

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, January 28, 2025

PRAYER: Deanna Guy

PLEDGE OF ALLEGIANCE: Mark Sowder

Mayor Pro Tem Barb Hardwick called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, January 28, 2025, at 6:34 p.m.

ROLL CALL: Council Present: Mayor Pro Tem Barb Hardwick, June Paige, Bob Bond, Rodney Williams, Rob Brash and Deanna Guy. Absent: Mayor Mike Wright, Ron Peterson, and Rob Kinnard.

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, Finance Director Misti Holloway, Community Development Director Lisa Hastings, Director Human Resources Courtney Williams, and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Pro Tem welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: January 14, 2025, regular meeting minutes approved as printed.

COMMENTS FROM THE AUDIENCE:

ADOPTION OF AGENDA:

Appointment to the agenda Motion to adopt by Councilor Bond, second by Councilor Paige. Roll Called: AYES: Bond, Paige, Guy, Williams, Brash, and Hardwick. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. - The Committee has met this evening, and we have three items to discuss on in the agenda.
- 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: Barb Hardwick. - The Committee has not met therefore has nothing to report.

MAYOR'S REPORT: Mike Wright. None.

CITY ADMINISTRATOR’S REPORT: Tonya Willim. C/A Willim stated her report is included in the packet. We continue to focus our efforts on the FY 24 audit. We are working on new lists that the auditors have provided us with, it’s slow-going but we continue to push forward. We released three bids for the city gym lights, painting and minor wall repairs inside city hall, and exterior door replacement on the gym east side door, the double doors entering city hall, and the chem lab door at the water treatment plant. Rick Lind delivered all the computers for the police department. Olsson also released the bids for the waterline replacement project. The bid will close February 18th, 2025. We will have a pre-contractor meeting on February 4th at 3:00 pm.

Councilor Guy asked what Project Guardian was. City Administrator Willim responded by letting her know that it is part of the torch grant that the Ray County Hospital received for community betterment grant.

Mayor Pro Tem Hardwick inquired about communication with property owners regarding water samples. City Administrator Willim let her know that two of the samples were taken by the property owners came back as having lead/copper. The property owners were notified and they both requested new samples be taken and tested.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. **Bill No. 25-03** Rural Fire Cooperative Agreement – AN ORDINANCE APPROVING A CORPERATIVE AGREEMENT BETWEEN THE CITY OF RICHMOND, MISSOURI AND THE RICHMOND FIRE PROTECTION DISTRICT FOR FIREFIEGHTING AND EMERGENCY SERVICES AND AUTHROIZING THE MAYOR TO EXECUTE THE AGREEMENT. Motion for first and second reading by Councilor Guy, second by Councilor Brash. Roll Called: AYES: Guy, Brash, Hardwick, Williams, Bond and Paige. NAYS: None. Motion approved 6-0. City Clerk Saige Mason proceeded with the first and second reading by title only of Bill 25-03. Motion to adopt Bill 25-03 as ordinance by Councilor Bond, seconded by Councilor Guy. Roll Called: AYES: Bond, Guy, Paige, Hardwick, Williams, and Brash. NAYS: None. Bill Number 25-03 approved 6-0.

- B. **Bill No. 25-04** Conditional Use Permit – 806 E Main St. – AN ORDINANCE ALLOWING A CONDITIONAL USE PERMIT ON A CERTAIN LAND LOCATED IN THE CITY OF RICHMOND, MISSOURI, UNDER THE AUTHORITY GRANTED BY THE CODE OF ORDINANCES OF THE CITY OF RICHMOND, MISSOURI; SETTINGAN EFFECTIVE DATE FOR THIS ORDIANNCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONLFICT HEREWITH. The motion for the first and second reading was made by Councilor Bond, seconded by Councilor Paige. Roll Called. AYES: Bond, Paige, Guy, Williams, Brash, and Hardwick. NAYS: None. Motion approved 6-0. City Clerk Saige Mason proceeded with the first and second reading by title only of Bill 25-04. Motion to adopt Bill 25-04 as ordinance by Councilor Bond, seconded by Councilor Williams. Roll Called: AYES: Bond, Williams, Guy, Paige, Hardwick, and Brash. NAYS: None. Bill Number 25-04 approved 6-0.

- C. gWorks Accounting Software Contract – As previously discussed at the November meeting, the accounting software provided by gWorks is transitioning to a new modernized and enhanced platform for users. The Master Services Agreement has been reviewed by the City Attorney, and a Superseding Addendum was created to address the indemnification and confidentiality provisions. Once the documents are approved by the Council and signed by the city administrator the city will be able to be added to the onboarding schedule to get training on the new platform. The motion for approval of the gWorks contract and addendum to be signed by the city administrator was made by Councilor Guy, seconded by Councilor Bond. Roll Called. AYES: Guy, Bond, Paige, Hardwick, Williams, and Brash. NAYS: None. Motion to approve gWorks contract and addendum and authorize the City Administrator to sign approved 6-0.
- D. Costal Administrative Services Inc – Health Care Runout Fees – This invoice is for \$7,012.50 for the entire six-month runout period at a rate of \$1,168.75 per month fee. The fee makes sure that all claims from the 2024 plan year are processed properly. Since the City changed, they have health insurance to a full insured plan with USI in the year 2025. This unbudgeted expense will require approval from the Council followed by a followed budget amendment. The motion for payment to CAS with a not exceed \$7,012.52 by Councilor Bond and seconded by Councilor Paige. Roll Called. AYES: Bond, Paige, Brash, Hardwick, Williams, and Guy. NAYS: None. Motion to approve the payment to CAS to not exceed \$7,012.52 was approved 6-0.
- E. Aqua-Aerobic Systems Inc – Wastewater Plant – The effluent decanter on basin #2 was stuck half open. As city staff investigated it was found that the actuator assembly was no longer working properly. The actuator opens the decant wear to drain the effluent water to the creek then closed to keep anything from entering and to start the next cycle. Aqua-Aerobic Systems Inc had the only available assembly with only one in stock. Athey quoted the city \$10,557.52 plus freight. The would be paid out of Plant Equipment Repair (55-00-00-6001). This was an emergency order and was projected to arrive Monday, January 27, 2025, but now it will be the end of the week. Councilor Guy made the motion to approve the recommendation made by staff, and Councilor Bond seconded the motion. Roll Called. AYES: Guy, Bond, Brash, Paige, Hardwick and Williams. NAYS: None. Motion to approve the emergency purchase of the actuator assembly from Aqua Aerobic Systems, Inc for \$10, 557.52 plus freight charge was approved 6-0.
- F. Household Hazardous Waste Program – MARC request for potential dates – It is the City of Richmond’s turn to host the mobile collection event for 2025. Excelsior Springs and Lawson have been invited to partner with Richmond for this event. It is asked of Richmond to select 3 potential dates in preferred order to send to MARC by February 11, 2025. Council selected dates 1) Saturday September 6th, 2) Saturday, October 4th, and 3) Saturday, October 18, 2025 to host the Household Hazardous Waste Program by MARC. No voting was necessary.

ADJOURN OPEN/ENTER CLOSED: A motion to adjourn open/enter closed session was made at 6:58 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Williams, Paige, and Brash. NAYS: None. Approved 6-0.

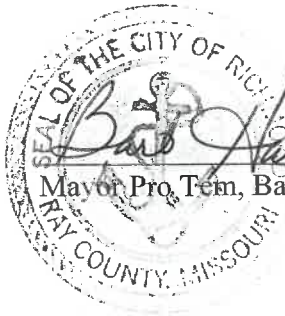
Personnel - Pursuant to Section 610.021 (3) of the Revised Statutes of the State of Missouri pertaining to hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

Personnel Records - Pursuant to Section 610.021 (13) of the Revised Statutes of the State of Missouri pertaining to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

ADJOURN CLOSED/ENTER OPEN: At 7:15 p.m. Councilor Guy made a motion to adjourn closed session and entered open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Bond, Brash, Williams and Paige. NAYS: None. Motion Approved 6-0.

No actions were taken on any of the above matters by the Council during the closed session.

ADJOURN: A motion was made at 7:16 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Paige, Williams, Bond, and Brash. NAYS: None. Motion approved 6-0.



Mayor Pro Tem, Barb Hardwick

Saige Mason
City Clerk, Saige Mason