

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, MAY 27, 2025

PRAYER: Brian Guy

PLEDGE OF ALLEGIANCE: Bob Bond

Mayor Mike Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, May 27, 2025, at 6:30 p.m.

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

ROLL CALL: Staff Present: City Administrator Tonya Willim, City Clerk Saige Mason, Police Chief Scott Bagley, Finance Director Misti Holloway, Public Works Director Dale Shipp, Community Development Director Lisa Hastings, and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: May 13, 2025, regular meeting minutes approved as printed.

COMMENTS FROM THE AUDIENCE: None.

ADOPTION OF AGENDA:

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

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. – The Committee has met prior to tonight’s meeting....
- B. Ordinance: Barb Hardwick. – The Committee has met prior to tonight’s meeting ...
- C. Public Works: Barb Hardwick. – The Committee has not met.
- D. Public Safety: Rob Kinnard. - The Committee has not met.

MAYOR’S REPORT: Mike Wright.

- I have had several conversations with the City Administrator these last couple of weeks discussing city business.

CITY ADMINISTRATOR’S REPORT: Tonya Willim. C/A Willim’s report is included in the packet. Misti and I attended the Missouri Government Finance Officers Accounting Academy. There was a wealth of valuable insights into municipal government accounting. FY26 Budget preparations are underway. Five-Year Plans, capital improvement plans, and budget call letters have been distributed to department heads. The preconstruction meeting went well and the tentative date to start the waterline replacement project will be July 7th.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. **Bill No. 25-11:** An Ordinance Amending The Fiscal Year 2024-2025 Budget Of The City Of Richmond, Missouri, By Amending Ordinance Number 2656 To Reflect Changes In Revenues And Expenses. Ordinance for revisions to amend ordinance 2656 Motion for first and second reading by Councilor Guy and seconded by Councilor Bond. Roll Called: AYES: Hardwick, Bond, Paige, Brash, and Guy. NAYS: None. Motion for first and second reading on title was approved 5-0. City Clerk, Saige Mason, proceeded with the first and second reading by title only of Bill 25-11. The motion to adopt Bill 25-11 as an ordinance was made by Councilor Bond and seconded by Councilor Paige. Roll Called: AYES: Bond, Paige, Hardwick, Guy, Brash, Williams and Paige. NAYS: None. Bill 25-11 approved 5-0.
- B. **Bill No. 25-12:** An Ordinance Amending Title II, Public Health, Safety And Welfare, of the Municipal Code Of The City Of Richmond, Missouri To Amend Chapter 220 Nuisances, Article III Weeds, High Grass Or Other Vegetation. Motion for first and second reading of the title only was made by Councilor Hardwick and seconded by Councilor Guy. Roll Called: AYES: Bond, Guy, Brash, Williams, Paige, and Hardwick. NAYS: None. Motion for first and second reading on title was approved 5-0. City Clerk, Saige Mason, proceeded with the first and second reading by title only of Bill 25-12. The motion to adopt Bill 25-12 as an ordinance was made by Councilor Bond and seconded by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Paige, Guy, Brash, and Williams. NAYS: None. Bill 25-12 approved 5-0.
- C. Contract Documents with VF Anderson for Waterline Replacement Project: The Notice to Proceed for VF Anderson Builders was approved by the Council on March 25, 2025, for the Watermain Replacement Project. Olsson and City Attorney have reviewed the contract with VF Anderson and along with staff recommends formal authorization for the Mayor to execute the contracts. On May 22, 2025, a preconstruction meeting was held with representatives from Olsson, VF Anderson (the contractor), and City staff. The tentative project start date is July 7, 2025. Work will begin at the south end of the project area, starting at State Highway T/S. Camden and progressing north. Formal notifications to residents will be issued closer to the start date. A motion was made by Councilor Bond to approve and have the Mayor execute the contract with VF Anderson Builders. The motion was seconded by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Paige, Guy, and Brash. NAYS: None. The contracts with VF Anderson Builders and with the Mayor's signature were approved 5-0.
- D. Police Department – Local Law Enforcement Block Grant Award – Police Chief Bagley presented to Council the opportunity to accept a grant for the Richmond Police Department in the amount of \$8,103.22 for advanced tactical training equipment. The benefit of the grant will enhance officer preparedness, public safety, and tactical response capabilities for our community. Councilor Bond made the motion to approve the acceptance of the FY 2024 Local Law Enforcement Block Grant in the amount of \$8,103.22 and allow the Subaward Agreement to be signed by the Mayor. Councilor Guy seconded the motion. Roll Called: AYES: Bond, Guy, Paige, Hardwick, and Brash.

NAYS: None. Motion to accept the zero match Local Law Enforcement Block Grant Award and approve the Mayor to execute the Subaward Agreement approved 5-0.

- E. Fire Department – Pumper 5 Repairs – Fire Chief Sowder had an excused absence from tonight’s City Council meeting, so City Administrator Willim presented to Council an update and proposal on his behalf. At the January 14, 2025, Council Meeting, Council approved the repairs to Pumper 5, a 1998 Freightliner, which serves as the City’s second-run pumper. As the repairs were underway it was discovered that the drive shaft in the pump gearbox needs replaced. The additional cost of repairs is \$2,686.32 and \$2,700.00 in labor. Initially, the FY25 budget allocated funds under line item 10-12-00-9010. The new total is still under the initial budgeted funds but exceeds the spending limit and the Council’s original approval of \$19,795.50. It is recommended by staff for the Council to approve the additional repairs made by Feld Fire to Pumper 5, approving the additional amount of \$5,386.32 in an estimate for a total not to exceed a total for repairs \$23,982.00. Councilor Hardwick made the motion to approve the additional cost for repairs to Pumper 5. Councilor Paige seconded the motion. Roll Called: AYES: Hardwick, Paige, Bond, Guy, and Brash. NAYS: None. Motion to approve the additional cost for repairs to Pumper 5 in an amount not to exceed \$23,982.00 approved 5-0.
- F. Board – Up – 105 S. College/122 W. Franklin – This structure was deemed a dangerous building under the City’s property maintenance code on March 10, 2025. To secure the building and protect public safety, the City contacted 1-800-BoardUp to board up accessible entry points. The attached invoice from 1-800-BoardUp totals \$4,989.05. The City will cover this cost upfront using funds from Line Item 10-17-00-7135 (Nuisance Control – Budgeted at \$10,000) and will file a lien on the property to recover the expense. The Ordinance and Finance Committees agreed that the security of the building is necessary. However, discussion regarding how it will be boarded up facing downtown was discussed, and committees recommend that the City Administrator have a discussion with the board-up company prior to execution to make sure that the front of the building facing downtown does not visually impact the downtown area. The City Attorney has reviewed the contract and prepared a superseding addendum to ensure the City’s legal and liability interests. Councilor Hardwick made the motion to approve the contract with 1-800 Board Up for \$4,989.05, Superseding Addendum, and authorizing the City Administrator to sign. Councilor Guy seconded the motion. Roll Called: AYES: Hardwick, Guy, Brash, Paige, and Bond. NAYS: None. Motion to approve the contract with 1-800 Board Up for \$4,989.05, Superseding Addendum, and authorizing the City Administrator to sign approved 5-0.
- G. Community Development Policy and Procedures 2025-1 through 2025-8 – The following policies and procedures for how Community Development applications are filed and processed have been updated to reflect the procedures already in use and formalize them into written policy. The policies 2025-1, 2025-2, and 2025 3 align with the newly adopted City Code updated approved at the May 13, 2025, Council meeting. The City Attorney has reviewed all policies for compliance with the city’s ordinances and applicable laws.
1. 2025-01 Application for Rezoning

2. 2025-02 Application for Change in Non-Conforming Use
3. 2025-03 Application for a Variance
4. 2025-04 Application for Minor Subdivision Plat
5. 2025-05 Application for Preliminary Plat
6. 2025-06 Application for Final Plat
7. 2025-07 Application for Conditional Use
8. 2025-08 Application for Vacating Alley, Street, or Utility Easement

Staff recommends to Council the approval by motion Community Developments revised policy and procedures. Councilor Paige made the motion to approve, seconded by Councilor Guy. Roll Called: AYES: Paige, Guy, Hardwick, Bond, and Brash. NAYS: None. Motion to approve the revised Community Development policies and procedures approved 5-0.

ADJOURN: A motion was made at 6:57 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Paige, Brash, and Bond. NAYS: None. Motion approved 5-0.




City Clerk, Sarge Mason