 2018 budget for travel & training.

City vehicle has been taken to several meetings.

Question on invoice from previous meeting.

Alderman Wilson asked the Mayor about his comment on not signing checks. Mayor was concerned about monies being spent unnecessarily and he being responsible when he signed the checks. Council should be approving all purchases over City Administrator authority.

Discussed contract law.

The motion was made by Alderman St. John and seconded by Alderwoman Narancich to adjourn at 8:29 p.m. Motion passed with six yes votes.

	Aye	Nay	Abstaining	Not Present
Alderman Honeycutt	x			
Alderman Wilson	x			
Alderman St John	x			
Alderwoman Walker	x			
Alderman Narancich	x			
Alderwoman Bittle	x			

Minutes Taken By

Mayor

Attest:

City Clerk