

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, May 10, 2022

PRAYER: Rob Kinnard

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, May 10, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Rob Kinnard, Adam Booth, Rob Brash, and Deanna Guy. COUNCIL ABSENT: Tom Williams 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, HR Specialist Courtney Williams, 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: April 26, 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, Brash, Kinnard, Guy and Booth. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Barb Hardwick. The Committee met on May 5, 2022 and items discussed will be on tonight's agenda.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report
- 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 – Park Board met on May 2, 2022. Board is moving forward on projects set by the Planning Committee.

MAYOR'S REPORT: Mayor Wright introduced Courtney Williams as the City's new Human Resources Specialist and welcomed her to the team. Mayor Wright appointed Barb Hardwick to the Richmond Redevelopment Corporation Board of Directors for an ongoing term and reappointed Ray Smith and Chastidy Loftin for a two year term, Jimmy Carter for a three year term and Lisa Hastings

for an ongoing term to the Richmond Redevelopment Corporation Board of Directors. Roll Called for all appointments and reappointments. AYES: Guy, Bond, Kinnard, Hardwick, Booth and Brash. NAYS: None. Motion approved 6-0.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. No report this week. CA Willim attended a City Managers Conference that went very well. Bid packages for the Mill/Overlay went out and are due on May 13, 2022. CA William thanked everyone who made the Mushroom Festival a success.

DEPARTMENT REPORTS: Councilor Hardwick inquired about the job fair and asked James Gorham, Economic Development Director how it went. Gorham explained that there were a few interviews done on the spot and approximately 22 employers and 25 people in attendance.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Audit Services- Request for proposals for audit services were sent out on April 8, 2022. The bid closed on April 29, 2022. The City received two proposals. The lowest bidder was Accounting Solutions Group, LLC. They stated in their proposal that they are a new accounting firm and listed a few municipal clients; however, they did not seek any additional information directly from the City prior to submitting a proposal. Westbrook & Co., P.C. was the other bidder and has been the City's most recent auditor. After discussing the proposals with the Finance Committee on Thursday, May 5, 2022, the committee recommends Westbrook & Co., P.C. be selected. Westbrook was not the lowest bidder, but has provided good service in the past and is a local company. Motion to approve the City Administrator to sign Westbrook & Co., P.C.'s engagement letter to accept their audit services for the next five years by Councilor Guy, seconded by Councilor Kinnard. Roll Called. AYES: Guy, Kinnard, Booth, Bond, Brash and Hardwick. NAYS: None. Motion approved 6-0.

- B. CIPP/Manhole Rehab-Change order 1 - Change Order No. 1 will add additional footage of CIPP to the approved original 2021 contract with Aegion, the parent company of Insituform Technologies, LLC. The original 2021 contract is in place to rehab certain wastewater collection lines (install cured in place pipe "CIPP") and to rehab certain manholes. Council approved the original contract on July 28, 2021 in the amount of \$129,619.86 for the FY21 budget of I&I reduction (55-00-00-6030). Due to scheduling issues and workload, the City knew that Aegion would not be able to start the project until Spring of 2022. Therefore, the City included this FY21 carry-over project in the FY22 budget, along with an additional FY22 project for I&I reduction. The FY22 budget contains \$272,400 for both the FY21 carry-over and FY22 I&I reduction projects. The Change Order No.1 will be adding an additional 265 LF (8" CIPP) at the same price of \$27.85. This will bring the contract total to \$137,000.11. This contract is based on a contract with Johnson County, KS (Blue Springs MO + other cities are now using) resulting from a competitive bid process. Aegion has allowed cooperative procurement ("piggybacking") by other institutions under that contract. All terms, conditions and pricing of that contract will apply to purchases by the City of Richmond. Finance Committee met on Thursday, May 5, 2022 and recommends to the full council. Motion to approve Aegion's Change Order No. 1 for additional CIPP footage not to exceed the additional amount of \$7,380.25 and authorize City Administrator to sign change order by Councilor Booth, second by Councilor Hardwick. Roll Called. AYES: Booth, Hardwick, Bond, Kinnard, Brash and Guy. NAYS: None. Motion approved 6-0.

- C. Phase 3-Downtown Lot-Concrete Pads- On March 22, 2022, Council approved Green Mile Landscaping to complete Phase 3 at the downtown lot in the amount of \$42,638.96. The FY22 budget has \$50,000 allocated for this Phase 3 project. At the time of approval, staff noted that the excess budgeted funds will go towards the concrete. Due to staffing, the City sought bid proposals for pouring three concrete pads. The City received a bid proposal from Symbloic Custom Designs, Derrick Bryant, in the amount of \$7,650. This price includes dirt work, forming, gravel, rebar, concrete and labor. Mr. Bryant has submitted all required paperwork and would be able to begin on Monday, May 9, 2022. The remaining budget in this line item is \$7,361.04. This project will be over budget by \$289, and this overage will be funded by other under-budgeted items throughout the General Fund. Motion to approve Symbloic Custom Designs for pouring of concrete pads at the downtown lot not to exceed \$7,650 by Councilor Guy, second by Councilor Hardwick. Roll Called. AYES: Guy, Hardwick, Booth, Kinnard, Bond and Brash. NAYS: None. Motion approved 6-0.
- D. RFP 06-22 Southview Lake Bank Clean Up- In an effort to begin cleaning and restoring the bank (shoreline) at Southview Lake in Southview Park, the City released RFP 06-2022. The bid closed April 29, 2022 and three bids were received. The scope of work includes removing all underbrush, debris and trees except ones marked to save; dredging the north end of the lake to remove vegetation and silt, grading the bank for drainage, lining the bank with rip-rap, and clearing from boat ramp around the north end of approximately 450' to the east side. The FY22 Park budget includes \$35,000 for this project. The lowest proposal is \$45,200 from Macey Excavating. The excess over budget (\$10,200) will be covered by the Parks Fund – reallocation of the unused budget for the LED lighting and pole project, which was under budgeted and partially used for the Southview Pool projects. Park Board met on May 3, 2022 and Finance committee met on May 5, 2022; both recommend approval of the project to the full council. Motion to reallocate Park budget funds to cover the overage, accept Macey Excavating not to exceed \$45,200 and direct the City Administrator to execute the contract by Councilor Guy, second by Councilor Kinnard. Roll Called. AYES: Guy, Kinnard, Brash, Bond, Hardwick and Booth. NAYS: None. Motion approved 6-0.
- E. Bill No. 22-10 Ordinance Authorizing the Issuance of a Combined Waterworks and Sewerage System Refunding Revenue Bond, Series 2022, in the principal amount of \$2,740,000. AN ORDINANCE AUTHORIZING THE ISSUANCE OF A COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BOND, SERIES 2022, OF THE CITY OF RICHMOND, MISSOURI; PRESCRIBING THE FORM AND DETAILS OF SAID BOND AND THE COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN ACTIONS AND DOCUMENTS AND PRESCRIBING OTHER MATTERS RELATING THERETO. On March 22, 2022, the Council approved Resolution 453 to authorize the City to proceed forward with refunding the 2014 Revenue Bonds. The City, Piper Sandler and Gilmore & Bell have been working to prepare for the refunding bonds. The formal authorizing ordinance for the issuance of the tax-exempt Combined Waterworks and Sewerage System Refunding Revenue Bond, Series 2022, is attached. The ordinance approves the direct placement of the bonds with Capital One Public Funding, LLC. If the ordinance is approved, the closing will occur in May 19, 2022. Motion for first and second reading by title only of Bill No. 22-10 by Councilor Booth, second by Councilor Guy. Roll Called: AYES. Booth, Guy, Bond, Kinnard, Hardwick and Brash. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-10. Motion to adopt Bill 22-10 as ordinance by Councilor Booth, second

Councilor Guy. Roll Called: AYES: Booth, Guy, Bond, Kinnard, Hardwick and Brash. NAYS: None. Bill 22-10 approved 6-0.

- F. Engagement Letter-Gilmore & Bell, P.C. The January 11, 2022 memo regarding the approval of the Fire Department pumper outlined that the City would be seeking proposals for the financing of the pumper. The FY22 budget planned on financing the pumper with a seven year lease-purchase. When the City enters into a lease-purchase, a special legal counsel is needed to prepare the documents and provide the legal opinion. The City historically has used Gilmore & Bell, P.C. as the special legal counsel on all financing transactions. Gilmore & Bell, P.C. engagement letter (agreement) will provide these services for \$5,500. The Finance Committee met on May 5, 2022 and recommends approving this engagement letter in order to proceed forward. After all financing proposals are received, the proposals and an ordinance authorizing the lease agreement will be brought back to finance committee and full council for approval of the lease-purchase. Motion to approve the Mayor to sign the engagement letter with Gilmore and Bell by Councilor Guy, second by Councilor Hardwick. Roll Called. AYES: Guy, Hardwick, Booth, Kinnard, Bond and Brash. NAYS: None. Motion approved 6-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:51 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Kinnard, Brash and Booth. 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 Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Kinnard, Brash and Booth. NAYS: None. Motion approved 6-0.

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



City Clerk, Janelle Neece



Mayor, Mike Wright

