

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, APRIL 12, 2022

PRAYER: David Donaldson

PLEDGE OF ALLEGIANCE: Fire Chief Mark Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, April 12, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Rob Kinnard, Adam Booth, Tom Williams and Sarah Green. COUNCIL ABSENT: Deanna Guy and Ron Peterson.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker, Economic Development Director James Gorham, Community Development Director Lisa Hastings, Collector Marilyn O'Dell, Recreation Director Haley Williams, Court Clerk Sarah Collins and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: March 22, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Williams, Kinnard, Booth and Green NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Barb Hardwick. The Committee has not met so nothing to report.
- B. Ordinance: Barb Hardwick. The Committee met on April 6, 2022 and items discussed will be on tonight's agenda.
- C. Public Works: Tom Williams. The Committee has not met so nothing to report.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report tonight.
- E. Park Board: Deanna Guy - Absent

MAYOR'S REPORT: Mike Wright. Mayor Mike Wright was presented with a check from Jimmy Carter on behalf of Missouri Farm and Home for the Restore Richmond Program. Mayor Wright recognized City employees for going above and beyond.

Haley Williams – In February, Haley Williams unknown to anyone here at the City took upon herself and has received her certification as a Certified Park and Recreation Professional. Certified Park and Recreation Professional (is the national standard for all parks and recreation professionals who want to be at the forefront of their profession. Attaining the CPRP designation shows that she has met education and experience qualifications, and illustrates her commitment to the profession as well as knowledge and understanding of key concepts within parks and recreation.

Dale Shipp - Dale Shipp has received his Water Distribution Operator DSII Certification. October of last year the City received a Notice of Violation for the fact that we no longer had an individual on staff that held this certification which is a requirement per MDNR. We spent months with a job posting to try and obtain an individual with this certification. Dale decided with his time in the field and experience he would take the test to become certified. Along with his Director duties (which covers multiple departments) he attended class two full days every week for six weeks on Water/Water Distribution. Being gone two days a week is not easy in public works as there is a lot to do on a daily basis. With obtaining this certification the City of Richmond has become compliant with the Missouri Department of Natural Resources.

Wendy VanOster – Wendy is the smile of City Hall. She greets all the citizens when they come in to City Hall and answers various questions on a daily basis. Everyday helps customers with recreation registrations and activities, alerts citizens to water usage, services orders and even customer complaints. But over the course of the last six months while have had staffing transitions and shortages the work still needed to be done. Wendy has become a jack of all trades, with a yes I can help attitude - Wendy has had learned how to enter request for payments, print checks, attended training for Municipal court, enter municipal court tickets, numerous amounts of filing and help trained new employees.

Mayor Wright presented Councilperson Sarah Green with a certificate of appreciation and thanked her for her service as a councilmember for the past 8 months.

Mayor Wright also thanked all those who helped with the water leak and commended them on all the hard work and extra hours they had to pull to get residents water turned back on.

CITY ADMINISTRATOR’S REPORT: Tonya Willim. Report is included in packet. CA Willim also thanked the Public Works and Fire Department for all their hard work and long hours they put in to fix the water leak,

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No 22-05: ORDINANCE DELCARING THE OFFICIAL RESULTS ON THE FACE OF THE RETURNS OF THE JUDGES AND CLERKS OF THE REGULAR ELECTION HELD IN THE CITY OF RICHMOND, MISSOURI, ON APRIL 5, 2022. No candidate

signed up for Ward I 1 (one) year term. Certified election results received from the Ray County Clerk for Ward I 1(one) year term were returned noting “there was a five (5) way write in tie”. Councilperson Tom Williams will continue to serve until the City has a special election. Section II question - Shall the City of Richmond, Missouri, issue its general obligation bond in the amount of \$5,000,000 for the purpose of extending and improving the waterworks system for the City, including upgrading the water plant, replacing water mains and acquiring land and right of ways passed with a 201 (yes) and 75 (no) vote. Motion for first and second reading by title only of Bill No. 22-05 by Councilor Hardwick, second by Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Booth, Bond, Green and Williams. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-05. Motion to adopt Bill 22-05 as ordinance by Councilor Hardwick, second Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Booth, Bond, Green and Williams. NAYS: None. Bill 22-05 approved 6-0.

ADJOURN: Motion to adjourn at 6:49 p.m. by Councilor Hardwick, second Councilor Kinnard Roll Called: AYES: Hardwick, Kinnard, Bond, Booth, Green and Williams. NAYS: None. Motion approved 6-0.

SWEARING IN OF NEW COUNCIL MEMBERS: At this time City Clerk Janelle Neece swore in Councilmembers Barb Hardwick, Bob Bond and Rob Brash.

SEATING OF NEW COUNCIL MEMBERS: Mayor reseated the council.

Mayor Wright called to order the second part of the regular meeting of the City Council of the City of Richmond, Missouri on April 12, 2022, 6:53 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Tom Williams, Rob Brash, Adam Booth, Barb Hardwick and Rob Kinnard. Absent: Deanna Guy and Ron Peterson.

VOTE OF MAYOR PRO TEM: The Mayor explained the blank pieces of paper and asked each Councilmember to write down their selection for Mayor Pro Tem, fold the piece of paper and hand back to him. Once all the pieces were returned, he read the names and announced that Tom Williams received the most votes and is elected as Mayor Pro Tem.

MAYOR APPOINTED COMMITTEES/COMMITTEE CHAIRS:

- A. Finance Committee: Chairperson Deanna Guy, Barb Hardwick, Ron Peterson
- B. Public Works Committee: Chairperson Ron Peterson, Barb Hardwick, Tom Williams
- C. Ordinance Committee: Chairperson Barb Hardwick, Adam Booth, Rob Brash
- D. Public Safety Committee: Chairperson Rob Kinnard, Bob Bond, Tom Williams
- E. Park Board Liaison: Deanna Guy.

ADOPTION OF AGENDA: Motion to approve second part of the agenda as printed by Councilor Bond, second Councilor Williams. Roll Called: AYES: Bond, Williams, Kinnard, Hardwick, Booth and Brash. NAYS: None. Motion approved 6-0

NEW BUSINESS:

- A. Mayor Wright recommended appointment of Sarah Green to the Park Board Committee. Roll Called: AYES: Williams, Bond, Kinnard, Hardwick, Booth and Brash. Nays: None. Motion approved 6-0

- B. RESOLUTION 454: A RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF APPROXIMATELY \$5,000,000 PRINCIPAL AMOUNT OF GENERAL OBLIGATION Bonds, SERIES 2022, OF THE CITY OF RICHMOND; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH. Todd Goffoy with Piper Sandler believes the preliminary timetable is still accurate and will proceed accordingly. He will be attending the Council meeting to answer any questions. While the go-to-market resolution contemplates both a public offering or a direct placement, their initial thought is 20 year GO bonds will likely have lower interest costs with a public offering. Either way an ordinance will follow sometime in May, 2022. Roll Called: Bond, Hardwick, Booth, Kinnard, Brash and Williams. City Clerk Janelle Neece read Resolution 454 one time by title only. Motion to approve Resolution 454 by Councilor Bond, second by Councilor Williams. AYES: Bond, Williams, Hardwick, Booth, Kinnard and Brash. NAYS: None. Resolution 454 approved 6-0.

- C. Olsson Master Agreement Amendment- Acoustic Leak Detection Investigation Taylor Jurgens with Olsson. The Water System Master Plan was finalized in December 2021 and with the passage of the General Obligation Bond, we can begin Phase 1 of the plan. This amendment allows Olsson to obtain a sub-contractor to begin the comprehensive water loss investigation. Olsson will oversee the sub-contractor for performance, quality of the information and deliverables to the City. This amendment also includes the subcontractor's amount. Olsson will have a separate agreement between the sub and Olsson, so Olsson will be the one to pay the sub directly. Olsson will analyze and deliver to the City a summary of the acoustic leak detection conducted, investigation findings and a distribution system map identifying the location of the leaks, as well as meetings with staff and council presentations. Motion to approve Olsson Amendment not to exceed \$35,306 and authorize the City Administrator to the agreement by Councilor Booth, second by Councilor Hardwick. Roll Called. AYES: Booth, Hardwick, Williams, Bond, Kinnard and Brash. NAYS: None. Motion approved 6-0.

- D. Hill Street Lift Station/Force Main Improvement/ Letter of Recommendation- Taylor Jurgens presented an overview of the project. Hill Street Lift Station and Force Main Improvements design started in 2020, after continuous repairs in 2019 of pump replacements and force main repairs. Olsson presented on July 14, 2020 the purpose of the improvements. Final design was completed in September 2020. The project has sat as we waited for potential infrastructure funds to become available. In November/December of 2021, staff knew we would not be able to wait and go through another winter with the condition of the City's 3rd biggest lift station. There currently have budgeted \$620,000 for construction improvements of this lift station. This project did go out for bid on March 8, 2022 and bid opening was on April 5, 2022. Four bids were received with the apparent low bidder, Smico Contracting

Group, LLC with a total bid price of \$495,452. Motion to approve the lowest most responsible bidder, Smico Contracting Group by Councilor Booth, second by Councilor Hardwick. Roll Called: AYES: Booth, Hardwick, Kinnard, Bond, Brash and Williams. NAYS: None. Motion approved 6-0.

- E. FY 2022 Contract for Mowing and Trimming- Richmond Memory Gardens- On February 14, 2022, the City released RFP 03-2021: Mowing and Trimming for Richmond Memory Gardens; one bid was received from Pistol's Lawn Care. This Agreement is for the contract period between May 1, 2022 to September 30, 2022. For purpose of this contract mowing season will be May 1, 2022 to September 30, 2022 for the total fee of \$1,600 approx. (20) mowing's not to exceed the FY 22 budgeted amount of \$32,000. This includes all weed eating and trimming to be completed on the day of mowing. All sidewalk and markers shall be blown off after mowing and trimming. Additional cost may be charged if the cost of fuel increases over \$3.75/gallon. Motion to approve Pistol's Lawn Care for FY 2022 mowing of Richmond Memory Gardens for 20 mows and authorize the City Administrator to sign the contract by Councilor Kinnard, second by Councilor Bond. Roll Called. AYES: Kinnard, Bond, Hardwick, Booth, Brash and Williams. NAYS: None. Motion approved 6-0.
- F. Encroachment Policy - This Policy establishes the City of Richmond's position with regard to proposed encroachments and private use of the public right-of-way within the corporate limits of Richmond, Missouri. In the context of this Policy "public right-of-way" includes but is not limited to the area on, below, and above all public sidewalks, street right-of-way, and alley right-of-way. For the purposes of this Policy, all parkland and all other property owned or controlled by the City of Richmond shall be defined as public right-of-way and any encroachments shall be in compliance with the requirements of this Policy. This Encroachment Policy solely covers encroaching on the public right-of-way and by no means covers permits or licenses required by individuals or businesses to bring or have merchandise to sell within the corporate limits of the City of Richmond. This Policy shall be subject to the provisions of the City of Richmond Municipal Code and any applicable federal, state or other local laws and regulations. City Attorney has reviewed and concurs. Ordinance committee met on April 6, 2022 and recommends to the full Council. Motion to approve Encroachment Policy by Councilor Hardwick, second by Councilor Booth. Roll Called: AYES: Hardwick, Booth, Williams, Bond, Kinnard and Brash. NAYS: None. Motion approved 6-0.
 - a. Application for Encroachment at 104-108 S Thornton - With the Policy established the City of Richmond's position with regard to proposed encroachments requires an Application. The City Council approved the ADA accessible ramps, however did not approve the placement of small mini split heat pumps at the end of the ADA Ramps. The Ordinance committee met on April 6, 2022 and recommends 60 days for said applicant to produce a plan that will minimize the sight or removal of the mini heat pumps and 60 days if plan approved to implement. If after 120 days, improvement is satisfactory application would be approved. Motion to approve the recommendation of 120 days by the Ordinance Committee for applicant to improve sight or removal of Heat Pump and if improvement is satisfactory application would be approved by Councilor Hardwick, second by Councilor Booth. Roll Called: AYES: Hardwick, Booth, Kinnard, Bond, Brash and Williams. NAYS: None. Motion approved 6-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, motion to adjourn open/enter closed session at 7:30 p.m. by Councilor Hardwick, second by Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Bond, Williams, Booth and Brash. NAYS: None. Motion approved 6-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:39 p.m. with no action taken by Councilor Hardwick, second by Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Bond, Booth, Brash and Williams. NAYS: None. Motion approved 6-0.

ADJOURN: Motion to adjourn at 7:40 p.m. by Councilor Williams, second by Councilor Bond. Roll Called: AYES: Williams, Bond, Hardwick, Booth, Brash and Kinnard. NAYS: None. Motion approved 6-0.

Janelle Neece

City Clerk, Janelle Neece

Mike Wright

Mayor, Mike Wright

