

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, October 08, 2024**

**PRAYER:** Dave Donaldson

**PLEDGE OF ALLEGIANCE:** Mark Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, October 08, 2024, at 6:32 p.m.

**ROLL CALL:** Council Present: Mayor Mike Wright, June Paige, Rob Brash, Deanna Guy, Rodney Williams, and Barb Hardwick. Absent: Rob Kinnard, Ron Peterson, and Ward I – Vacancy.

**ROLL CALL:** Staff Present: City Administrator Tonya Willim, City Clerk-Saige Mason Police Chief Scott Bagley, Fire Chief Mark Sowder, Public Works Director-Dale Shipp, Economic Development Director Rob Swafford, Community Development, Lisa Hastings, Finance Director Misti Holloway, Human Resources Courtney Williams, Recreation Director, Haley Williams and City Attorney, Chris Williams.

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

**ACCEPTANCE OF MINUTES:** September 24, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

**ADOPTION OF AGENDA:**

Appointment to the agenda Motion to adopt by Councilor Hardwick, second by Councilor Guy. Roll Called: AYES: Hardwick, Guy, Paige, Williams, and Brash. NAYS: None. Motion approved 5-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee met tonight before the council meeting discuss the new Hosted VoIP Phone System that is on the agenda, and we discuss later in the meeting,
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Barb Hardwick. -The Committee has not met therefore has nothing to report.
- D. Public Safety: Major Mike Wright - The Committee has not met therefore has nothing to report.
- E. Park Board Liaison: Deanna Guy. –The Park Board was to meet last night, but the meeting was canceled due to a foreseen lack of attendance. The Masterplan surveys are still available online.

**MAYOR'S REPORT:** Mike Wright.

- I attended the Finance Committee meeting tonight Tuesday, October 08<sup>th</sup>, 2024, at 6:00 pm to discuss the proposed Hosted VoIP phone system. I had several discussions with Tonya over the last couple of weeks regarding City business. I would like to highlight the water leak that was found in City Administrator Tonya Willim's report. That was a wonderful find by the Public Works department. I want to remind everyone of the Mayor's Prayer Breakfast on next Tuesday, October 15<sup>th</sup>, 2024, at the First Baptist Church in Richmond, MO. I would also like to thank the Ministerial Alliance for putting on this event.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. A couple of highlights are we have received all the documents from Westbrook & Co., PC to start our audit. Staff did meet to go over Trick-or-Treat Street and the Christmas Parade float. They have put some preliminary designs together to see how it will all work. We have launched on October 1<sup>st</sup>, 2024, our new fiscal year 25 budget. I sent an annual email to all council and a general email always sent to staff. One of the biggest highlights of my report is the water leak that Public Works found on Shotwell Street. This could be a leak we have been chasing for a while. Going into the water plant rehab at half capacity that we are doing made this a wonderful find, and we are all extremely happy. The water plant started gaining water in the water tower within an hour of the water leak being found and fixed. It really could have gone unidentified, because it was a small leak that did not surface but a little bit on and off. It was going straight into a drainage ditch. Luckily Aaron and his crew could not leave it alone and watched it every day this week. Cheers to them! City Clerk, Saige Mason will be sending out an email regarding the Mayor's Prayer Breakfast in the morning.

**DEPARTMENT REPORTS:** No discussion.

**UNFINISHED BUSINESS:**

- A. Bust Display at City Hall – The agreement would allow for the bust to be displayed in the designated area in City Hall. Motion to allow bust display at City Hall and authorize the Mayor to sign the agreement by Councilor Hardwick, second Councilor Brash. Roll Called: AYES: Hardwick, Brash, Guy, Williams, and Paige. NAYS: None. Bust Display approved 5-0.

**NEW BUSINESS:**

- A. Approval of Hosted VoIP Phone System – Bids were solicited by the City of Richmond for a Hosted VoIP Phone System with qualifications of vendors to be met. Four proposals were received, and the lowest most responsible bidder was HighTek Solutions. All proposals were reviewed and presented to the Finance Committee meeting on October 8, 2024. The new phone system would total \$15,115.00. The monthly charges will be \$782.25 per phone profile. \$30,000 was allocated in the FY25 budget. Motion to approve the Hosted VoIP Phone System proposal and direct staff to proceed with the purchase with costs not to exceed \$15,115.00 by Councilor Guy, second Councilor Paige. Roll Called: AYES: Guy, Paige, Hardwick, Williams, and Brash. NAYS: None. Hosted VoIP Phone System approved 5-0.
- B. Selection of Employee Insurance Broker – The City will be changing its employee benefits broker, as previously discussed. After much consideration, discussion, and a thorough evaluation process a new broker was selected that best meets the needs of our employees to provide a more comprehensive service and cost-effective options. The HR

department will work closely with the new broker to manage a smooth transition without interruption of current benefit services to our employees. Councilor Guy made a motion to approve USI as Broker of Record for health, dental, vision, life, and supplemental employee insurance, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Brash, and Paige. NAYS: None. Approval of USI as Broker of Record for employee insurance was approved 5-0.

- C. Abatement of Liens – 307 N Camden Street – Abatement of Certain Liens policy establishes procedure for an individual who wants to develop a piece of property that the City applied demolition or nuisance liens against but is not owned by the City. The policy states, “...individual owns a piece of property that had a dangerous building. The City abated the dangerous building and filed a lien for the cost of abatement. Property owner is unable to pay demolition costs. A developer is interested in purchasing to develop the property (will submit application and sign agreement (to develop) but, liens exceed the value of the lot and therefore, requesting abatement of liens). (Application attached and are currently working on agreement).” Councilor Guy made a motion to abate liens of \$4,264.23, and authorize the City Administrator to sign the agreement, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Brash, and Paige. NAYS: None. Abatement of Liens – 307 N Camden Street approved 5-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn at 6:50 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Paige, Williams, and Brash. NAYS: None. Motion approved 5-0.



Mayor, Mike Wright



City Clerk, Sage Mason