

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, NOVEMBER 22, 2022**

**PRAYER:** Brian Guy

**PLEDGE OF ALLEGIANCE:** Bob Bond

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on November 22, 2022 at 6:30 p.m.

**ROLL CALL:** COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Rob Brash, Deanna Guy, Barb Hardwick and Rob Kinnard. COUNCIL ABSENT: Jim Hardison, Adam Booth and Ron Peterson.

**ROLL CALL:** STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Interim Police Chief Scott Bagley, Public Works Director Dale Shipp, Community Development Director Lisa Hastings, Human Resources Specialist Courtney Williams and City Attorney Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** November 8, 2022 minutes of the regular meeting 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, Guy, Kinnard and Brash. NAYS: None. Motion approved 5-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance:** Deanna Guy. The Committee has not met and therefore nothing to report. Chairperson Guy participated in the Financial Director interviews.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- E. Park Department Liaison:** Deanna Guy. Park Board has not met since our last meeting.

**MAYOR'S REPORT:** Mayor Wright has met with CA Willim who has kept him informed on City business. Mayor Wright participated in the Finance Director interviews and attended the Chamber After Hours event. Mayor and Council would like to hold the annual employee appreciation breakfast on December 22, 2022.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. Report is in the packet. CA Willim conducted interviews for the Finance Director and job offer was extended. Willim also informed council that she received notification that the City's application was not accepted for ARPA funding for the additional funding for the waterline replacement. The City ranked 175 out of 370.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. RFP 13-2022 Dangerous Buildings. On November 2, 2022, the City released RFP 13-2022 Dangerous Building Demolition in an effort to expedite demolition and for budgetary efforts. The RFP close date was November 14, 2022. Four bids were received. The apparent low bidder is Tri Smith Construction in the amount of \$47,000. Currently \$25,000 is in the FY23 budget. Staff recommends 4 properties at this time: 203 W. Royal, 510 S. Second, 202 E. Black Diamond and 410 W. Royal for a total of \$19,500. The property located at 338 W. Lexington is currently in the process of being demolished by the homeowner. The DNR permit has been obtained and a contractor has been hired. The property located at 508 N. Thornton is currently under contract to be sold and rehabbed. Staff would like to see progress on this property within 6 months and will be revisited at that time. A demolition review is required by MDNR and we must provide them asbestos reports whether each structure is clear of asbestos. Previously the City has used Jim Linville and since then he has retired and recommended using Derrick Fee. Staff reached out and obtained 2 quotes with Derrick Fee coming in with the lowest bid at \$600 per house. With the asbestos testing and demolition brings the total amount to \$21,900. Motion to approve Tri Smith Construction to provide demolition services for the above properties not to exceed \$19,500 and Derrick Fee to provide asbestos testing not to exceed \$2,400 with a combined total of \$21,900 and authorize City Administrator to sign agreement by Councilor Hardwick, second by Councilor Guy. Roll called. AYES: Hardwick, Guy, Kinnard, Bond and Brash. NAYS: None. Motion approved 5-0.
- B. Investigative Software – TLOxp. The Richmond Police Department has the ability to secure software known as The Last One (TLO) Online Investigative Services, which is online public records data base service software. The Police Department in the past was able to use this software through another agency. The agency will no longer be able to provide this software that the PD utilizes. Interim Chief Bagley was able to facilitate the ability to gain (one license for the software) and use by the Richmond Police Department. This is a tool used for investigative purposes and in-depth background checks. The total cost is \$2040 per year or \$170 per month for unlimited background checks. This is a non-budgeted item which would require council approval. Currently, there is \$1,698.00 in line item Computer Software & Hardware

with a remaining \$402.00 would be covered through misc. shortages throughout the budget. Public Safety met prior to the meeting and recommends to full council. Motion to approve the purchase of the TLO software not to exceed \$2,040 and authorize the Interim Chief to sign for the Police Department by Councilor Kinnard, second by Councilor Hardwick. Roll called. AYES: Kinnard, Hardwick, Bond, Brash and Guy. NAYS: None. Motion approved 5-0.

- C. Christmas Parade and Extravaganza. The Chamber of Commerce will be kicking off the Christmas Season with a lighted parade on December 2, 2022, forming in the City Hall parking lot and proceeding down North Thornton Street to North Main Street. North Main Street and College Street will be the focus of the extravaganza from 5:00 p.m. to 9:00 p.m. and the Chamber is requesting street closures. Event Street Closures: West North Main Street from North Thornton to North College and North College Street from West Main Street to West North Main Street. Parade Street Closures: Summit Street from College to Thornton. Thornton Street from Summit to North Main, West North Main Street from North Thornton to North College, College Street from West North Main Street to Summit Street. Motion to approve street closures as requested by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Bond, Kinnard and Brash. NAYS: None. Motion approved 5-0.

**ADJOURN OPEN/ENTER CLOSED:** Pursuant to Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:43 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Brash and Kinnard NAYS: None. Motion approved 5-0

**ADJOURN CLOSED/ENTER OPEN:** Motion to adjourn closed/enter open session at 6:54 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Kinnard and Brash. NAYS: None. Motion approved 5 -0.

**ADJOURN:** Motion to adjourn at 6:55 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Brash and Kinnard. NAYS: None. Motion approved 5-0.



City Clerk, Janelle Neece



Mayor, Mike Wright

