

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, DECEMBER 9, 2025

PRAYER: Darren Sherwood

PLEDGE OF ALLEGIANCE: Mark Sowder

Mayor Mike Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri, on Tuesday, December 9, 2025, at 6:30 p.m.

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

ROLL CALL: Staff Present: City Administrator Tonya Willim, City Clerk Saige Mason, Police Chief Scott Bagley, Fire Chief Mark Sowder, Finance Director Misti Holloway, Public Works Director Dale Shipp, Community Development Director Lisa Hastings, Parks & Recreation Director Haley Williams, Human Resource Manager Courtney Williams, City Attorney Chris Williams, and Jackson Auer

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: December 2, 2025, special meeting minutes approved as printed.

COMMENTS FROM THE AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt by Councilor Bond, seconded by Councilor Peterson. Roll Called: AYES: Bond, Peterson, Hardwick, Paige, Kinnard, and Brash. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Barb Hardwick. – The Committee has not met.
- B. Ordinance: Barb Hardwick. – The Committee has not met.
- C. Public Works: Ron Petterson. – The Committee has not met.
- D. Public Safety: Rob Kinnard. – The Committee has not met.

MAYOR'S REPORT: Mike Wright.

- Let's set the Annual Council Christmas Breakfast for staff for Tuesday, December 23rd, 2025.
- The Lighted Christmas Parade was Friday night. There was a lot of good floats and a good crowd in attendance.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. C/A Willim's report is included in the packet. She stated that the watermain replacement project is going well. VF Anderson finished up on Trigg and Hamil streets. They have started work on Ottman. They are going to do some concrete fills where needed, weather permitting.

DEPARTMENT REPORTS: Councilor Hardwick pointed out the 32 new construction projects underway in the City of Richmond.

UNFINISHED BUSINESS:

NEW BUSINESS:

- A. FY24 Audit Presentation – Mandy Kaullen, Westbrook & Co. Mandy presented the results of the fiscal year 2024 audit. From the report, Mandy indicated that the financial statements referred to in the report are present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of City of Richmond, Missouri, as of September 30, 2025, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. GASB 87 was implemented for leases and the continuation of GASB 68 pension activity. These financial statements are materially correct, which is what you want to receive in an audit, and the audit opinion is clean. She briefly went through the audit report and explained various tables included therein. Only one material weakness was found: the review and posting of detailed transactions in the general ledger. She recommends that the City review its procedures. No discrepancies were found. (The FY24 audit is on the City’s website.)
- B. Professional Services Agreement – EverStrive Solutions is a goal-setting work session for council members to set priorities to budget and objectives for staff to achieve. The last session was done in FY23. Now is an appropriate time for the Council to review our current direction, discuss immediate needs, and establish updated priorities for FY27. The FY 26 budget includes \$7,500 and EverStrive proposal totals \$6,800. Motion to approve the EverStrive Solutions proposal and authorize staff to move forward with scheduling was made by Councilor Peterson, seconded by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Hardwick, Paige, Brash, and Bond. NAYS: None. Motion approved 6-0.
- C. Bidder Selection – Tree Removal and Trimming Services for Parks – On November 3, 2025, RFP 01-2026 was opened seeking qualified contractors to provide tree removal, trimming, and maintenance services at Maruice Roberts Park and Charles Armour Park. Only one bid was received from Hostetter Disaster Recovery d/b/a Hicks Family Tree Care, and met the requirements of the RFP. FY26 budget allotted \$10,000.00 in tree trimming for this project. The bid received totals \$7,4000.00 Motion to approve Hostetter Disaster Recovery d/b/a Hicks Family Tree Care for FY2026 tree removal and trimming services in the amount of \$7,400, and authorized the City Administrator to sign the agreement, was made by Councilor Bond, seconded by Councilor Paige. Roll Called: AYES: Bond, Paige, Peterson, Kinnard, Hardwick, and Brash. NAYS: None. Motion approved 6-0.
- D. Bidder Selection – Grinding and Removal of Brush at Compost Site - RFP 04-2026 was released by the City for grinding and removal of the brush pile at the compost site. Three bids were received, but one was not accepted because the paperwork was incomplete. FY 26 budget has earmarked \$15,000.00 for this project. Midwest Dredge d/b/a Handshake Siteworks came in as the lowest and responsible bidder at a bid of \$7.38 per cubic yard, totaling \$11,284.02. Motion to award Midwest Dredge d/b/a Handshake Siteworks at a

unit price of \$7.38 per cubic yard of processed material and authorize the City Administrator to execute the Agreement was made by Councilor Peterson, seconded by Councilor Bond. Roll Called: AYES: Peterson, Bond, Paige, Kinnard, Hardwick, and Brash. NAYS: None. Motion approved 6-0.

E. Contractor Selection – High Service Pump Rehabilitation at Water Plant – The released Request for Qualifications closed on December 1, 2025, to solicit qualifications from contractors to rehabilitate one High Service Pump per year over a three-year period. Two RFQ's were received. FTC has a strong performance history and knowledgeable work on the pumps at the Water Treatment Plant. Their quote estimated a cost of \$4,811 unless additional repairs are identified. FY26 budget includes \$3,500 for the rehab of one HSP. The remaining costs will be covered through the under-budget amount available with the Water Fund. Funding for the additional two years will be incorporated into future budgets. Motion to approve the use of FTC for the rehabilitation of one HSP per year for the next three years and authorize staff to proceed with the FY26 rehabilitation work was made by Councilor Peterson, seconded by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Paige, Kinnard, Bond, and Brash. NAYS: None. Motion approved 6-0.

F. Engine Replacement of Parks Department John Deere Gator – The Parks and Recreation Department has a 2023 John Deere Gator (XUV835M) purchased in 2022. Staff have recently experienced mechanical issues and transported the unit to the John Deere dealer for diagnostics. A compression test was completed, and cylinder #1 showed very low compression, indicating internal engine damage. Parks staff looked into rebuilt engine options; however, they are not cost-effective, and installation would require hiring an outside mechanic. The new engine, labor, and a 6-month engine and labor warranty applies at a cost of \$7,045.21.. The funds will be transferred from the projected playground equipment repair. Motion to approve the engine replacement repair for the John Deere Gator in the amount of \$7,045.21 and authorize the budget transfer was made by Councilor Peterson and seconded by Councilor Bond. Roll Called: AYES: Peterson, Bond, Paige, Kinnard, Hardwick, and Brash. NAYS: None. Motion approved 6-0.

ADJOURN: A motion was made at 7:04 p.m. by Councilor Brash to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Brash, Hardwick, Peterson, Kinnard, Bond, and Paige. NAYS: None. Motion approved 6-0.



Mayor, Mike Wright



City Clerk, Saige Mason