

**MINUTES OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, DECEMBER 02, 2025.**

Mayor Wright called to order the special meeting of the City Council of the City of Richmond, Missouri, on Tuesday, December 02, 2025, at 6:30 P.M.

**ROLL CALL: COUNCIL PRESENT:** Mayor Mike Wright, Barb Hardwick, Rob Brash, Rodney Williams, June Paige, Ron Peterson, and Rob Kinnard.

**COUNCIL ABSENT:** Deanna Guy and Bob Bond.

**CITY STAFF PRESENT:** City Administrator, Tonya Willim, City Clerk, Saige Mason, Public Works Director Dale Shipp, Finance Director Misti Holloway, Police Chief Scott Bagley, and City Attorney, Chris Williams.

**OTHERS:** None

**NEW BUSINESS:**

- A. Professional Services Agreement – McGrath HR Services – The Finance Committee met on November 25, 2025, to review the information regarding the update to the compensation and classification study that is reviewed every 2-3 years, last completed by McGrath in 2022. It has been budgeted to update the study in the current FY26 budget and be implemented in the FY27 budget cycle. Motion to authorize McGrath Human Resources Group to conduct the Classification and Compensation Study update for an amount not to exceed \$13,000 and authorize the City Administrator to sign, by Councilor Peterson, seconded by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Hardwick, Brash, Williams, and Paige. NAYS: None. Motion approved 6-0.
- B. Professional Services Agreement – Interim Solutions - The Finance Committee met on November 25, 2025, to discuss the vacancy in the Finance Director position. The current company the city is using is Interim Solutions. They have agreed to continue their support with the City and will conduct the executive search process to fill the vacant position. Motion to approve the Professional Services Agreement with Interim Solutions. LLC and authorize the Mayor to sign all necessary documents, by Councilor Peterson, seconded by Councilor Paige. Roll Called: AYES: Peterson, Paige, Hardwick, Brash, Williams, and Kinnard. NAYS: None. Motion approved 6-0.
- C. WWTP SCADA Agreement Olsson – The Public Works Committee met on November 25<sup>th</sup>, 2025, to review the Wastewater Treatment Plant SCADA agreement with Olsson. The City utilizes the Wastewater Treatment Plant’s Supervisory Control and Data Acquisition (SCADA) system as the primary communication and monitoring tool for operators to remotely monitor equipment, receive alarms, and make adjustments essential to the safety and efficiency of the wastewater facilities. Motion to approve the agreement with Olsson, Inc. to continue on-call SCADA services and authorize the City

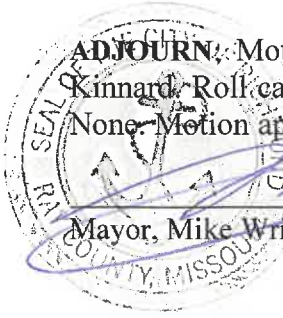
Administrator to sign the agreement. Councilor Peterson, seconded by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Kinnard, Brash, Williams, and Paige. NAYS: None. Motion approved 6-0.

- D. WWTP Voice Alarm Notification Upgrade – The Wastewater Treatment Plant has an older autodialer system that provides after-hour notifications to staff. Olsson has submitted a Letter Agreement for Professional Services to provide a complete upgrade to the system, including both hardware and software integration, and replace the existing autodialer with a new TopView-based system. The legal department and the Public Works Committee have reviewed the agreement. Motion was made to approve the Letter Agreement for Professional Services with Olsson, Inc. for the WWTP Voice Alarm Notification Upgrade in the amount of \$12,000, and authorize the budget transfer as outlined, and authorize the City Administrator to sign all necessary documents by Councilor Peterson, seconded by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Hardwick, Brash, Williams, and Paige. NAYS: None. Motion approved 6-0.
  
- E. Bid Selection - Municipal Complex Roof Restoration – The City closed RFP 04-2025 Roof Repairs for the Municipal Complex on June 30, 2025. The RFP was seeking qualified contractors to inspect and repair the municipal complex roof. SwingCoast Roofing proposes a 35-mil silicone coating system (Progressive Materials) for the TPO and Modified Bitumen roof areas. This type of system is highly reflective, energy-efficient, and can be recoated after 20 years to extend roof life. Due to the learned necessary repairs, this project has halted until the FY 26 budget cycle to be completely budgeted for the necessary restoration. This bid selection has been recommended by the Finance and Public Works Committees. Motion to award of contract with SwingCoast Roofing in the amount of \$214,650.00 for the installation of a 35-Mil Silicone Roof Coating System and authorize the City Administrator to sign it, by Councilor Peterson, seconded by Councilor Paige. Roll Called: AYES: Peterson, Paige, Hardwick, Brash, Williams, and Kinnard. NAYS: None. Motion approved 6-0.
  
- F. Bid Selection - Lime Sludge Removal for South Lagoon – The released RFP 03-2026 closed on November 18, 2026, as four bids were received to excavate, remove, transport, and properly dispose of all lime sludge settled in the Water Plant’s South Lagoon. The material shall be removed in a manner that maintains the integrity and even grade of the lagoon sides and bottom. All work performed is in accordance with the Missouri Department of Natural Resources specifications. The Public Works Committee recommends to Council Reed Environmental LLC be selected for this bid selection. Staff agrees that Reed Environmental has a strong satisfaction history with the City, as they cleaned and removed the lime sludge from the North Lagoon in 2021. Their bid of \$127,000.00 falls well within the budgeted amount. Motion awarding the RFP 03-2026 Lime Sludge Removal-South Lagoon project to Reed Environmental LLC in an amount not to exceed \$127,00.00 and authorize the City Administrator to sign the agreement. by Councilor Peterson, seconded by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Kinnard, Brash, Williams, and Paige. NAYS: None. Motion approved 6-0.

- G. Purchase Maintenance Truck and Air Compressor – The FY26 budget includes a replacement truck for the water/wastewater maintenance truck. Staff reported that the current water/wastewater maintenance vehicle—a 2017 Ford F-550—has been in continuous daily use to support operations at the City’s nine lift stations, water wells, and both treatment plants, as well as general utility work citywide. Following public advertisement and solicitation of quotes locally and regionally, Uftring Ford provided a qualifying option: a 2024 Ford F-450 4x4 regular cab chassis equipped with a Knapheide KMS16-11 utility body, Stellar EC400 (20’) crane with outriggers, drawer units, spray-in bedliner, strobe system, cab protector, and vise mount. The quoted price for the fully outfitted vehicle, excluding the air compressor, is \$120,161.00, with delivery included at no additional cost. Upon replacement, staff proposes reassigning the existing 2017 Ford F-550 to Water Distribution, where it will replace an aging 2015 Ford F-550. The 2015 vehicle is recommended for sale via Purple Wave. After consultation, the Mayor determined that the purchase met the criteria for an emergency procurement in order to ensure continuity of essential City services. Public Works Committee reviewed the budget purchase at the November 25<sup>th</sup>, 2025, meeting and recommended the purchase approval to the full Council. The purchase was completed on November 26, 2025. Motion to approve the purchase of the budgeted 2024 Ford F-450 with Knapheide KMS16-11 crane utility body from Uftring Ford, along with the associated air compressor, for an amount not to exceed \$124,000.00; to authorize staff to reassign the 2017 F-550 to Water Distribution; and to authorize the sale of the 2015 F-550 on Purple Wave was made by Councilor Peterson, seconded by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Kinnard, Brash, Williams, and Paige. NAYS: None. Motion approved 6-0.
- H. Purchase Portable 6” Trash Pump – City staff received three bids for the budgeted purchase of a 6” trash pump with prices ranging from \$19,926.51 to \$36,107.76. Central Power Systems & Services submitted the lowest responsive quote of \$19,926.51, including the delivery, two 10’ sections of section hose, and one 10” section of discharge hose. The Wacker Neuson trash pump is the same brand as our current trash pump. The Public Works Committee agrees with the staff’s recommendation. Motion to purchase the Wacker Neuson 6” trash pump from Central Poer Systems \*& Services in the amount of \$19,926.51 by Councilor Peterson, seconded by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Hardwick, Brash, Williams, and Paige. NAYS: None. Motion approved 6-0.
- I. Street Closure for Christmas Parade and Extravaganza – The Annual Chamber of Commerce Lighted Christmas Parade is scheduled for December 5<sup>th</sup>, 2025. The parade lines up in City Hall’s parking lot and proceeds down North Thornton Street to North Main Street, with North Main Street and College Street being the focus of the extravaganza from 5:00 p.m. to 8:00 p.m. for the road closures. Motion for approval to close the requested streets was made by Councilor Paige, seconded by Councilor Peterson. Roll Called: AYES: Paige, Peterson, Kinnard, Hardwick, Brash, and Williams. NAYS: None. Motion approved 6-0.

J. Renewal of TLO Online Software – The Richmond Police Department uses The Last One (TLO) Online Investigative Services for investigative purposes and in-depth background checks. This is the fourth renewal for the software. The cost has increased \$25.00 a month, but the increase was anticipated in the FY26 budget. Motion to renew the TLP software with a not-to-exceed amount of \$2,400 and authorize the City Administrator to sign by Councilor Hardwick, seconded by Councilor Peterson. Roll Called: AYES: Hardwick, Peterson, Kinnard, Paige, Brash, and Williams. NAYS: None. Motion approved 6-0.

**ADJOURN:** Motion to adjourn at 6:51 p.m. by Councilor Peterson, seconded by Councilor Kinnard. Roll called: AYES: Peterson, Kinnard, Hardwick, Brash, Williams, and Paige. NAYS: None. Motion approved 6-0.



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Mayor, Mike Wright

*Saige Mason*  
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City Clerk, Saige Mason