

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, January 11, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on January 11, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Ron Peterson, Deanna Guy, Sarah Green, Bob Bond, Rob Kinnard, Barb Hardwick and Tom Williams. **COUNCIL ABSENT:** Adam Booth

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Finance Director Rebecca Hoeflicker, Public Works Director Dale Shipp, Economic Development James Gorham, Community Development Lisa Hastings, Recreation Director Haley Williams, HR Director Kristi Shewell and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: December 14, 2021 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: Brian Rice reminded everyone of the upcoming Chamber event After Hours at the Farris.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Williams. Roll called. **AYES:** Bond, Williams, Peterson, Guy, Kinnard, Hardwick and Green **NAYS:** None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.

E. Park Department Liaison: Deanna Guy. Park Board has not met so nothing to report. In addition, the Park and Recreation Planning Committee did meet on January 3, 2022 to discuss goals and what they want to accomplish from the committee.

MAYOR'S REPORT: Mike Wright.

A. Mayor Wright reported that he attended Jefferson City on Monday, January 10, 2022 along with CA Tonya Willim, Economic Director James Gorham and Jimmy Carter in reference to the hearing regarding redistricting.

B. Council will have a Public Safety Meeting on Tuesday, January 18, 2022 at 6:00p.m.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA informed the Council that she is aware of all the trash complaints and that Economic Director James Gorham has set up a link on the website for residents to fill out that will advise City staff of missed pickup. Once received the staff can forward the information to Republic Trash Service.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Comprehensive Plan Presentation-Olsson Studios representatives Hannah Knoll and Taylor Plummer were present for the final presentation of the Richmond Comprehensive Plan. The City of Richmond has wrapped up more than a year-long effort to create a comprehensive plan which outlines goals and measurable action items for the next two decades. It is a long-range policy document adopted and amended by the City Council. This plan establishes a vision for the city, provides goals and policy guidance for growth and development and contains action items, participants and timing directed at the City to implement the vision.

A.1- Resolution No: 452 A Resolution Adopting the Richmond Comprehensive Plan for the City of Richmond, Missouri. Motion to adopt Resolution No.452 the Richmond Comprehensive Plan by Councilor Peterson, second by Councilor Williams. Roll called. AYES: Peterson, Williams, Kinnard, Bond, Green, Guy and Hardwick. NAYS: None. Motioned approved 7-0.

B. Bill No: 22-01 AN ORDINANCE CALLING AN ELECTION ON A GENERAL OBLIGATION BOND QUESTION IN THE CITY OF RICHMOND, MISSOURI. The City last issued G.O. Bonds in 2004, which mature in 2024. Issuing new G.O. Bonds requires voter approval. The proposed G.O. Bond issuance is for \$5,000,000, which will keep the estimated tax levy consistent with the previous 10 year average of 0.3800. A 0.3800 tax levy equates to an annual taxpayer cost of \$108.30 on a \$150,000 home. The City intends to use the \$5,000,000 of G.O. Bonds for water system projects. At the November 23, 2021 Council meeting, Olsson presented the Water System Master Plan. The Water System Master Plan's recommendations and phasing analysis was built around the idea that the City has \$1 million of ARPA money and will be asking the voters for \$5 million of G.O. Bond proceeds. The Water System Master Plan identified the most immediate needs for the water system to be several water plant upgrades, a small amount for water main leak detection and the largest portion for water main replacements. It should be noted that

some of the equipment at the plant was originally installed in 1976 – 45 years old – and has well exceeded its estimated 20-30 year design life. Many of the City’s water mains are very aged and need replaced to decrease the amount of water main breaks/water leaks and to increase fire flow capacity. Motion for first and second reading by title only of Bill No 22-01 by Councilor Guy, second by Councilor Hardwick. Roll Called. AYES: Guy, Hardwick, Bond, Peterson, Kinnard, Green and Williams. NAYS: None. Motioned approved 7-0. City Clerk Janelle Neece proceed with the first and second reading by title only of Bill 22-01. Motion to adopt Bill 22-01 as ordinance by Councilor Williams, second by Councilor Hardwick, Roll Called: AYES: Hardwick, Bond, Williams, Peterson, Kinnard, Williams and Green. NAYS: None. Bill 22-01 approved 7-0.

- C. Sale of Rescue - Payment to Rural Fire District. the city was able to sell the old 2005 F550 Fire Rescue for \$30,500 on Purplewave after the City received the new rescue. This vehicle was purchased jointly by the City and the Rural Fire Protection Association and was titled to the City of Richmond. After research and review of the agreements with the Association and District we found in the files, it looks like the first reference to the rescue truck is in the 2013 agreement with the Association. Paragraph 4.e. references “a 2005 F550 Ford Rescue Squad truck (owned jointly by the City and the Association each with a 50% interest)” The 2016, 2019, and 2020 agreements all include the same references in paragraphs 4 (“the District shall reimburse the City fifty percent (50%) for rescue vehicles owned jointly by the parties”) and 5 (“fifty percent (50%) for all rescue vehicles owned jointly by the parties”). After speaking with the City Attorney, when the District was formed, it is his understanding that all of the Association’s assets were transferred to the District when it was formed. Therefore, the City would need to issue the District its half of the sale proceeds in the amount of \$15,250. Motion to approve the payment to Rural Fire District in the amount of \$15,250 by Councilor Kinnard, second by Councilor Peterson. Roll Called: AYES: Kinnard, Peterson, Guy, Williams, Bond Hardwick and Green. NAYS: None. Motion approved 7-0.
- D. Approval of Fire Department Pumper - Chassis and Base Apparatus Chief Sowder met with Les Hinnen of Heiman Fire Equipment on Thursday, January 6, 2022 to discuss and review the design of the base apparatus lay out (see attached). As Chief Sowder reflected in his memo, the purchase order (see attached) reflects the cost of the Freightliner chassis and Rosenbauer base apparatus only for \$448,877. The City has 20 days from December 27, 2021 to approve the purchase order or a 7% increase is imminent. There will be approximately \$100,000 more of detailed buildout added to the pumper over the next couple months when design is finalized (total cost will remain below the \$550,000 budgeted amount). We will bring the final price for approval to City Council when it is available. Rosenbauer holds the Sourcewell contract for Emergency Vehicles, Fire Trucks, & Equipment (contract #022818-RSB) (Heiman Fire is a Rosenbauer dealer). It will take approximately 6 months to receive the chassis and a total of approximately 18 months to complete the build. Once the new pumper is delivered to the City, the City will sell the old pumper on Purple Wave.

The FY22 budget has \$550,000 allocated for a seven-year lease purchase of a new pumper truck with a first-year payment of \$87,300. We have not sought out financing or interest rates to date. Motion to approve the purchase of the chassis and apparatus body from Heiman Fire Equipment not to exceed \$448,877 and authorize the City Administrator to sign and grant permission for the sale of the old pumper truck on Purple Wave by Councilor Peterson, second by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Bond, Green, Guy, Williams and Hardwick. NAYS: None. Motion approved 7-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 7:38 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Peterson, Kinnard, Green and Williams. NAYS: None. Motion approved 7-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 8:15 p.m. with no action taken by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Peterson, Bond, Williams, Kinnard and Green. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 8:17 p.m. by Councilor Gus, second by Hardwick. Roll Called: AYES: Hardwick, Guy, Kinnard, Bond, Williams, Peterson and Green. NAYS: None. Motion approved 7-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, January 25, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on January 28, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Ron Peterson, Deanna Guy, Sarah Green, Bob Bond, Rob Kinnard, Barb Hardwick, Adam Booth and Tom Williams. **COUNCIL ABSENT:** None

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Economic Development James Gorham, Community Development Lisa Hastings, City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: January 11, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Williams. Roll called. **AYES:** Bond, Williams, Peterson, Guy, Kinnard, Hardwick, Booth and Green **NAYS:** None. Motion approved 8-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance:** Barb Hardwick. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- C. Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee met on January 18, 2022 and items discussed will be presented later on the agenda.
- E. Park Department Liaison:** Deanna Guy. Park Board has not met so nothing to report. In addition, the Park and Recreation Planning Committee has been meeting.

MAYOR'S REPORT: Mike Wright. Mayor Wright updated council on the redistricting issue and it has now been moved on to the Senate.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA informed the Council that the audit is taking place this week and everything is going good so far and that SUEZ is coming out to replace the motor on Well #5.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No.:22-02 Amending Chapter 205 Fire Prevention and Protection regarding Outside Burning. AN ORDINANCE AMENDING CHAPTER 205 FIRE PREVENTION AND PROTECTION, ARTICLE III, SECTION 205.180, OF THE MUNICIPAL CODE OF THE CITY OF RICHMOND REGARDING OUTSIDE BURNING. The Fire Department has allowed burning of cut fire wood in a container with a spark arrestor, known as a Recreation Fire but the verbiage has not been in the ordinance. Amending of the ordinance would allow for recreational fire pits. Motion for first and second reading by title only of Bill No. 22-02 by Councilor Peterson, second by Councilor Hardwick. Roll Called. AYES: Peterson, Hardwick, Booth, Kinnard, Bond, Green, Guy and Williams NAYS: None. Motioned approved 8-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-02. Motion to adopt Bill No. 22-02 as an ordinance by Councilor Peterson, second by Councilor Williams. Roll called. AYES: Peterson, Williams, Booth, Kinnard, Bond, Green, Guy and Hardwick, NAYS: None. Bill No. 22-02 approved 8-0

- B. RFP 21-13: Community Monument Signs (Welcome Signs) On December 2, the City released a Request for Qualifications for contractors for design and installation service for new welcome signs. The invitation went to eight contractors and we received one from Excel Lightening and Signs. Staff met with Dustan Fankhauser, Owner of Excel Lightening and Signs on January 20,2022 to discuss design elements, locations, cost and overall feel for the company's ability. Excel Lighting will be able to achieve the required outcome and for the cost as the City has received a \$40,000 donation from the RDIC and the overall budget in FY22 is \$50,000. Mr. Fankhuser has many options that are available based on the locations of the signs for the same cost. Finished designs will be brought back to the council for final approval. Motion to approve and authorize the City Administrator to sign the contract with Excel Lightening and Sign and not to exceed \$50,000 by Councilor Peterson. Second by Councilor Guy. Roll called. AYES: Peterson, Guy, Bond, Hardwick, Booth, Kinnard, Green and Williams. NAYS: None. Motion approved 8-0.

- C. Policy No.: 2021-01 (2) Amended Residential Rental Code. During the City Council Strategic Planning Session in August 2021, the council recommended strengthening the City's property maintenance codes as the number one priority for beautification of our community. Community Development Director Lisa Hastings and Economic Development Director James Gorham have met several times over the past few months to determine how to improve the existing property maintenance codes. Working with the policy already established, they recommend the following changes be made to policy number 2021-01:

Modify first paragraph to read:

It shall be the policy of the City of Richmond that inspections are to be completed on Non-Owner occupied dwellings upon receipt of a complaint. All exterior of non-owner occupied structures may be inspected by the Community Development Director, or their designee, as seen from public right of way, or with permission of an adjoining property owner at any time. Said inspection shall comply with the adopted Residential Rental Code of the City of Richmond.

Changes to this paragraph allows the Community Development Department to proactively issue corrective action to rental property owners for exterior violations to their property. Items such as broken windows, falling gutters, dilapidated roofs, failing chimneys, and issues with exterior walls can be addressed if viewed from the public right of way or a neighboring property. Currently unless a complaint is received, these issues lack enforcement.

Modify Procedure four (4) to read:

Upon receipt of the complaint and acquiring the additional information as stated above, the Community Development Director shall schedule an inspection time within seven (7) days with the Occupant/Tenant, and Owner (or Property Manager if authorized by Owner). If it is suspected that there is an immediate threat-to-life safety, the Fire Department shall be called to assist and inspect as soon as possible.

Changes to this paragraph permits the Community Development Department to visit a rental property, based on a complaint, to view the reported areas without an owner/property manager present at the initial inspection. This permits a tenant to freely communicate with staff concerns of their residence. After the initial inspection staff will communicate with the property owner and discuss avenues in correcting the violation as described in procedure five (5). Motion to approve amended Residential Rental Code Policy by Councilor Williams, second by Councilor Peterson. Roll called. AYES: Williams, Peterson, Guy, Bond, Kinnard, Hardwick Booth and Green. NAYS: None. Motion approve 8-0

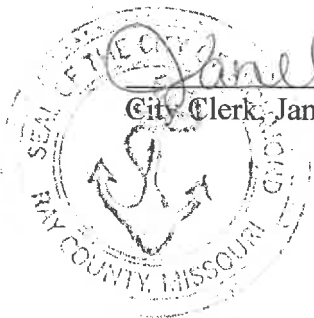
- D. North Thornton Culvert. The culvert under the road on North Thornton as shown on the map is in need of emergency repair. From the records we can find it was built in 1924. There is a void between the culvert and road of approximately 4 feet. The

culvert runs west to east. There is an 8" sewer main that runs North to South above the culvert in the void that needs to be stabilized. Dale and the CA reached out to MB Construction regarding the emergency repair cost. Lisa has reached out to MDNR and even though this culvert is in flood plain it would not need to be engineered. Lisa is the City's designated Flood Plain Administrator and since the repair would not be changing the direction of flow this can be done without engineering or a permit. Construction would consist of tearing out the road, stabilizing the sewer line and replacing the culvert. From the bottom of the culvert to the top of pavement is approximately 15 feet. Sewer will need to be diverted for this repair and there is a plan in place for this. The project would take approximately 5 days to complete and traffic will be diverted. Staff member will reach out to those affected. The quote from MB Construction is for \$56,800 which would be paid out of wastewater and transportation tax. Both funds have excess cash to absorb this project. Motion to approve reconstruction of the culvert with MB Construction no to exceed \$56,800 by Councilor Guy, second by Councilor Peterson. Roll called. AYES: Guy, Peterson, Booth, Kinnard, Bond, Green Williams and Hardwick. NAYS: None. Motion approved 8-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:51 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Peterson, Kinnard, Green, Booth and Williams. NAYS: None. Motion approved 8-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:13 p.m. with no action taken by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Peterson, Bond, Williams, Kinnard, Booth and Green. NAYS: None. Motion approved 8-0.

ADJOURN: Motion to adjourn at 7:14 p.m. by Councilor Guy, second by Hardwick. Roll Called: AYES: Hardwick, Guy, Kinnard, Bond, Williams, Peterson, Booth and Green. NAYS: None. Motion approved 8-0.



Janelle Neece
City Clerk, Janelle Neece

Mike Wright
Mayor, Mike Wright

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, February 8, 2022

PRAYER: Randy Schreurs

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on February 08, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Sarah Green, Deanna Guy, Adam Booth and Barb Hardwick. **ABSENT:** Tom Williams, Ron Peterson and Rob Kinnard.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Finance Director Rebecca Hoeflicker, Public Works Director Dale Shipp, Economic Development James Gorham, Community Development Lisa Hastings, Recreation Director Haley Williams, City Collector Marilyn O'Dell, HR Director Kristi Shewell and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: January 25, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: Brian Rice from the Chamber of Commerce updated the council on some upcoming events. First, they had a Ribbon Cutting on Thursday, February 10, 2022 at Double T Squared at 109 Main Street.

Second, the After-Hours Event will be Friday, February 18, 2022 at the 19th Hole at Shirkey Golf Course and will run from 5:30-7:30 p.m.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Hardwick. Roll called. **AYES:** Bond, Hardwick, Guy, Booth and Green **NAYS:** None. Motion approved 5-0.

REPORT OF STANDING COMMITTEES:

A. Finance: Deanna Guy. The Committee has not met and therefore nothing to report.

B. Ordinance: Barb Hardwick. The Committee has not met and therefore nothing to report.

C. Public Works: Ron Peterson. The Committee has not met and therefore nothing to report.

D. Public Safety: Rob Kinnard. The Committee has not met and therefore nothing to report.

E. Park Department Liaison: Deanna Guy. Park Board has not met so nothing to report.

MAYOR'S REPORT: Mike Wright. Mayor Wright appointed new Patrol Officer Aaron Adkins. Mayor Wright also updated the council regarding redistricting.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA Willim highlighted that Tim Rash with Green Mile Landscaping reset the two fence sections that were pulled down on the North side of the Downtown Lot. CA Willim also informed Council that the TEAP Grant Funds for the Camden Street Project received the Notice to Proceed from MoDOT. Olsson has been contacted and will be working on a schedule.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No: 22-03 Show-Me Green Sales Tax: AN ORDINANCE ALLOWING THE "SHOW ME GREEN SALES TAX HOLIDAY" TO APPLY TO THE LOCAL SALES TAXES FOR THE CITY OF RICHMOND BETWEEN APRIL 19, 2022 AND APRIL 25, 2022, FOR THE CITY OF RICHMOND, MISSOURI; SETTING AN EFFECTIVE DATE FOR THIS ORDINANCE; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. The Show Me Green Sales Tax Holiday is a seven-day period beginning at 12:01 a.m. on April 19 and ends at midnight on April 25. This seven-day period is the same every year. The sales tax holiday exempts from state sales tax all retail sales of qualifying energy star certified new appliances, up to one thousand five hundred dollars (\$1,500) per appliance. Items included, but are not limited to: clothes washers and dryers, water heaters, dishwashers, ovens, ranges, stoves, air conditioners, furnaces, refrigerators, freezers, etc. Richmond has consistently participated in this event since 2017. Motion for first and second reading by title only of Bill No. 22-03 by Councilor Guy, second by Councilor Hardwick. Roll Called. AYES: Guy, Hardwick, Booth, Bond and Green. NAYS: None. Motioned approved 5-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-02. Motion to adopt Bill No. 22-03 as an ordinance by Councilor Guy, second by Councilor Bond. Roll called. AYES: Guy, Bond, Booth, Green and Hardwick. NAYS: None. Bill No. 22-03 approved 5-0
- B. Residential Trash Service Credit. The City of Richmond and Republic has acknowledged that previous months have been a rough transition for our citizens. The City has asked Republic for a credit for our citizens. Republic is offering every residence half off their next invoice, to show the residents they acknowledge the shortfalls and is working to get things smoothed out again. Republic Trash Service is starting to show improvement. Motion to approve credit to residential billed customers in the amount of \$6.75 for the next billing cycle on February 10, 2022 by Councilor Bond. Second by Councilor Hardwick. Roll called. AYES: Bond, Hardwick, Booth, Green and Guy. NAYS: None. Motion approved 5-0.

ADJOURN: Motion to adjourn at 6:43 p.m. by Councilor Guy, second by Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Booth and Green. NAYS: None. Motion approved 5-0.

Janelle Neece

City Clerk, Janelle Neece



Mike Wright

Mayor, Mike Wright

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, February 22, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on February 22, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Ron Peterson, Deanna Guy, Sarah Green, Bob Bond, Rob Kinnard, Barb Hardwick, and Tom Williams. COUNCIL ABSENT: Adam Booth

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker City Attorney John Mullane.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: February 8, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Mayor Wright added item B. Appointment of New Officer: Aaron Adkins to the Agenda under Mayor's Report and Item D. Backflow Preventor to New Business. Motion to adopt the agenda as amended by Councilor Peterson, second by Councilor Kinnard. AYES: Peterson, Kinnard, Guy, Williams, Bond Hardwick and Green. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- E. Park Department Liaison:** Deanna Guy. Park Board has not met so nothing to report. Park Board will meet in March.

MAYOR'S REPORT: Mike Wright. Mayor Wright appointed Police Officer William Hopkins. Roll called. AYES: Kinnard, Bond, Green, Guy, Williams, Hardwick and Peterson. NAYS: None. Appointment of Officer Hopkins approved 7-0. Mayor called roll for previous appointed officer on February 8, 2022 for Officer Aaron Adkins. Roll called. AYES: Bond, Peterson, Hardwick, Kinnard, Green, Guy, and Williams. NAYS: None. Appointment of Officer Hopkins approved 7-0.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA informed the Council that the Olsson Hill Street Project is ready for bid. CA extended a thank you to the Public Works Department for doing a great job with the recent snow storms and plowing of the streets.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Approval of Fire Pumper: At the January 11, 2022 Council meeting the approval of the purchase order that reflected the cost of the Freightliner chassis and Rosenbauer base apparatus only for \$448,877. As it was noted, there would be approximately \$100,000 more of detailed buildout added to the pumper and equipment when design is finalized (total cost will remain below the \$550,000 budgeted amount) and we will bring the final price for approval to City Council when it is available. The order is for \$99,134 stating the final truck layout additions (handrails, mounts, pedestals, etc. for total of \$59,442 and list of loose equipment \$39,692. This brings the total cost of the pumper to \$548,011. Rosenbauer holds the Sourcewell contract for Emergency Vehicles, Fire Trucks, & Equipment (contract #022818-RSB) (Heiman Fire is a Rosenbauer dealer). It will take approximately 6 months to receive the chassis and a total of approximately 18 months to complete the build. The FY22 budget has \$550,000 (10-12-00-9010) allocated for a seven-year lease purchase of a new pumper truck with a first-year payment of \$87,300 (10-12-00-8707). Financing and interest rates have not been sought out to date and will be brought to the Finance/Public Safety Committees and Council at a later date. Motion to change order for purchase of final layout and list of equipment not to exceed \$99,140 and total purchase price not to exceed \$548,011 and authorize City Administrator to sign by Councilor Kinnard. Second by Councilor Peterson. Roll called. AYES: Kinnard, Peterson, Guy, Williams, Bond, Hardwick and Green. NAYS: None. Motion approved 7-0.
- B. North Thornton Culvert Overages: On January 21, 2022 Council approved the emergency repair of the North Thornton Street culvert by MB Construction for \$56,800. The void between the culvert and road is approximately 4 feet. The culvert runs west to east. There is an 8" sewer main that runs North to South above the culvert in the void that needs to be stabilized. Construction consisted of tearing out the road, stabilizing the sewer line and replacing the culvert. It was determined that an additional 20' of culvert would be needed and flowable fill (concrete) would be added around the culvert so that water would not seep around the culvert. This added an

additional cost to the project of \$11,600. Additions and Deletions to the project:
Added 20' of 60" tube to get past edge of paving on both sides \$29,600. Only needed
40' of 8" sewer instead of 100' (\$9,000) Rock placement using some city rock
(\$3,000) Bypass pumping (\$6,000) City purchased concrete \$ 3,711. Invoices would
be paid out of wastewater and transportation tax. Both funds have excess cash to
absorb this project. If a budget amendment is needed, it will be brought back to
council. This does not include the asphalt, will discuss concrete/asphalt and add it to
the overlay project. Motion to approve the reconstruction of the culvert and payment
to MB Construction not to exceed \$64,689 and city of pay JACO Ready Mix \$3,711
by Councilor Guy. Second by Councilor Peterson. Roll called. AYES: Guy, Peterson,
Kinnard, Bond, Green, Williams and Hardwick. NAYS: None. Motion approved 7-0.

- C. Bill No. 22-04- Agreement Between the Ray County 911 Emergency Services Board and the City of Richmond, Missouri for Property Rights of a Mobile CAD System. Ray County 911 is adding Mobile CAD to their CAD system by entering into a contract with Central Square Technologies. If our agencies participate, this software program will make available the ability to see more information including a map when dispatched and see the call card (call in progress) and can also populate other information that can be seen from their computers in their cars. Ray County 911 has accepted the fees and will maintain to up keep the software up to date. There will be no cost to our agencies. The upgraded equipment needed has been budgeted in this year's budget for the purpose of using Mobile CAD. City Attorney, Chris Williams' has reviewed the agreement. Motion for first and second reading by title only of Bill No. 22-04 by Councilor Kinnard, second by Councilor Peterson. Roll Called. AYES: Kinnard, Peterson, Bond, Hardwick, Green, Guys and Williams. NAYS: None. Motioned approved 7-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-04. Motion to adopt Bill No. 22-04 as an ordinance and authorize the Mayor to sign by Councilor Kinnard, second by Councilor Peterson. Roll called. AYES: Kinnard, Peterson, Bond, Hardwick, Green, Guy and Williams. NAYS: None. Bill No. 22-02 approved 7-0

- D. Backflow Preventor City Hall Training Room: PTR backflow preventer has a 3-inch gap (separation) which caused a leak in the training room. Penniston came in and will remove the 3-inch PRZ valve and will replace it with a 2-inch line. Material are estimated to be around \$1500, which will be paid by the City, and labor will be approximately \$500. This project is not budgeted and would like to take the funds out of municipal complex. Motion to approve \$2000 to be taken out of Municipal Complex and Penniston to complete the project by Councilor Kinnard, second by Councilor Williams. Roll called. AYES: Kinnard, Williams, Peterson, Guy, Bond, Hardwick and Green. NAYS: None. Motion approved 7-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:49 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Peterson, Kinnard, Green, and Williams. NAYS: None. Motion approved 7-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 6:54 p.m. with no action taken by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Peterson, Bond, Williams, Kinnard and Green. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 6:55 p.m. by Councilor Guy, second by Peterson. Roll Called: AYES: Guy, Peterson, Hardwick, Williams, Kinnard, Bond and Green. NAYS: None. Motion approved 7-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, March 08, 2022

PRAYER: Brian Guy

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Pro Tem Tom Williams called to order the regular meeting of the City Council of the City of Richmond, Missouri on March 08, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Pro Tem Tom Williams, Bob Bond, Deanna Guy, Adam Booth, Rob Kinnard and Ron Peterson. ABSENT: Barb Hardwick and Sarah Green.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Finance Director Rebecca Hoeflicker, Economic Development James Gorham, Court Clerk Sarah Collins, Recreation Director Haley Williams and City Attorney John Mullane.

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

ACCEPTANCE OF MINUTES: February 22, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Peterson, second by Councilor Booth. Roll called. AYES: Peterson, Booth, Guy, Williams, Bond and Kinnard. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. **Finance:** Deanna Guy. The Committee met on March 3, 2022 and items discussed will be presented later on the agenda.
- B. **Ordinance:** Deanna Guy. The Committee has not met and therefore nothing to report.
- C. **Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. **Public Safety:** Rob Kinnard. The Committee has not met and therefore nothing to report.
- E. **Park Department Liaison:** Deanna Guy. Park Board met on March 7, 2022 and issues will be presented later on the agenda.

MAYOR'S REPORT: Mike Wright- Absent.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA Willim highlighted that her and the Finance Director, Rebecca Hoeflicker, spoke with Piper Sandler in reference to the 2014 revenue bonds. Economic Director, James Gorham, has been working with Morgansites on the new City website and it will be going live soon.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. FY21 Audit Presentation- Westbrook & Co- Rita Carpenter. Rita presented the City's audit report and highlighted areas therein. They are very appreciative of the excellent work performed by City staff to accommodate the audit.
- B. Restore Richmond Program- The Restore Richmond Program is a new tool created to help eligible residents improve the safety and appearance of their property, while beginning the process of rehabilitating the city's aging housing stock. Financial assistance is provided to eligible homeowners based on federal income guidelines. This program establishes grant guidelines to aid homeowners with repairs of up to \$2,000. The Economic Development Department will administer the program with the assistance of the Community Development Department and Nuisance Office. Those individuals that might have a potential need through a code violation - their name would be submitted to the E.D. Department for grant assistance. However, it would be open to all homeowners (income levels do apply) and will be advertised. Currently, the FY22 budget funded \$15,000 for the program. The intention was for the City to contribute \$5,000 and receive \$10,000 in donations for the remainder. The City has received a \$5,000 donation from the Community Bank of Missouri in Richmond in support of the grant program. The City hopes to receive an additional \$5,000 donation from other financial institutions in the future, allowing the City the ability to assist more homeowners. Finance committee met on March 3, 2022 and recommends to the full council. Motion to approve the Restore Richmond Program with the current expenditure of up to \$10,000, and the expenditure of any additional Restore Richmond donations received in FY22 by Councilor Guy, seconded by Councilor Booth. Roll called. AYES: Guy, Booth, Bond, Peterson, Kinnard and Williams. NAYS: None. Motion approved 6-0.
- C. Beautification Plan and Cost Analysis- The Economic Development Department has identified items which will serve as building blocks for future community enhancements that adhere to the City's recent comprehensive plan.
 1. Downtown Benches and Bike Racks –Place one bench and one bike rack on each side of the downtown square. The purchases are benches (4) \$2,724.53, Custom Bike Racks (4) \$1,713.56. Total price \$4,437.46
 2. Trash Cans (7) \$6,130 – Place one trash can on each side of the downtown square and three at City Hall and expense funds through the solid waste fund.
 3. Street Sign Enhancements \$30,164. Approximately 60 fluted aluminum black poles for stop signs and street signs around the downtown area. Public Works would do the installation per block setting as time permits (two to four per week).

The FY22 Transportation Fund budget proposed \$32,000 for the Thornton sidewalk continuation. Due to staff shortages and upcoming summer projects, the staff will not be able to complete this project and reallocate these funds to this project. Chris Williams has reviewed this and it would be an appropriate use of transportation tax funds.

Finance committee met on March 3, 2022 and recommends to the full council. Motion to approve the expense funds and reallocation for combined total not to exceed \$40,731.46 from specified funds and approve the staff to move forward by Councilor Guy, seconded by Councilor Kinnard. Roll called. AYES: Guy, Kinnard, Booth, Bond, Williams and Peterson. NAYS: None. Motion approved 6-0.

- D. Mowing - Bid Tab Parks and City Hall. On February 14, 2022, the City released RFP 02-2021: Mowing and Trimming for City Owned property; one bid was received from Pistol's Lawn Care. The Park Board met on March 7 and recommends Pistol's Lawn Care. This Agreement is for the contract period between March 1, 2022 to December 31, 2022. Mowing season April 1, 2022 to October 31, 2022 for the total fee of \$44,000. Approximately 30 mowings at \$1,490 for parks (\$40,500) and 25 mowings at \$140 for the City Hall Complex (\$3,500). Mowing Extension #1: Agreement Extension #1: Contract period between March 1, 2023 and December 31, 2023. Mowing season April 1, 2023 to October 31, 2023 for the fee of \$ TBD. Approximately 30 mowings for parks and 25 mowings for the City Hall Complex. Mowing Extension #2: Agreement Extension #2: Contract period between March 1, 2024 and December 31, 2024. Mowing season April 1, 2024 to October 31, 2024 for the fee of \$ TBD. Approximately 30 mowings for parks and 25 mowings for the City Hall Complex. This includes all weed eating and trimming to be completed on the day of mowing. Contractor may spray chain link fence with weed-killer, but no more than 6" on either side of fence. All sidewalk and shelters shall be blown off after mowing and trimming. Additional cost may be charged if the cost of fuel increases over \$3.75/gallon. Motion to approve Pistol's Lawn Care for FY 2022 mowing season from April 1, 2022 to October 31, 2022 for a fee of \$44,000 with potential option of extensions based on price and authorize the City Administrator to sign a contract by Councilor Guy, seconded by Councilor Kinnard. Roll called. AYES: Guy, Kinnard, Booth, Bond, Williams and Peterson. NAYS: None. Motion approved 6-0.
- E. Bid Tab - Southview Pool Resurfacing, Painting and Repairs. On October 4, 2021, the City released a Request for Proposals (10-2021) to contractors for resurfacing, painting and repairs on Southview Pool. The invitation went to multiple contractors and we received three complete bids. Recreation Director Haley Williams and Mindy Todd have spent three months working with the different contractors regarding removal of the paint, application of paint, repairs to the pool, etc. The pool was opened in 1980, we are going into our 42nd season. Pool test results show high film thickness and various type of coatings (epoxy, Chlorinated Rubber and Acrylic) resulting in the need for complete removal of existing coatings down to bare concrete, as the city is requesting. Small areas of in-tack/sound coating should be expected to remain in the concrete porosity. Recreation Director Haley Williams and City Administrator, Tonya Willim had a

conference call with Tom Stechman, Suez, and he agrees with the results of the testing and the use of Tnemec paint (same paint used in the standpipe and water tower). Staff recommends TMI Coatings, Inc at a price of \$152,800. Staff members held a conference call with Tracy Gliori, President of TMI Coatings, Inc. TMI has included prevailing wage rates and appear to be the best and most inclusive and qualified proposal. This project will take approximately three weeks to complete. TMI schedule would allow the first week of April to start the process. Once all is completed, the pool will set for 7 days prior to filling with water. This puts estimated completion near the end of April or beginning of May. This will be right on schedule for opening day at the end of May. The FY22 Recreation budget included \$120,000 for this project. The excess over budget will be covered by the Parks Fund – reallocation of the unused budgeted LED lighting and pole project. Funding would be Capital Asset-Bldg & Grounds \$120,000 and Capital Asset – Bldg & Grounds \$32,800 for a total of \$152,800. Finance committee met on March 3, 2022 and recommends to the full council. Park Board met on March 7, 2022 and recommends to the full council. Motion to reallocate Park budget funds to cover the overage, accept TMI Coatings, Inc not to exceed \$152,800 and direct the City Administrator to execute the contract by Councilor Booth, second by Councilor Guy. Roll called. AYES: Booth, Guy, Kinnard, Williams, Peterson and Bond. NAYS: None. Motion approved 6-0.

F. Sourcewell Contract – Safe Slide Restoration. In an effort to completely restore the slide and build upon the repairs that were done last year, staff has met with contractors over the last 6 months regarding new fiberglass seams, tub floor and interior coating. Safe Slide Restoration holds the Sourcewell Contract for restoring theme park slides. The proposal would be to permanently refiberglass the seams to make them seamless, strengthen the tub floor, spray white gel coat on the complete interior (getting rid of the dingy white build up) and repaint the exterior of the slide. Once restoration is complete – it will be like getting a whole new slide. The FY22 Recreation budget included \$31,000 for this project. The proposal is \$34,140. The excess over budget will be covered by the Parks Fund – reallocation of the unused budgeted LED lighting and pole project. Funding would be Bldg & Grnd-Maint/Repairs \$31,000 and Bldg & Grnd-Maint/Repairs \$3,140 totaling \$34,140. The Finance Committee met on March 3, 2022 and recommends to the full council and Park Board met on March 7, 2022 with recommendations to the full council. Motion to reallocate Park budget funds to cover the overage, accept Safe Slide Restorations not to exceed \$34,140 and direct the City Administrator to execute the contract by Councilor Guy, second by Councilor Booth. Roll called. AYES: Guy, Booth, Kinnard, Peterson, Booth and Williams. NAYS: None. Motion approved 6-0.

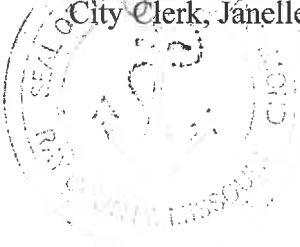
ADJOURN: Motion to adjourn at 7:06 p.m. by Councilor Guy, second by Booth. Roll Called:
AYES: Guy, Booth, Kinnard, Bond, Williams and Peterson. NAYS: None. Motion approved
6-0.



City Clerk, Janelle Neece



Mayor Pro Tem, Tom Williams



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, March 22, 2022

PRAYER: Brian Guy

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on March 22, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Deanna Guy, Sarah Green, Bob Bond, Rob Kinnard, Barb Hardwick, Adam Booth and Tom Williams. COUNCIL ABSENT: Ron Peterson

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker, Economic Development Director James Gorham and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: March 8, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond second by Councilor Williams. Roll called. AYES: Bond, Williams, Guys, Kinnard, Hardwick, Booth and Green. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Tom Williams. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee has not met therefore nothing to report
- E. Park Department Liaison:** Deanna Guy. Park Board has not met so nothing to report.

MAYOR'S REPORT: Mike Wright. Mayor Wright was presented a \$5,000 check from Stephanie Landwehr and Brad Hogan on behalf of the Community Bank of Missouri for the Restore Richmond Program.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA Willim updated the council on the Hill Street Lift Station and the GO Bond.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Go to Market Resolution No 453: Authorizing refunding of 2014 Bonds. Last year, the Finance Committee met on March 30, 2021 and recommended to bring go-to-market resolutions to Council to move forward with the issuance of advanced refunding bonds for the 2014 revenue bonds when the time was appropriate, which has a call date in Aug 1, 2022. The City staff has received and updated refunding analysis for the Series 2014 revenue bonds. The bond market has moved around quite a bit with the recent volatility and ongoing news about inflation and Ukraine. Piper Sandler thinks this is a good representation of what we could expect. The interest savings are estimated at \$374,000, which provides a net present value benefit of \$301,000 or just over 10% of the amount of bonds being refunded. Piper Sandler believes this issue will be best completed as a rated, public offering. This resolution appoints Piper Sandler as underwriter and approves the engagement of Gilmore & Bell, P.C. as bond counsel/special counsel for the transactions. This resolution also authorizes both Piper Sandler and Gilmore & Bell to proceed with all the necessary work for the sale and delivery of the respective Bonds. The formal authorizing Ordinance for this transaction, approving the final financing terms will be brought to Council in the May timeframe. Motion to approve Resolution 453 as presented by Councilor Williams, second by Councilor Bond. Roll called. AYES: Williams, Bond, Guy, Kinnard, Hardwick, Booth and Green. NAYS: None. Motion approved 7-0.

B. Surplus Property- Sell of Old Meters. With the new AMI system meter installation roughly completely all the old meters have been replaced. Staff has been in contact with multiple companies to purchase them. Two of the companies will come to Richmond and remove the meters (which are stored at the North Barn) and pay for them at that time. They will be "cleaning" removing all of the plastic and the registers. The City will not be responsible for this process.

1. Global Meters (Carolyn Ristick) This company has offered us individual prices for each meter size:

All small meters (2585)	\$3.00 @	\$7,755.00
1" meters (72)	\$17.00 @	\$1,224.00
1 ½" meters (12)	\$18.00 @	\$ 216.00
2" meters (52)	\$23.50 @	\$1,222.00
3" meters (5)	\$45.00 @	\$ 225.00
4" meters (3)	\$60.00 @	\$ 180.00
Total meters 2729		\$10,823.00

2. Adams Surplus (Lawrence T Adams) has offered us a flat fee of \$11,900.00.

3. Nuelle's 4 x 4 Salvage in Higginsville has quoted \$1.85 per pound of clean brass. This price does not include them coming to pick up or taking the meters apart. A "clean" meter only weighs about 1 ¾ pounds and the larger meters of course weigh quite a bit more. However, the City staff would have to separate and dismantle the meters and remove everything that is not brass and deliver them to Higginsville.

The City's Surplus Property Disposal Policy requires Council approval to sell property valued over \$5,000. Motion to sale old meters to Adams Surplus for \$11,900 by Councilor Booth, second by Councilor Hardwick. Roll called. AYES: Booth, Hardwick, Bond, Kinnard, Green, Guy and Williams. NAYS: None. Motion approved 7-0.

C. Downtown Lot Phase 3. On March 28, 2022, Tim Rash with Green Mile Landscaping will be getting ready to mobilize for Phase 3 of the downtown lot project which will include all the landscaping. He will stake out the concrete pads, finish all the landscaping, build and place the pergolas. Rotary will be on site to help with the planting of scrubs, mulch etc. The City will subcontract the pouring of the concrete. The total cost of Phase 3 is \$42,638.96. The City currently has budgeted \$50,000 for this project. The excess funds will go towards the concrete. Motion to approve Green Mile Landscaping for Phase 3 of the downtown lot and not to exceed \$42,638.96 by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Williams, Bond, Kinnard, Booth and Green. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 6:44 p.m. by Councilor Guy, second by Hardwick. Roll Called: AYES: Guy, Hardwick, Booth, Williams, Kinnard, Bond and Green. NAYS: None. Motion approved 7-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, APRIL 12, 2022

PRAYER: David Donaldson

PLEDGE OF ALLEGIANCE: Fire Chief Mark Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, April 12, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Rob Kinnard, Adam Booth, Tom Williams and Sarah Green. COUNCIL ABSENT: Deanna Guy and Ron Peterson.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker, Economic Development Director James Gorham, Community Development Director Lisa Hastings, Collector Marilyn O'Dell, Recreation Director Haley Williams, Court Clerk Sarah Collins and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: March 22, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Williams, Kinnard, Booth and Green NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Barb Hardwick. The Committee has not met so nothing to report.
- B. Ordinance: Barb Hardwick. The Committee met on April 6, 2022 and items discussed will be on tonight's agenda.
- C. Public Works: Tom Williams. The Committee has not met so nothing to report.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report tonight.
- E. Park Board: Deanna Guy - Absent

MAYOR'S REPORT: Mike Wright. Mayor Mike Wright was presented with a check from Jimmy Carter on behalf of Missouri Farm and Home for the Restore Richmond Program. Mayor Wright recognized City employees for going above and beyond.

Haley Williams – In February, Haley Williams unknown to anyone here at the City took upon herself and has received her certification as a Certified Park and Recreation Professional. Certified Park and Recreation Professional (is the national standard for all parks and recreation professionals who want to be at the forefront of their profession. Attaining the CPRP designation shows that she has met education and experience qualifications, and illustrates her commitment to the profession as well as knowledge and understanding of key concepts within parks and recreation.

Dale Shipp - Dale Shipp has received his Water Distribution Operator DSII Certification. October of last year the City received a Notice of Violation for the fact that we no longer had an individual on staff that held this certification which is a requirement per MDNR. We spent months with a job posting to try and obtain an individual with this certification. Dale decided with his time in the field and experience he would take the test to become certified. Along with his Director duties (which covers multiple departments) he attended class two full days every week for six weeks on Water/Water Distribution. Being gone two days a week is not easy in public works as there is a lot to do on a daily basis. With obtaining this certification the City of Richmond has become compliant with the Missouri Department of Natural Resources.

Wendy VanOster – Wendy is the smile of City Hall. She greets all the citizens when they come in to City Hall and answers various questions on a daily basis. Everyday helps customers with recreation registrations and activities, alerts citizens to water usage, services orders and even customer complaints. But over the course of the last six months while have had staffing transitions and shortages the work still needed to be done. Wendy has become a jack of all trades, with a yes I can help attitude - Wendy has had learned how to enter request for payments, print checks, attended training for Municipal court, enter municipal court tickets, numerous amounts of filing and help trained new employees.

Mayor Wright presented Councilperson Sarah Green with a certificate of appreciation and thanked her for her service as a councilmember for the past 8 months.

Mayor Wright also thanked all those who helped with the water leak and commended them on all the hard work and extra hours they had to pull to get residents water turned back on.

CITY ADMINISTRATOR’S REPORT: Tonya Willim. Report is included in packet. CA Willim also thanked the Public Works and Fire Department for all their hard work and long hours they put in to fix the water leak,

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No 22-05: ORDINANCE DELCARING THE OFFICIAL RESULTS ON THE FACE OF THE RETURNS OF THE JUDGES AND CLERKS OF THE REGULAR ELECTION HELD IN THE CITY OF RICHMOND, MISSOURI, ON APRIL 5, 2022. No candidate

signed up for Ward I 1 (one) year term. Certified election results received from the Ray County Clerk for Ward I 1(one) year term were returned noting “there was a five (5) way write in tie”. Councilperson Tom Williams will continue to serve until the City has a special election. Section II question - Shall the City of Richmond, Missouri, issue its general obligation bond in the amount of \$5,000,000 for the purpose of extending and improving the waterworks system for the City, including upgrading the water plant, replacing water mains and acquiring land and right of ways passed with a 201 (yes) and 75 (no) vote. Motion for first and second reading by title only of Bill No. 22-05 by Councilor Hardwick, second by Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Booth, Bond, Green and Williams. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-05. Motion to adopt Bill 22-05 as ordinance by Councilor Hardwick, second Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Booth, Bond, Green and Williams. NAYS: None. Bill 22-05 approved 6-0.

ADJOURN: Motion to adjourn at 6:49 p.m. by Councilor Hardwick, second Councilor Kinnard Roll Called: AYES: Hardwick, Kinnard, Bond, Booth, Green and Williams. NAYS: None. Motion approved 6-0.

SWEARING IN OF NEW COUNCIL MEMBERS: At this time City Clerk Janelle Neece swore in Councilmembers Barb Hardwick, Bob Bond and Rob Brash.

SEATING OF NEW COUNCIL MEMBERS: Mayor reseated the council.

Mayor Wright called to order the second part of the regular meeting of the City Council of the City of Richmond, Missouri on April 12, 2022, 6:53 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Tom Williams, Rob Brash, Adam Booth, Barb Hardwick and Rob Kinnard. Absent: Deanna Guy and Ron Peterson.

VOTE OF MAYOR PRO TEM: The Mayor explained the blank pieces of paper and asked each Councilmember to write down their selection for Mayor Pro Tem, fold the piece of paper and hand back to him. Once all the pieces were returned, he read the names and announced that Tom Williams received the most votes and is elected as Mayor Pro Tem.

MAYOR APPOINTED COMMITTEES/COMMITTEE CHAIRS:

- A. Finance Committee: Chairperson Deanna Guy, Barb Hardwick, Ron Peterson
- B. Public Works Committee: Chairperson Ron Peterson, Barb Hardwick, Tom Williams
- C. Ordinance Committee: Chairperson Barb Hardwick, Adam Booth, Rob Brash
- D. Public Safety Committee: Chairperson Rob Kinnard, Bob Bond, Tom Williams
- E. Park Board Liaison: Deanna Guy.

ADOPTION OF AGENDA: Motion to approve second part of the agenda as printed by Councilor Bond, second Councilor Williams. Roll Called: AYES: Bond, Williams, Kinnard, Hardwick, Booth and Brash. NAYS: None. Motion approved 6-0

NEW BUSINESS:

- A. Mayor Wright recommended appointment of Sarah Green to the Park Board Committee. Roll Called: AYES: Williams, Bond, Kinnard, Hardwick, Booth and Brash. Nays: None. Motion approved 6-0

- B. RESOLUTION 454: A RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF APPROXIMATELY \$5,000,000 PRINCIPAL AMOUNT OF GENERAL OBLIGATION Bonds, SERIES 2022, OF THE CITY OF RICHMOND; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH. Todd Goffoy with Piper Sandler believes the preliminary timetable is still accurate and will proceed accordingly. He will be attending the Council meeting to answer any questions. While the go-to-market resolution contemplates both a public offering or a direct placement, their initial thought is 20 year GO bonds will likely have lower interest costs with a public offering. Either way an ordinance will follow sometime in May, 2022. Roll Called: Bond, Hardwick, Booth, Kinnard, Brash and Williams. City Clerk Janelle Neece read Resolution 454 one time by title only. Motion to approve Resolution 454 by Councilor Bond, second by Councilor Williams. AYES: Bond, Williams, Hardwick, Booth, Kinnard and Brash. NAYS: None. Resolution 454 approved 6-0.

- C. Olsson Master Agreement Amendment- Acoustic Leak Detection Investigation Taylor Jurgens with Olsson. The Water System Master Plan was finalized in December 2021 and with the passage of the General Obligation Bond, we can begin Phase 1 of the plan. This amendment allows Olsson to obtain a sub-contractor to begin the comprehensive water loss investigation. Olsson will oversee the sub-contractor for performance, quality of the information and deliverables to the City. This amendment also includes the subcontractor's amount. Olsson will have a separate agreement between the sub and Olsson, so Olsson will be the one to pay the sub directly. Olsson will analyze and deliver to the City a summary of the acoustic leak detection conducted, investigation findings and a distribution system map identifying the location of the leaks, as well as meetings with staff and council presentations. Motion to approve Olsson Amendment not to exceed \$35,306 and authorize the City Administrator to the agreement by Councilor Booth, second by Councilor Hardwick. Roll Called. AYES: Booth, Hardwick, Williams, Bond, Kinnard and Brash. NAYS: None. Motion approved 6-0.

- D. Hill Street Lift Station/Force Main Improvement/ Letter of Recommendation- Taylor Jurgens presented an overview of the project. Hill Street Lift Station and Force Main Improvements design started in 2020, after continuous repairs in 2019 of pump replacements and force main repairs. Olsson presented on July 14, 2020 the purpose of the improvements. Final design was completed in September 2020. The project has sat as we waited for potential infrastructure funds to become available. In November/December of 2021, staff knew we would not be able to wait and go through another winter with the condition of the City's 3rd biggest lift station. There currently have budgeted \$620,000 for construction improvements of this lift station. This project did go out for bid on March 8, 2022 and bid opening was on April 5, 2022. Four bids were received with the apparent low bidder, Smico Contracting

Group, LLC with a total bid price of \$495,452. Motion to approve the lowest most responsible bidder, Smico Contracting Group by Councilor Booth, second by Councilor Hardwick. Roll Called: AYES: Booth, Hardwick, Kinnard, Bond, Brash and Williams. NAYS: None. Motion approved 6-0.

- E. FY 2022 Contract for Mowing and Trimming- Richmond Memory Gardens- On February 14, 2022, the City released RFP 03-2021: Mowing and Trimming for Richmond Memory Gardens; one bid was received from Pistol's Lawn Care. This Agreement is for the contract period between May 1, 2022 to September 30, 2022. For purpose of this contract mowing season will be May 1, 2022 to September 30, 2022 for the total fee of \$1,600 approx. (20) mowing's not to exceed the FY 22 budgeted amount of \$32,000. This includes all weed eating and trimming to be completed on the day of mowing. All sidewalk and markers shall be blown off after mowing and trimming. Additional cost may be charged if the cost of fuel increases over \$3.75/gallon. Motion to approve Pistol's Lawn Care for FY 2022 mowing of Richmond Memory Gardens for 20 mows and authorize the City Administrator to sign the contract by Councilor Kinnard, second by Councilor Bond. Roll Called. AYES: Kinnard, Bond, Hardwick, Booth, Brash and Williams. NAYS: None. Motion approved 6-0.
- F. Encroachment Policy - This Policy establishes the City of Richmond's position with regard to proposed encroachments and private use of the public right-of-way within the corporate limits of Richmond, Missouri. In the context of this Policy "public right-of-way" includes but is not limited to the area on, below, and above all public sidewalks, street right-of-way, and alley right-of-way. For the purposes of this Policy, all parkland and all other property owned or controlled by the City of Richmond shall be defined as public right-of-way and any encroachments shall be in compliance with the requirements of this Policy. This Encroachment Policy solely covers encroaching on the public right-of-way and by no means covers permits or licenses required by individuals or businesses to bring or have merchandise to sell within the corporate limits of the City of Richmond. This Policy shall be subject to the provisions of the City of Richmond Municipal Code and any applicable federal, state or other local laws and regulations. City Attorney has reviewed and concurs. Ordinance committee met on April 6, 2022 and recommends to the full Council. Motion to approve Encroachment Policy by Councilor Hardwick, second by Councilor Booth. Roll Called: AYES: Hardwick, Booth, Williams, Bond, Kinnard and Brash. NAYS: None. Motion approved 6-0.
- a. Application for Encroachment at 104-108 S Thornton - With the Policy established the City of Richmond's position with regard to proposed encroachments requires an Application. The City Council approved the ADA accessible ramps, however did not approve the placement of small mini split heat pumps at the end of the ADA Ramps. The Ordinance committee met on April 6, 2022 and recommends 60 days for said applicant to produce a plan that will minimize the sight or removal of the mini heat pumps and 60 days if plan approved to implement. If after 120 days, improvement is satisfactory application would be approved. Motion to approve the recommendation of 120 days by the Ordinance Committee for applicant to improve sight or removal of Heat Pump and if improvement is satisfactory application would be approved by Councilor Hardwick, second by Councilor Booth. Roll Called: AYES: Hardwick, Booth, Kinnard, Bond, Brash and Williams. NAYS: None. Motion approved 6-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, motion to adjourn open/enter closed session at 7:30 p.m. by Councilor Hardwick, second by Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Bond, Williams, Booth and Brash. NAYS: None. Motion approved 6-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:39 p.m. with no action taken by Councilor Hardwick, second by Councilor Kinnard. Roll Called: AYES: Hardwick, Kinnard, Bond, Booth, Brash and Williams. NAYS: None. Motion approved 6-0.

ADJOURN: Motion to adjourn at 7:40 p.m. by Councilor Williams, second by Councilor Bond. Roll Called: AYES: Williams, Bond, Hardwick, Booth, Brash and Kinnard. NAYS: None. Motion approved 6-0.

Janelle Neece

City Clerk, Janelle Neece

Mike Wright

Mayor, Mike Wright



MINUTES OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, April 14, 2022

Mayor Wright called to order the special meeting of the City Council of the City of Richmond, Missouri on April 14, 2022 at 5:30 p.m.

ROLL CALL: COUNCIL PRESENT Mayor Mike Wright, Bob Bond, Barb Hardwick, Adam Booth, Tom Williams and Rob Brash. COUNCIL ABSENT: Ron Peterson, Deanna Guy and Rob Kinnard.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, Police Chief Chad Burnine, City Clerk Janelle Neece.

NEW BUSINESS:

A. Bill No 22-06A AN ORDINANCE AMENDING ORDINANCE NO. 2567 REGARDING THE DATE OF A SPECIAL ELECTION FOR A WARD I COUNCILMAN (ONE YEAR TERM) DUE TO A TIE VOTE. That Section III of Ordinance No. 2567 adopted on April 12, 2022, is hereby amended to read as follows: That pursuant to the certified results from the Ray County Clerk as the election authority, five candidates for Ward I Councilman (one year term) received an equal number of votes resulting in a five-way tie and, therefore, in accordance with Section 115.517.3, RSMo, the City Clerk is directed to 1) proclaim said fact and order a special election to be held on June 7, 2022, to determine which candidate is elected to office; and 2) notify the Ray County Clerk, as the election authority, of the date of said special election and that the candidates appearing on the ballot for Ward I Councilman (one year term) shall be Jim Hardison, Clay Mueller, Christopher Trego, Tom Williams, and Robert Duncan, said special election to be conducted and the votes counted as in other elections as specified in Section 115.517.3, RSMo. Motion for first and second reading by title only of Bill No.22-06A by Councilor Booth, second by Councilor Hardwick Roll Called. AYES: Booth, Hardwick, Bond, Williams and Brash. NAYS: None. Motioned approved 5-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-06A. Motion to adopt Bill No. 22-06A as an ordinance by Councilor Williams, second by Councilor Booth. Roll called. AYES: Williams, Booth, Hardwick, Bond and Brash. NAYS: None. Bill No. 22-06A approved 5-0

B. Bill No 22-06B AN ORDINANCE AMENDING ORDINANCE NO. 2567 REGARDING THE DATE OF A SPECIAL ELECTION FOR A WARD I COUNCILMAN (ONE YEAR TERM) DUE TO A TIE VOTE. That Section III of Ordinance No. 2567 adopted on April 12, 2022, is hereby amended to read as follows: That pursuant to the certified results from the Ray County Clerk as the election authority, five candidates for Ward I Councilman (one year term) received an equal number of votes resulting in a five-way tie and, therefore, in accordance with Section 115.517.3, RSMo, the City Clerk is directed to 1) proclaim said fact and order a special election to be held on August 2, 2022, to determine which candidate is elected to office; and 2) notify the Ray County Clerk, as the election authority, of the date of said special election and that the candidates appearing on the ballot for Ward I Councilman (one year term) shall be Jim Hardison, Clay Mueller, Christopher Trego, Tom Williams, and Robert Duncan, said special election to be conducted and the votes counted as in other elections as specified in Section 115.517.3, RSMo. No action taken by council.

ADJOURN: Motion to adjourn at 5:39 p.m. by Councilor Booth, second by Councilor Hardwick. Roll Called: AYES: Hardwick, Booth, Brash, Williams and Bond. NAYS: None. Motion approved 5-0.

Janelle Neece

City Clerk Janelle Neece

[Signature]

Mayor Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, April 26, 2022

PRAYER: David Donaldson

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on April 26, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Rob Kinnard, Barb Hardwick, Adam Booth, Ron Peterson and Tom Williams. COUNCIL ABSENT: Rob Brash and Deanna Guy

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Community Development Lisa Hastings and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: April 12, 2022 minutes of the regular meeting approved as printed. April 14, 2022 minutes of the special meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond second by Councilor Peterson. Roll Called. AYES: Bond, Peterson, Williams, Kinnard, Hardwick and Booth. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Barb Hardwick. The Committee has not met so nothing to report.
- B. Ordinance:** Barb Hardwick. The Committee met April 20, 2022 and items discussed will be presented later on the agenda.
- C. Public Works:** Tom Williams. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee has not met therefore nothing to report
- E. Park Department Liaison:** Deanna Guy. Absent.

MAYOR'S REPORT: Mike Wright. Mayor Wright attended the Ordinance Committee on April 20, 2022; Business has been as usual with Tonya keeping me updated on what is and has been going on in the City.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA Willim highlighted that five-year plans and CIPs went out to all departments to begin preparation for the FY23 budget. C/A held conference call with Patty Gentrup of KU Public Management Center to discuss potential days of availability to begin planning the FY23 Goals & Objectives work session; Piper Sandler informed CA that the previous 3.14% rate that they offered for direct placement of the 2022 Refunding Revenue Bonds (refinancing the 2014 Revenue Bonds) has now increased to 3.31% due to this increase in 10-year treasuries. Piper Sandler locked in rate today; Tim Rash with Greenmile Landscaping marked the 3 concrete pads at the lot and will start with more landscaping next week; Southview Lake Bank Clean Up RFP is due on April 29, 2022 and the Household Hazardous Waste is set for October 08, 2022.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Extension of Noise Ordinance for Special Events: Randy Huffman and Newt Hamacher were present. Staff has met with Randy Huffman and Newt Hamacher regarding three special events to be held on private property at the old Walmart parking lot off of Wollard Boulevard. Staff met with these individuals and discussed the event layout, parking, traffic control, security and attendance. There will be food, beer, liquor, live music and vendors. Private security, Police and Fire personnel will be on duty during this event. Application for a special event permit has been filed with the City and appropriate event insurance has been obtained. Paragraph 215-340: Loud and unusual sounds and noises prohibited. The provision of this paragraph prohibits such sounds and noises between the hours of 9:00 p.m. and 7:00 a.m.

1. Mushroom Festival – Live music as well as a crowd will occur after 9:00 p.m. on Friday, May 6 and Saturday, May 7, 2022. Event organizers are asking for a three-hour extension on the noise ordinance.

2. Clay Clear Band- Live music as well as a crowd will occur after 9:00 p.m. on Saturday, May 14, 2022. Event organizers are asking for a three-hour extension on the noise ordinance.

3. Veronica Goodloe Memorial Event- Live music as well as a crowd will occur after 9:00 p.m. on Saturday, June 11, 2022. Event organizers are asking for a three-hour extension on the noise ordinance.

Motion to approve requirements of this paragraph be waived until 12:00 pm on May 6 and May 7, 2022, May 14, 2022 and June 11, 2022 by Councilor Peterson, second by Councilor Booth. Roll Called. AYES: Peterson, Booth, Kinnard, Bond, Williams and Hardwick. NAYS: None. Motion approved 6-0.

B. Mushroom Festival Street Closures. Sherry Smith was present. The 41st Annual Mushroom Festival weekend will be here on Thursday, May 5, through Sunday,

May 8, 2022 and the Festival Committee has a street closure request of the City Council. The specific request is as follows: Close indicated streets from 4:00 p.m., Thursday, May 5, through approximately 6:00 a.m., Sunday, May 8th. Main Street: from Whitmer and Shaw Street, College Street: from North Main to Franklin, Thornton Street: from North Main to Franklin, Camden Street: from North Main to Lexington Street (an extra block will be closed this year for pedestrian safety due to the carnival) In addition, the request was made to close City Hall parking lot on Saturday, May 7 for the car show. If the car show is larger than anticipated then closing parts of College Street and Summit Street maybe needed to make room for the overage and limit car traffic. Motion to approve street closures as requested by Councilor Peterson, second by Councilor Kinnard. Roll Called. AYES: Peterson, Kinnard, Bond, Hardwick, Booth and Williams. NAYS: None. Motion approved 6-0.

C. Bill No. 22-07 Adopting the Comprehensive Fee Schedule. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, ADOPTING THE COMPREHENSIVE FEE SCHEDULE. Bill No.: 22-07 and Comprehensive Fee Schedule will remove all fee amounts from the City Ordinance and instead reference the fee as being listed in the City's Comprehensive Fee Schedule. The purpose of creating a Comprehensive Fee Schedule is to be able to allow for a more efficient review of the City's Fees during the annual budget meetings. Currently there is no easy way to review the City Fees without reading a multitude of Ordinances; additionally, it will ensure that all fees are backed by City Ordinance. Increases or decreases can then be made by a resolution adopting the new schedule. The Fee Schedule will also be posted on the City's website making it easier for the public to look up the various City fees, and know what Ordinance covers a specific fee as they are grouped by Chapter. Motion for first and second reading by title only of Bill 22-07 by Councilor Peterson, second by Councilor Williams. Roll Called: AYES: Peterson, Williams, Bond, Kinnard, Hardwick and Booth, NAYS: None. Motion approve 6-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-07. Motion to adopt Bill 22-07 as an ordinance by Councilor Peterson, second by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Williams, Bond, Kinnard, Hardwick and Booth. NAYS: None. Bill 22-07 approved 6-0.

D. Bill No. 22-08 Amending Section 140.240 Removal of Flowers, Floral Arrangements, Planting, ect.- AN ORDINANCE TO AMEND SECTION 140.240 REMOVAL OF PLANTINGS, JUGS OR BRIC-A-BRAC REGULATIONS OF THE MUNICIPAL CODE OF THE CITY OF RICHMOND, MISSOURI TO MODIFY DATES Memorial parks are a newer type of cemetery introduced about 75 years ago. They are parks and gardens where bronze memorials (instead of headstones) are placed level with the ground to blend with the beauty of the landscape. Maintenance at Richmond Memory Gardens has become a challenge. With the increase of flower arrangements, statues, ornaments, etc. it has made it very difficult to keep mowed, weed eat, etc. The City has contracted with Noble Lawn Care to treat the grounds and Pistol's Lawn Care to mow, weed eat and blow off the headstones. It has become imperative to make changes to the code identifying what items folks can leave at the cemetery, where they can leave it

and when it should be removed. Staff has researched other memory gardens and have listed the most important items to add to the ordinance.

A. Floral arrangements are limited to one (1) arrangement per marker and must be used in a vase that is integral with the marker.

B. Graves with no marker or bronze vase may use one (1) arrangement, but not anchored to the ground or the marker.

C. The placing of vases, shells, toys, metal designs, ornaments, chairs, setees, glass, crockery, wood or iron cases, and similar articles and materials hazardous to lawn mowers shall not be permitted, and if so placed, the City has the right to remove the same at any time.

D. No holes are to be dug in the ground.

E. Special arrangements will be permitted upon lots and graves at Christmas, Easter, Memorial Day, and other special occasions. If such special containers and arrangements are not called for in ten (10) days, they may, at the option of the Superintendent of the Gardens, be eliminated.

F. At times, other than those specified herein, flowers are permitted only in approved bronze memorial vase assemblies. Flowers in bronze vase assemblies will be permitted to remain as long as their beauty prevails or remains in season.

G. The City reserves the right to remove any arrangement or container that is considered unsightly.

H. No arrangement over 36 inches is allowed.

I. The Cemetery and City are not responsible for loss, theft, or damage to flower arrangements or containers.

Motion for first and second reading by title only of Bill No. 22-08 by Councilor Hardwick, second by Councilor Booth. Roll Called: AYES: Hardwick, Booth, Kinnard, Bond, Williams and Peterson. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-08. Motion to adopt Bill 22-08 as ordinance by Councilor Peterson, second by Councilor Hardwick. Roll Called. AYES: Peterson, Hardwick, Booth, Kinnard, Bond Williams. NAYS: None. Bill 22-08 approved 6-0.

F. Bill No. 22-09 Final Plat for the Replat of Lot 3 in Block 1. AN ORDINANCE APPROVING THE FINAL PLAT FOR THE REPLAT OF LOT 3 IN BLOCK 1 OF THE SUBDIVISION OF THE SW ¼ NW ¼ SECTION 31-52-27; DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE THE SUBDIVISION PLAT; SETTING AN EFFECTIVE DATE FOR THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. Linda Powers of Bridgebuilders of Mid America, Inc. presented to the Community Development Director of the City of Richmond on the 11th day of April, 2022, a proposal for a Replat of Lot 3 in Block 1 of the Subdivision of the SW ¼ NW ¼ Section 31-52-27, a subdivision located in the corporate limits of the City of Richmond, Missouri, described as follows All of Lot 3 in Block 1 of the Subdivision of the SW ¼ NW ¼ Section 31, Township 52 North of the Baseline, Range 27 West of the Fifth Principal Meridian, City of Richmond, Ray County, Missouri, as it appears in the Recorder of Deeds Office in said

Ray County. Motion for first and second reading by title only of Bill No. 22-09 by

Councilor Peterson, second by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Bond, Booth, Kinnard and Williams. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-09. Motion to adopt Bill 22-09 as ordinance by Councilor Peterson, second by Councilor Kinnard. Roll Called. AYES: Peterson, Kinnard, Bond, Hardwick, Booth and Williams NAYS: None. Bill 22-09 approved 6-0.

G. Fire Prevention Grant Award. In October 2021, Council approved the Richmond Fire Department to apply for a FM Global grant for fire prevention education and training equipment (laptop computer and tablet computer). This grant has been awarded to RFD in the amount of \$2,559. There was not a matching funds requirement for the fire department to pay. The grant covered the entire expense for the equipment. Motion to approve acceptance of grant funds by Councilor Hardwick, second by Councilor Peterson. Roll Called: AYES: Hardwick, Peterson, Williams, Bond, Kinnard and Booth. NAYS: None. Motion approved 6-0.

ADJOURN: Motion to adjourn at 6:51 p.m. by Councilor Hardwick, second by Booth. Roll Called: AYES: Hardwick, Booth, Kinnard, Bond, Williams and Peterson. NAYS: None. Motion approved 6-0.


City Clerk, Janelle Neece


Mayor, Mike Wright

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, May 10, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Mark Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, May 10, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Rob Kinnard, Adam Booth, Rob Brash, and Deanna Guy. COUNCIL ABSENT: Tom Williams and Ron Peterson.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker, Economic Development Director James Gorham, Community Development Director Lisa Hastings, HR Specialist Courtney Williams, Recreation Director Haley Williams, Court Clerk Sarah Collins and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: April 26, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Brash, Kinnard, Guy and Booth. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Barb Hardwick. The Committee met on May 5, 2022 and items discussed will be on tonight's agenda.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report
- C. Public Works: Tom Williams. The Committee has not met so nothing to report.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report tonight.
- E. Park Board: Deanna Guy – Park Board met on May 2, 2022. Board is moving forward on projects set by the Planning Committee.

MAYOR'S REPORT: Mayor Wright introduced Courtney Williams as the City's new Human Resources Specialist and welcomed her to the team. Mayor Wright appointed Barb Hardwick to the Richmond Redevelopment Corporation Board of Directors for an ongoing term and reappointed Ray Smith and Chastidy Loftin for a two year term, Jimmy Carter for a three year term and Lisa Hastings

for an ongoing term to the Richmond Redevelopment Corporation Board of Directors. Roll Called for all appointments and reappointments. AYES: Guy, Bond, Kinnard, Hardwick, Booth and Brash. NAYS: None. Motion approved 6-0.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. No report this week. CA Willim attended a City Managers Conference that went very well. Bid packages for the Mill/Overlay went out and are due on May 13, 2022. CA William thanked everyone who made the Mushroom Festival a success.

DEPARTMENT REPORTS: Councilor Hardwick inquired about the job fair and asked James Gorham, Economic Development Director how it went. Gorham explained that there were a few interviews done on the spot and approximately 22 employers and 25 people in attendance.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Audit Services- Request for proposals for audit services were sent out on April 8, 2022. The bid closed on April 29, 2022. The City received two proposals. The lowest bidder was Accounting Solutions Group, LLC. They stated in their proposal that they are a new accounting firm and listed a few municipal clients; however, they did not seek any additional information directly from the City prior to submitting a proposal. Westbrook & Co., P.C. was the other bidder and has been the City's most recent auditor. After discussing the proposals with the Finance Committee on Thursday, May 5, 2022, the committee recommends Westbrook & Co., P.C. be selected. Westbrook was not the lowest bidder, but has provided good service in the past and is a local company. Motion to approve the City Administrator to sign Westbrook & Co., P.C's engagement letter to accept their audit services for the next five years by Councilor Guy, seconded by Councilor Kinnard. Roll Called. AYES: Guy, Kinnard, Booth, Bond, Brash and Hardwick. NAYS: None. Motion approved 6-0.

- B. CIPP/Manhole Rehab-Change order 1 - Change Order No. 1 will add additional footage of CIPP to the approved original 2021 contract with Aegion, the parent company of Insituform Technologies, LLC. The original 2021 contract is in place to rehab certain wastewater collection lines (install cured in place pipe "CIPP") and to rehab certain manholes. Council approved the original contract on July 28, 2021 in the amount of \$129,619.86 for the FY21 budget of I&I reduction (55-00-00-6030). Due to scheduling issues and workload, the City knew that Aegion would not be able to start the project until Spring of 2022. Therefore, the City included this FY21 carry-over project in the FY22 budget, along with an additional FY22 project for I&I reduction. The FY22 budget contains \$272,400 for both the FY21 carry-over and FY22 I&I reduction projects. The Change Order No.1 will be adding an additional 265 LF (8" CIPP) at the same price of \$27.85. This will bring the contract total to \$137,000.11. This contract is based on a contract with Johnson County, KS (Blue Springs MO + other cities are now using) resulting from a competitive bid process. Aegion has allowed cooperative procurement ("piggybacking") by other institutions under that contract. All terms, conditions and pricing of that contract will apply to purchases by the City of Richmond. Finance Committee met on Thursday, May 5, 2022 and recommends to the full council. Motion to approve Aegion's Change Order No. 1 for additional CIPP footage not to exceed the additional amount of \$7,380.25 and authorize City Administrator to sign change order by Councilor Booth, second by Councilor Hardwick. Roll Called. AYES: Booth, Hardwick, Bond, Kinnard, Brash and Guy. NAYS: None. Motion approved 6-0.

- C. Phase 3-Downtown Lot-Concrete Pads- On March 22, 2022, Council approved Green Mile Landscaping to complete Phase 3 at the downtown lot in the amount of \$42,638.96. The FY22 budget has \$50,000 allocated for this Phase 3 project. At the time of approval, staff noted that the excess budgeted funds will go towards the concrete. Due to staffing, the City sought bid proposals for pouring three concrete pads. The City received a bid proposal from Symbloic Custom Designs, Derrick Bryant, in the amount of \$7,650. This price includes dirt work, forming, gravel, rebar, concrete and labor. Mr. Bryant has submitted all required paperwork and would be able to begin on Monday, May 9, 2022. The remaining budget in this line item is \$7,361.04. This project will be over budget by \$289, and this overage will be funded by other under-budgeted items throughout the General Fund. Motion to approve Symbloic Custom Designs for pouring of concrete pads at the downtown lot not to exceed \$7,650 by Councilor Guy, second by Councilor Hardwick. Roll Called. AYES: Guy, Hardwick, Booth, Kinnard, Bond and Brash. NAYS: None. Motion approved 6-0.
- D. RFP 06-22 Southview Lake Bank Clean Up- In an effort to begin cleaning and restoring the bank (shoreline) at Southview Lake in Southview Park, the City released RFP 06-2022. The bid closed April 29, 2022 and three bids were received. The scope of work includes removing all underbrush, debris and trees except ones marked to save; dredging the north end of the lake to remove vegetation and silt, grading the bank for drainage, lining the bank with rip-rap, and clearing from boat ramp around the north end of approximately 450' to the east side. The FY22 Park budget includes \$35,000 for this project. The lowest proposal is \$45,200 from Macey Excavating. The excess over budget (\$10,200) will be covered by the Parks Fund – reallocation of the unused budget for the LED lighting and pole project, which was under budgeted and partially used for the Southview Pool projects. Park Board met on May 3, 2022 and Finance committee met on May 5, 2022; both recommend approval of the project to the full council. Motion to reallocate Park budget funds to cover the overage, accept Macey Excavating not to exceed \$45,200 and direct the City Administrator to execute the contract by Councilor Guy, second by Councilor Kinnard. Roll Called. AYES: Guy, Kinnard, Brash, Bond, Hardwick and Booth. NAYS: None. Motion approved 6-0.
- E. Bill No. 22-10 Ordinance Authorizing the Issuance of a Combined Waterworks and Sewerage System Refunding Revenue Bond, Series 2022, in the principal amount of \$2,740,000. AN ORDINANCE AUTHORIZING THE ISSUANCE OF A COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BOND, SERIES 2022, OF THE CITY OF RICHMOND, MISSOURI; PRESCRIBING THE FORM AND DETAILS OF SAID BOND AND THE COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN ACTIONS AND DOCUMENTS AND PRESCRIBING OTHER MATTERS RELATING THERETO. On March 22, 2022, the Council approved Resolution 453 to authorize the City to proceed forward with refunding the 2014 Revenue Bonds. The City, Piper Sandler and Gilmore & Bell have been working to prepare for the refunding bonds. The formal authorizing ordinance for the issuance of the tax-exempt Combined Waterworks and Sewerage System Refunding Revenue Bond, Series 2022, is attached. The ordinance approves the direct placement of the bonds with Capital One Public Funding, LLC. If the ordinance is approved, the closing will occur in May 19, 2022. Motion for first and second reading by title only of Bill No. 22-10 by Councilor Booth, second by Councilor Guy. Roll Called: AYES. Booth, Guy, Bond, Kinnard, Hardwick and Brash. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-10. Motion to adopt Bill 22-10 as ordinance by Councilor Booth, second

Councilor Guy. Roll Called: AYES: Booth, Guy, Bond, Kinnard, Hardwick and Brash. NAYS: None. Bill 22-10 approved 6-0.

- F. Engagement Letter-Gilmore & Bell, P.C. The January 11, 2022 memo regarding the approval of the Fire Department pumper outlined that the City would be seeking proposals for the financing of the pumper. The FY22 budget planned on financing the pumper with a seven year lease-purchase. When the City enters into a lease-purchase, a special legal counsel is needed to prepare the documents and provide the legal opinion. The City historically has used Gilmore & Bell, P.C. as the special legal counsel on all financing transactions. Gilmore & Bell, P.C. engagement letter (agreement) will provide these services for \$5,500. The Finance Committee met on May 5, 2022 and recommends approving this engagement letter in order to proceed forward. After all financing proposals are received, the proposals and an ordinance authorizing the lease agreement will be brought back to finance committee and full council for approval of the lease-purchase. Motion to approve the Mayor to sign the engagement letter with Gilmore and Bell by Councilor Guy, second by Councilor Hardwick. Roll Called. AYES: Guy, Hardwick, Booth, Kinnard, Bond and Brash. NAYS: None. Motion approved 6-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:51 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Kinnard, Brash and Booth. NAYS: None. Motion approved 6-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:39 p.m. with no action taken by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Kinnard, Brash and Booth. NAYS: None. Motion approved 6-0.

ADJOURN: Motion to adjourn at 7:40 p.m. by Councilor Guy, second by Councilor Bond. Roll Called: AYES: Guy, Bond, Hardwick, Booth, Brash and Kinnard. NAYS: None. Motion approved 6-0.


City Clerk, Janelle Neece


Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, May 24, 2022

PRAYER: Deanna Guy

PLEDGE OF ALLEGIANCE: Fire Captain Richard Yallaly

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on May 24, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Rob Brash, Deanna Guy, Barb Hardwick, Adam Booth, Ron Peterson and Tom Williams. COUNCIL ABSENT: Rob Kinnard.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Finance Director Rebecca Hoeflicker, Police Chief Chad Burnine, Fire Captain Richard Yallaly, Public Works Director Dale Shipp and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: May 10, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Williams. Roll Called. AYES: Bond, Williams, Peterson, Hardwick, Brash, Guy and Booth. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Barb Hardwick. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance:** Barb Hardwick. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- C. Public Works:** Ron Peterson. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- D. Public Safety:** Tom Williams. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- E. Park Department Liaison:** Deanna Guy. Park Board has not met.

MAYOR'S REPORT: Mike Wright. Richmond Rotary Grant Chair, Becky Treccariche, and President, Ryan Lauck presented Mayor Wright with a check in the amount of \$5,000. The donation is to assist with the construction of the new pergolas on the downtown lot. Mayor Wright has met with CA Willim who has kept him informed on City business.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA Willim highlighted that the downtown lot front lights and electrical are done. Reminder that June 22, 2022 the goals and objectives retreat will be with Patty again this year and she will be contacting all Council members beforehand.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No. 22-11 An Ordinance Authorizing the Issuance, Sale and Delivery of General Obligation Bonds Series 2022. AN ORDINANCE AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION BONDS, SERIES 2022, OF THE CITY OF RICHMOND, MISSOURI; PRESCRIBING THE FORM AND DETAILS OF SAID BONDS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH. On April 12, 2022, the Council approved Resolution 454 to authorize the City to proceed forward with selling the \$5,000,000 principal amount of General Obligation Bonds, Series 2022. The City, Piper Sandler and Gilmore & Bell have been working to prepare for the bond sale. A Standard & Poor's (S&P) rating call was originally schedule for May 18, 2022, however, due to a personal emergency of the S&P representative, S&P proposed that the City provide written responses and documents in lieu of the rating call. The City submitted all the required information to S&P on May 18. S&P will provide the City's rating on Monday, May 23, 2022, and we will report it to City Council when it is received. The ordinance approves the parameters for the final financing terms in Section 202(b). The draft documents approved by the ordinance are available for review in the City Clerk's office. If the ordinance is approved and the parameters are met, the bond sale is expected to occur around June 6. Motion for first and second reading by title only of Bill No.22-11 by Councilor Peterson, second by Councilor Bond Roll Called. AYES: Peterson, Bond, Booth, Brash, Guy, Williams and Hardwick. NAYS: None. Motioned approved 7-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-11. Motion to adopt Bill No. 22-11 as an ordinance by Councilor Peterson, second by Councilor Williams. Roll called. AYES: Peterson, Williams, Booth, Bond, Brash, Guy and Hardwick. NAYS: None. Bill No. 22-11 approved 7-0.
- B. Bill No. 22-12 R&S Properties Special Event Permits. AN ORDINANCE APPROVING SPECIAL EVENT PERMIT APPLICATIONS FOR R & S PROPERTIES FOR EVENTS ON MAY 28, 2022 AND JUNE 4, 2022 AT 722

WOLLARD BOULEVARD. R & S Properties has submitted multiple special event applications for “Jam Session” events to be held on Saturdays throughout the summer at 722 Wollard Boulevard. Staff and the City Attorney have reviewed the applicable City Code provisions and determined that revisions to several Code sections including the section authorizing the Council to temporarily suspend certain Code provisions for special events need to be made in order to clarify applicability of those provisions for these types of events and to correct cross-reference errors in the Code. Staff and the City Attorney are currently reviewing the Code provisions that need to be modified. It is anticipated that the earliest date we will be in a position to discuss the proposed modifications with the Council and present Code changes to the Council is at the June 14 Council meeting. In order to allow the applicant to proceed during this time, staff recommends that the Council approve by ordinance the special event applications for the next two events scheduled for May 28 and June 4. This will allow consideration of the special event applications for the remaining events throughout the summer to occur after any Code revisions have been considered and adopted at the June 14 Council meeting. Motion for first and second reading by title only of Bill No.22-12 by Councilor Peterson, second by Councilor Bond Roll Called. AYES: Peterson, Bond, Booth, Brash, Guy, Williams and Hardwick. NAYS: None. Motioned approved 7-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-12. Motion to adopt Bill No. 22-12 as an ordinance by Councilor Peterson, second by Councilor Bond. Roll called. AYES: Peterson, Bond, Booth, Williams, Brash, Guy and Hardwick. NAYS: None. Bill No. 22-11 approved 7-0.

- C. Bill No. 22-13 An Ordinance Authorizing the City of Richmond, Missouri, to Enter Into A Personal Property Lease Purchase Transaction with Wells Fargo Equipment Finance, INC. ORDINANCE AUTHORIZING THE CITY OF RICHMOND, MISSOURI TO ENTER INTO A PERSONAL PROPERTY LEASE PURCHASE TRANSACTION WITH WELLS FARGO EQUIPMENT FINANCE, INC., THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF ACQUIRING A PUMPER TRUCK; AND APPROVING THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH. The City of Richmond requested lease purchase proposals from various lenders on May 2, 2022 for the financing of the new Fire Department pumper. The City received three proposals, and the best proposal is from Wells Fargo Equipment Finance, Inc. Wells Fargo Proposed Terms - The rate will be locked at time of closing at 1.03% above the 7-year U.S. SOFR Swap Rate (an index rate used by financial institutions). (As of May 20, 2022, this lease purchase interest rate would be 3.59%.) There are no prepayment penalties if the City chooses to prepay the lease in future years. There are no closing fees, escrow fees or other fees charged for this transaction by Wells Fargo. This lease is for a seven year term, and annual lease payments are estimated around \$87,000 per year (dependent on locked interest rate at closing). The City estimated and budgeted \$87,300 for the annual payment during the FY22 budget development. The ordinance authorizes the City of Richmond to enter into the lease purchase to borrow funds for the purchase of the Fire Department pumper truck in the amount of \$548,011. Due to the interest rate not being locked until closing, the ordinance contains parameters for the interest rate not to exceed 3.90%. Lease documents are being prepared by Gilmore & Bell, the

City's special legal counsel. Motion for first and second reading by title only of Bill No.22-13 by Councilor Bond, second by Councilor Hardwick. Roll Called. AYES: Bond, Williams, Peterson, Guy, Hardwick, Booth and Brash. NAYS: None. Motioned approved 7-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-13. Motion to adopt Bill No. 22-13 as an ordinance by Councilor Williams, second by Councilor Peterson. Roll called. AYES: Williams, Peterson, Guy, Bond, Hardwick, Booth and Brash. NAYS: None. Bill No. 22-13 approved 7-0.

- D. Surplus Sale- FD Pumper 6. Pumper 6 is a 1990 truck that was purchased under a contract with the old Richmond Rural Fire Association. The contract specified that after 10 years the truck would be titled to the City, which it was in 2001. Pumper 6 was set up as a rural truck with a front mount pump for roll pumping. Currently it is only being used to carry water to fires. The new Rural Tanker has arrived, and the Pumper 6 is no longer needed. Pumper 6 carries 1,000 gallons of water and has a 1,250 GPM front mount pump. The new Tanker carries 3,000 gallons of water and has a 1,500 GPM pump. The new tanker carries all of the equipment that Pumper 6 carries. The Fire Department has no need for Pumper 6 and sees no reason to continue the upkeep, certifications and apparatus that is needed on Pumper 6 and would like to sell it on Purple Wave. Motion to grant permission for the sale of Pumper 6 on Purple Wave by Councilor Williams, second by Councilor Guy. Roll Called. AYES: Williams, Guy, Booth, Bond, Brash, Hardwick and Peterson. NAYS: None. Motion approved 7-0.
- E. FY22 Bid Tab Mill/Overlay and Pressure Pave Project. On May 3, 2022, the City released Requests for Proposal for the 2022 street mill-overlay project with a close date of May 13, 2022. RFP 07-2022 Mill-Overlay Surfacing- Two bids were received. The bids are comparable in their proposal for work to be accomplished. The apparent low bidder (per unit cost) is Advanced Asphalt Paving & Concrete. Their bid total is \$237,718.25 (per unit price - \$85.00/ton and mill \$2.25/sq.yd.). The City has used Advanced Asphalt in the past (2016, 2018 and 2019, 2021), and our history with them is excellent. Pressure Pave Project- PressurePave System is a patented injection system for filling cracks/overlay of the street. This is a three part pressurized application where the system injects the cracks with a crack-resistant material, followed by a water-resistant membrane applied to 100% of the pavement surface, followed by ¼ or 3/8-inch asphalt surface. One piece of equipment does the application and the surface is drivable within 30 minutes. The first version will utilize the ¼ inch surface (MAQS-2) and the second will utilize the 3/8 inch surface (MAQS-3). MAQS-2 will be used for our "slurry type" streets and the MAQS-3 will be used for the more severe "mill & overlay type" streets that need more structure. This service is only provided by this vendor. Their bid total is \$120,482.30. The City has used Donelson Construction the past (2020) and our history with them is excellent. The FY22 budgeted amount is \$350,000. The combined total for mill-overlay and Pressure Pave is \$358,200.55. The overage is due to the price of oil and gas. However, this fund has an excess to coverage the overage. Motion to accept Advanced Asphalt Paving & Concrete LLC's bid in the amount of \$237,718.25 and Donelson Construction bid in the amount of

\$120,482.30 for the 2022 street overlay projects, total amount not to exceed \$358,200.55 and direct the City Administrator to execute the contracts by Councilor Bond, second by Councilor Hardwick. Roll Called. AYES: Bond, Hardwick, Peterson, Booth, Brash, Guy and Williams. NAYS: None. Motion approved 7-0.

- F. Classification/Compensation Plan. City staff has received a proposal from McGrath Human Resources Group for the completion of the comprehensive Classification and Compensation Study. The study will help conform our current plan to market to ensure we are able to recruit and retain a qualified workforce. We are currently experiencing a job market that is quickly changing, and need to review our pay system now to keep pace. The work is anticipated to cost not more than \$24,800 which the FY22 budget is currently earmarked for \$30,000. Staff anticipates starting the process in June and conclude around the middle of October, 2022. However, we should have significant data by July-August. Under the circumstances, we can proceed without doing an RFQ due to the need to complete the project. Section 135.180.G. of the City Code provides for an exception to the process if the situation is such that a 2 month time frame for selection of the consultant for professional services will not work. Also, Section 135.210 gives the Council the authority to waive any of the procedural requirements regarding selection of professional consultants “in the best interests of the City.” This is prevalent due to the time constraints and need to complete the project. Motion to approve the Classification and Compensation Study with McGrath HR Group not to exceed \$24,800 by Councilor Guy, second by Councilor Peterson. Roll Called. AYES: Guy, Peterson, Williams, Booth, Bond, Hardwick and Brash. NAYS: None. Motion approved 7-0.
- G. Enterprise Fleet Management. Under the Enterprise Fleet Management Agreement, the City of Richmond currently has five trucks and two police interceptors on order with Ford (authorized by Council and ordered in October 2021). The police interceptor orders have been accepted by Ford and are scheduled for production soon. However, the five trucks ordered have not yet been accepted by Ford. The trucks ordered may be cancelled by Ford in the coming months due to the volatile, unpredictable vehicle market. Enterprise recommends the City order GM replacements in case Ford decides not to build the truck orders already placed in October 2021. The benefit to doing this is to ensure the City has trucks to replace the ones we have slated with the first round of orders. If Ford does build the trucks currently on order, the City can choose to accept or reject any of the Ford or GM trucks built without any penalties. If the City rejects any of the trucks, Enterprise will not charge the City anything for the rejected trucks and will find other entities to place the trucks with. If Ford does cancel the trucks currently on order, the GM replacements will already be ordered. The GM truck order bank opens on May 26, 2022. Any trucks not ordered this year (in this order bank) will have to wait another full year for the next order bank and likely will not be received until 2024. Therefore, Enterprise recommends that the City place the second round of orders for any trucks needed in 2023. The City planned to order another four ¾ ton trucks for FY23 budget. Each truck ordered was estimated to cost approximately \$8,000 per year under the Enterprise lease. Motion to approve the replacement GM order for five trucks and an additional four trucks for the FY23

budget by Councilor Peterson, second by Councilor Williams. Roll Called. AYES: Peterson, Williams, Booth, Bond, Brash, Guy and Hardwick. NAYS: None. Motion approved 7-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:51 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Peterson, Williams, Brash and Booth. NAYS: None. Motion approved 7-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:11 p.m. with action taken by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Williams, Peterson, Brash and Booth. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 7:12 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Williams, Peterson, Booth and Brash. NAYS: None. Motion approved 7-0.


City Clerk, Janelle Neece


Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, JUNE 14, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Mark Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, June 14, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Rob Kinnard, Adam Booth, Tom Williams, Deanna Guy, Rob Brash and Ron Peterson. COUNCIL ABSENT: None

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoefflicker, Human Resource Specialist Courtney Williams, Community Development Director Lisa Hastings, Economic Director James Gorham, Collector Marilyn O'Dell, Recreation Director Haley Williams, Court Clerk Sarah Collins and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: May 24, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Peterson. Roll Called: AYES: Bond, Peterson, Guy, Williams, Kinnard, Hardwick, Booth and Brash. NAYS: None. Motion approved 8-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report.
- C. Public Works: Ron Peterson. The Committee has not met so nothing to report.
- D. Public Safety: Rob Kinnard. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- E. Park Board: Deanna Guy – Park Board met on June 6, 2022. Park Board is still looking into Disc Golf.

MAYOR'S REPORT: Mike Wright. In 2021 the United States Senate declared Juneteenth a federal holiday. Although the official date of the holiday is June 19, the date on which it is observed can vary if it falls on a weekend. That is the case this year. June 19, 2022 falls on a Sunday, so for pay and

leave purposes, Federal, State and County employees will get the holiday on Monday, June 20, 2022. Motion to approve Juneteenth as a holiday and to add it to the personnel manual as a holiday to be observed by the City of Richmond by Councilor Kinnard, seconded by Councilor Peterson. Roll called. AYES: Kinnard, Peterson, Guy, Williams, Bond, Hardwick, Booth and Brash. NAYS: None. Motion approved 8-0.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. Report is included in packet. CA Willim informed the Council that all GO Bond paperwork has been signed. The naming of Downtown Lot has a lot of feedback and several names have been submitted. Staff will bring the top 3 names back to council at a later date.

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill 22-14 Declaring the Official Results of the June 7, 2022 Special Election. AN ORDINANCE DECLARING THE OFFICIAL RESULTS ON THE FACE OF THE RETURNS OF THE JUDGES AND CLERKS OF THE SPECIAL ELECTION HELD IN THE CITY OF RICHMOND, MISSOURI, ON JUNE 7, 2022. Motion for first and second reading by title only of Bill No. 22-14 by Councilor Peterson, second by Councilor Williams. Roll Called: AYES. Peterson, Williams, Booth, Kinnard, Bond, Brash Guy and Hardwick. NAYS: None. Motion approved 8-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-14. Motion to adopt Bill 22-14 as ordinance by Councilor Peterson, second Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Booth, Kinnard, Bond, Brash, Guy and Williams. NAYS: None. Bill 22-14 approved 8-0.
- B. Ward 1 Recognition- Tom Williams. Mayor Wright presented Tom Williams with a certificate of appreciation for all the time and effort he has willingly provided for the betterment of the City.

ADJOURN: Motion to adjourn at 6:45 p.m. by Councilor Guy, second Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Peterson, Booth, Kinnard, Brash and Williams. NAYS: None. Motion approved 8-0.

SWEARING IN OF NEW COUNCIL MEMBERS: At this time City Clerk Janelle Neece swore in Councilmember Jim Hardison.

Mayor Wright called to order the second part of the regular meeting of the City Council of the City of Richmond, Missouri on June 14, 2022 at 6:49 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Jim Hardison, Rob Brash, Adam Booth, Barb Hardwick Rob Kinnard, Deanna Guy and Ron Peterson. ABSENT: None

VOTE OF MAYOR PRO TEM: The Mayor explained the blank pieces of paper and asked each Councilmember to write down their selection for Mayor Pro Tem and to fold the piece of paper and pass back to him. Once all the pieces were returned, he read the names and announced that Barb Hardwick received the most votes and is elected as Mayor Pro Tem.

ADOPTION OF AGENDA: Motion to approve second part of the agenda as printed by Councilor Bond, second Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Peterson, Guy, Hardison, Kinnard, Booth and Brash. NAYS: None. Motion approved 8-0.

NEW BUSINESS:

- A. Bill No: 22-15 Appointment of Municipal Court Judge. AN ORDINANCE APPOINTING JAMES R. HALL AS THE RICHMOND MUNICIPAL JUDGE OF THE EIGHTH JUDICIAL CIRCUIT COURT AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR SAID SERVICES. Motion for first and second reading by title only of Bill No. 22-15 by Councilor Peterson, second by Councilor Booth. Roll Called: AYES: Peterson, Booth, Hardison, Kinnard, Bond, Brash Guy and Hardwick. NAYS: None. Motion approved 8-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-15. Motion to adopt Bill 22-15 as ordinance by Councilor Peterson, second Councilor Booth. Roll called: AYES: Peterson, Booth, Hardwick, Kinnard, Bond, Brash, Guy and Hardison. NAYS: None. Bill 22-15 approved 8-0
- B. Bill No: 22-16 Allowing Special Event Permits- Staff spoke with the City Attorney, Chris Williams it appears given that Branded Steakhouse has indicated that they essentially intend to operate a music venue with alcohol sales throughout the summer he recommends the appropriate way to regulate them is by requiring them to obtain a conditional use permit. The property is zoned B-2. Uses that are conditionally permitted in B-2 include “amusement parks” and “bars, brew pubs, taverns and other drinking establishments.” The CUP process would allow the Planning Commission and City Council to place reasonable conditions on this use of the property. There are various conditions in Section 605.370 that could be used as a guide. For the time being, staff has produced to council an ordinance giving permission for the events and any noise regulations. Branded will need to apply for the CUP going forward and it will require a public hearing, P&Z approval and then Council approval. R & S Properties has submitted multiple special event applications for “Jam Session” events to be held throughout the summer at 722 Wollard Boulevard. In order to allow the applicant to proceed during this time, council has to approve by ordinance the special event applications for the next five events scheduled for June 18, June 25, July 2, July 4 and July 9, 2022, as we get through the Conditional Use Permit planning process. Motion for first and second reading by title only of Bill No. 22-16 by Councilor Peterson, second by Councilor Kinnard. Roll called: AYES: Peterson, Kinnard, Hardison, Booth, Bond, Brash, Guy and Hardwick. NAYS: None. Motion approved 8-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-16. Motion to adopt Bill 22-16 as ordinance by Councilor Peterson, second Councilor Bond. Roll called: AYES: Peterson, Bond, Hardwick, Kinnard, Booth, Brash, Guy and Hardison. NAYS: None. Bill 22-16 approved 8-0
- C. Resolution No. 455 – Collection of Residential Solid Rate Increase. A RESOLUTION ADOPTING A SCHEDULE OF RATES FOR THE COLLECTION OF RESIDENTIAL SOLID WASTE PURSUANT TO THE MUNICIPAL CODE OF THE CITY OF RICHMOND, MISSOURI. The contract between Richmond and Republic Services allows for two increases per year, the first being a flat 4% fee, and the second, is tied to

the price per gallon of diesel. This language has been in the contract with Heartland. The increases include the standard 4% that is in the contract, which actually reflects where the current Trash, Consumer Price Index (CPI) is at. Last month it was at 4.18%, so the contracted 4% is in the ballpark of that. The other increase they are asking for is based off the increase in diesel prices in the Kansas City market. In the contract it states that if diesel prices significantly increase, the hauler can ask the Council for a rate increase to offset some of the costs of the higher diesel prices to the hauler. Republic stated that many municipalities they manage have similar language in their contracts, with most of them having a standard table showing what the rolling 6-month average price per gallon is for diesel, and whatever that price per gallon averages out to, there is a specific rate increase warranted for that amount. Republic is adjusting rates and thus, giving us nearly a month to notify residents of the upcoming rate adjustments, effective 7/1/22. Resolution 455 sets the rates per the Consent of Assignment, (Consigning the Heartland Contract to Republic) that Council approved on May 25, 2021 and will approve the \$0.65 increase to residents. Motion to approve Resolution 455 by Councilor Bond, second by Councilor Hardwick. AYES: Bond, Hardwick, Guy, Peterson, Hardison, Booth and Kinnard NAYS: Brash. Resolution 455 approved 7-1.

- D. Contractor Thornton Street Repair and Miscellaneous Street Cuts- In January, 2022 council approved the emergency repair reconstruction of the storm culvert under the road on North Thornton. From the records we can find it was built in 1924. There is a void between the culvert and road of approximately 4 feet. The culvert runs west to east. There is an 8" sewer main that runs North to South above the culvert in the void that needed to be stabilized. The City has solicited quotes from contractors that would be able to provide scope of work; Concrete- Replacement and disposal of 12" (840sq ft) of Asphaltic materials leaving jobsite clean and free of all debris throughout construction, Concrete Specs- 6" 5500psi high early mix design to allow for quicker turn around for through traffic, compacted 6" sub-base, all work to be cure and sealed, with saw cuts on 10x10' grid for stress relief. Donald Jennings was the lowest most responsible bidder for \$8,926.80. As part of the Mill/Overlay project there are various street cuts that will be asphalted as part of the project, but there are three designated street cuts that need to be concreted. There were three quotes received for those three street cuts and Donald Jennings was the lowest most responsible bidder with a price of \$5,051.50. Currently, \$30,000 is earmarked for the Slumber Lane project in line item Contracted Services- Other. The Slumber Lane project is not adequately funded and therefore, staff recommends reallocation of these funds to cover this concrete project. Motion to approve Donald Jennings for concrete work not to exceed \$13,978.30 and reallocation of funds for the project and authorize the City Administrator to sign the contract by Councilor Peterson, seconded by Councilor Booth. Roll called. AYES: Peterson, Booth, Kinnard, Bond, Brash, Guy, Hardison and Hardwick. NAYS: None. Motion approved 8-0.
- E. Approval for Fund Usage ARPA for Water Leak Detection. On April 12, 2022, council approved the Work Order amendment to the Master Agreement to perform the Acoustic Leak Detection Investigation as indicated in the Water System Master Plan. The motion by council approved the work order and authorized the City Administrator to sign the work order (total project \$35,306), however, permission is needed to use the ARPA (American Rescue Plan Act) monies the City has received for this project. The City has received the first invoice from Olsson in the amount of \$14,766.25. This will just keep our recordkeeping clean. The City of Richmond has received \$570,346.92 so far and is expected to receive in total

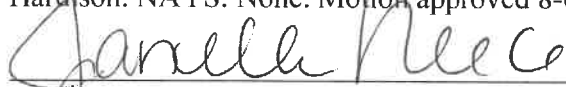
\$1,140,693. Motion to approve use of ARPA monies for payment to Olsson for water leak investigation by Councilor Guy, seconded by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Bond, Peterson, Booth, Kinnard, Brash and Hardison. NAYS: None. Motion approved 8-0.

- F. Purchase of Mobile Ticket Writing Equipment- A quote from High Tek Solutions has been received, the City's IT company, for computers and equipment ensuring the City is receiving the best price and the equipment is compatible to the computer aided 911 dispatch software the council approved in February of this year. The quote listed on the includes all the equipment to outfit all 10 police department vehicles at a cost totaling \$23,200. The current FY22 budget allocates \$20,000 (Expendable Equipment Expense) for this project. The overage of \$3,200 would come from line item earmarked for a Radar that we will not be purchasing. Motion for the purchase of the equipment not to exceed \$23,200 and reallocate funds for overage by Councilor Kinnard, seconded by Councilor Booth. Roll called. AYES: Kinnard, Booth, Peterson, Guy, Hardison, Bond, Hardwick and Brash. NAYS: None. Motion approved 8-0.
- G. Issuance of Shrine Club Picnic License- On June 9, 2022, Donnie Fowler, on behalf of the Ararat Shrine of Kansas City, applied for a 1 Day Picnic License for an event, The 10th Annual Low County Boil, to be held at the Shrine Club in Richmond on July 16, 2022. All requested information has been submitted. The license will be issued upon Council approval and only after the State Liquor License is submitted. Motion to approve the 1 Day Picnic Liquor License by Councilor Booth, seconded by Councilor Hardison. Roll called. AYES: Booth, Hardison, Kinnard, Bond, Brash and Hardwick. NAYS: Guy. ABSTAIN: Peterson. Motion approved 6-1- Abstain 1.
- H. Police Department Purchase of Officer Issued Firearms-The Police Department has received a quote from GT Distributors for (12) 9mm handguns equipped with red dot sight. These would replace the current issued .40 Glock 22 handguns that our full-time officers carry for a total of \$7,250. Funding would be available through: There is currently \$40,000 budgeted for one vehicle. However, the City is leasing two vehicles through Enterprise now. If the vehicles would become available today only three months of payments (July – Sept) would remain (total \$5,005 for both vehicles); which would leave a remaining budget amount of \$34,995. Motion to approve the purchase of the handguns not to exceed \$7,250 after trade and reallocate funds by Councilor Kinnard, seconded by Councilor Bond. Roll called. AYES: Kinnard, Bond, Peterson, Hardwick, Booth, Brash, Guy and Hardison. NAYS: None. Motion approved 8-0.
- I. Amendment No. 1 – AMI Master Agreement – Final Project Complete. The final documentation of work for the AMI project has been submitted. This shows the original SOW amount, the change orders that were completed during the project that council approved, and the credits the City received for the return of unused meters, lid and other credit. Motion to authorize the Mayor to sign final completion paperwork for the AMI System by Councilor Peterson, second by Councilor Booth. Roll called. AYES: Peterson, Booth, Guy, Hardison, Bond, Kinnard, Hardwick and Brash. NAYS: None. Motion approved 8-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(3) Personnel, motion to adjourn open/enter closed session at 7:27 p.m. by Councilor Guy, second by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Bond, Hardison, Peterson, Booth and Brash. NAYS: None. Motion approved 8-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:39 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Bond, Booth, Peterson, Brash and Hardison. NAYS: None. Motion approved 8-0.

ADJOURN: Motion to open session at 7:40 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll Calles: AYES: Guy, Hardwick, Bond, Kinnard, Peterson, Booth, Brash and Hardison. NAYS: None. Motion approved 8-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, JUNE 28, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on June 28, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Rob Kinnard, Barb Hardwick, Ron Peterson, Jim Hardison, Rob Brash and Deanna Guy. COUNCIL ABSENT: Adam Booth

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, Fire Chief Mark Sowder, Finance Director Rebecca Hoeflicker, Public Works Director Dale Shipp, Community Development Lisa Hastings, Economic Development Director James Gorham and City Attorney Chris Williams. Absent: City Clerk, Janelle Neece.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: June 14, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond second by Councilor Peterson. Roll Called. AYES: Bond, Peterson, Guy, Hardison, Kinnard, Hardwick and Brash. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee has not met and therefore nothing to report.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee has not met therefore nothing to report
- E. Park Department Liaison:** Deanna Guy. Park Board has not met since our last meeting.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Public Hearing- Project 1(h) Weir Fitness (Anytime Fitness) Tax Abatement. The Mayor called to order the Public Hearing at 6:50 p.m. C/A Willim stated this public hearing is to ensure the public is aware of certain tax abatements the Richmond City Council is considering granting tax abatements for building improvements for certain merchants specifically Weir Fitness, LLC who owns Anytime Fitness. This tax abatement will abate taxes only on the improvements completed and will be for 10 years at 100% plus 15 years at 50% for period unless cost of improvements is recouped sooner. Eligible facilities are located only in the area known as the Richmond Downtown District. The Richmond Downtown District was established in 2012. In order to stimulate improvements and growth in the district, the members asked the City Council to consider establishment of a tax abatement zone to aid growth and improvements in the District. To that end, the City Council agrees to consider a tax abatement plan under Mo Statutes Chapter 353 for Richmond Downtown District. A key element of this was a determination as to whether or to the area could be considered blighted. Development Initiatives was commissioned to complete the study and blight determination was made. The Richmond Development Corporation, a register Missouri Corporation, was duly appointed by the Mayor and Council February 2016. City staff developed guidelines and procedures as well as an application process for participants to apply for tax abatement. To date, eight merchants noted have applied for tax abatements for improvements accomplished or planned to be accomplished. All taxing entities have been properly notified of the potential tax abatement for this participant. Questions have been answered and no objections have been presented by any of the taxing entities at this time. All documents are available for review and will be attached to these proceeding as a public record. Questions may be referred to the City Attorney, Chris Williams, the Mayor, Mike Wright, City Administrator, Tonya Willim or James Gorham.

City Attorney, Chris Williams read Exhibit List to be entered into the minutes:

1. Notices to the taxing districts of the public hearing for the Fourth Amendment to the Richmond Downton Redevelopment Plan for Redevelopment Project 1(h) and the tax impact analysis sent certified mail on June 13, 2022 and return receipt cards.
2. Richmond Downtown Redevelopment Plan approved on July 12, 2016 including projects 1(a), 1(b), and 1(c).
3. First Amendment to Richmond Downtown Redevelopment Plan approved January 10, 2017 for project 1(d).
4. Second Amendment to Richmond Downtown Redevelopment Plan for Redevelopment Project 1(e) and Project 1(f) approved July 11, 2017.

5. Third Amendment to Richmond Downtown Redevelopment Plan for Redevelopment Project 1(g) approved May 12, 2020.
6. Fourth Amendment to Richmond Downtown Redevelopment Plan for Redevelopment Project 1(h) including the tax impact analysis for this project.
7. Richmond Downtown Redevelopment Program Application submitted by Weir Fitness, LLC.

There being no questions, comments or concerns expressed, Mayor Wright closed the Public Hearing at 7:02 p.m

2. Bill No: 22-17- AN ORDINANCE OF THE CITY OF RICHMOND, MISSOURI, APPROVING THE FOURTH AMENDMENT TO THE RICHMOND DOWNTOWN REDEVELOPMENT PLAN TO APPROVE REDEVELOPMENT PROJECT 1(h) AND AUTHORIZE TAX ABATEMENT AS DESCRIBED THEREIN. Motion for first and second reading by title only of Bill No. 22-17 by Councilor Peterson, second by Councilor Bond. Roll Called: AYES. Peterson, Bond, Kinnard, Brash, Guy, Hardison and Hardwick. NAYS: None. Motion approved 7-0. City Administrator Tonya Willim proceeded with first and second reading by title only of Bill 22-17. Motion to adopt Bill 22-17 as ordinance by Councilor Bond, second Councilor Guy. Roll Called: AYES: Bond, Guy, Kinnard, Brash, Hardison, Hardwick and Peterson. NAYS: None. Bill 22-17 approved 7-0.

B. Bill No: 22-18 Lease Purchase with US Bank for Fire Pumper Truck. AN ORDINANCE REPEALING ORDINANCE NO. 2575 AND IN PLACE THEREOF AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER TAX-EXEMPT LEASE/PURCHASE AGREEMENT WITH U.S. BANKCORP GOVERNMENT LEASING AND FINANCING, INC., AS LESSOR, AND RELATED INSTRUMENTS IN CONNECTION WITH THE ACQUISITION OF A PUMPER TRUCK, AND DETERMINING OTHER MATTERS IN CONNECTION THERWITH, The City Council approved to move forward with a lease-purchase with Well's Fargo for the Fire Pumper Truck on May 24, 2022. Gilmore & Bell has been working with Well's Fargo to finalize the lease documents. The interest rate was variable until it locked at the time of closing of the lease. Due to rising interest rates and several other issues identified during legal review of the lease documents, it has been decided that forgoing the lease with Well's Fargo and entering into a lease with US Bank would be a better option for the City. US Bank Proposed Terms - The rate is locked at 3.728% if closing occurs before July 2, 2022. (Due to rising interest rates, the current Well's Fargo rate would be 3.80%, and increases are expected to continue into next week.) Prepayment is permitted after 13 months, however, prepayment would require 103% of remaining principal. There are no closing fees, escrow fees or other fees charged for this transaction by US Bank. This lease is for a seven year term, and annual lease payments will be \$87,139.74. The City estimated and budgeted \$87,300 for the annual payment during the FY22 budget development. The City entered into a lease-purchase with US Bank in December 2019 for the AMI water meters, therefore, the process to complete this transaction will be familiar to the City,

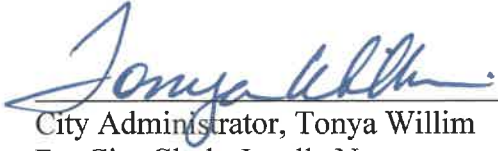
G&B and US Bank. G&B has worked with US Bank to prepare lease-purchase documents approved by both parties' legal counsels. Motion for first and second reading by title only of Bill No. 22-18 by Councilor Peterson, second by Councilor Bond. Roll Called: AYES. Peterson, Bond, Kinnard, Brash, Guy, Hardison and Hardwick. NAYS: None. Motion approved 7-0. City Administrator Tonya Willim proceeded with first and second reading by title only of Bill 22-18. Motion to adopt Bill 22-18 as ordinance and authorize the Mayor to sign by Councilor Bond, second Councilor Peterson. Roll Called: AYES Bond, Peterson, Hardwick, Kinnard, Brash, Guy and Hardison. NAYS: None. Bill 22-18 approved 7-0.

- C. Bill No. 22-19 Conditional Use Permit to allow Residential Apartment in B-2 District at 108 East Main Street. 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; SETTING AN EFFECTIVE DATE FOR THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. Motion for first and second reading by title only of Bill No. 22-19 by Councilor Bond, second by Councilor Peterson. Roll Called: AYES. Bond, Peterson, Guy, Hardison, Kinnard, Hardwick and Brash. NAYS: None. Motion approved 7-0. City Administrator Tonya Willim proceeded with first and second reading by title only of Bill 22-19. Motion to adopt Bill 22-19 as ordinance by Councilor Bond, second Councilor Peterson. Roll Called: AYES: Bond, Peterson, Guy, Hardison, Kinnard, Hardwick and Brash. NAYS: None. Bill 22-19 approved 7-0.

D. Purchase of Altitude Valve and Standpipe. Altitude control valves are automatic control valves used for controlling water levels in tanks and elevated storage reservoirs. They are equipped with separate adjustable opening and closing speed controls. The valve at the standpipe has been repaired multiple times this year and continues to have issues. It is not able to consistently regulate the height of the water in the standpipe. It either shuts off before it reaches the top level to be maintained or it overflows. It was rebuilt year ago but it is just wore out and past its useful life. The quote from ESI is for Quantity 1 valve- Cla-Val 8" 136-51BDSPYKC Solenoid control valve equipped with return flow; ductile iron body, SS trim, 150# flange, globe pattern, check feature, gauge on inlet and outlet, opening and closing speed control, epoxy coating, black poly tubing with SS fittings, VC-22D controller- \$12,786.50, lead time is 4 – 6 weeks and the price includes installation and training. This is the company Olsson Engineering suggested and who we have used for the past few years regarding any altitude valve, fixes, rebuilds, etc. Staff has discussed and it is time to replace the valve. Funding would be available from – budgeted \$86,000 for limited water master plan in 52-52-00-6055 and 52-53-00-6055, but only paid out \$73,593.60 for it in FY22 (because part was paid out in Sept 2021 (FY21)). Therefore, there is \$12,406.40 remaining in that budget item that we could transfer to cover this altitude valve and miscellaneous under charges to cover the rest. Motion to approve the purchase of a new altitude control valve for the standpipe and reallocation of funds for purchase by Councilor Peterson, second by Councilor Hardison. Roll called. AYES.

Peterson, Hardwick. Kinnard, Bond, Brash, Guy and Hardwick. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 7:10 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Kinnard, Bond, Hardison, Brash and Peterson. NAYS: None. Motion approved 7-0.



City Administrator, Tonya Willim
For City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, July 12, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Captain Richard Yallaly.

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, July 12, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Rob Kinnard, Jim Hardison, Deanna Guy and Rob Brash COUNCIL ABSENT: Adam Booth, and Ron Peterson

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Captain Richard Yallaly, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker, Human Resource Specialist Courtney Williams, Community Development Director Lisa Hastings, Economic Director James Gorham, Collector Marilyn O'Dell, Recreation Director Haley Williams, Court Clerk Sarah Collins and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: June 28, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Guy, Hardison, Kinnard, and Brash. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. The Committee has not met so nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report.
- C. Public Works: Barb Hardwick. The Committee met on July 6, 2022 and items discussed will be presented to full council at a later date.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report.
- E. Park Board: Deanna Guy – Park Board has not met so nothing to report.

MAYOR'S REPORT: Mayor, Mike Wright reappointed Becky Austin, Darrin Daniel, Beau Minson, SR and Terry Padgett to the Park Board for a term of three years. Roll called. AYES: Bond, Hardison, Kinnard, Guy, Brash and Hardwick. NAYS: None. Approve the resignation of Mary Beth Rogers from the Park Board effective immediately. Roll called. AYES: Bond, Hardwick, Guy, Brash, Hardison and Kinnard. NAYS: None.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. Report is included in packet. CA Willim informed the Council Harris Milling will be starting the Mill/Overlay the week of July 18, 2022.

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No: 22-20 Ordinance Approving the Assignment by Swafford Trustmark, LLC Project – Toni Stegeman, Gilmore & Bell. ORDINANCE APPROVING THE ASSIGNMENT BY SWAFFORD TRUSTMARK, LLC OF ITS INTEREST AND OBLIGATIONS UNDER A LEASE AGREEMENT WITH THE CITY AND OTHER DOCUMENTS RELATING TO THE CITY'S TAXABLE INDUSTRIAL DEVELOPMENT REVENUE BONDS (SWAFFORD TRUSTMARK, LLC PROJECT), SERIES 2017. In 2017 Swafford Ford entered into a Chapter 100 Tax Abatement. On July 8, 2022, Swafford Ford announced the sale of the dealership to Max Motors. Toni Stegeman of Gilmore & Bell (the City's bond counsel) has been involved with this transaction and assisted in drafting the transfer of the Chapter 100 Assignment and Assumption Agreement to the new owner. Motion for first and second reading by title only of Bill No. 22-20 by Councilor Bond, second by Councilor Kinnard. Roll called: AYES: Bond, Kinnard, Brash, Guy, Hardison and Hardwick NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-20. Motion to adopt Bill 22-20 as ordinance by Councilor Kinnard, second by Councilor Hardwick. Roll Called. AYES: Kinnard, Hardwick, Bond, Brash, Guy and Hardison. NAYS: None. Bill 22-20 approved 6-0.
- B. Bill No: 22-21- Allowing Special Events Permit. AN ORDINANCE APPROVING SPECIAL EVENT PERMIT APPLICATIONS FOR R&S PROPERTIES FOR EVENTS ON JULY 16, 2022 AND JULY 23, 2022 AT 722 WOLLARD BOULEVARD. An ordinance giving permission for the events and any noise regulations. Branded has applied for the Conditional Use Permit and a public hearing is set for July 19, 2022 with the Planning and Zoning Commission. In order to allow the applicant to proceed during this time, staff recommends that the Council approve by ordinance the special event applications for the next two events scheduled for July 16 and July 23, 2022 as they prepare for the Conditional Use Permit public hearing. Motion for first and second reading by title only of Bill No. 22-21 by Councilor Hardwick, second by Councilor Kinnard. Roll called: AYES: Hardwick, Kinnard, Brash, Guy, Hardison and Bond. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-21. Motion to adopt Bill 22-21 as ordinance by Councilor Kinnard, second by Councilor Hardison. Roll Called. AYES: Kinnard, Hardison Bond, Brash, Guy and Hardwick NAYS: None. Bill 22-21 approved 6-0.
- C. Resolution No. 456 – Authorizing the City to file application with MDNR for ARPA Funds. Missouri Department of Natural Resources has released a Notice of Funding Opportunity for State American Rescue Plan Act Water Infrastructure Community Grant Programs. For drinking water infrastructure projects, they will be releasing \$125 million. As part of the application process the City Council will need to approve the Resolution giving staff the authority to file the application for potential grant funds to add to the waterline replacement

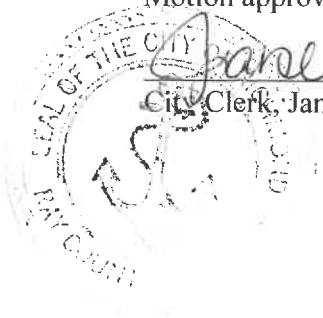
project. The maximum grant award for drinking water could be \$5M, however there is a local cost share (or “local match”). The applicant (City) must provide and identify the amount of local cost share it intends to contribute to the project on the grant application. The city would be able to use the ARPA money it has already received as the local match (\$1,040,000), but is not eligible to use the bond proceeds as a match. The deadline for the application is July 14, 2022. Motion to approve Resolution 456 and authorizing staff to file the application and provide any documents associated with the application by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Hardison, Bond, Kinnard and Brash. NAYS: None. Motion approved 6-0.

- D. 2022-2023 Liquor License Renewals. Letters were sent to the following businesses explaining the process for renewing their City Liquor License. City Code Section 600.230 states: “The City Council, each year, shall consider such applications, and if an application is granted, such renewal license shall become effective. The following businesses have completed the necessary renewal requirements and are ready for issuance of their City Liquor License: Harp’s Food Store #275, Hide-A-Way Bar, Branded Steakhouse-Oink & Moo BBQ, Richmond Bowl, Shirkey Recreation Park, Tequila Jalisco Mexican Restaurant, Taco Jalisco Mexican Restaurant, Wal-Mart, BP Amoco, Casey’s General Store, Depot LLC, George’s Liquor Store, Hometown Pizza, Richmond Cenex, Richmond Sinclair, Richmond Shell, Stella’s Nightclub. Motion to approve licensees for the above businesses as presented by Councilor Bond, second by Councilor Hardison. Roll Called. AYES: Bond, Hardison, Kinnard, Brash and Hardwick. NAYS: Guy. Motion approved 5-1.

ADJOURN: Motion to open session at 6:56 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll Calles: AYES: Guy, Hardwick, Bond, Kinnard, Brash and Hardison. NAYS: None. Motion approved 6-0.


City Clerk, Janelle Neece


Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, JULY 26, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on July 26, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Rob Kinnard, Barb Hardwick, Ron Peterson, Jim Hardison, Rob Brash, Adam Booth and Deanna Guy. COUNCIL ABSENT: None

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Fire Chief Mark Sowder, Fire Chief Chad Burnine, Finance Director Rebecca Hoefflicker, Public Works Director Dale Shipp, Community Development Lisa Hastings, and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: July 12, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Peterson. Roll Called. AYES: Bond, Peterson, Guy, Hardison, Booth, Kinnard, Hardwick and Brash. NAYS: None. Motion approved 8-0.

REPORT OF STANDING COMMITTEES:

A. Finance: Deanna Guy. The Committee has not met and therefore nothing to report.

B. Ordinance: Barb Hardwick. The Committee has not met and therefore nothing to report.

C. Public Works: Ron Peterson. The Committee has not met and therefore nothing to report.

D. Public Safety: Rob Kinnard. The Committee has not met therefore nothing to report

E. Park Department Liaison: Deanna Guy. Park Board has not met since our last meeting.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business. Mayor introduced new Firefighter, Brad Amen. Mayor also met with State Representative Terry Thompson.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. RFP for the Water Main Replacement have been sent out. The new asphalt was received on 7/16/2022 and they did a great job. CA attended the Town Hall Meeting at the Ray County Library.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No. 22-22 Conditional Use Permit- Branded Steakhouse. 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; SETTING AN EFFECTIVE DATE FO THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. Motion for first and second reading by title only of Bill 22-22 by Councilor Peterson, second by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Booth, Bond, Brash, Guy, Hardison and Hardwick. NAYS: None. Motion approved 8-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-22. Motion to adopt Bill 22-22 as ordinance by Councilor Peterson, second by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Booth, Bond, Brash, Guy, Hardison and Hardwick. NAYS: None. Bill 22-22 approved 8-0.
- B. Review of Leak Detection Investigation Report and Recommendations of Phase 1. WaterNet completed their acoustic leak detection investigation in April, 2022. On July 6, 2022 the investigation report and recommendations were presented to the Public Works Committee. Mike Milius and Taylor Jurgens of Olsson were in attendance at the council meeting to present and review the Leak Detection Investigation Summary Report and recommendations of Phase 1 Water Main Replacements. Motion to approve recommendations of Phase 1 Water Main Replacement by Councilor Peterson, second by Councilor Booth. Roll called. AYES: Peterson, Booth, Bond, Hardwick, Kinnard, Brash, Guy and Hardison. NAYS: None. Motion approved 8-0.
- C. FY22 Cured In Place Pipe. With the completion of the joint repair on manhole S3-1(manhole located behind Lisa's Sharper Cuts) the City is now ready to begin the CIPP FY22 project work on the 1780.34 foot segment that was initially pulled from the FY21 CIPP contract due to needed repairs. This will be the only segment on the FY22 CIPP sewer rehab. This proposal was attached as an addendum to the current FY21 CIPP/Manhole project contract; however, it is viewed as a separate project by

Aegion due to price increases, mobilization, etc. The FY21 CIPP project scope of work has started. Camera work has been completed in earlier this month and manhole rehab is currently underway. CIPP efforts are not expected to begin until mid/late August. The FY22 budget contains a remaining \$135,400 towards this project. Motion to approve current FY22 CIPP sewer lining not to exceed \$77,007.09 and authorize the City Administrator to sign by Councilor Peterson, second by Councilor Hardwick. Roll called. AYES: Peterson, Hardwick, Guy, Hardison, Bond, Kinnard, Booth and Brash. NAYS: None. Motion approved 8-0.

D. Enterprise Fleet Management-Sale of Vehicles. The City has been notified by Enterprise that one police vehicle has arrived and is currently at the outfitter. Back in October (memorandum dated 10/22/22) staff had planned for Enterprise to manage the disposal of the replaced vehicles, but formal approval for that process would be at a later date. With the notification of vehicle arrival, the two agreements authorize Enterprise to sell our City-owned vehicles and the other is to sell the Enterprise owned (leased to City) vehicles. Agreements have been reviewed by Chris Williams, City Attorney. The City's Surplus Property Disposal Policy requires Council approval to sell property valued over \$5,000. The following are the vehicles earmarked to be sold as new vehicles arrive. Round 1 FY22-2003 Ford F250 (3651), 2003 Chevrolet Silverado 2500 (1271), 2009 Ford F150 (9007), 2006 Ford F450 (1761), 2004 Ford F150 (3842), 2010 Ford Crown Vic (8444), 2015 Ford Taurus (3983), 1985 Dodge Ram W250 (6296). Round 2 FY23- 2019 Ford F250 (4889) 2002 Ford F150 (2668) 2002 Ford F350 (7384) 2001 Chevrolet 1500 (6154) 1997 Ford Ranger (2827) 2020 Ford F150 (1994). Motion to approve the Mayor to sign the agreements and authorize the sale of vehicles by Councilor Bond, second by Councilor Hardwick. Roll called. AYES: Bond, Hardwick, Booth, Kinnard, Brash, Guy, Hardison and Peterson. NAYS: None. Motion approved 8-0.

E. Purchase of Rooftop AC- One of the eight rooftop HVAC units on the Municipal Complex is no longer working and is unrepairable. It has a chronic Freon leak and the compressor is bad. The rooftop units are a closed system and the Freon leaks are unable to be repaired because the lines cannot be accessed and due to the age of the unit it needs to be replaced. With this unit no longer operational, is putting additional stress on the remaining working units. Two (2) of the units were replaced in 2019. The City has received one quote to replace the unit that is no longer operational, and we are working on obtaining two more quotes. The first quote had a total replacement cost of \$14,400 and could arrive by mid-August. The staff will obtain two more quotes before any replacements are scheduled. However, many of the suppliers we have contracted are not able to get a unit until February, 2023 due to supply issues. This is an unbudgeted item. The municipal complex fund reserves are projected to end at approximately \$150,000 and funding would be from this fund.

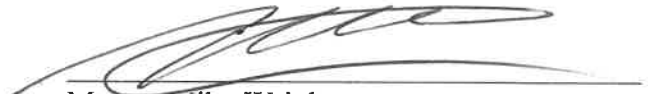
ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, motion to adjourn open/enter closed session at 7:13 p.m. by Councilor Guy, second by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Bond, Hardison, Peterson, Booth and Brash. NAYS: None. Motion approved 8-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:16 p.m. with action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Bond, Booth, Peterson, Brash and Hardison. NAYS: None. Motion approved 8-0.

ADJOURN: Motion to adjourn at 7:17 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Kinnard, Peterson, Booth, Brash and Hardison. NAYS: None. Motion approved 8-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, August 9, 2022

PRAYER: Deanna Guy

PLEDGE OF ALLEGIANCE: Fire Captain Richard Yallaly.

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, August 9, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Jim Hardison, Deanna Guy, Adam Booth Ron Peterson and Rob Brash COUNCIL ABSENT: Rob Kinnard

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Detective Scott Bagley, Fire Captain Richard Yallaly, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: Mayor Wright changed new employee introduction from Police Officer to Firefighter. After change July 26, 2022 regular meeting minutes are approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Peterson. Roll Called: AYES: Bond, Peterson, Hardwick, Guy, Hardison, Booth and Brash. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report.
- C. Public Works: Barb Hardwick. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- D. Public Safety: Bob Bond. The Committee has not met so nothing to report.
- E. Park Board: Board met on August 1, 2022. Deanna Guy was unable to attend, CA Willim informed Guy that the meeting was quick and no new business was discussed.

MAYOR'S REPORT: Mayor, Mike Wright introduced new Police Officer Brandon Peet. Roll called. AYES: Booth, Bond, Brash, Guy, Hardison, Hardwick and Peterson. NAYS: None. Mayor attended the Chamber luncheon in regards to Economic Development. The Mayor received a phone call from Senator Josh Hawley's office in reference to a future visit to Richmond.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. Report is included in packet. Staff has been working on preparing the budget. Public Works have been busy with leaks and clean up.

DEPARTMENT REPORTS: No questions or comments.

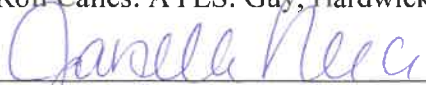
UNFINISHED BUSINESS: None.

NEW BUSINESS:

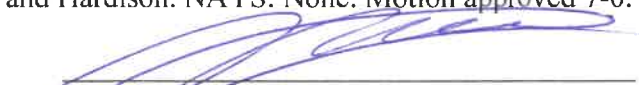
- A. Bill No: 22-23- Annual Conflict of Interest. AN ORDINANCE OF THE CITY OF RICHMOND, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS. The City of Richmond adopts a conflict of interest ordinance every year in August to be able to meet the September 15 deadline to the Missouri Ethics Commission (MEC). This is done for any political subdivision with an annual operating budget over \$1 million dollars. This demonstrates the understanding that any public official and/or employee with any personal or private interest, as defined by state law, will disclose on record the nature of his/her interest and shall refrain from voting on any such matter. This also defines who is required to file a personal financial disclosure (PFD) and expectations. Motion for first and second reading by title only of Bill 22-23 by Councilor Peterson, second by Councilor Booth. Roll Called: AYES: Peterson, Booth, Bond, Brash, Guy, Hardison and Hardwick. NAYS: None. Motion approved 7-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-23. Motion to adopt Bill 22-23 as ordinance by Councilor Peterson, second by Councilor Hardison. Roll Called: AYES: Peterson, Hardison, Booth, Bond, Brash, Guy, and Hardwick. NAYS: None. Bill 22-23 approved 7-0.

- B. Wastewater Treatment Plant Blowers. SBR Blower #3 – At the end of July, Blower #2 and #3 had a failure. There are three blowers that run the SBRs at the plant. Each blower unit has an electrical motor and blower unit. Each unit cycles with at least two running at the same time because there are two SBRs. The electrical motor in #2 failed and the blower unit in #3 failed. Staff removed the electrical motor from #3 and placed in #2 to get unit #2 working again. Staff has taken the motor from #2 to Sedalia for repair. Once this motor is repaired, it will be placed in unit #3, however, the blower in #3 is not repairable. Staff reached out to Pathfinder Systems for diagnosis and cost of a new blower for #3. There are two blowers quoted: the Tuthill replacement option is not a direct drop as the Kaeser. The cost for the new Kaeser 63_P Blower is \$18,822.19 with a lead time of 6-8 weeks. Sludge Tank Blower #6 – Sludge tank blower #6 is has a cracked air tank below the motor. These are all emergency repairs. Currently, plant equipment repair has approximately \$14,000 remaining in the budget. All excess monies spent will be funded with wastewater cash reserves. Motion to approve emergency repairs and budget adjustments not exceed \$28,000 by Councilor Peterson, second by Councilor Booth. Roll called. Peterson, Booth, Bond, Hardwick, Brash, Guy and Hardison. Motion approved 7-0.

ADJOURN: Motion to adjourn at 6:43 p.m. by Councilor Guy, seconded by Councilor Hardwick.
Roll Call: AYES: Guy, Hardwick, Bond, Brash and Hardison. NAYS: None. Motion approved 7-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, August 23, 2022

PRAYER: Deanna Guy

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on August 23, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Jim Hardison, Rob Brash, and Deanna Guy. COUNCIL ABSENT: Rob Kinnard, Adam Booth and Ron Peterson.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Fire Chief Mark Sowder, Police Chief Chad Burnine, Finance Director Rebecca Hoeflicker, Public Works Director Dale Shipp, Community Development Lisa Hastings, Economic Development Director James Gorham and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: August 9, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

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

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee has not met and therefore nothing to report.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Ron Peterson was absent the Mayor reported the Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard was absent the Mayor reported the Committee has not met therefore nothing to report
- E. Park Department Liaison:** Deanna Guy. Park Board has not met since our last meeting.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business. Mayor introduced new Firefighter, Robert Marsh. Mayor also attended the Chamber after Hours Event. Hunter Kelly, the area Director for Senator Josh Hawley would like to attend on of our City Council Meetings in the future.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. Advanced Asphalt will be back this week to finish the street cuts. The project should be completed by August 24, 2022

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Public Hearing: Setting of Tax Rate. A public hearing regarding the 2022 property tax rates proposed to be set at the August 22, 2022 Council meeting was opened by Mayor Wright at 6:38 p.m. Mayor Wright asked if there were any questions concerning the tax rates that were run in the Richmond News. There were no questions or comments made from the audience. Mayor Wright adjourned the public hearing at 6:40 p.m.

BILL NO. 22-24: AN ORDINANCE IN RELATION TO THE SETTING OF THE TAX LEVY FOR GENERAL REVENUE, PARK PURPOSES, AND GENERAL OBLIGATION BONDS OF THE CITY OF RICHMOND, MISSOURI FOR THE YEAR 2022 IN ACCORDANCE TO THE LAWS AND STATUTES AND PROVIDING AN EFFECTIVE DATE FOR THIS ORDINANCE. Motion for first and second reading by title only of Bill 22-24 by Councilor Bond, second by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Brash, Guy and Hardison. NAYS: None. Motion approved 5-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-24. Motion to adopt Bill 22-24 as ordinance by Councilor Hardwick, second by Councilor Bond. Roll Called: AYES: Hardwick, Bond, Brash, Guy and Hardison. NAYS: None. Bill 22-24 approved 5-0.

- B. Bill No. 22-25 Final Plat for the Replat of Lt 3 In Block 1- 606 S. Camden. AN ORDINANCE APPROVING THE FINAL PLAT FOR THE REPLAT OF LOT 3 IN BLOCK 1 OF THE SUBDIVISION OF THE SW ¼ NW ¼ SECTION 31-52-27; DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE THE SUBDIVISION PLAT; SETTING AND EFFECTIVE DATE FOR THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. Motion for first and second reading by title only of Bill 22-25 by Councilor Bond, second by Councilor Guy. Roll Called: AYES: Bond, Guy, Brash, Hardwick and Hardison. NAYS: None. Motion approved 5-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-25. Motion to adopt Bill 22-25 as ordinance by Councilor Bond, second by

Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Brash, Guy and Hardison. NAYS: None. Bill 22-25 approved 5-0.

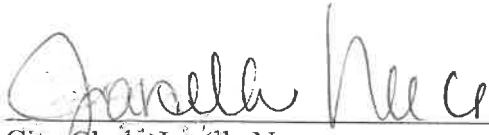
- C. RFQ Selection - High Service Pump Rehabilitation. The City released a Request for Qualifications with a close date of August 15, 2022 to solicit qualifications from contractors to rehab one High Service Pump (HSP) per year (three total). The City received two responses. A staff screening and selection committee, including Tonya Willim, Dale Shipp and Mike Early, reviewed and scored the responses and selected JCI as the most qualified contractor. JCI has stated that the scope of the project can be completed for \$3,835 in FY22 unless additional needed repairs are discovered during the rehab. There is \$3,000 budgeted for the rehab of a HSP in FY22. Staff will budget years 2 and 3, as appropriate. Motion to enter into a three-year contract with JCI and authorize the City Administrator to sign for the rehab of one HSP per year by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Bond, Brash and Hardison. NAYS: None. Motion approved 5-0.
- D. RFQ Selection - Water Main Replacement and Water Treatment Plant Rehabilitation. The City released a Request for Proposal with a close date of August 12, 2022 to solicit qualifications from consulting engineers for designing approximately 26,000 linear feet of water main to water transmission line replacement and water treatment plant rehabilitation work. The RFP was sent directly to multiple engineering firms and was advertised in The Richmond News and on the City's website. The City received one response. A staff screening and selection committee, including Tonya Willim and Dale Shipp, reviewed and scored the response and selected Olsson as the most qualified engineer. Motion to approve Olsson as the most qualified engineer and authorize the City Administrator to negotiate contract for the water main replacement and water treatment plant design by Councilor Hardwick, second by Councilor Guy. Roll called. AYES: Hardwick, Guy, Bond, Brash and Hardison. NAYS: None. Motion approved 5-0.
- E. Generator Inspections and Preventative Maintenance Agreement. In the past, Clifford Powers Systems has been our service provider. They provide inspections during the month of February and preventative maintenance in August every year for the generators located at the Water Plant, Fire Station, Police Station, North Pump Station, Wastewater Treatment Plant and 2 portable generators (North Barn and Well #5). This agreement is for inspections and preventative maintenance on all generators, along with proper load bank testing (puts the generator under full demand of electricity to insure it can produce the proper voltages). Clifford Power's cost has increased from \$9,599 to \$12,399 to provide all service that was requested. Motion to enter into a one-year agreement with Clifford Power and authorize the City Administrator to sign by Councilor Hardwick, second by Councilor Guy. Roll called. AYES: Hardwick, Guy, Bond, Brash and Hardison. NAYS: None. Motion approved 5-0.

- F. Bid Tab - Sealed Bid Auction of City Property -On February 1, 2022, the City released a City of Richmond Property Sealed Bid Auction for certain City-owned property obtained by a Collector's Deed through the Ray County Tax Sale. These properties included 103 Ray Street, 720 Jabez Street, 526 S Whitmer Street and Farris Street Lot. The Bid was advertised on the City's website and through the City's social media page with a bid opening of March 16, 2022. There were no interested bidders with a minimum bid of \$400. With no bidders, staff then sought any interested individuals or adjoining property owners. The adjoining property owners have expressed interest and their plans for the property as expansion and/or future development for a bid amount of \$1.00 All of these plans fall within the City's policy and expectations. The City would release these properties to the adjoining property owners; thus, the City will not need to continue to mow these properties and this would return them to the tax roll. Motion to approve the bid amounts and instruct the City Administrator to enter into an Agreement with each bidder and authorize the Mayor to sign Quick claim Deed by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Brash, Bond and Hardison. NAYS: None. Motion approved 5-0.
- G. Bill No: 22-26 Release of Tax Liens. Municipalities have the legal right to abate (release) a lien on real estate for liabilities incurred by the property owner that remain unpaid, but cities can place liens for much more than just unpaid taxes including interest penalties, mowing, dangerous building fees, demolition and recording fees. Currently, the four properties below are owned by the City of Richmond and have various liens applied to them. Some properties have been delinquent for a few years with nuisance abatement (mowing/demolition) liens up to \$12,000. The liens that remain are potentially uncollectable and private individuals would be willing to buy the property and begin taking over the maintenance of the property, but, due to the length of the lien and high amounts applied to the property are unable or not willing too. AN ORDINANCE RELEASING LIENS FILED BY THE CITY OF RICHMOND, MISSOURI FOR SPECIAL ASSESSMENTS AGAINST CERTAIN PROPERTIES AND DIRECTING THE CITY ADMINISTRATOR OR HER DESIGNEES TO TAKE ACTIONS IN ACCORDANCE THEREWITH. Motion for first and second reading by title only of Bill 22-26 by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Brash, Bond and Hardison. NAYS: None. Motion approved 5-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-26. Motion to adopt Bill 22-26 as ordinance by Councilor Bond, second by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Brash, Guy and Hardison. NAYS: None. Bill 22-26 approved 5-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 7:05p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Brash and Hardison NAYS: None. Motion approved 5-0

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:28 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Brash and Hardison. NAYS: None. Motion approved 5-0.

ADJOURN: Motion to adjourn at 7:29 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Brash and Hardison. NAYS: None. Motion approved 5-0.



City Clerk, Janelle Neece



Mayor, Mike Wright

MINUTES OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, August 29, 2022

Mayor Wright called to order the special meeting of the City Council of the City of Richmond, Missouri on August 29, 2022 at 9:00 a.m.


ROLL CALL: COUNCIL PRESENT Mayor Mike Wright, Bob Bond, Barb Hardwick, Adam Booth, Jim Hardison, Ron Peterson, Deanna Guy and Rob Brash. COUNCIL ABSENT: Rob Kinnard.


ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, Police Chief Chad Burnine, City Clerk Janelle Neece, Economic Development Director James Gorham and Community Development Director Lisa Hastings.

NEW BUSINESS:

- A. Bill No 22-27 AN ORDINANCE APPROVING THE FINAL PLAT FOR SPARTAN BUSINESS CENTER; DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE THE SUBDIVISION PLAT; SETTING AN EFFECTIVE DATE FOR THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. Motion for first and second reading by title only of Bill No.22-27 by Councilor Peterson, second by Councilor Booth. Roll Called. AYES: Peterson, Booth, Guy, Hardison, Bond, Hardwick and Brash. NAYS: None. Motioned approved 7-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-27. Motion to adopt Bill No. 22-27 as an ordinance by Councilor Peterson, second by Councilor Booth. Roll called. AYES: Peterson, Booth, Guy, Hardison, Bond, Hardwick and Brash. NAYS: None. Bill No. 22-27 approved 7-0.

ADJOURN: Motion to adjourn at 9:36 a.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Booth, Brash, Bond, Hardison and Peterson. NAYS: None. Motion approved 7-0.


City Clerk Janelle Neece




Mayor Mike Wright

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, SEPTEMBER 13, 2022.

PRAYER: Rob Kinnard

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, September 13, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Rob Kinnard, Barb Hardwick, Jim Hardison, Deanna Guy, Adam Booth and Rob Brash **COUNCIL ABSENT:** Bob Bond and Ron Peterson

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker, Community Development Director Lisa Hastings, Court Clerk Sarah Collins, Human Resources Specialist Courtney Williams, City Collector Marilyn O'Dell and Recreation Director Haley Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES August 23, 2022 regular meeting minutes were approved as printed. August 29, 2022 Special Meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Guy, second by Councilor Hardwick. Roll Called: **AYES:** Guy, Hardwick, Hardison, Kinnard, Booth and Brash. **NAYS:** None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. The Committee met on September 7, 2022. Items discussed were the FY23 Proposed Budget that will be presented at the Council Workshop Meeting on September 19, 2022.
- B. Ordinance: Barb Hardwick. The Committee met on September 7, 2022 and items discussed will be presented later on the agenda.
- C. Public Works: Barb Hardwick. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report.
- E. Park Board: Board met on September 12, 2022. The Board reviewed their FY23 Proposed Budget.

MAYOR'S REPORT: Mayor, Mike Wright attended all the committee meetings and met with CA Willim several times to discuss city business.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. Report is included in packet. Willim has been working with Finance Director Hoeflicker on the draft budget. CIPP (21) was completed on September 13, 2022 and CIPP (22) should be completed by the end of next week.

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

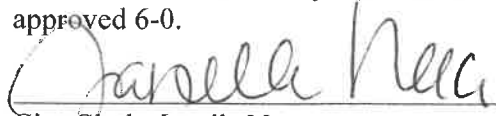
NEW BUSINESS:

- A. Bill No: 22-28- Replat of Hughs Addition. AN ORDINANCE APPROVING THE FINAL PLAT FOR THE REPLAT OF LOTS 9, 10, 11, 12, 13, W 8.0 FEET OF LOT 14, & ALL BUT HE W 11.0 FEET OF LOT 8 IN BLOCK 3, OF HUGHES ADDITION; DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE THE SUBDIVISION PLAT; SETTING AN EFFECTIVE DATE FOR THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. Motion for first and second reading by title only of Bill No. 22-28 by Councilor Booth, second by Councilor Hardwick. Roll called: AYES: Booth, Hardwick, Kinnard, Brash, Guy and Hardison NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-28. Motion to adopt Bill 22-28 as ordinance by Councilor Booth, second by Councilor Hardison. Roll Called. AYES: Booth, Hardison, Kinnard, Brash, Guy and Hardwick. NAYS: None. Bill 22-28 approved 6-0.

- B. Bill No: 22-29 - Amending Chapter 605 Business Licenses/Regulations and adding Chapter 630 Special Events. AN ORDINANCE AMENDING TITLE VI, BUSINESS AND OCCUPATION, BY REVISING CERTAIN SECTIONS OF CHAPTER 605, BUSINESS LICENSE AND BUSINESS REGULATIONS, AND BY ADDING CHAPTER 630, SPECIAL EVENTS. The Ordinance Committee met on September 7, 2022 to review and discuss the revised ordinance for the City of Richmond regarding some amending of Chapter 605 and the addition of Chapter 630 Special Events. The City has not had any regulatory codes with regards to special events. A special event as defined is a temporary, short-term event. This section also includes addition of Fireworks Licenses and Mobile Food Vending. The City Attorney has drafted the proposed ordinance amendment to comply with State Statutes and legal requirements as requested by the Community Development Director and City Collector who handles all the licensing. Motion for first and second reading by title only of Bill No. 22-29 by Councilor Booth, second by Councilor Hardwick. Roll called: AYES: Booth, Hardwick, Kinnard, Brash, Guy and Hardison. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-29. Motion to adopt Bill 22-29 as ordinance by Councilor Booth, second by Councilor Hardwick. Roll Called. AYES: Booth, Hardwick, Kinnard, Brash, Guy and Hardison. NAYS: None. Bill 22-29 approved 6-0.

- C. Agreement for Professional Services for Water Main Replacement and Water Treatment Plant Improvements Design – Olsson. Mike Milius was present to answer any questions, On August 26, 2022, Council approved and selected Olsson as the engineer for planning and design of the Water Main Replacement and Water Treatment Plant Rehabilitation Project. The agreement from Olsson, with a lump sum fee for a total of \$671,285. Water Main Replacement scope of \$538,448 and Water Treatment Plant Improvements \$132,837. The anticipated start date on design would begin sometime this month with a potential bid date of next year Sept 2023 construction completion in 2024. Motion to approve Olsson agreement and authorize the Mayor to sign by Councilor Hardison, second by Councilor Hardwick. Roll called. AYES: Hardison, Hardwick, Guy, Kinnard, Booth and Brash. NAYS: None. Motion approved 6-0.
- D. Resolution No.: 457 Approving Piper Sandler to Provide Broker-Dealer and Safekeeping Services. The City has been seeking options to begin investing the City's excess cash. The City previously accepted Mariner Wealth Advisors as a broker/dealer in 2020. However, the City was unable to obtain safekeeping services, as this service is typically provided by a bank, but is not provided by the City's bank, Bank Midwest. Therefore, the City did not enter into any investment transactions with Mariner Wealth Advisors. Piper Sandler is able to provide broker/dealer and safekeeping services, with Pershing LLC as the clearing firm (custodian of the assets). There are no safekeeping or asset maintenance fees passed through to the City by Piper Sandler or Pershing LLC. The City has had multiple conversations with Piper Sandler (Mitch Wolkow, Fixed Income Sales, and Jon Highum, Managing Director – Sales Manager) regarding these services. The City also called two references (City of Champlin and Metropolitan Airports Commission) to inquire about the service they receive from Piper Sandler. Both references spoke highly about Piper Sandler and were very complimentary of the broker/dealer service they receive from Piper Sandler. Per the City's Investment Policy adopted September 24, 2019 (Section IV.A.), a broker/dealer must provide certain documents to become qualified for investment transactions with the City. Piper Sandler provided all required documents on June 10, 2022. City Clerk Neece read Resolution No 457 by title only. Motion to approve Resolution 457 approving Piper Sandler to provide broker/dealer and safekeeping services and authorize the City Administrator and Finance Director per Section II of the Resolution to approve and direct Piper Sandler of investment transactions by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Booth, Kinnard, Brash and Hardison. NAYS: None. Motion approved 6-0
- E. Resolution No.: 458 Voluntary Annexation and Utility Services Agreement John and Amber Opfer – 11610 North Garner Rd. John and Amber Opfer have purchased property on Garner Road outside city limits. The City does have a 2" water main that runs directly north in front of their property that has been purchase. Per the City's Voluntary Annexation Policy adopted July 27, 2021, a non-contiguous property must petition the City Council for water service outside city limits. The agreement addresses the provision of public services to be provided and the property owner and the owner agrees that if the property in the future does become contiguous it will be annexed into the City. City Clerk Neece read Resolution No: 458 by title only. Motion to approve Resolution No. 458 authorizing execution of the Annexation and Utility Services Agreement prior to any water service being connected to the property by Councilor Hardwick, second by Councilor Hardison. Roll called. AYES: Hardwick, Hardison, Booth, Kinnard, Brash and Guy. NAYS: None. Motion approved 6-0.

ADJOURN: Motion to adjourn at 6:43 p.m. by Councilor Guy, seconded by Councilor Hardwick.
Roll Call: AYES: Guy, Hardwick, Kinnard, Booth, Brash and Hardison. NAYS: None. Motion approved 6-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, SEPTEMBER 27, 2022

PRAYER: Darren Sherwood

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on September 27, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Jim Hardison, Rob Brash, Deanna Guy and Rob Peterson. COUNCIL ABSENT: Rob Kinnard and Adam Booth.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Fire Chief Mark Sowder, Police Chief Chad Burnine, Finance Director Rebecca Hoeflicker, Public Works Director Dale Shipp, City Collector Marilyn O'Dell, Recreation Director Haley Williams and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: September 13, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Peterson. Roll Called. AYES: Bond, Peterson, Guy, Hardison, Hardwick and Brash. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee has not met and therefore nothing to report.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Ron Peterson the Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard was absent the Mayor reported the Committee has not met therefore nothing to report
- E. Park Department Liaison:** Deanna Guy. Park Board has not met since our last meeting.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business and attended the Council Work Session meeting.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. FY23 Commercial Insurance Renewal – Mike Keith with Mike Keith Insurance was present. It is time to renew our property and liability insurance for the City of Richmond. Our broker/representative, Mike Keith Agency, represented by Mike Keith, has met with staff. Star Insurance Company (Star) has been our insurance carrier since October 1, 2021. Their response, service, and representation have been good. There is an overall premium increase from \$176,603 in FY22 to \$198,850 in FY23. This is a \$22,247 (12.6%) increase. The coverage of the policy remains the same. There are several minor changes relating to the vehicles and property due to sales/purchases and the annual review of property insurance values. The law enforcement liability coverage experienced a rate increase, which is not unique to the City – all carriers providing law enforcement liability coverage have implemented significant rate increases due to the current climate surrounding law enforcement claims. Mike Keith stated that this overall increase is within the expected range of an annual increase in premiums. The optional terrorism insurance would add \$387 to the base premium. The Council has historically rejected terrorism coverage. Motion to approve Star for the City's 2022-2023 property and liability insurance carrier and waive optional terrorism insurance by Councilor Peterson, second by Councilor Hardison, Roll called. AYES: Peterson, Hardison, Bond, Brash, Guy and Hardwick. NAYS: None. Motion approved 6-0.
- B. Farris Fall Festival and Street Closures. The Friends of the Farris Theatre would like to host a Fall Festival on October 29, 2022. The festival will include a bounce house, vendor booths, kiddie tractor pull, corn pit, talent show, corn hole and conclude with Trunk or Treat. This is a one-day event and the Festival Committee has a street closure request of the City Council. Sherry Smith was present and requested closers from South Camden Street from Business 10 (Main Street) to West Lexington Street and Franklin Street from West Camden Street to College Street. Motion to approve the Fall Festival Event and street closures by Councilor Peterson, second by Councilor Bond. Roll called. AYES: Peterson, Bond, Hardwick, Brash, Guy and Hardison. NAYS: None. Motion approved 6-0.
- C. Bill No.: 22-30 Budget Amendments for FY22. AN ORDINANCE AMENDING THE FISCAL YEAR 2022 OPERATING BUDGET OF THE CITY OF RICHMOND, MISSOURI, BY AMENDING ORDINANCE NUMBER 2555 TO REFLECT CHANGES IN REVENUES IN THE AMOUNT OF \$12,000 AND CHANGES IN EXPENDITURES IN THE AMOUNT OF \$83,965. A budget amendment is needed for the Transportation Fund and the Municipal Complex Fund for the FY2022 budget. The amendment needs to be approved by Council for budget/audit purposes.

1. The TEAP Grant for Camden Street study was approved by Council on December 14, 2021. (\$12,000 – 27-00-00-4532; \$17,050 – 27-00-00-9401) 2. The Thornton Street Culvert repairs were approved by Council on January 25, February 22 and June 14, 2022. (\$38,665 - 27-00-00-5023) 3. Budget overage for the LIDAR mapping for GIS was approved by Council on December 14, 2021. (\$4,100 - 27-00-00-7097) 4. Miscellaneous Municipal Complex repairs were made throughout the year (concrete, backflow preventer, HVAC repairs and toilets). (\$9,750 - 35-00-00-7405) 5. One new HVAC unit was approved by Council on July 26, 2022. (\$14,400 - 35-00-00-9015). Motion for first and second reading by title only of Bill No. 22-30 by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES. Guy, Hardwick, Peterson, Hardison, Bond and Brash. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-30. Motion to adopt Bill 22-30 as ordinance by Councilor Peterson, second Councilor Guy. Roll Called: AYES: Peterson, Guy, Hardison, Bond, Hardwick and Brash. NAYS: None. Bill 22-30 approved 6-0.

D. Resolution No. 459 Adopting Council Goals/Objectives. On June 22, 2022 the City Council held a Strategic Planning session facilitated by Patty Gentrup of the University of Kansas Public Management Center to focus on the next fiscal year. This annual work session focuses on progress made and anticipation for the future. This session's key performance areas and priorities encompassed staffing needs, operations, maintenance/repairs and continuation of previous projects. Therefore, the FY23 budget reflects these priorities. Motion to adopt Resolution No. 459 Council Goals and Objectives for FY23 Budget Year by Councilor Bond, second by Councilor Peterson. Roll called. AYES: Bond, Peterson, Brash, Guy, Hardison and Hardwick. NAYS: None. Motion approved 6-0.


E. Bill No.: 22-31 Adopting Annual Operating Budget for FY23. AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET OF THE CITY OF RICHMOND, MISSOURI, FOR FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, ESTABLISHING FINANCIAL NEEDS AND RESOURCES FOR THE CITY OF RICHMOND, MISSOURI. The Finance Committee met on Wednesday, September 7, 2022 to review the FY23 proposed budget presentation with no recommended changes. Finance committee recommended a full Work Session with the council that was presented on Monday, September 19, 2022 and there were no recommended changes. The Finance Committee recommends presenting the proposed FY23 budget to the Council at the September 27, 2022 Council Meeting for adoption. Motion for first and second reading by title only of Bill No. 22-31 by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES. Guy, Hardwick, Peterson, Hardison, Bond and Brash. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-31. Motion to adopt Bill 22-31 as ordinance by Councilor Peterson, second Councilor Hardison. Roll Called: AYES: Peterson, Hardison, Guy, Bond, Hardwick and Brash. NAYS: None. Bill 22-31 approved 6-0.

- F. Bill No.: 22-32 Amending Chapter 700 General Provisions Regarding Installation of Meters. AN ORDINANCE AMENDING CHAPTER 700 GENERAL PROVISIONS, ARTICLE II RATES AND METERS, OF THE MUNICIPAL CODE OF THE CITY OF RICHMOND, MISSOURI. With the completion of the AMI meter installation project; staff has been working on updating the city code with standardized language for water meter installation, and replacement cost for customer damages to the meter, MTU (Meter transmitting Unit), pits, lids, etc. Currently, the proposed ordinance creates those sections, along with clean up language for location of meters and deposits and the fees will be listed in the Comprehensive Fee Schedule. On September 7, 2022, staff met with the Ordinance Committee and the committee recommends to the full Council. Motion for first and second reading by title only of Bill No. 22-32 by Councilor Bond, second by Councilor Peterson. Roll Called: AYES: Bond, Peterson, Guy, Hardwick, Hardison and Brash. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-32. Motion to adopt Bill 22-32 as ordinance by Councilor Hardwick, second Councilor Peterson. Roll Called: AYES: Hardwick, Peterson, Hardison, Guy, Bond, and Brash. NAYS: None. Bill 22-32 approved 6-0.
- G. Bill No.: 22-33 Ordinance Providing for the Comprehensive Fee Schedule Adopted by the City of Richmond, Missouri, to be Amended by Resolution. AN ORDINANCE PROVIDING FOR THE COMPREHENSIVE FEE SCHEDULE ADOPTED BY THE CITY OF RICHMOND, MISSOURI, TO BE AMENDED BY RESOLUTION OF THE CITY COUNCIL. Motion for first and second reading by title only of Bill No. 22-33 by Councilor Guy, second by Councilor Peterson. Roll Called: AYES: Guy, Bond, Peterson, Hardwick, Hardison and Brash. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-33. Motion to adopt Bill 22-33 as ordinance by Councilor Peterson, second Councilor Guy. Roll Called: AYES: Peterson, Guy, Hardwick, Hardison, Bond, and Brash. NAYS: None. Bill 22-33 approved 6-0.
- H. Resolution No.: 460 Amending Comprehensive Fee Schedule. The Comprehensive Fee Schedule reflects additions/increases reflected in the FY23 budget. There are some changes in the City Recreation Programs, addition of Chapter 700 Water Meters & MTU Replacement and water rates. Motion to adopt Resolution No. 460 Amending Comprehensive Fee Schedule by Councilor Peterson, seconded by Councilor Hardison. Roll called. AYES: Peterson, Hardison, Guy, Brash, Bond and Hardwick. NAYS: None. Motion approved 6-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal. Motion to adjourn open/enter closed session at 7:04 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Brash, Peterson and Hardison NAYS: None. Motion approved 6-0

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:08 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Brash, Peterson and Hardison. NAYS: None. Motion approved 6-0.

ADJOURN: Motion to adjourn at 7:09 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Brash, Peterson and Hardison. NAYS: None. Motion approved 6-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, OCTOBER 11, 2022.

PRAYER: Brian Guy

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 11, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Rob Kinnard, Barb Hardwick, Jim Hardison, Deanna Guy, Adam Booth, Bob Bond and Rob Brash COUNCIL ABSENT: Ron Peterson

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoefflicker, Community Development Director Lisa Hastings, Economic Development Director James Gorham, Court Clerk Sarah Collins, Human Resources Specialist Courtney Williams and Recreation Director Haley Williams. Absent City Clerk Janelle Neece.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES September 27, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: Monica Bush, 302 East South Street, addressed Council about a concern regarding the excessive noise coming from Branded Steakhouse on Saturday nights.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Booth. Roll Called: AYES: Booth, Bond, Guy, Hardwick, Hardison, Kinnard, and Brash. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. The Committee has not met so nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report.
- C. Public Works: Barb Hardwick. The Committee has not met so nothing to report.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report.
- E. Park Board: Park Board has not met since our last meeting so nothing to report.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business.

CITY ADMINISTRATOR'S REPORT: Report is in the packet.

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

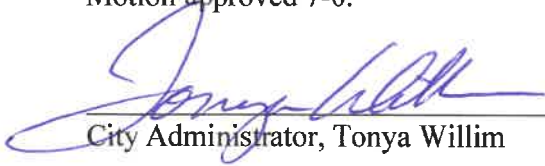
- A. Bill No: 22-34 Amending Assessment of Municipal Court Fines. AN ORDINANCE PROVIDING FOR THE ASSESSMENT OF COSTS IN THE MUNICIPAL COURT PURSUANT TO STATUTE AND AMENDING SECTION 130.250 OF THE RICHMOND CODE. On June 29, 2022, the Richmond Municipal Division of the 8th Judicial Circuit had a review (audit) by the Office of State Courts Administrator (OSCA) Municipal Assistance and Review unit. The review was conducted to determine, but not limited to, compliance with Supreme Court Rules, Court Operating Rules, Missouri State Statutes, and state and local reporting requirements. The ordinance must state the court costs assessed and the required statutory language. The current court cost is \$31.50 and is assessed on every citation and is designated in the Comprehensive Fee Schedule, but, due to statutory requirements must be in the City Code as follows. Court cost \$12, Training of Police Officers \$3, Domestic Shelter \$2, Crime Victims \$7.50 and Court Automation Fee \$7.00. Motion for first and second reading by title only of Bill No. 22-34 by Councilor Booth, second by Councilor Guy. Roll Called: AYES. Booth, Guy, Kinnard, Hardwick, Bond, Brash and Hardison. NAYS: None. Motion approved 7-0. City Administrator Tonya Willim proceeded with first and second reading by title only of Bill 22-34. Motion to adopt Bill 22-34 as ordinance by Councilor Booth, second Councilor Hardwick. Roll Called: AYES: Booth, Hardwick, Hardison, Guy, Bond, Brash and Kinnard. NAYS: None. Bill 22-34 approved 7-0.
- B. Resurface of Entrance Slumber Lane Project. In May of 2022, the City released RFP 08-2022 Resurface of Slumber Lane Entrance. The RFP close date was May 23, 2022. One bid was received; however, it was over budget and we held the project until FY23. The FY23 budget includes \$75,000 (27-00-00-5023) for this project. The apparent low bidder is Symbolic Customer Designs, LLC with a total bid of \$73,467.50. Symbolic will remove and resurfacing the entrance to Slumber Lane. Please recall, Symbolic did the concrete for the three concrete pads at the downtown lot. Contractor would be able to start project the first/second week of November. The scope of work is to remove the existing road surface and subsurface on Slumber Ln. Replace subsurface and road surface following the America Public Works (APWA) Commercial Collector Option 1 on attached. Please see aerial map of the worksite area outlined in blue. Replacement of the paving will be replaced with a new compacted base and 6" concrete. Contractor is responsible for all demo work replacement and removal of road surface and subsurface. All removed subsurface and road surface will be disposed of at the city's North Public Works lot. Contractor is aware this is a dead-end street and the only entrance for the businesses on this street. Work will be done in two parts keeping one lane open for through traffic. Motion to accept bid received from Symbolic for RFP 08-2022 not to exceed \$73,467.50 and direct the City Administrator to execute the contract by Councilor Guy, second by Councilor Booth. Roll called. AYES: Guy, Booth, Bond, Hardwick, Kinnard, Brash and Hardison. NAYS: None. Motion approved 7-0.

- C. Restore Richmond Program- Year-End Report- James Gorham. The Restore Richmond program was designed to help eligible residents improve the safety and appearance of their property. In 2022 with financial assistance from the City, investors, and residents who participated in the program we were able to assist 9 (nine) Richmond homeowners with updates and repairs to their property totaling over \$21,000.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021 (1) Legal. Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 7:03 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Brash, Hardison, Booth and Kinnard. NAYS: None. Motion approved 7-0

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:43 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Booth, Bond, Brash and Hardison. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 7:44 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Booth, Bond, Brash and Hardison. NAYS: None. Motion approved 7-0.


City Administrator, Tonya Willim


Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, OCTOBER 25, 2022

PRAYER: Brian Guy

PLEDGE OF ALLEGIANCE: Council Member Bob Bond

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on October 25, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Barb Hardwick, Jim Hardison, Deanna Guy, Rob Kinnard, Adam Booth and Rob Peterson. **COUNCIL ABSENT:** Rob Brash.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Finance Director Rebecca Hoeflicker, Public Works Director Dale Shipp, Court Clerk Sarah Collins, Human Resources Specialist Courtney Williams and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: October 11, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Guy. Roll Called. **AYES:** Bond, Guy, Peterson, Hardison, Hardwick, Booth and Kinnard. **NAYS:** None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee has not met and therefore nothing to report.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee has not met and therefore nothing to report.
- E. Park Department Liaison:** Deanna Guy. Park Board has not met since our last meeting.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business. The annual Mayors Prayer Breakfast was held on October 20, 2022, the Mayor

thanked everyone who came out and supported the event and thanked the Ministerial Alliance for putting on the event. Mayor Wright also attended the Chambers of Commerce 75th Anniversary on October 20, 2022 where he presented the Chamber with a proclamation.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. Willim updated Council on the Hill Street Lift Station. - Smico subcontractor has completed the gate of the lift station to the manhole at the top of the hill. Willim also noted that JCI has completed HSP #3 rehabilitation for FY22 and will be arriving this month for HSP #2 FY23 at the Water Treatment Plant.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Bill No. 22-35 Regional Household Hazardous Waste (HHW) Program. AN ORDINANCE AUTHORIZING THE EXECUTION OF AN INTER-GOVERNMENTAL AGREEMENT BETWEEN THE MARC SOLID WASTE MANAGEMENT DISTRICT AND THE CITY OF RICHMOND, MISSOURI RELATING TO THE REGIONAL HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM. The MARC Solid Waste Management District has administered the Regional HHW Collection Program for many years. This program makes possible the safe disposal of household hazardous waste for our residents at two permanent facilities in Kansas City and Lee's Summit and at mobile collections. The 2023 participation fee will be \$1.10 per capita and will be applied to 2021 population estimates of 5,967. Richmond's cost for 2023 would be \$6,563.70 and funds for the program are provided in the FY23 budget. Motion for first and second reading by title only of Bill No. 22-35 by Councilor Peterson, second by Councilor Booth. Roll Called: AYES. Peterson, Booth, Kinnard, Bond, Guy, Hardison and Hardwick. NAYS: None. Motion approved 7-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-35. Motion to adopt Bill 22-35 as ordinance by Councilor Peterson, second Councilor Booth. Roll Called: AYES: Peterson, Booth, Kinnard, Bond, Guy, Hardison and Hardwick. NAYS: None. Bill 22-35 approved 7-0.

B. Bill No. 22-36 City Prosecutor Appointment. AN ORDINANCE APPOINTING ELLEN GREENBERG JACOBS AS THE RICHMOND MUNICIPAL PROSECUTOR OF THE EIGHTH JUDICIAL CIRCUIT COURT AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR SAID SERVICES. City Prosecutor Zach Thompson has confirmed that October 24, 2022 is the date he will officially be sworn in as Clay County Prosecutor. Ellen Jacobs filled in this past Court date (Thursday, October 13, 2022) for Zack. She has expressed interest in becoming our permanent prosecutor. Motion for first and second reading by title only of Bill No. 22-36 by Councilor Peterson, second by Councilor Hardison. Roll Called: AYES. Peterson, Hardison, Booth, Kinnard, Bond, Guy and Hardwick. NAYS: None. Motion approved 7-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-36. Motion to adopt Bill 22-36 as ordinance by Councilor Peterson, second Councilor Hardwick. Roll Called: AYES: Peterson,

Hardwick, Booth, Kinnard, Bond, Guy and Hardison. NAYS: None. Bill 22-36 approved 7-0.

C. Establish Candidate Filing Dates. The State has set the first day to file for the April 4, 2023 election as Tuesday, December 6, 2022 at 8:00 AM and the last date to file is Tuesday, December 27, 2022 at 5:00 PM. Motion to approve dates established by the State by Councilor Bond, second by Councilor Peterson. Roll called. AYES: Bond, Peterson, Guy, Hardison, Kinnard, Hardwick and Booth. NAYS: None. Motion approved 7-0.

D. Phase 4 Final Downtown Lot. On November 1, 2022, Tim Rash with Green Mile Landscaping will be ready to mobilize for the final phase of the downtown lot project. This scope of work will include: Pavers- all dirt work, gravel, pavers and sand with complete compaction. Electrical- finish installation of outlets at pergolas adding more outlet at the top of the pergolas for outdoor lighting. Adding decorative rock and plants near pavers and moving of decorative rock for area for the Rotary Clock. The Rotary Club Clock is still expected to arrive this month. Rotary will provide the concrete base and electrician for the clock. The total cost of Phase 4 is \$49,920. We currently have budgeted \$50,000 for this project. Motion to approve Green Mile Landscaping for Phase 4 of the project and not to exceed \$49,920 and authorize the City Administrator to sign the contract by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Booth, Kinnard, Bond, Hardison and Peterson. NAYS: None. Motion approved 7-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:49 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Booth, Peterson, Kinnard and Hardison NAYS: None. Motion approved 7-0

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:10 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Kinnard, Booth, Peterson and Hardison. NAYS: None. Motion approved 7 -0.

ADJOURN: Motion to adjourn at 7:11 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Booth, Kinnard, Peterson and Hardison. NAYS: None. Motion approved 7-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, NOVEMBER 08, 2022.

PRAYER: Rob Kinnard

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, November 08, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Rob Kinnard, Barb Hardwick, Jim Hardison, Deanna Guy, Ron Peterson, Bob Bond and Rob Brash COUNCIL ABSENT: Adam Booth

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Intern Police Chief Scott Bagley, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Rebecca Hoeflicker, Community Development Director Lisa Hastings, Court Clerk Sarah Collins, Human Resources Specialist Courtney Williams and Recreation Director Haley Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES October 25, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None.

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Peterson, second by Councilor Hardwick. Roll called: AYES: Peterson, Hardwick, Guy, Hardison, Bond, Kinnard and Brash. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. The Committee has not met so nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report.
- C. Public Works: Ron Peterson. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report.
- E. Park Board: Park Board met on Monday November 7, 2022. Parks have been winterized and items discussed will be presented later on the agenda.

MAYOR'S REPORT: Mayor Wright appointed Sergeant Christopher Scott Bagley as the Interim Police Chief. Roll called. AYES: Bond, Peterson, Hardwick, Kinnard, Brash, Guy and Hardison. NAYS: None. Mayor Wright introduced new employee Jessica Warden as our new Code Enforcement Officer/GIS Technician. A special thank you was given to the staff and Kiwanis Club

for handing out candy and hot dogs and making Trick or Treat Street another success. The Mayor along with 10 other representatives from the City attended the Missouri Municipal League Meeting on November 3, 2022 where staff was presented the traveling plaque for having the most representatives in attendance. Mayor Wright has met with City Administrator Tonya Willim to discuss City business and was part of the panel for interviews. Chamber of Commerce after hours will be held on November 11, 2022 at Branded Steakhouse.

CITY ADMINISTRATOR'S REPORT: Report is in the packet and business as usual. CA Willim congratulated our Municipal Court Administrator, Sarah Collins. She was voted on to the Board of Directors for the Western Association of Court Administrators (WACA) and appointed to the Social/Awards Chairman.

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:


- A. Purchase of SCBAs for New Pumper. There is currently \$45,000 in the FY23 budget to purchase 6 SCBA cylinders, facepieces and air packs equipment for the new pumper. Council granted permission to apply for an AFG Grant for the above equipment. However, the application period has closed and the City was not notified of the award. The new pumper is expected to arrive March/April of 2023 and the above equipment takes about three months to receive. Staff received a quote from Macqueen Equipment for \$45,717.18. Conrad was our previous distributor but due to reorganization of the region, Macqueen is now distributor of this equipment. This price is \$717.10 over budget and the amount will be taken out of expendable equipment. Motion to approve the purchase of 6 SCBA and associated equipment from Macqueen Emergency for the total amount of \$45,717.18 and authorize the Mayor to sign by Councilor Bond, second by Councilor Peterson. Roll called. AYES: Bond, Peterson, Kinnard, Brash, Guy, Hardison and Hardwick. NAYS: None. Motion approved 7-0.
- B. Install Meters- MB Construction. The City has a few meters left to install and plumbing/construction work needed to finish addressing for the AMI System. Due to our staffing shortage, MB Construction had availability to complete this work in a timely manner as they did last year. MB Construction started on Wednesday, November 2, 2022. A quote has been obtained from MB Construction and totals \$11,700 which will be divide between water distribution/wastewater, line items Meters & Supplies. Motion to approve the acceptance of MB Construction's quote for labor and excavation and not to exceed \$11,700 by Councilor Peterson, second by Councilor Hardison. Roll called. AYES: Peterson, Hardison, Bond, Hardwick, Kinnard, Brash and Guy. NAYS: None. Motion approved 7-0.
- C. Purchase of Trash Receptacles. The Economic Development Department has identified six more trash receptacles needed in the downtown area. These items serve as building blocks for future community enhancements that adhere to the City's comprehensive plan. The FY23 budget has earmarked \$7,000. The total for all (6) trash cans is \$6,412.13. Motion to approve the purchase of six trash receptacles from Park Warehouse and not to exceed \$6,412.13 by Councilor Hardwick, second by Councilor Hardison. Roll called. AYES: Hardwick, Hardison, Peterson, Guy, Bond and Kinnard. NAYS: Brash. Motion approved 6-1.

D. Purchase of Utility Vehicle for Parks. The FY23 budget includes \$31,000 for the purchase of a utility vehicle replacement for the parks department. The current parks utility vehicle is a 2008 SXS Gator with plow. The Gator is used to maintain the parks, plow and other maintenance through the seven parks. Ag-Power is able to provide the 2023 John Deere Gator HVAC 4x4 to the City under the cooperative purchasing program Sourcewell (Contract # 031121-DAC), which is available to the City as a member of MARC. The Gator is priced at \$24,741. Additional options: tires/wheels, cargo box power lift kit for the dump bed, front brush guard (\$1756.98) and attachments: front harness, beacon list, horn, plow and turn single kit (\$4,478.67) for the total cost is \$30,976.99. Purchasing under the Sourcewell contract saves approximately \$4,027.66 (14%) off of the standard government pricing for this equipment. Park Board met on November 7, 2022 and recommends to the full council. Motion to approve the purchase of the 2023 John Deere Gator 4X4 with additional options and attachments not to exceed \$30,976.99 and allow sell of the 2008 Gator on Purplewave by Councilor Guy, second by Councilor Peterson. Roll called. AYES: Guy, Peterson, Kinnard, Bond, Hardison, Hardwick and Brash. Motion approved 7-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021 (1) Legal. Motion to adjourn open/enter closed session at 6:46 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Brash, Hardison, Peterson and Kinnard. NAYS: None. Motion approved 7-0

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 6:59 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Peterson, Bond, Brash and Hardison. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 7:00 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Peterson, Bond, Brash and Hardison. NAYS: None. Motion approved 7-0.


City Clerk, Janelle Neece


Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, NOVEMBER 22, 2022

PRAYER: Brian Guy

PLEDGE OF ALLEGIANCE: Bob Bond

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on November 22, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Rob Brash, Deanna Guy, Barb Hardwick and Rob Kinnard. COUNCIL ABSENT: Jim Hardison, Adam Booth and Ron Peterson.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Interim Police Chief Scott Bagley, Public Works Director Dale Shipp, Community Development Director Lisa Hastings, Human Resources Specialist Courtney Williams and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: November 8, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

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

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee has not met and therefore nothing to report. Chairperson Guy participated in the Financial Director interviews.
- B. Ordinance:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- C. Public Works:** Barb Hardwick. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- E. Park Department Liaison:** Deanna Guy. Park Board has not met since our last meeting.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business. Mayor Wright participated in the Finance Director interviews and attended the Chamber After Hours event. Mayor and Council would like to hold the annual employee appreciation breakfast on December 22, 2022.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. Report is in the packet. CA Willim conducted interviews for the Finance Director and job offer was extended. Willim also informed council that she received notification that the City's application was not accepted for ARPA funding for the additional funding for the waterline replacement. The City ranked 175 out of 370.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. RFP 13-2022 Dangerous Buildings. On November 2, 2022, the City released RFP 13-2022 Dangerous Building Demolition in an effort to expedite demolition and for budgetary efforts. The RFP close date was November 14, 2022. Four bids were received. The apparent low bidder is Tri Smith Construction in the amount of \$47,000. Currently \$25,000 is in the FY23 budget. Staff recommends 4 properties at this time: 203 W. Royal, 510 S. Second, 202 E. Black Diamond and 410 W. Royal for a total of \$19,500. The property located at 338 W. Lexington is currently in the process of being demolished by the homeowner. The DNR permit has been obtained and a contractor has been hired. The property located at 508 N. Thornton is currently under contract to be sold and rehabbed. Staff would like to see progress on this property within 6 months and will be revisited at that time. A demolition review is required by MDNR and we must provide them asbestos reports whether each structure is clear of asbestos. Previously the City has used Jim Linville and since then he has retired and recommended using Derrick Fee. Staff reached out and obtained 2 quotes with Derrick Fee coming in with the lowest bid at \$600 per house. With the asbestos testing and demolition brings the total amount to \$21,900. Motion to approve Tri Smith Construction to provide demolition services for the above properties not to exceed \$19,500 and Derrick Fee to provide asbestos testing not to exceed \$2,400 with a combined total of \$21,900 and authorize City Administrator to sign agreement by Councilor Hardwick, second by Councilor Guy. Roll called. AYES: Hardwick, Guy, Kinnard, Bond and Brash. NAYS: None. Motion approved 5-0.
- B. Investigative Software – TLOxp. The Richmond Police Department has the ability to secure software known as The Last One (TLO) Online Investigative Services, which is online public records data base service software. The Police Department in the past was able to use this software through another agency. The agency will no longer be able to provide this software that the PD utilizes. Interim Chief Bagley was able to facilitate the ability to gain (one license for the software) and use by the Richmond Police Department. This is a tool used for investigative purposes and in-depth background checks. The total cost is \$2040 per year or \$170 per month for unlimited background checks. This is a non-budgeted item which would require council approval. Currently, there is \$1,698.00 in line item Computer Software & Hardware

with a remaining \$402.00 would be covered through misc. shortages throughout the budget. Public Safety met prior to the meeting and recommends to full council. Motion to approve the purchase of the TLO software not to exceed \$2,040 and authorize the Interim Chief to sign for the Police Department by Councilor Kinnard, second by Councilor Hardwick. Roll called. AYES: Kinnard, Hardwick, Bond, Brash and Guy. NAYS: None. Motion approved 5-0.

- C. Christmas Parade and Extravaganza. The Chamber of Commerce will be kicking off the Christmas Season with a lighted parade on December 2, 2022, forming in the City Hall parking lot and proceeding down North Thornton Street to North Main Street. North Main Street and College Street will be the focus of the extravaganza from 5:00 p.m. to 9:00 p.m. and the Chamber is requesting street closures. Event Street Closures: West North Main Street from North Thornton to North College and North College Street from West Main Street to West North Main Street. Parade Street Closures: Summit Street from College to Thornton. Thornton Street from Summit to North Main, West North Main Street from North Thornton to North College, College Street from West North Main Street to Summit Street. Motion to approve street closures as requested by Councilor Guy, second by Councilor Hardwick. Roll called. AYES: Guy, Hardwick, Bond, Kinnard and Brash. NAYS: None. Motion approved 5-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:43 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Brash and Kinnard NAYS: None. Motion approved 5-0

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 6:54 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Kinnard and Brash. NAYS: None. Motion approved 5 -0.

ADJOURN: Motion to adjourn at 6:55 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Brash and Kinnard. NAYS: None. Motion approved 5-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, DECEMBER 13, 2022.

PRAYER: Brian Guy

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, December 13, 2022, at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Rob Kinnard, Barb Hardwick, Jim Hardison, Deanna Guy, Bob Bond and Rob Brash COUNCIL ABSENT: Ron Peterson and Adam Booth.

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Interim Police Chief Scott Bagley, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Dawn Jennings, Community Development Director Lisa Hastings, Economic Development Director James Gorham, Court Clerk Sarah Collins, Human Resources Specialist Courtney Williams, Recreation Director Haley Williams and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES November 22, 2022 regular meeting minutes were approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Hardwick. Roll Called: AYES: Bond, Hardwick, Guy, Hardison, Kinnard, and Brash. NAYS: None. Motion approved 6-0.

REPORT OF STANDING COMMITTEES:

- A. Finance: Deanna Guy. The Committee has not met so nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met so nothing to report.
- C. Public Works: Mayor Wright. Ron Peterson is absent but the Committee has not met so nothing to report.
- D. Public Safety: Rob Kinnard. The Committee has not met so nothing to report.
- E. Park Board: Park Board has not met since our last meeting so nothing to report. There will not be another Park Board Meeting until March unless an item comes up for discussion.

MAYOR'S REPORT: Mayor Wright has met with CA Willim who has kept him informed on City business. Welcoming and appointment of Dawn Jennings as Financial Director. Roll called. AYES: Kinnard, Bond, Brash, Guy, Hardison and Hardwick. NAYS: None. Appointment of Austin

Crossland as a Reserve Police Officer. Roll called. AYES: Bond, Hardwick, Kinnard, Brash, Guy and Hardison. NAYS: None. Mayor participated in the Christmas Parade and thanked all the City staff who helped build the float for the City of Richmond. As a reminder to council and staff, the employee appreciation breakfast will be held on December 22, 2022 and for council to please arrive by 6:00 a.m.

CITY ADMINISTRATOR'S REPORT: Report is in the packet. CA Willim highlighted the emergency repair on the water plant basin clarifier which is now complete. Ross Construction (\$2,324) provide labor/equip to stabilize the mixer due the all the bolts braking and the mixer dropped to the bottom on the basin. Once the basin was completely drained - Reddi Mix (\$6,899) was able vacuum all the sludge from the clarifier and disposed of it. Ross Contraction and PW reassemble the mixer.

DEPARTMENT REPORTS: No questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No: 22-37- Snowdens Second Addition Replat of Lots 10, 12 and 15 - AN ORDINANCE APPROVING THE FINAL PLAT FOR THE REPLAT OF LOTS 10, 12 AND PART OF LOT 15 OF SNOWDEN'S 2ND ADDITION; DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE THE SUBDIVISION PLAT; SETTING AN EFFECTIVE DATE FOR THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH. Motion for first and second reading by title only of Bill No. 22-37 by Councilor Guy, second by Councilor Hardwick. Roll called: AYES. Guy, Hardwick, Hardison, Bond Kinnard and Brash. NAYS: None. Motion approved 6-0. City Clerk Janelle Neece proceeded with first and second reading by title only of Bill 22-37. Motion to adopt Bill 22-37 as ordinance by Councilor Hardwick, second Councilor Guy. Roll Called: AYES: Hardwick, Guy, Brash, Bond, Hardison and Kinnard. NAYS: None. Bill 22-37 approved 6-0.

- B. Selection of Contractor for Lime Lagoon Sludge Removal- On November 1, 2022, the City released RFP 12-2022 Lime Sludge Removal – South Lagoon. The RFP close date was November 14, 2022. Four bids were received. This is for the South Lagoon, known as Lagoon #1. The apparent low bidder is Hodges Farm and Dredging in the amount of \$119,650. Currently, \$150,000 is in the FY23 budget. Staff reached out to seven (7) different references and received all positive responses with several stating they use Hodges Farm and Dredging exclusively. Staff believes with a cost savings of \$30,350 to go in to contract with Hodges Farm and Dredging for \$119,650 with a start date of December 15, 2022. Motion to approve Hodges Farm and Dredging to provide Lime Lagoon Sludge removal not to exceed \$119,650 and authorize City Administrator to sign agreement by Councilor Hardison, second by Councilor Kinnard. Roll called. AYES: Hardison, Kinnard, Bond, Brash, Guy and Hardwick. NAYS: None. Motion approved 6-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021 (1) Legal. Motion to adjourn open/enter closed session at 6:44 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Brash, Hardison and Kinnard. NAYS: None. Motion approved 6-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:12 p.m. with no action taken by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Bond, Brash and Hardison. NAYS: None. Motion approved 6-0.

ADJOURN: Motion to adjourn at 7:13 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Bond, Brash and Hardison. NAYS: None. Motion approved 6-0.



City Clerk, Janelle Neece



Mayor, Mike Wright



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, DECEMBER 27, 2022

PRAYER: Brian Guy

PLEDGE OF ALLEGIANCE: Bob Bond

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on December 27, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Bob Bond, Jim Hardison, Deanna Guy, Adam Booth, Barb Hardwick, Ron Peterson and Rob Kinnard. COUNCIL ABSENT: Rob Brash

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Interim Police Chief Scott Bagley, Public Works Director Dale Shipp, Economic Development Director James Gorham, Finance Director Dawn Jennings and City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: December 13, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Booth. Roll Called. AYES: Bond, Booth, Peterson, Guy, Hardison, Kinnard and Hardwick. NAYS: None. Motion approved 7-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee met on December 19, 2022 and items discussed will be presented later on the agenda.
- B. Ordinance:** Barb Hardwick. The Committee met on December 21, 2022 and items discussed will be presented later on the agenda.
- C. Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee has not met and therefore nothing to report.
- E. Park Department Liaison:** Deanna Guy. Park Board will not meet until March 2023.

MAYOR'S REPORT: Mayor Wright appointed Jason Nettles to the Planning and Zoning Board. Roll called. AYES: Bond, Booth, Kinnard, Peterson, Hardwick, Hardison and Guy.

NAYS: None. Mayor Wright also met with CA Willim who has kept him informed on City business. Mayor Wright thanked the staff and council members who helped and attended the appreciation breakfast and thanked Dale Shipp and crew for their dedication on making sure all the streets were plowed from the snow.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. Report is not in the packet. CA Willim has been working on the Compensation and Classification Study with McGrath over the past few weeks.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No. 22-38 AN ORDINANCE IMPOSING A SALES TAX AT A RATE OF THREE PERCENT ON ALL TANGIBLE PERSONAL PROPERTY RETAIL SALES OF ADULT USE MARIJUANA SOLD WITHIN THE CITY OF RICHMOND, MISSOURI, PURSUANT TO ARTICLE XIV, SECTION 2.6(5) OF THE MISSOURI CONSTITUTION SUBJECT TO THE APPROVAL BY THE VOTERS OF THE CITY AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON APRIL 4, 2023; DESIGNATING THE FORM OF BALLOT; AND DIRECTING THE CITY CLERK TO PROVIDE NOTICE OF SAID ELECTION. Motion for first and second reading by title only of Bill No. 22-38 by Councilor Peterson, second by Councilor Hardwick. Roll called: AYES: Peterson, Hardwick, Kinnard, Booth, Bond, Guy and Hardison NAYS: None. Motion approved 7-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill 22-38. Motion to adopt Bill 22-38 as ordinance by Councilor Peterson, second by Councilor Booth. Roll Called. AYES: Peterson, Booth, Bond, Kinnard, Hardison and Hardwick. NAYS: Guy. Bill 22-38 approved 6-1.

- B. Compensation and Benefit Executive Summary Report- McGrath Human Resources Group. The Executive Report explains the methodology of the study, market analysis, the current compensation system and the proposed ranges of salaries for a new compensation system. The study also encompassed a benefit analysis of the City's current offerings as well as a summary of benefits provided by our comparable communities Our compensation system has a specific grade scale for nearly each individual job title. McGrath has proposed a range system and has placed specific jobs within ranges, which in turn creates internal equity between departments. When looking at implementing the updated range system, all employee salaries will be adjusted to at least reach the minimum of the range. The cost for this is \$455,416.08. For employees that are already within the proposed range, this implementation has built in a minimum increase to every employee of 3% to ensure that all employees receive a benefit from the study; which could include the 3% adjustment already given in October. Increasing salaries has an impact on the benefits provided to the employee (FICA, LAGERS, and Workers Compensation). The additional costs associated with these taxable benefits totals \$84,107.45. The full cost of implementation would come to an additional \$157,921.59. This amount is separate from the budgeted increases

assumed in FY23 Budget throughout all funds. In examining the General Fund, implementing the Classification and Compensation Study decreases the projected ending cash balance of the General Fund by \$138,214.04. The figure presented on proportion of difference is 43% of the total towards Fire and Police departments. The implementation does create a year-over-year, financial effect and this cash balance/reserve projection is entirely dependent on conservative growth in both sales taxes and property taxes. McGrath completed a benefit comparison that allows City Administration to consider long term benefits strategy perspective for total compensation. With the 2022 health plans provided, the City benefits fall for single plans within the midrange and below the ranked for family. When looking at the vacation time structure, McGrath found that the City's initial time offered to new employee and maximums are low. The recommended schedule has added a service levels to reward employees with service and include more days for years of completion. This recommendation will be under consideration. McGrath also placed policy recommendations that City Administration will retain for future reference in the event that additional benefits are viewed as necessary (such as PTO, vacation buy-back, and mandatory vacation). Malayna Halvorson Maes from McGrath Consulting presented the full Executive Report and Powerpoint presentation to the Finance Committee on December 19, 2022. Finance Committee recommends to the full Council. Motion to approve the acceptance of study and implementation of salary range and adjustments by Councilor Guy, second by Councilor Peterson. Roll called. AYES: Guy, Peterson, Bond, Hardwick, Booth, Kinnard and Hardison. NAYS: None. Motion approved 7-0.

ADJOURN: Motion to adjourn at 6:50 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Bond, Peterson, Booth, Hardison and Kinnard. NAYS: None. Motion approved 7-0.



City Clerk, Janelle Neece



Mayor, Mike Wright

