

**MORAVIA CITY COUNCIL
SPECIAL MEETING
TUESDAY, SEPTEMBER 29, 2020**

A special meeting of the Moravia City Council was called to order by Mayor Roy Miller at 4:30 PM on Tuesday, September 29, 2020, at the Moravia Community Building. In addition to Mayor Miller, those present were Councilpersons Ken Martin, John Baty, George Bob Robinson, and Sheila Kirby. Sharla Stogdill, Mitch Main, Marcia Benjamin, and Chris Sheldon (arrived late) were also present. The meeting opened with a prayer by Ken Martin and the Pledge of Allegiance. Mayor Miller welcomed the public.

Motion by Baty and seconded by Kirby to approve the agenda. Ayes - All; Nays - None. Motion carried.

Comments from the public – None.

Council reviewed the job description for Administrative Supervisor. Council agreed by consensus to the following changes: Job title changed to Maintenance Supervisor. Add to qualifications that a valid driver's license is required. Remove job duty of being able to work in manholes. The work schedule was revised to include a 15-minute break in the morning and afternoon. The CDL requirement was revised to include obtaining it within six months, unless there are extenuating circumstances approved by the City Council and also include air brake endorsement. The City could borrow a truck with air brakes to use for employees to take the driving CDL test. CDL testing can be done on company time twice but personal time if above that. Mitch Main noted there is a one-day class at DMACC and they provide the truck for you to take the test in. The city's F550 is a Class B. Council added to the water and sewer license requirements that licenses must be obtained within six months for the first license and second license required six months after the first license is obtained, unless there are extenuating circumstances approved by the City Council. Extenuating circumstances for CDL, water, and sewer licenses include circumstances that arise at the city, the community, as well as circumstances that arise for the employee. Mitch noted there is a water treatment class November 12, 13, 19, and 20. There is on-line testing scheduled for November 20. Kirkwood has sewer classes in November and Mitch has heard it is an excellent training.

Council reviewed the job description for Maintenance Assistant. Council agreed by consensus to the following changes: Add to qualifications that a valid driver's license is required. Remove job duty of being able to work in manholes. Add the same CDL requirements as Maintenance Supervisor position. The work schedule was revised to include a 15-minute break in the morning and afternoon.

Closed Session – Mayor Miller asked Mitch Main if he wanted his job interview to be in open or closed session. Mitch wanted the interview to stay in open session. At this time, Marcia Benjamin volunteered to leave the room during the interview portion of the meeting.

Council conducted the interview with Mitch Main for the Maintenance Supervisor position. Councilman Baty asked Mitch if he would be able to stand up to people in town that are not nice to him. Mitch stated he was a manager in retail for over twenty years and has had his share of unhappy customers. He tries to be nice and treat them with respect. Baty stated the Council knows his work record and is pleased with his initiative. Mitch stated he applied for this job in 2015 and felt he had a good interview. It came down to a difference in salary and insurance. He grew up here and wants the best for Moravia. Councilwoman Kirby inquired about his experience operating equipment. Mitch stated he grew up around equipment and helped on the farm. Councilman Robinson inquired if Mitch was afraid of heights. Mitch stated he is fine if he is in a bucket truck but does not like to be on roofs, especially working along the edge. Lower slopes on a roof are fine. Mitch stated he would work on CDL, water, and sewer licenses. He felt six months was tight. He would prefer to take classes at Kirkwood. Clarification was made by the Council that he would have six months to obtain one of the water or sewer licenses and once he had the first license, he would have six more months to obtain the second license. Councilman Martin inquired if he did not pass the tests the first time if he would be discouraged. Mitch stated he would hope to learn what he did wrong and take the test again. Mitch inquired if he was responsible for the costs of testing and travel. Council stated Mitch would need to take personal time for classes and testing and all travel is on his personal time. Mitch inquired if Chris Sheldon would still do the water and sewer testing and Councilman Baty stated he would. Council discussed pay for the position. Motion by Baty and seconded by Martin to hire Mitch Main effective September 30, 2020 as Maintenance Supervisor at pay rate of \$18.46 per hour for first ninety days (probationary period) and \$19.46 per hour after ninety days. A pay increase of \$1 per hour will be given per license for water and sewer and \$25 per month paid for his cell phone with the city paying his insurance deductible if cell phone is damaged at work. Roll Call Vote: Martin-Aye, Kirby-Aye, Baty-Aye, Robinson-Aye. Motion carried. Mitch Main accepted the job offer.

Council discussed filling Mitch's old position of Maintenance Assistant. Councilman Baty asked Chris Sheldon if he was interested. Chris declined stating it would be a conflict of interest for Mitch to be over his license. Clerk Stogdill stated the part-time seasonal employees need to be given an opportunity to apply for the position. Council wanted those employees to be asked if they are interested and to also advertise for the position. Council wanted the pay rate of \$15 per hour with an increase to \$16 per hour after ninety-day probationary period to be listed in the job ad. Applications for employment will be taken until the position is filled.

Chris Sheldon reported to the Council the urgency to keep moving on the sewer project. The DNR is more willing to work with the city if we are making progress. Inflow has to be reduced. Ammonia levels must be reached in the next permit or the EPA will help us move forward at our expense. If we have to have a \$15 million lagoon, rates will be a minimum of \$135 per household per month. We have to stop leaks, reduce school inflow by 50 percent, reduce infiltration, cap sewers, and not be relaxed in our work to rectify the deficiencies. Chris noted there will be expenses to fix some of our deficiencies such as purchasing a new flow meter if ours is unable to be repaired, but we have to have accurate readings. Council needs to be aware that something we thought would cost \$500 could cost \$1,500, so they have to be aware of the budget. Chris will bring the problems to the attention of the Council as he finds out about them. Councilman Baty inquired where the videoing needs to take place. Clerk Stogdill stated we will need to amend the budget to allow for

extra sewer expenses but not go over \$1 million in expenses for the fiscal year. Councilman Robinson stated property owners of vacant lots need to be notified to cap sewers. Letters have to be sent out to correct the problems found during sewer smoking. Councilman Robinson stated the water leak at the funeral home could be going into the sewer system. Removal of duck weed was discussed. Placing bull heads at the lagoon would help. Buying ducks was also discussed but will not be done this fall and was noted it is hard to keep the ducks there. Chris stated he turned in the nitrate sample on September 29 so the deadline was met. July is the preferred month to do this sample.

Council Discussion Items – Councilman Baty inquired about the placement of the rock being donated by the McCoy family and an anonymous donor and noted concrete season is coming to an end. After discussion of various locations, Council agreed by consensus to locate the rock on the north side of the library on the east side of the sidewalk closer to the road. Mitch will place flags for a 14' x 11' cement slab for the Council to see. Councilwoman Kirby agreed to meet with Mitch and Curg McCoy to confirm the location. Councilman Robinson wants a security camera set up for it and to make sure the rock does not affect visibility. He also stated the rock needs to set back far enough to allow for snow to be piled. The cement for the rock to set on was discussed. A bed of pea gravel or river walk with a sidewalk around it was discussed to save costs. Councilman Robinson stated rock will settle and cement will crack and break. Councilman Baty inquired about hollowing cement out and putting rock in it but after further discussion, Council decided it would need to drain and would possibly freeze. The concrete needs to be ten inches thick. The memorial stones in the park were discussed. Several stones need raised up and one stone is almost completely buried. Councilwoman Kirby discussed the email we received regarding the railroad and safety. She realized our points are not high enough but there was an accident at the railroad tracks. With the train speed increased, safety is a concern.

Mayor Information and Discussion Items – Mayor Miller reported the new lawn mower was delivered on September 29 and paid for and added to our property insurance. Jason Snow's final check was discussed and Council agreed by consensus to pay separate checks for the payout of his accumulated time off to help with taxes. Mayor Miller inquired how long they want to employ the seasonal employees. Council wants them to keep working until the grass stops growing and to help Mitch with cold patch and other projects as needed until someone is hired for the Maintenance Assistant position. Mitch noted that in years past, the seasonal employees also cleaned up the mowing equipment before putting it away for the winter. Mayor Miller noted the income survey letters have to be mailed by the city to residential customers along with their water bills.

Motion by Kirby and seconded by Baty to adjourn at 5:53 PM. All Ayes - Motion carried.

/s/ Roy Miller, Mayor

Attest:

/s/ Sharla Stogdill, City Clerk/Treasurer