

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, JANUARY 23, 2024.**

**PRAYER:** William Isaacson

**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, January 23, 2024, at 6:30 p.m.

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

**ROLL CALL:** STAFF PRESENT: City Administrator- Tonya Willim, City Clerk- Kim Williamson, Fire Chief- Mark Sowder, Police Chief, Scott Bagley, Finance Director- Dawn Jennings, Public Works Director, Dale Shipp, Community Development- Lisa Hastings, Economic Development Director, Rob Swafford, Utility Supervisor, Aaron Misenhelter, City Attorney- Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** The December 12, 2023 regular meeting minutes were approved as printed.

**COMMENTS FROM AUDIENCE:** Jacob Peterson with Redgate Disposal expressed his interest in bidding for the City of Richmond's trash removal contract. Redgate is a family owned business that started in 2006. They currently serve 14,000 customers and 1500 dumpsters. Redgate is based out of Edgerton, MO and are looking to grow their business in Richmond's direction.

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

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met; nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met; nothing to report.
- C. Public Works: Barb Hardwick. The Committee has not met; nothing to report.
- D. Public Safety: Rob Kinnard. The Committee has not met; nothing to report.
- E. Park Board: Deanna Guy. The Committee has not met. The gym is currently being worked on, and the Parks Master Plan interviews are taking place

**MAYOR'S REPORT:** The Mayor has met with CA Willim, who has kept him informed on City of Richmond business. Public Works has done a great job of taking care of our citizens. They have endured weather conditions, leaks, breaks, and maintaining the streets of Richmond.

**CITY ADMINISTRATOR'S REPORT:** CA Willim's full report is in the packet. Public Works has done an exceptional work for the City of Richmond. They have endured weather, leaks, breaks, meters, as well as maintaining the streets. We have started interviewing for the Parks Master Plan. The first interview was today.

**DEPARTMENT REPORTS:** No questions or comments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. Allocation of Revenue/Expenses from Sale of Salvage Scrap. The team at the North Barn has successfully removed scrap generating a revenue of \$10,649.53. Through staff check-ins and speaking with Dale and Aaron, the most pressing needs for the department is Personal Protective Equipment (PPE), equipment, and equipment repair. Councilor Kinnard made a motion to approve the budget amendment for allocation of revenue/expenses for the purchase of PPE, equipment, and equipment repair, not to exceed \$10,649.53, Councilor Peterson seconded the motion. Roll Called. AYES: Kinnard, Peterson, Guy, Hardison, Bond, Hardwick and Brash. NAYS: None. Motion approved 7-0.
- B. Bill No.:24-01 Budget Amendment for Allocation of Sale of Scrap. A motion for first and second reading by title only of Bill No. 24-01 was made by Councilor Kinnard, seconded by Councilor Peterson. Roll Called: AYES: Kinnard, Peterson, Brash, Hardwick, Bond, Guy, and Hardwick. NAYS: None. Motion approved 7-0. Motion to adopt Bill No.: 24-01 as an ordinance by Councilor Peterson, seconded by Councilor Kinnard. Roll Called. AYES: Peterson, Kinnard, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.
- C. Ray County 911 Radio Ownership Delivery. The City has received a Bill of Sale from Ray County 911 regarding the transfer of ownership for handheld and in-car radios. This transfer pertains to the equipment provided to the Richmond Police and Fire Departments by Ray County 911 when the agency transitioned to digital capability. Once the Bill of Sales is duly executed, our staff will initiate the process of placing the mentioned equipment on the City's insurance policy with Mike Keith Insurance. Councilor Peterson made a motion to accept the equipment delivery and authorize the Mayor to sign, Councilor Kinnard seconded the motion. Roll Called. AYES: Peterson, Kinnard, Guy, Hardison, Bond, Hardwick and Brash. NAYS: None. Motion approved 7-0.
- D. Resolution 462: A Resolution of Support for U.S. 51 Bicycle Route. This is a bicycle route mapping project and is part of a national effort through the American Association of Highway and Transportation Officials (AASHTO) to expand the US Bicycle Route system. It is being led by MoDOT, the Missouri Bike Federation, and the Adventure Cycling Association. The Adventure Cycling Association along with Mid-America Regional Council (MARC) is requesting their members to show support by Resolution and Letter of Support to MoDOT, if the route is through the member's community (Richmond). MoDOT is the agency that submits the USBR route approval application to AASHTO submittals. The

proposed USBR 51 route on Richmond streets comes into town on MO 10 Bus, turns onto Wollard Blvd., and enters Ray County. There is no inherent liability for local agencies, signage is nice, but not required. Long distance bicycle tourists are experienced road riders and use to varying quality of road surface, absence of paved shoulders, and car and truck traffic. There is no requirement that roads for US Bicycle Routes meet the guidelines in the AASTHO Guide for Bicycle Facilities. This was explicitly considered and it has been written into the process that there are no specific requirements for road or trail standards. Councilor Peterson made a motion to approve Resolution 462 showing support for U.S. Bicycle Route 51 designation through Richmond, Councilor Hardwick seconded the motion. Roll Called. AYES: Peterson, Hardwick, Kinnard, Bond, Brash, Guy, and Hardison. NAYS: None. Motion approved 7-0.

E. Master Service Agreement with FLOCK. During the planning phase of the FLOCK grant approvals by MoDot in regard to pole mounts were reduced to \$1,250.00 per unit. With the reduction in pricing, a quote for two additional cameras were requested. With the two additional cameras all points of entry and exit to the city would be covered. With this proposal a remaining balance of \$1,350.00 would need to be covered by the department's current donation fund. Councilor Bond made a motion, that the Master Agreement with FLOCK in the amount of \$25,850.00 and for authorization for the Mayor to sign the agreement with payment being made via the funds in the amount of \$24,500.00 from the LVCP grant and the offset balance being paid through the departments donation funds in the amount of \$1,1350.00 located in line item (10-11-00-4821), Councilor Kinnard seconded the motion. Roll Called. AYES: Bond, Kinnard, Peterson, Hardwick, Brash, Guy, and Hardison. NAYS: None. Motion approved 7-0.

F. Policies - Required for Process ISO. As part of the review from the ISO (Insurance Services Office) evaluation, municipalities are required to have a policy in place for the process of issuing building permits for commercial and residential as well as a policy for an appeal to the Building Code Committee. Having policy for all activities will ensure the proper procedure is being followed. Councilor Peterson made a motion to accept Policy Number: 2024-01, 2024-02, and 2024-03, Councilor Bond seconded the motion. Roll Called. AYES: Peterson, Bond, Guy, Hardwick, Kinnard, Brash and Hardison. NAYS: None. Motion approved 7-0.

**ADJOURN:** Motion to adjourn at 6:58 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Bond, Brash, Peterson, and Hardison. NAYS: None. Motion approved 7-0.



*Kim Williamson*  
City Clerk, Kim Williamson

*Mike Wright*  
Mayor, Mike Wright

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, FEBRUARY 13, 2024.**

**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, February 13, 2024, at 6:30 p.m.

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

**ROLL CALL:** STAFF PRESENT: City Administrator- Tonya Willim, City Clerk- Kim Williamson, Fire Chief- Mark Sowder, Police Chief, Scott Bagley, Finance Director- Dawn Jennings, Public Works Director, Dale Shipp, Community Development- Lisa Hastings, Economic Development Director, Rob Swafford, Utility Specialist – Wendy VanOster, Recreation Director- Haley Williams, HR Specialist – Courtney Williams, Municipal Court Clerk, Sarah Collins, City Attorney- Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** The January 24, 2024 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, Hardwick, Kinnard, Hardison and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met; nothing to report.
- B. Ordinance: Barb Hardwick. The Committee met on February 7<sup>th</sup>; items of discussion are on tonight's agenda.
- C. Public Works: Ron Peterson. The Committee met tonight; items of discussion will be on future agendas.
- D. Public Safety: Rob Kinnard. The Committee has not met; nothing to report.
- E. Park Board: Deanna Guy. The Committee will meet in March. Interviews for the Parks Master Plan were held and is on tonight's agenda.

**MAYOR'S REPORT:** The Mayor has met with CA Willim, who has kept him informed on City of Richmond business. The Mayor attended the interviews for the Parks Master Plan. Councilor Adam Booth has submitted his resignation. Police Chief, Scott Bagley presented three officers with awards.

Brandon Peet and Derek Gardner received the Life Saving Award, Corporal Tomas Rodriguez received Officer of The Year.

**CITY ADMINISTRATOR'S REPORT:** CA Willim's full report is in the packet. Interviews for the Parks Master Plan were held, CA Willim attended the MCMA Winter Workshop in Columbia. Discussions were started with Genesis Environmental Solutions. Tribeca has completed the concrete work in the gym, it now has a 45-day cure time. Westbrook & Co has been on site for the annual audit.

**DEPARTMENT REPORTS:** No questions or comments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. Lisa Hastings and the Building Codes Board of Appeals Committee have completed their review of the 2021 International Building Code (IBC). The Committee consists of a five-member appointed board consisting of John Dorton (General Construction), John Landwehr (Engineer), Danny Sisson (Electrical), Cole Oliphant (HVAC) and Bret Bowman (Plumbing). Each member has reviewed the code regarding their professional expertise. Mark Sowder has reviewed the International Fire Code portion. A joint Council work session with the Committee was held on January 30, 2024, to discuss the transition from the current IBC 2015 to IBC 2021. During the work session, the addition of a requirement for installation of tracer wire with underground utilities was brought forward. The Ordinance Committee met on February 7, 2024, to discuss the IBC 2021 ordinance with the modifications and the tracer wire requirement ordinance. The Ordinance Committee recommended approval of both ordinances to the full Council. Bill No.: 24-02 – Amending Title V Chapter 500 Building Regulation Codes. A motion for first and second reading by title only of Bill No. 24-02 was made by Councilor Bond seconded by Councilor Peterson. Roll Called. AYES: Bond, Peterson, Kinnard, Guy, Hardison, Hardwick and Brash. NAYS: None. Motion approved 7-0. Motion to adopt Bill No.: 24-02 as an ordinance by Councilor Peterson, seconded by Councilor Hardison. Roll Called. AYES: Peterson, Hardison, Bond, Hardwick, Kinnard, Brash, Guy. NAYS: None. Motion approved 7-0.
- B. Bill No.:24-03 Amending Title V Chapter 510 Underground Utility Installation. A motion for first and second reading by title only of Bill No. 24-03 was made by Councilor Peterson, seconded by Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Brash, Hardwick, Bond, Guy, and Hardwick. NAYS: None. Motion approved 7-0. Motion to adopt Bill No.: 24-03 as an ordinance by Councilor Peterson, seconded by Councilor Kinnard. Roll Called. AYES: Peterson, Kinnard, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.
- C. Consultant Selection for Park System Master Plan - On November 20, 2023, the City issued a Request for Qualifications for the comprehensive Park Master Plan, with a deadline for response by Monday, December 28, 2023. We received three responses: GMLV Architects, Vireo, and Olsson Studio. The Selection Committee determined that Viero emerged as the top choice based on the RFQ Evaluation Criteria and Scoring Table attached, scoring the highest and demonstrating their expertise and capability to deliver a

quality plan. Councilor Guy made a motion to enter into contract and formalize an agreement with Viero for \$75,000 and authorize the City Administrator to sign the contract, Councilor Peterson seconded the motion. Roll Called. AYES: Guy, Peterson, Kinnard, Hardison, Bond, Hardwick and Brash. NAYS: None. Motion approved 7-0.

- D. American Celebration – Fireworks and Waivers - The Annual Fourth of July Celebration “American Celebration” will be upon us soon. The date of this year’s celebration will be Friday, June 28, 2024. A few waivers are required to accommodate the celebration and city ordinances. Paragraph 205-160: Use of Fireworks Restricted. Discharge of fireworks by anyone in the city is only allowed between July 1 and July 5. - Waive this paragraph to allow fireworks by professional pyro technicians on June 28, 2024. 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. The requirements of this paragraph be waived until 11:00 p.m. on June 28, 2024. Paragraph 215-790 – Prohibiting the sale of anything of value in city owned parks. We have discussed allowing a small number of food vendor trucks to enter the park to operate food concessions rather than the concession area of Southview Park. Food trucks will sell items like ice cream, hamburgers, hot dogs, soft drinks, etc. and we might be able to get others to sell small trinkets such as glow sticks/necklaces, t-shirts, etc. in the park area. The requirements of this paragraph will be waived prohibiting the sale of food items and trinkets in Southview Park from 6:00 p.m. until 11:00 p.m. on June 28, 2024. Councilor Hardison made a motion to approve the contract with J&M Displays in an amount not to exceed \$15,000, authorize the City Administrator to sign and waive the above requirements, Councilor Peterson seconded the motion. Roll Called. AYES: Hardison, Peterson, Kinnard, Bond, Brash, Guy, and Hardwick. NAYS: None. Motion approved 7-0.
- E. Liquor License – Stella’s Restaurant and Bar - On January 22, 2024, Christian Valencia, the new co-owner of Stella’s Restaurant & Bar Inc., applied for a Retail Liquor by the Drink and Sunday by Drink License. All requested information was submitted. Councilor Bond made a motion to issue Stella’s a liquor license, Councilor Peterson seconded the motion. Roll Called: AYES: Bond, Peterson, Hardwick, Kinnard, Brash, Hardison. NAYS: Guy. Motion approved 6-1.
- F. Emergency Purchase of Computers - The outdated operating systems on our existing computers have resulted in decreased operational efficiency. While we had budgeted for the conversion from server-based document storage and email to cloud-based systems in the FY24 budget, we encountered unforeseen complications during the process. Specifically, computers running Windows 7 were unable to be updated to the required software, whereas newer computers equipped with Windows 10 seamlessly underwent the conversion process. To address this issue urgently, we have purchased ten new computers equipped with modern operating systems. These computers, totaling \$7,905.01 in cost, have been procured from Micro Center and distributed across departments including administration, police, community development, parks, and wastewater. We ensured that the selected options from High Tek Solutions meet our requirements without compromising quality or functionality. Councilor Guy made a motion to approve the emergency purchase of computers for \$7905.01, Councilor Hardwick seconded the motion. Roll called. AYES: Guy, Hardwick, Peterson, Hardison, Bond, Kinnard, and Brash. 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, Bond, Brash, Peterson, and Hardison. NAYS: None.  
Motion approved 7-0.

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City Clerk, Kim Williamson



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Mayor, Mike Wright



**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, FEBRUARY 27, 2024.**

**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, February 27, 2024, at 6:35 p.m.

**ROLL CALL:** Council Present: Mayor Mike Wright, Rob Kinnard, Barb Hardwick, Jim Hardison, Deanna Guy, Bob Bond, and Rob Brash. Absent: Ron Peterson

**ROLL CALL:** Staff Present: City Administrator- Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, Community Development-Lisa Hastings, HR Specialist-Courtney Williams, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** the February 13, 2024, 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 Hardison. Roll Called: AYES: Bond, Guy, Hardwick, Kinnard, Hardison and Brash. NAYS: None. Motion approved 6-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore nothing to report.
- C. Public Works: Ron Peterson. The Committee has not met therefore nothing to report.
- D. Public Safety: Rob Kinnard. The Committee has not met therefore nothing to report. Just a reminder to let your friends a family know not to burn outside.

**MAYOR'S REPORT:** Appointment of Rodney Williams as Ward 3 Councilor. Roll Called: AYES: Bond, Guy, Hardwick, Kinnard, Hardison and Brash. NAYS: None. Motion approved 6-0. **Swearing In of New Council Member:** At this time Acting City Clerk Tonya Willim swore in Councilmember Rodney Williams. The mayor finished his report with meetings with CA Willim, who has kept him informed on City business.

**CITY ADMINISTRATOR'S REPORT:** CA Willim's full report is included in the packet. No additional information was added.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. Variable Frequency Drives (VFDs) – CA Willim discussed the VFDs allow operators to control the flow rate of influent wastewater. The plant currently has three VFDs at the influent pump station. These are the original VFDs from when the plant was built in 2014. These VFDs are having operational errors of consistently tripping out. As discussed in the Public Works committee staff recommend replacement of all three VFDs. The quote received from Gastineau Electric is \$42,819.51 and is under the FY24 budgeted amount of \$50,000 (55-00-00-9015). We were hoping to receive a second quote but were unable too. We also request purchasing directly from Gastineau and waiving provisions of the purchasing policy regarding bidding. Motion to approve by Councilor Guy, second by Councilor Hardwick the purchase VFDs from Gastineau Electric with a not to exceed \$42,819.51 and waiving any bid requirements. AYES: Kinnard, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 6-0.
- B. Repair of Flygt Pump #2 at 210 Lift Station – PW Director Dale Shipp noted recent repair work conducted on the lift station pump, which had been experiencing issues tripping out due to an over-temperature alarm was removed and sent to JCI. It was determined that the over-temperature alarm was being triggered by a malfunctioning cooling system seal. To fix the issue JCI balanced the sensor, balanced rotor with impeller, cleaned all components, installed basic repair kits and level sensor. I believe that these repairs effectively addressed the issue, and the lift station pump now functions without interruptions. As we discussed in Public Works committee on February 13, 2024, and they recommended staff to proceed with repairs. Repairs have been made. The FY24 budget has earmarked \$160,000 (55-00-00-6115 Lift Station Repairs) and currently has \$110,000 remaining for any anticipated lift station repairs including this pump. Motion to approve by Councilor Guy, second by Councilor Hardwick to approve the repair needed to Pump #2 by JCI with a not to exceed of \$12,269. AYES: Kinnard, Guy, Hardwick, Brash, Hardison, Williams and Bond. NAYS: None. Motion approved 7-0.
- C. Encroachment Application for 120 WN Main Street – Community Development Director Lisa Hastings, stated the application of encroachment from Raymond Waller, owner of Northstar Wellness, who is present for any questions, submitted for placement of a new mini split heat pump. It would be on the ground west of their building located within the Downtown Pavilion for his business located at 120 W. North Main Street. Mr. Waller’s HVAC contractor advised there is no other location this unit could be placed except on the West side of the building in the Downtown Pavilion. With the location of the furnace (head) of the mini split being in the center of the building, they are unable to place in the rear of the building or on top as it would exceed the allowable length for the coils and compressor. Councilmembers addressed concerns regarding the location of the unit in the new pavilion area, potential vandalism, and roof installation. Mr. Waller addressed their concerns as best as he could and added that he would like to have a meeting with his HVAC technician and council to get all the questions answered. The mayor tabled and referred the application to the Ordinance committee to review and conduct further information and have Mr. Waller’s

HVAC Technician in attendance. Ordinance Chair, Barb Hardwick, set the meeting for Friday, March 1, 2024, at 12:00 p.m.

**ADJOURN OPEN/ENTER CLOSED:** A motion to adjourn open/enter closed session was made at 6:56 p.m. by Councilor Guy, seconded by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Hardison, Bond, Williams, Kinnard, and Brash. NAYS: None. Approved 7-0.

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

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

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

**ADJOURN:** A motion was made at 7:15 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Williams, Bond, Brash, and Hardison. NAYS: None. Motion approved 7-0.



Mayor, Mike Wright

Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, MARCH 12, 2024.**

**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, March 12, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, Community Development-Lisa Hastings, Wendy VanOster- Billing Specialist, Haley Williams-Park & Recreation Director, HR Specialist-Courtney Williams, Sarah Collins-AP/Court Clerk, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** February 27, 2024, 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 Kinnard. Roll Called: AYES: Bond, Guy, Hardwick, Kinnard, Williams, Hardison and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee met prior to the Council meeting and discussed items on the agenda.
- B. Ordinance: Barb Hardwick. The Committee met prior to the Council meeting and discussed items on the agenda.
- C. Public Works: Ron Peterson, absent. Barb Hardwick stated the Committee met prior to the Council meeting and discussed items on the agenda.
- D. Public Safety: Rob Kinnard. The Committee has not met therefore nothing to report.
- E. Park Board: Deanna Guy – Park Board had a great first meeting for the year and Haley provided a lot of information on what is happening in the parks and her first three months as the Director. Viero is starting the planning on the Parks Master Plan.

**MAYOR'S REPORT:** Reappointment of Brad Hogan and Everett Thompson to the Planning & Zoning Board. Roll called: AYES: Bond, Guy, Hardwick, Kinnard, Williams, Hardison and Brash. NAYS: None. Approved 7-0

Police Chief Bagley presented the calendar year 2023 stats for the Police Department.

**CITY ADMINISTRATOR'S REPORT:** Full report included in the packet.

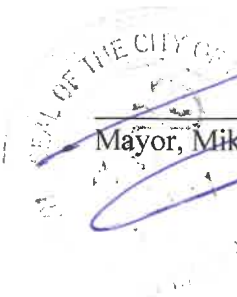
**UNFINISHED BUSINESS:** None.


**NEW BUSINESS:**

- A. **Bill No. 24-04** Amending Chapter 240, Parks & Recreation Restricting Smoking in Parks and at Park and Recreation Activities. Haley Williams, Park & Recreation Director, presented to the Council that at the meeting held on March 4, 2024, the Park Board thoroughly reviewed information regarding the usage of tobacco, alternative nicotine, and vapor products within City parks and at City-sponsored parks and recreation activities. Following this review and discussion, the Park Board recommends to the City Council the implementation of amendments to the Municipal Code of the City of Richmond, Missouri, with the aim of restricting smoking and the use of tobacco products, alternative nicotine products, and vapor products within City parks and at City-sponsored parks and recreation activities. Discussion among council members on restrictions, designated areas, letting the public know and Earth Day. A motion for first and second reading by title only of Bill No. 24-0 was made by Councilor Hardwick, seconded by Councilor Kinnard. Roll Called: AYES: Kinnard, Brash, Hardwick, Bond, Guy, Williams, and Hardwick. NAYS: None. Motion approved 7-0. Motion to adopt Bill No.: 24-04 as an ordinance by Councilor Guy, seconded by Councilor Hardison. Roll Called. AYES: Williams, Kinnard, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.
  
- B. High Service Pump No. 1 – Impeller Change. Dale Shipp, PW Director stated that at the meeting held on February 13, 2024, with the Public Works Committee, we discussed the High Service Pump (HSP) #1, which was installed on July 6, 2023. Since its installation, we have encountered difficulties in achieving the correct gallons per minute (GPM) output. Upon investigation, it was discovered that the original impellers were replaced with 18 ½ inch impellers, as noted in the 2003 Water Plant Improvements (Drawing P3). Unfortunately, the tag indicating this replacement was not updated on HSP #1. To rectify this issue and ensure that HSP #1 operates at its intended capacity of 900 gallons per minute, it will be necessary to procure and install the correct impeller. The estimated cost for this undertaking is \$56,198. We are able to apply the purchase of this pump repair to our current project (Waterplant Rehabilitation) and use ARPA funds to purchase (45-00-00-9020). Motion to approve impeller change by JCI for \$56,198, and installation with a not to exceed amount of \$56,198. by Councilor Hardwick, second by Councilor Hardison. Roll Called. AYES: Williams, Kinnard, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.

2. 210 Lift Station Surge Protection – Dale Shipp, discussed the recent power surge experienced by the 210 Lift Station. The surge caused significant issues with the pumps and necessitates the replacement of surge protection equipment. It is confirmed that a high voltage surge occurred, resulting in the failure of surge protection mechanisms. We are unable to source a replacement surge protector of the same make and model, as they are now obsolete. JCI has the capability to replace surge protection components for all three units. The attached quote from JCI in the amount of \$8,817 is for replacement parts of (3) modules and display and installation of to all three pumps. The FY24 budget has earmarked \$160,000 (55-00-00-6115 Lift Station Repairs) and currently has \$96,393 remaining for any anticipated lift station repairs. Motion to approve repairs to surge protection system at by JCI with a not to exceed of \$8,817, by Councilor Guy, second by Councilor Hardwick. Roll Called. AYES: Williams, Kinnard, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.
  
3. Police Department Vehicle Repair – Scott Bagley, Police Chief, informed for some time now, Richmond PD patrol vehicle #604 (2018 Ford Explorer) with 74,334 miles has been having RPM shifting problems. The vehicle has been looked at over the years multiple times for this issue and up until recently the problem couldn't be diagnosed. Two quotes have been received; the most reasonable quote from Certified Transmission based out of Liberty, Missouri for replacing the transmission in the amount of \$7,641.82. This quote includes parts and labor for the replacement along with the replacement of a wheel bearing and hub assembly that was determined to be bad during the diagnosis. In addition, the transmission replacement would include a 3-year 100,000-mile warranty with the repair. These repairs are currently unbudgeted and a budget amendment will be needed for line item (10-11-00-6502) if approved. Motion to approve repairs to transmission by Certified Transmission not to exceed of \$7,641.82, by Councilor Bond, second by Councilor Kinnard. Roll Called. AYES: Williams, Kinnard, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0

**ADJOURN:** A motion was made at 7:07 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Kinnard, Williams, Bond, Brash, and Hardison. NAYS: None. Motion approved 7-0.



  
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Mayor, Mike Wright

  
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Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, MARCH 26, 2024.**

**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, March 26, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police LT-Brandon Ray, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, Community Development-Lisa Hastings, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** March 12, 2024, 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 Hardison. Roll Called: AYES: Bond, Guy, Hardwick, Peterson, Williams, Hardison and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. We held an ordinance meeting prior to council and discussed the 3 ordinances on the agenda tonight.
- C. Public Works: Ron Peterson The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - absent. The Committee has not met therefore nothing to report.
- E. Park Board Liaison – Deanna Guy. The Board has not met.

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

**CITY ADMINISTRATOR'S REPORT:** Park & Recreation have been extremely busy getting ready for spring and opening up the restrooms. New mulch has been delivered and turface will be spread on the fields soon. On March 12, the team met with Viero for the kickoff to the Parks Master Plan and received the list of documents need. We are getting those together. Update on F350 flatbed

is still at Knapheide and should receive this month (April 19th). Yesterday was the 45-day mark for the gym floor concrete curing and are hoping to have Tereflex in to start laying the floor the end of the week.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. Audit FY23 (September 30, 2023) Presentation, Westbrook & Co. – Mandy Kaulen. Mandy presented the results of the fiscal year 2023 audit by PowerPoint and acknowledged the expertise and skills of Finance Director Dawn Jennings, City Administrator Tonya Willim and staff. From the report, Mandy indicated that the financial statements referred to in the report are present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund. GASB 96 was implemented for Subscription-Based Information Technology Arrangements. These financial statements are materially correct, which is what you want to receive in an audit and audit opinion is clean. She briefly went through the audit report and explained various tables included therein. No material weaknesses were found or noted. No discrepancies were found.
- B. **Bill No. 24-05:** Final Plat Lot Split combining 208/210 E. Buchanan. Lisa Hastings stated the individuals want to combine the parcels into one plat. A motion for first and second reading by title only of Bill No. 24-05 was made by Councilor Peterson, seconded by Councilor Hardwick. Roll called: AYES: Peterson, Brash, Hardwick, Bond, Guy, Williams, and Hardwick. NAYS: None. Motion approved 7-0. Motion to adopt Bill No.: 24-05 as an ordinance by Councilor Peterson, seconded by Councilor Hardison. Roll Called. AYES: Williams, Peterson, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.
- C. **Bill No. 24-06:** Temporarily Suspending applicability of Chapter 406 for Concert. As per the Conditional Use Permit (CUP) granted on July 26, 2022, Branded Outdoor Theater is obligated to adhere to Chapter 406 of the City Code pertaining to parking regulations. Mr. Huffman seeks a waiver to allow for overflow parking in the area behind his building in an effort to mitigate any potential hazards associated with parking on the street or in unsuitable areas during the event. The requirement in Ordinance No. 2612 – granting the CUP regarding the applicability of the parking regulations in Chapter 406 of the City Code is needed to be temporarily suspended by ordinance on April 27-28, 2024, for overflow parking of tour buses, recreational vehicles, and attendees of a special concert event on April 27, 2024, in a designated, unpaved area. A motion for first and second reading by title only of Bill No. 24-06 was made by Councilor Peterson, seconded by Councilor Hardwick. Roll called: AYES: Peterson, Brash, Hardwick, Bond, Guy, Williams, and Hardwick. NAYS: None. Discussion: this is a one-time waiver for this event. Motion approved 7-0. Motion to adopt Bill No.: 24-06 as an ordinance by Councilor Peterson, seconded by Councilor Guy. Roll called. AYES: Williams, Peterson, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.

- D. **Bill No. 24-07:** Amending Section 110.096 Clarify Certain Code Provisions for Special. This proposed amendment aims to clarify the wording in Section 110.096 to match the definition in Chapter 630. The amendment defines "**non-profit group or organization**" for clarity in determining eligibility for hosting such events. A motion for first and second reading by title only of Bill No. 24-07 was made by Councilor Peterson, seconded by Councilor Hardwick. Roll called: AYES: Peterson, Brash, Hardwick, Bond, Guy, Williams, and Hardwick. NAYS: None. Motion approved 7-0. Discussion: none. Motion to adopt Bill No.: 24-07 as an ordinance by Councilor Peterson, seconded by Councilor Guy. Roll called: AYES: Williams, Peterson, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.
- E. Lisa Lane Lift Station Project – 3 Phase Electrical. Originally installed in 1973, the Lisa Lane lift station lacked three-phase electrical availability. To compensate, a phase converter was added for operation. With the installation of three-phase electrical, the outdated suction lift pump system will be removed due to frequent issues stemming from its age and lack of available parts, necessitating extensive retrofitting to maintain functionality. Instead, the city will utilize the existing wet well and introduce new guide rails, submersible pumps, and control panels for a modernized pump system. This new setup will be reconnected and integrated with the existing force main. Evergy outlines plans for upgrading the Lisa Lane Pump Station to a three-phase electrical service. Evergy will oversee the replacement of poles and the installation of a new line, starting from N. Thornton St. (point 1) and progressing westward, replacing poles near their current positions until reaching the southwest corner of Dunns Ln. and Lisa Ln. (point 3). Following this, the Public Works crew will take charge of tasks such as providing the transformer pad, trenching, and conduit installation from point 3 to point 11. In addition to the outlined plans, it's important to note that the Fiscal Year 2024 budget has allocated \$90,000 (55-00-00-9020) specifically for Capital Improvements related to the installation of a three-phase electrical service. This allocation covers expenses such as the purchase of the transformer pad, conduit, trenching costs, pumps, and associated installation expenses. Motion to approve acceptance of the Evergy quote in the amount of \$52,028.17 by Councilor Guy, seconded by Councilor Peterson. Roll called: AYES: Williams, Peterson, Guy, Hardwick, Brash, Hardison, and Bond. NAYS: None. Motion approved 7-0.

**ADJOURN:** A motion was made at 6:55 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Peterson, Williams, Bond, Brash, and Hardison. NAYS: None. Motion approved 7-0.



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Mayor, Mike Wright



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Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, APRIL 9, 2024.**

**PRAYER:** Brian Rounds

**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, April 9, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, Community Development-Lisa Hastings, Wendy VanOster-Utility Specialist, Haley Williams-Park & Recreation Director, Courtney Williams-HR Specialist and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** March 26, 2024, regular meeting minutes were approved as printed.

**COMMENTS FROM AUDIENCE:** None

**ADOPTION OF AGENDA:** Motion to adjourn by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Bond, Guy, Hardwick, Peterson, Williams, Kinnard and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. We held an ordinance meeting prior to council and discussed the ordinances on the agenda tonight.
- C. Public Works: Ron Peterson The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee met prior to council meeting and discussed an item on the agenda.
- E. Park Board Liaison – Deanna Guy. The Board met on April 1, 2024, went through a number of things. I just want to recognize Haley Williams (Park & Rec Director) she has done a number of things in a short time that has enhanced the look of the Parks. We appreciate Haley. Restrooms are open in the Parks. Parks is going strong.

**MAYOR'S REPORT:** Mike Wright.

- Appointment of Derrick Dugan to Planning & Zoning. Roll called: Bond, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Appointment approve.
- Proclamation – Building Safety Month in May. Lisa Hastings, Community Development Dir. stated every year in the month of May – IBC releases a new theme to recognize the importance of building safety. This year is Mission Impossible. We address this information with the local contractors and send out information to them and will be posted on the city's website to get this information out to the public.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. Report included in the packet. As discussed the City gym is going great and we are hoping to have everyone in for walk through prior to next council meeting. Compost opened last Saturday with a lot of visitors.

**DEPARTMENT REPORTS:** No comments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. Bill No. 24-08: ORDINANCE DECLARING 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 2, 2024.** Motion for first and second reading by Councilor Bond, second Councilor Guy. Roll called. AYES: Bond, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Approved 7-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-08. Motion to adopt Bill 24-08 as ordinance by Councilor Bond, second Councilor Guy. Discussion: None. Roll called. AYES: Bond, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Motion approved 7-0.

Mayor Wright acknowledged Bob Bond for all his years of service as a Councilmember; stating it has been a pleasure to serve with you. You have been very dedicated to the citizens of Richmond and the Mayor gave Councilor Bond a Certificate of Appreciation.

**ADJOURN:** Motion to adjourn at 6:40 p.m. by Councilor Guy, second Councilor Hardwick. AYES: Guy, Hardwick, Peterson, Williams, Bond, Brash, and Peterson. NAYS: None. Motion approved 7-0.

**SWEARING IN OF NEW COUNCIL MEMBERS:** At this time City Administrator/Acting City Clerk Tonya Willim swore in Councilmembers June Paige, Rob Brash, Barb Hardwick and Ron Peterson.

**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 9, 2024, at 6:44 p.m.

**ROLL CALL:** June Paige, Rob Brash, Deanna Guy, Rodney Williams, Barb Hardwick, Ron Peterson and Rob Kinnard. **COUNCIL ABSENT:** Jim Hardison.

**VOTE 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 Barb Hardwick received the most votes and is elected as Mayor Pro Tem.

**MAYOR APPOINT COMMITTEES/COMMITTEE CHAIRS**

- A. Finance Committee: Chairperson-Deanna Guy, Ron Peterson, Barb Hardwick
- B. Public Works Committee: Chairperson-Ron Peterson, Barb Hardwick, Jim Hardison
- C. Ordinance Committee: Chairperson-Barb Hardwick, Rodney Williams, June Paige
- D. Public Safety Committee: Chairperson-Rob Kinnard, Jim Hardison, Rob Brash
- E. Park Board Liaison: Deanna Guy.

**ADOPTION OF AGENDA:** Motion to approve second part of the agenda as printed by Councilor Peterson, second Councilor Kinnard. **AYES:** Guy, Hardwick, Peterson, Williams, Paige, Brash, and Kinnard. **NAYS:** None. Motion approved 7-0.

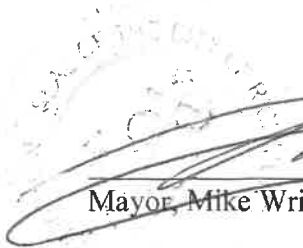
**NEW BUSINESS:**

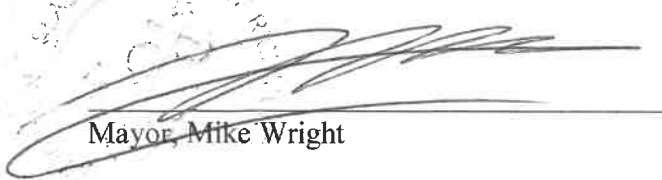
- A. **Bill No. 24-09: ORDINANCE APPROVING THE FINAL PLAT FOR SOUTHWOOD ADDITION; DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE THE SUBDIVISION PLAT; SETTING AN EFFECTIVE DATE FOR THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.** Lisa Hastings explained this is a replat. The property owner has purchased the lot next to him wanting to join these two pieces of property for one legal description. Motion for first and second reading by Councilor Bond, second Councilor Guy. Roll called. **AYES:** Paige, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. **NAYS:** None. Approved 7-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-09. Motion to adopt Bill 24-09 as ordinance by Councilor Peterson, second Councilor Hardwick. Discussion: None. Roll called. **AYES:** Peterson, Hardwick, Williams, Kinnard, Brash, Paige and Guy. **NAYS:** None. Motion approved 7-0.
  
- B. **Bill No. 24-10: ORDINANCE AMENDING CHAPTER 150 OPEN MEETINGS AND RECORDS POLICY, SECTION 150.020 MEETINGS, RECORDS, AND VOTES TO BE PUBLIC – EXCEPTIONS, OF THE MUNICIPAL CODE OF THE CITY OF RICHMOND, MISSOURI.** Councilor Hardwick informed the council of the open meetings and closed records known to us as the Sunshine Law, Chris Williams the city attorney has provided us with an update to our current ordinance list all items in that State Statute. Motion for first and second reading by Councilor Peterson, second Councilor Hardwick. Roll called. **AYES:** Paige, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. **NAYS:** None. Approved 7-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-10. Discussion: None. Motion to adopt Bill 24-10 as ordinance by Councilor Peterson, second Councilor Kinnard. Roll called. **AYES:** Paige, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. **NAYS:** None. Motion approved 7-0.

Special Permit – Annual Mushroom Festival Street Closure. Sherry Smith from the Farris Theater (Friend of the Farris) addressed the council regarding the changes to the Mushroom Festival this year. Due to the unuse of the gravel parking on Camden, two – three of the rides will be placed on Main Street. MoDOT has approved and issued a permit. Due to the carnival coming in early, we are asking the closing of the streets and this change will change the route of the Parade on May 3 at 10:00am. Sherry expressed a thank you the council and expressed how this is a wonderful opportunity for the Farris Theater. Street closures, relocation of the carnival rides and closing of City Hall parking lot for car show motion to approve by Councilor Peterson, second by Councilor Kinnard. Roll called. AYES: Paige, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Motion approved 7-0.

- F. Olsson for Wastewater Treatment SCADA. CA Willim explained Supervisory Control and Data Acquisition (SCADA) system. The SCADA system serves as the primary communication tool facilitating communication between the lift stations and the wastewater plant. Attached is the updated agreement with Olsson, outlining provisions for the city to continue their "on-call" services, as necessary. The City's previous agreement expired November, 2023. These services encompass configuration, upgrade installation, and troubleshooting assistance, ensuring the continued optimal performance of our SCADA system. Motion to approve agreement with Olsson after full legal review and authorize the CA to sign the agreement by Councilor Peterson, seconded by Councilor Hardwick. AYES: Paige, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Motion approved 7-0.
- G. Radio Antenna Repair – Fire Department. Councilor Kinnard explained there has been some radio coverage deficiencies with the radio antenna. Current radio system is analog. Midwest Mobile was on site and discovered some damage due to wind/water. Cost to repair is to supply and replace the existing antenna and verify operation is \$2,125.82 material, labor and tower time. Motion to approve by Councilor Peterson, seconded by Councilor Hardwick. AYES: Paige, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Motion approved 7-0.
- H. Additional Audit Fees – CA Willim explained an additional term of the agreement is that additional fees may be charged for significant changes in the audit scope or unexpected circumstances. This year additional services were required and performed for the implementation of the new GASB 96 requirement regarding Subscription-based IT Agreements (SBITA) as well as the analysis of the automobile lease obligations required by GASB 87. On March 19, 2024, the auditor provided an invoice for their services rendered totaling \$30,790.00. Council previously appropriated the sum of \$24,000 for payment of audit services as part of the FY2024 Budget adopted. Additional Council approval for payment of the remaining balance of \$6,790.00 is required. Motion to approve by Councilor Peterson, seconded by Councilor Hardwick. AYES: Paige, Peterson, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Motion approved 7-0.

**ADJOURN:** Motion to adjourn by Councilor Guy, second by Councilor Hardwick. Roll Called:  
AYES: Paige, Guy, Hardwick, Peterson, Williams, Kinnard and Brash. NAYS: None. Motion  
approved 7-0.



  
Mayor, Mike Wright

  
Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, APRIL 23, 2024.**

**PRAYER:** Darrin Sherwood

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem, Barb Hardwick

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on Tuesday, April 23, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Finance Director-Dawn Jennings, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, Community Development-Lisa Hastings, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** April 9, 2024, regular meeting minutes were approved as printed.

**COMMENTS FROM AUDIENCE:** None

**ADOPTION OF AGENDA:** Motion to adopt by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige and Brash. NAYS: None. Motion approved 5-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report
- C. Public Works: Ron Peterson The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.
- E. Park Board Liaison – Deanna Guy. On Monday, April 22, the Park/Rec Department had Earth Day in the parks and a nice turn out. Parks are looking good. City Gym is looking good.

**MAYOR'S REPORT:** Mike Wright. I attended the Planning & Zoning meeting last week, and attended the Emergency preparedness meeting with staff that we try to do at this time every year; it went well. Numerous conversations with Tonya regarding city business.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. Report included in the packet. One thing to add is that we did release for proposals due to contract expiration was the Curbside Solid Waste

and Disposal Services; response due by May 8, 2024. United Fiber is continuing fiber/conduct work downtown. Pulling sidewalk panels in a effort to avoid any potential issues.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. Bill No.: 24-11: ORDINANCE CHANGING THE ZONING CLASSIFICATIONS OF DISTRICTS OR CERTAIN LANDS 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.** Lisa Hastings explained this is a zoning change from R-1 Single Family Dwelling to S&O Service and Office District for the property located at 606 S. Camden. The rezoning is to come into compliance as it was a church and will now become a daycare. Motion for first and second reading by Councilor Hardwick, second Councilor Guy. Roll called. AYES: Paige, Hardwick, Williams, Brash and Guy. NAYS: None. Approved 5-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-11. Motion to adopt Bill 24-11 as ordinance by Councilor Guy, second Councilor Brash. Discussion: None. Roll called. AYES: Hardwick, Williams, Brash, Paige and Guy. NAYS: None. Motion approved 5-0.
- B. Bill No.: 24-12: ORDINANCE APPROVING THE FINAL PLAT FOR MILSTEAD'S 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.** Lisa Hastings explained this is a replat of lots 2, 3, 12 and 13 (lot split). A variance at W. Olive, S. Camden and S. Whitmer for Tony Ghisalbert, making four smalls lots into three nice size lots. Motion for first and second reading by Councilor Hardwick, second Councilor Williams. Roll called. AYES: Paige, Hardwick, Williams, Brash and Guy. NAYS: None. Approved 5-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-11. Motion to adopt Bill 24-11 as ordinance by Councilor Guy, second Councilor Brash. Discussion: None. Roll called. AYES: Hardwick, Williams, Brash, Paige and Guy. NAYS: None. Motion approved 5-0.

As part of the mid-year budget review process, Dawn Jennings, Finance Director stated several adjustments were identified as necessary to the FY24 Budget. Council had for review a copy of the Budget Transfer Request Form submitted to the City Administrator for approval, as the transfers were less than \$5,000 each. The transfers were approved and have been made in SimpleCity. Budget amendments to be addressed in Bill No.: 24-13 are needed for the following and required for Council approval: (1) The miscellaneous revenue of the recreation department (line item 10-21-00-4999) needs to be reduced by the sum of \$150,000 as the revenue was required to be recognized as part of the FY23 fiscal activity' (2) The Building Permit Fee revenue in the community development department (line item 10-00-00-4221) should be increased by the sum of \$20,000 to co-inside with the actual year to date activity, as well as to provide funding for the following additional appropriations required in that department: a)

Copier expense (10-17-00-6026) appropriation should be increased by the sum of \$2,100.00; b) Vehicle Maintenance and Repairs (10-17-00-6502) should be increased by the sum of \$150.00; c) Property insurance expense (10-17-00-8001) should be increased by the sum of \$230.00; and d) Computer Software and Hardware (10-17-00-7090) should be increased by the sum of \$2,350.00. There are other line items that are presently over budget that will require subsequent transfers and/or amendments, however, staff would like to monitor the revenues before proposing options for funding the additional appropriations for purchases.

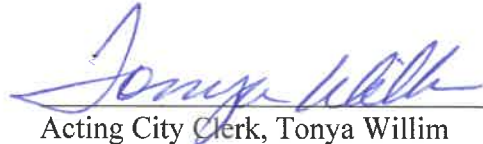
**C. Bill No.: 24-13: AN ORDINANCE AMENDING THE FISCAL YEAR 2023-2024 BUDGET OF THE CITY OF RICHMOND, MISSOURI, BY AMENDING ORDINANCE NUMBER 2626 TO REFLECT CHANGES IN REVENUES AND EXPENSES.** Motion for first and second reading by Councilor Guy, second Councilor Hardwick. Roll called. AYES: Paige, Hardwick, Williams, Brash and Guy. NAYS: None. Approved 5-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-13. Motion to adopt Bill 24-13 as ordinance by Councilor Hardwick, second Councilor Guy. Discussion: None. Roll called. AYES: Hardwick, Williams, Brash, Paige and Guy. NAYS: None. Motion approved 5-0.

**ADJOURN:** Motion to adjourn by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige and Brash. NAYS: None. Motion approved 5-0.



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Mayor, Mike Wright



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Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, May 14, 2024.**

**PRAYER:** Dave Donaldson

**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, May 14, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Economic Development Director-Rob Swafford, Community Development-Lisa Hastings, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** April 23, 2024, regular meeting minutes were approved as printed.

**COMMENTS FROM AUDIENCE:** Jacob Peterson and Terry Peterson with Redgate Disposal briefed the council on their trash removal service, noting key points of interest in their business. City attorney did interject when Redgate wanted to discuss the bids and bid proposals as that item was not on the agenda.

**ADOPTION OF AGENDA:** Motion to adopt by Councilor Peterson, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Peterson, Kinnard and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore has nothing to report. Requested meeting for May 17, 2024, at 3:30 to review solid waste bid proposals.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.
- E. Park Board Liaison – Deanna Guy. The Park Board met last Tuesday and met with three representatives with Viero who is doing our Parks Master Plan they showed they were going to proceed gave us some good input.

Mayor Mike Wright commented that he's been hearing good things about the gym. Councilor Hardwick said, yes, the day after the gym opened received a call from one of the pickleball players very excited and love it.

**MAYOR'S REPORT:** Mike Wright. There is a lot going on right now in the City. Tonya has kept me updated.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. Report included in the packet. The report is lengthy since we had an extra week between Council meetings. Please pay attention to the United fiber schedule at the end of the report.

**DEPARTMENT REPORTS:** No comments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

A. **Bill No.: 24-14: AN ORDINANCE APPROVING THE FINAL PLAT FOR SHOTWELL'S 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.** Lisa Hasting explained this is a minor/lot split at 502/504/506 Second Street. Motion for first and second reading by Councilor Peterson, second Councilor Hardwick. Roll called. AYES: Peterson, Hardwick, Williams, Brash, Kinnard, and Guy. NAYS: None. Abstain: Paige. Approved 6-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-14. Motion to adopt Bill 24-14 as ordinance by Councilor Peterson, second Councilor Hardwick. Roll called. AYES: Peterson, Hardwick, Williams, Brash, Kinnard, and Guy. NAYS: None. Abstain: Paige. Approved 6-0.

B. ISO Classification. Lisa Hastings, Community Development Director presented to the Council that the City recently had an update to the BCEGS record by the ISO that the city was able to maintain our current classification of a class 4 for both residential and commercial. She highlighted areas of strengths, permitting process, plan reviews, information packets handed out, IBC adoption, polices in place and noted areas of improvement, adopt codes within one year of new code release, hours dedicated to training, additional staffing, stamped plans for residential, contractor certifications and overall budget dollars. She thanked everyone for their hard work and the support, all the staff that were involved, and appreciation to the City Council for acknowledging the importance of updating codes and policies.

**ADJOURN:** Motion to adjourn by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Peterson, Kinnard and Brash. NAYS: None. Motion approved 7-0.

  
Mayor, Mike Wright

  
Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, MAY 28, 2024**

**PRAYER:** Dave Donaldson

**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, May 28, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Economic Development Director-Rob Swafford, Community Development-Lisa Hastings, Wendy VanOster-Utility Specialist, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** May 14, 2024, regular meeting minutes were approved as printed.

**COMMENTS FROM AUDIENCE:** Jacob Peterson and Terry Peterson with Redgate Disposal briefed the council on their trash removal service, noting key points of interest in their business. Bid proposal discussion is on the agenda tonight and we respect the discussion the council and your process.

Norman Bowman – 508 Deer Ridge Drive – concern of using gravel on city patches. I currently drive over 6 large patches of roto mill on Sycamore and Darnel. Would like to see Sycamore and Darnel fixed appropriately.

**ADOPTION OF AGENDA:** Motion to adopt by Councilor Peterson, second by Councilor Guy. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Peterson, Kinnard and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee met on May 17 (no quorum), however, met again prior to the council meeting to discuss items on the agenda.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright. I attended the Planning & Zoning meeting last week. Also, the Finance Committee tonight. Briefed and update on Councilman Hardison.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. Report included in the packet. Councilor Guy inquired on Fire Department Prevention Donation letters going out. These donations go out to area businesses. These donations help with fire prevention awareness at schools and kindergarten.

**DEPARTMENT REPORTS:** No comments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. **Bill No.: 24-15 Conditional Use Permit at 104 McCart Street for an Animal Shelter for Ray County Humane Society 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.** Lisa Hasting explained this is a conditional use permit to allow for an animal shelter by the Ray County Humane Society. The proposed use of the property will comply with the regulations and conditions specified for the zoning. Councilor Brash asked about are they planning on leaving animals outside. Lisa said no overnight. They will have runs outside and in the play area. They will still take them out on leashes for walks. Motion for first and second reading by Councilor Peterson, second Councilor Hardwick. Roll called. AYES: Peterson, Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 7-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-15. Discussion: None. Motion to adopt Bill 24-15 as ordinance by Councilor Peterson, second Councilor Hardwick. Roll called. AYES: Peterson, Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 7-0.
- B. Bid Award – Solid Waste Collection Services – Councilor Guy the bid from RTS they would provide contract amount for regular curbside collection \$12.00, curbside yard waste \$1.00. The mayor announced that David and Zach Kruger from RTS are here to answer any questions. Councilor Brash asked questions regarding current contract vs. bid award, expressed concerns that new trash company were not going to pick up as much trash as Republic (Heartland contract). Motion to accept RTS proposal by Councilor Guy, second Councilor Peterson. Roll called. AYES: Peterson, Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 7-0.
- C. Waterworth Continuous Utility Management Software – Dawn Jennings, expressed that Waterworth has a software program called Continuous Utility Rate Management that among its features provides a listing of capital assets, in which the user inputs estimated useful life and a schedule is created showing the financial implications associated with replacement expenditures and allows for rates to be established to meet the funding requirements of both operating costs and capital asset replacement. This will provide a tool for staff to make more precise budget projections as well as recommendations to Council for utility rates. The program also provides a feature for quickly creating

alternate scenarios for Council's consideration in whether to proceed with a project or asset replacement, or to defer that project to a later date. The cost of the program is \$9,130 annually, with an increase of 5% each year thereafter until such time as the services are cancelled. The cost is broken down by the following service areas: water - \$4,400; wastewater \$3,080, and general fund \$1,650. This proprietary software has no comparable alternative and as such is considered a sole source purchase. The funds necessary to pay for this expenditure in FY24 are available in: the water fund account 52-52-00-7150 due to savings in the amount budgeted for CO2 and 52-53-00-5023, the wastewater fund under 55-00-00-5023, and the general fund under 10-16-00-5023, due to the funds previously allocated for the downtown master plan match no longer being necessary as the grant was not awarded. Councilor Guy stated reviewed demo tonight during Finance Committee. This software will help with budgeting purposes and rate. Motion to approve proposal for \$9,130 and authorize C/A to execute agreement by Councilor Guy, second Councilor Peterson. Roll called. AYES: Peterson, Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 7-0

**ADJOURN:** Motion to adjourn at 6:53 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Peterson, Kinnard and Brash. NAYS: None. Motion approved 7-0.



\_\_\_\_\_  
Mayor, Mike Wright



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Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, JUNE 11, 2024**

**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, June 11, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, Haley Williams- Park & Rec Director, Courtney Williams -HR, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** May 28, 2024, regular meeting minutes were approved as printed.

**COMMENTS FROM THE AUDIENCE:** Everett Thompson – 201 Dunns Lane. Expressed gratitude to the Mayor, Council and administration for being attentive to the needs regarding Dunn’s Lane. The agenda item tonight in developing a strategy and change of scope to benefit not only the street but for neighbors on the street. I am seeking approval of that item to what was a very significant concern for myself and some of my neighbors.

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

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.
- E. Park Board Liaison – Deanna Guy. The Park Board met a week ago and Haley brought us up on the all things she does in the Parks on how they are being used and upgraded. You can read all that in her department report. I understand that Viero has been here and finished their park inventory assessment and Haley and Rob are assembly a list of stakeholders for their input. The park plan is moving along.

**MAYOR'S REPORT:** Mike Wright. Tonya has kept me up to date on city business. I was gone for a week. There are a lot of street cuts being filled and fixed. I have seen the list on that.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. Report included in the packet. I wanted to bring your attention to the emergency repair done on the vac truck. Hydraulic leak was coming from the fan motor. The leak was found in a section. the motor. They had to install an entire new hydraulic fan drive unit for a total cost of \$5,463.83 which included parts and labor. This unit is what controls all the hydraulics. Update on United Fiber the release of Phase 2 is set for June 24; I did have a discussion with Brooke Hudlemeyer regarding water plant rehab inserta valve, shoring, media filter, schedule. We did get the numbers (amounts) back and hoping to have a follow up meeting. Discussed dates to discuss water line replacement with PW Committee soon.

**DEPARTMENT REPORTS:** No comments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. RTS Contract for Residential Solid Waste & Yard Waste Collection. Term and Renewal: Initial Term: July 1, 2024 - June 30, 2027. Renewal Options: City has the option to renew for two additional three-year periods (July 1, 2027 - June 30, 2030, and July 1, 2030 - June 30, 2033). Services Provided: Solid Waste Collection: Up to five bags or three 64-gallon carts per week. Yard Waste Collection: Weekly curbside pickup on the same day as solid waste. Bulky Items: One bulky item per month and additional items on a call-in basis. Monthly Fee: \$13.00 per active residential collection unit (\$12.00 for regular collection, \$1.00 for yard waste). Adjustment: Annual fee adjustments up to 4% with City Council approval. Billing: City handles resident billing and collections. Council approve by motion to enter into a contract with RTS Waste Services and authorize City Administrator to sign by Councilor Peterson, seconded by Councilor Hardwick. AYES: Peterson, Guy, Kinnard, Hardwick, Williams. NAYS: Brash. Approved 5-1.
- B. Fireworks – Branded Steakhouse Outdoor Theater on June 29, 2024 - Theater is requesting permission for small fireworks display following the Aaron Tippin concert on April 29, 2024. The fireworks will be of a non-commercial grade and will be behind the stage area on the flat surface rocks. The show is expected to last about 15 minutes. However, it does require a waiver from the City Council, as the date falls outside the time frame permitted by the city code. Council approve by motion to allow fireworks on June 29 at 10:00 p.m. after concert at Branded Outdoor Facility and waiver by Councilor Peterson, seconded by Councilor Kinnard. AYES: Peterson, Guy, Kinnard, Brash, Hardwick, Williams. NAYS: None. Approved 6-0.
- C. Lisa Lane Lift Station – Change of Scope from above-ground to underground. On March 26, 2024, the City Council approved the installation of 3-phase electrical service to the Lisa Lane sanitary sewer lift station by a new overhead line. After further review of the project, it has been determined that installation by overhead line will result in extensive damage to and removal of numerous existing mature trees in the area to the detriment of

the neighboring residential properties and the neighborhood. In order to address this issue, Evergy has agreed to allow for the installation of the line to be underground. While installing the line underground is more expensive, Evergy has agreed to continue to honor its price for the work associated with installation of the new line so long as the City agrees to pay the additional cost associated with the underground portion of the work. Dale Shipp solicited proposals for this work and we received one bid from Magnum Boring for \$45,000, which includes all boring, conduit, and the transformer pad. With Magnum completing the boring and providing and installing the transformer pad, this would also alleviate the need for any work to be performed by Public Works. Evergy is agreeable to Magnum doing this work on the project. The Fiscal Year 2024 budget includes an allocation of \$90,000 (55-00-00-9020) for Capital Improvements. This amount is divided into \$52,028.17 for Evergy and \$45,000 for Magnum Boring. Staff recommends covering the \$7,028.17 overage by using funds from line item 55-00-00-6030 (\$50,000), which was originally allocated for the Hill St Lift Station Area manhole riser project that will not be completed this fiscal year. Council approve by motion, acceptance of Magnum Boring quote in the amount of \$45,000, authorize the City Administrator to execute a contract with Magnum Boring, and approve fund reallocation by Councilor Peterson, seconded by Councilor Guy. AYES: Peterson, Guy, Kinnard, Brash, Hardwick, Williams. NAYS: None. Motion approved 6-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn open and enter close at 6:48 p.m. pursuant to Section 610.021 (1) Legal and (12) Contract by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Peterson, Kinnard and Brash. NAYS: None. Motion approved 6-0.

**Legal** - Pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

**Contract** - Pursuant to Section 610.021 (12) of the Revised Statutes of the State of Missouri pertaining to sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

**ADJOURN CLOSED/ENTER OPEN:** At 7:24 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Peterson, Kinnard and Brash. NAYS: None. Motion approved 6-0

**ADJOURN:** A motion was made at 7:24 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Williams, Peterson, Kinnard and Brash. NAYS: None. Motion approved 6-0.

  
Mayor, Mike Wright

  
Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, JUNE 25, 2024**

**PRAYER:** Darrin Sherwood

**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, June 25, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Luke Covey, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** June 11, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

**ADOPTION OF AGENDA:** Motion to adopt by Councilor Kinnard, second by Councilor Peterson. Roll Called: AYES: Guy, Hardwick, Williams, Peterson, Paige, Kinnard and Brash. NAYS: None. Motion approved 7-0.

Motion to cancel the July 9, 2024, council meeting by Councilor Brash, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Peterson, Paige, Kinnard and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright.

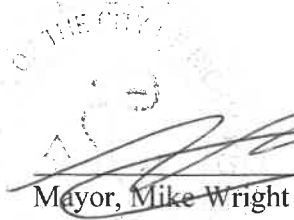
**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. Report included in the packet.


**UNFINISHED BUSINESS:** None.

## **NEW BUSINESS:**

- A. Resolution 463: Amending Comprehensive Fee Schedule. Tonya Willim, City Administrator. Monthly Trash Fee: \$18.00 per active residential collection unit. Council approve by motion Resolution 463 adopting the amended Comprehensive Fee Schedule by Councilor Peterson, seconded by Councilor Paige. AYES: Guy, Hardwick, Williams, Peterson, Paige, Kinnard and Brash. NAYS: None. Motion approved 7-0.
- B. City Owned Real Estate to Neighboring Property Owner –Donald Jennings owns the real estate at 208 East North Main. Mr. Jennings is in the process of rezoning his property to B2 and has plans to improve his business operation at this location. Ms. Hastings is working with Mr. Jennings regarding his rezoning request. The City owns the neighboring lot to the east which measures approximately 33’x170’x33’x170’. The City would release this property to the adjourning property owner; thus, the City will not need to maintain this property and the adjacent property will accept responsibility. Motion to and authorize Mayor to sign Quitclaim Deed by Councilor Peterson, seconded by Councilor Guy. AYES: Guy, Hardwick, Williams, Peterson, Paige, Kinnard and Brash. NAYS: None. Motion approved 7-0.
- C. Water Plant HSP#1 – New Electrical Service and Wiring – Dale Shipp, Public Works Director. At the March 12, 2024, Council Meeting, City Council approved the installation of the new 150 HP motor, 18” impeller and 150 HP VFD to get high service pump # 1 to 900 gpm. With the increased motor size and amp draw it was determined that the original electrical wiring was not sufficient to supply power to the new VFD and pump. The quote in the amount of \$8571.02 from Gastineau Electric will provide the labor, equipment and materials to install a new 300amp breaker handle, hardware and new wiring for new VFD. We are able to apply the purchase of this electrical to our current project (Water Plant Rehabilitation) and use ARPA funds to purchase (45-00-00-9020). Motion to approve by Councilor Peterson, seconded by Councilor Hardwick. AYES: Guy, Hardwick, Williams, Peterson, Paige, Kinnard and Brash. NAYS: None. Motion approved 7-0.
- D. 2024-2025 Liquor License Renewals. Tonya Willim, Acting City Clerk. 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, 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, Stella’s Restaurant, Spartan BP Express Stop, 415 Main Express Stop, 609 Shell Express Stop, 800 Main Express Stop. The Hide-A-Way Bar has not renewed their license. Motion to approve licensees for the above businesses as presented by Councilor Paige, second by Councilor Hardwick. Roll Called. AYES: Paige, Williams, Peterson, Kinnard, Brash and Hardwick. NAYS: Guy. Motion approved 6-1.

**ADJOURN:** A motion was made at 6:49 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Williams, Peterson, Kinnard, Paige and Brash. NAYS: None. Motion approved 7-0.



  
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Mayor, Mike Wright

  
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Acting City Clerk, Tonya Willim

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, JULY 23, 2024**

**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, July 23, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Finance Director-Dawn Jennings, Economic Development Director-Rob Swafford, Community Development Director-Lisa Hastings, HR Manager-Courtney Williams, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** June 25, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** Norman Bowman, from 508 Deer Ridge, expressed his gratitude to the Mayor, Council, City Administrator, and Public Works Department for addressing and repairing the streets he had mentioned in a previous council meeting.

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

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. We had a meeting prior to the council meeting to discuss the 210 Lift Station pump and VFDs, which are on the agenda.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright. Mayor Wright praised the staff for their excellent work during the City Administrator's vacation, noting the success of the American Celebration and commending the staff for their efforts. Interviews for the City Clerk position was held yesterday and today. The Mayor also attended the planning and zoning meeting. Things have become quite busy since Tonya returned from her vacation.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim expressed her gratitude to the staff for their outstanding work during her two-week absence, noting that everything was well-planned. She acknowledged their consistent ability to step up and deliver. Interviews for the City Clerk position have begun. The Public Works Department has completed work on approximately 32 streets and is currently very busy with street repairs and addressing water leaks. United Fiber is operating on the south side of town and in Henrietta.

**DEPARTMENT REPORTS:** No comments at this time.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. **Bill No.: 24-16** Zoning change from R-1 to B-2 at 208/210 E.N. Main Street. Lisa explained that this was a zoning request from Donald Jennings. The property is currently used for storage in his business, and he intends to build a storage building on it to consolidate everything and operate his business from there. Planning & Zoning did approve. Motion for first and second reading by Councilor Paige, second Councilor Kinnard. Roll called. AYES: Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 6-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-16. Discussion: None. Motion to adopt Bill 24-16 as ordinance by Councilor Guy, second Councilor Hardwick. Roll called. AYES: Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 6-0.
- B. **Bill No.: 24-17** Replat at 809 E. N. Main St. Lisa explained that this involves combining two lots. The owner plans to build a house on the site, where there is currently a structure being used as a residence that was originally a garage. This structure will be converted back into a garage. The owner intends to construct a single-family home, clean up the lot, and adjust the lot line as part of the replat. Motion for first and second reading by Councilor Hardwick, second Councilor Guy. Roll called. AYES: Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 6-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-17. Discussion: None. Motion to adopt Bill 24-17 as ordinance by Councilor Williams, second Councilor Brash. Roll called. AYES: Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 6-0.
- C. 210 Lift Station – Pump Repair #2 and VFD Installations. On April 19, 2024, a second power surge rendered Pump #2 inoperable. JCI assessed the situation, providing a repair quote of \$21,433 for Pump #2, and their As-Found report. Surge protection parts arrived on July 19, 2024, and will be installed by JCI on July 26, 2024. Gastineau Electric Company evaluated the VFD damage caused by the surge, estimating replacement costs at \$22,956.41. Once Pump #2 and the new VFDs are installed, the third VFD, which has been under significant load, will also need evaluation. Gastineau Electric Company submitted a statement about the surge protection and VFD failure, all sent to the City's insurance (Claim No. PR2024001416). The FY24 budget allocated \$160,000 for lift station repairs, with \$91,277.93 remaining. An updated expense summary was attached for the insurance claim. Motion to approve JCI to repair to pump No. 2 in the amount of

\$21,433 and replacement of two VFDs by Gastineau Electric in the amount of \$22,956.41 by Councilor Guy, seconded by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Brash. NAYS: None. Motion approved 6-0.

- D. Agreement between the City of Richmond and The Far West Missouri Stake of the Church of Jesus Christ of Latter Saints. **Tabled no action taken.** Rob Swafford discussed the details of agreement to display the David Whitmer bust in the hallway at City Hall. The agreement was drafted by Chris Williams, the City Attorney. After extensive discussion, the council decided to table the lease agreement until a representative from the Far West Missouri Stake could address their questions.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn open and enter close at 7:01 p.m. pursuant to Section 610.021 (3) Personnel by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Brash. NAYS: None. Motion approved 6-0.

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

**ADJOURN CLOSED/ENTER OPEN:** At 7:21 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Brash. NAYS: None. Motion approved 6-0.

**ADJOURN:** A motion was made at 7:22 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Brash. NAYS: None. Motion approved 6-0.

  
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Mayor, Mike Wright

  
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Acting City Clerk, Tonya Willim



**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, AUGUST 13, 2024**

**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, August 13, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Economic Development Director-Rob Swafford, Park & Recreation Director-Haley Williams, HR Manager-Courtney Williams, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** July 23, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

**ADOPTION OF AGENDA:** Motion to adopt by Councilor Peterson, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Peterson. NAYS: None. Motion approved 6-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. Committee met prior to council meeting to discuss year-end budget adjustments.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright. I attended the Finance Committee meeting tonight and had several discussions with Tonya. She is finalizing the budget, which will be presented soon.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated we have gone through multiple drafts of the budget and will be finalizing the proposed budget soon. The HSP #1 – Gastineau has completed the electrical and the pump is up and running. Dale and I did meet with Olsson representatives this week to discuss the WTP Rehab project and waterline project.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. **Bill No.: 24-18** Ordinance Of The City Of Richmond, Missouri, To Establish A Procedure To Disclose Potential Conflicts Of Interest And Substantial Interests For Certain Municipal Officials. Motion for first and second reading by Councilor Hardwick, second Councilor Guy. Roll called. AYES: Hardwick, Williams, Peterson, Kinnard, Paige and Guy. NAYS: None. Approved 6-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-18. Discussion: None. Motion to adopt Bill 24-18 as ordinance by Councilor Peterson, second Councilor Williams. Roll called. AYES: Hardwick, Williams, Peterson, Kinnard, Paige and Guy. NAYS: None. Approved 6-0.
- B. **Bill No.: 24-19** Ordinance Amending The Fiscal Year 2023-2024 Budget By Amending Ordinance Number 2626 To Reflect Changes In Revenues And Expenses. Motion for first and second reading by Councilor Guy, second Councilor Paige. Roll called. AYES: Hardwick, Williams, Peterson, Kinnard, Paige and Guy. NAYS: None. Approved 6-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-19. Discussion: None. Motion to adopt Bill 24-19 as ordinance by Councilor Peterson, second Councilor Guy. Roll called. AYES: Hardwick, Williams, Brash, Kinnard, Paige and Guy. NAYS: None. Approved 6-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn open and enter close at 6:45 p.m. pursuant to Section 610.021 (3) Personnel by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Peterson. NAYS: None. Motion approved 6-0.

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

**ADJOURN CLOSED/ENTER OPEN:** At 7:02 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Peterson. NAYS: None. Motion approved 6-0.

**ADJOURN:** A motion was made at 7:01 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Peterson. NAYS: None. Motion approved 6-0.

  
Mayor, Mike Wright

  
Acting City Clerk, Tonya Willim



**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, AUGUST 27, 2024**

**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, August 27, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator/Acting City Clerk-Tonya Willim, Police Chief-Scott Bagley, Fire Chief-Mark Sowder, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, HR Manager-Courtney Williams, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** August 13, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

**ADOPTION OF AGENDA:**

-Mayor Wright made an addition to agenda to appoint a Park Board Appointment to the agenda under his report. Motion to adopt by Councilor Kinnard, second by Councilor Guy. Roll Called: AYES: Kinnard, Guy, Paige, Hardwick Williams, and Brash. NAYS: None. Motion approved 6-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee met on Monday afternoon, August 26, 2024, to go over the FY 25 budget as it stands now in the preliminary draft on it. The next step will be to schedule a work session with all of the Council.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Barb Hardwick. The Committee has not met and therefore has nothing to report.
- D. Public Safety: Rob Kinnard - The Committee met at 6 pm tonight prior to the council meeting to discuss LP tank replacement for the Ray County Hospital.

**MAYOR'S REPORT:** Mike Wright.

- - Appointment of Saige Mason to City Clerk. Roll called: Williams, Kinnard, Brash, Guy, Paige and Hardwick. NAYS: None. Appointment approve.
- **SWEARING IN OF NEW CITY CLERK:** At this time City Administrator/Acting City Clerk Tonya Willim swore in City Clerk Saige Mason.

- Appointment of Joelle Butler to Parks & Recreation Board. Roll called: Paige, Hardwick, Williams, Kinnard, Brash and Guy. NAYS: None. Appointment approve
- I attended the Finance Committee meeting on Monday, August 26<sup>th</sup>, 2024 at 1:00 pm and had several discussions with Tonya. She is finalizing the budget, which will be presented soon.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. This past week was Saige's first week which is going well. We have finished up the budget and presented it to the Finance Committee. We are working on scheduling a full work session with the Council. Dale and I had a meeting with Olsson regarding the WTP Rehab project and that project should be underway in about 3 weeks. We are hoping to get the waterline replacement project in front of you in about 4 weeks. Olsson is looking to have that bid out by December.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- A. **Public Hearing Tax Levy: Setting of Tax Rate.** A public hearing regarding the 2024 property tax rates proposed to be set on the August 27, 2024, Council meeting was opened by Mayor Wright at 6:40 p.m. Mayor Wright asked if there were any questions concerning the tax rates that were posted at the Ray County Library, Ray County Courthouse, the bulletin board at City Hall, and on the City's website, and published in the Richmond Newspaper on Friday, August 16, 2024. There were no questions or comments made by the audience. Mayor Wright adjourned the meeting at 6:40 p.m.

**Bill No.: 24-20 - 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 2024 IN ACCORDANCE TO THE LAWS AND STATUTES AND PROVIDING AN EFFECTIVE DATE FOR THIS ORDINANCE.** A motion for first and second reading by title only of Bill 24-20 was made by Councilor Hardwick, seconded by Councilor Guy. Roll Called: AYES: Hardwick, Guy, Paige, Kinnard, Williams, and Brash, NAYS: None. Motion approved 6-0. Acting City-Clerk Tonya Willim preceded with the first and second reading by title only of Bill 24-20. Motion to adopt Bill 24-20 as ordinance by Councilor Guy, seconded by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Paige, Kinnard, Williams and Brash. NAYS: None. Bill Number 24-20 approved 6-0.

- B. **Bill No.: 24-21 AN ORDINANCE APPROVING THE FINAL PLAT FOR FARRIS SECOND ADDITION SUBDIVISION; 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.** Ordinance for Final Plat for 526 South Whitmer Street Motion for first and second reading by Councilor Guy, second Councilor Williams. Roll called. AYES: Guy, Williams, Kinnard, Brash, Paige and Hardwick. NAYS: None. Approved 6-0. Acting City Clerk Tonya Willim proceeded with the first and second reading by title only of Bill 24-21. Discussion: None. Motion to adopt Bill 24-21 as ordinance by Councilor Guy,

second Councilor Paige. Roll called. AYES: Guy, Paige, Hardwick, Brash Kinnard, and Williams. NAYS: None. Approved 6-0.

- C. Dangerous Building Demolition- 602 Shotwell Street in Richmond, MO is ready for immediate demolition to ensure the demolition is completed within the fiscal year to use remaining budget we are prioritizing this project. The City began soliciting quotes for demolition on July 22, 2024. Two bids were received: Macey Excavating and Henry Trucking. Henry Trucking at \$5,400 is the lowest apparent bid. The FY24 budget has allocated \$15,000 for demolitions. Councilor Paige made a motion to accept Henry Trucking bid with a not to exceed \$5,400. Councilor Guy seconded the motion. Roll Called: AYES: Paige, Guy, Williams, Kinnard, Brash. NAYES: None. ABSTAIN: Hardwick. Motion Approved 6-0.
- D. United Fiber Master Commercial Service Agreement. Within the Council packet is the Master Service Agreement (account set up) with United Fiber. The internet services, locations, and cost that will be provided to the City of Richmond are outlined in the agreement. Section 10.5 includes an early termination fee in the full amount of the remaining monthly charges if the City were to terminate without cause. However, if the City terminates early at any time due to cause of United Fiber's service not working then no early termination charge is paid by the City. Exhibit B is a Commercial Video Service Rider. The City is not going to purchase any video services from United Fiber at this time. Councilor Guy made a motion to approve the Service Agreement, and authorizing the City Administer to sign, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Brash, Kinnard, and Paige. NAYS: None. Motion approved 6-0.
- E. LP Tank at Ray County Hospital. Chapter 500 of Building and Building Regulations, Article V. Fire Code, Section 500.080 A. 29 Permits Fire Chief, Community Development and City Council Approval. The Fire Chief and Community Development Director approve and recommend to City Council the approval of the installation of the 6,000-gallon propane tank at Ray County memorial Hospital. The hospital has to have a reliable back up fuel source to meet the facilities resilience and ensuring uninterrupted service to the community in the event of a natural gas disruption. The Public Safety Committee discussed and approved prior to the City Council meeting. They ask that the Council approve by motion to permit the installation. Councilor Kinnard motions to approve the LP Tank, Councilor Hardwick seconded the motion. Roll Called: AYES: Kinnard, Hardwick, Williams, Brash, Guy, and Paige. NAYS: None. Motion approved 6-0.
- F. Assignment and Assumption Agreement to Current Mowing Contracts –Pete Sandstrom, the owner of Pistol's Lawn Care has sold his business to Justin Wirsig. Mr. Wirsig is taking ownership on September 1<sup>st</sup>, 2024. He is also keeping the business name, Pistol's Lawn Care, but is converting to an LLC. This agreement would allow for a seamless transition and ensure that the services provided under the original contract terms continue without interruption or compromise in maintaining quality lawn care services. The original contract will remain unchanged with the modification being the trader of responsibility to Mr. Wirsig. Councilor Guy motions to approve the Assignment and Assumption Agreement to Current Mowing


Contracts, Councilor Kinnard seconded the motion. Roll Called: AYES: Guy, Kinnard, Hardwick, Williams, Brash, and Paige. NAYS: None. Motion approved 6-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn open and enter close at 7:00 p.m. pursuant to Section 610.021 (3) Personnel by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Brash. NAYS: None. Motion approved 6-0.

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

**ADJOURN CLOSED/ENTER OPEN:** At 7:06 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Brash. NAYS: None. Motion approved 6-0.

**ADJOURN:** A motion was made at 7:07 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Williams, Paige, Kinnard and Brash. NAYS: None. Motion approved 6-0.

  
Mayor, Mike Wright

  
Acting City Clerk, Tonya Willim



# **MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, SEPTEMBER 10, 2024**

**PRAYER:** Brian Rowan

**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 10, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator Tonya Willim, City Clerk-Saige Mason Police Chief Scott Bagley, Fire Chief Mark Sowder, Public Works Director-Dale Shipp, Economic Development Director-Rob Swafford, Community Development – Lisa Hastings, Parks and Recreation Director-Haley Williams, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** August 27, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

## **ADOPTION OF AGENDA:**

Appointment to the agenda Motion to adopt by Councilor Peterson, second by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Guy, Paige, Kinnard Williams, 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, however, we plan to meet on September 16, 2024, at 5 p.m. for an all-council work session to review the budget.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. The Committee has not met and therefore has nothing to report. However, we are discussing setting up a meeting in a couple of weeks to discuss the waterline project.
- D. Public Safety: Rob Kinnard - The Committee has not met therefore has nothing to report.
- E. Park Board Liaison: Deanna Guy – The open house for the Comprehensive Parks & Recreations Master Plan was hosted in the City gym on Thursday, September 5<sup>th</sup>, 2024 from 5:30 pm to 7:30 pm. It would have been nice to have more of a turnout, but Vireo attendants seemed happy with the turnout of 40 people.

**MAYOR'S REPORT:** Mike Wright.

- - Appointment of Misti Holloway as Financial Director. Roll called: Williams, Kinnard, Brash, Guy, Paige, Peterson, and Hardwick. NAYS: None. Appointment approve.
- I attended the Finance Committee meeting on Monday, August 26<sup>th</sup>, 2024, at 1:00 pm and had several discussions with Tonya. I, also, attended the Open House for the Comprehensive Parks & Recreations Master Plan that was on September 05, 2024. There were about 40 people there. The people who came were definitely interested and shared good ideas. I'm eager to see the results once those are all put together.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. Since our Finance Committee Meeting where we discussed the FY2025 budget, we have finished tidying up all the loose ends from that presentation. We had a site visit from Chad Baxley. He is our AF underwriter for the insurance. He toured City Hall, the Fire Department, and the Southview Pool. We did hire a new firefighter in training, Chaz Vanderpool. His start date was September 5<sup>th</sup>, 2024, and all is going well. We did release for bid a bid for a Hosted VoIP Phone system. United Fiber was out this morning to look at all the locations. As we proposed in the FY 25 budget a new phone system to go with the new internet. We will keep you posted as that moves forward.

**DEPARTMENT REPORTS:**

Councilwoman Guy asked about the Household Hazardous Waste Collection program mentioned in HR Director, Courtney Williams's report if we had to supply any volunteers. City Administrator Willim assured her that they have not requested any help, but all are welcome to attend.

- Major Wright highlighted city employees' work anniversaries.

**UNFINISHED BUSINESS:**

- A. Water Treatment Plant Rehabilitation Project Update – Nolan Groff, Olsson Presentation

**NEW BUSINESS:** None

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn open and enter close at 6:48 p.m. pursuant to Section 610.021 (3) Personnel by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Paige, Peterson, Williams, Kinnard, and Brash. NAYS: None. Motion approved 7-0.

**Legal** - Pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

**Contract** - Pursuant to Section 610.021 (12) of the Revised Statutes of the State of Missouri pertaining to sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.


**ADJOURN CLOSED/ENTER OPEN:** At 7:30 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Peterson, Paige, Kinnard, Williams, and Brash. NAYS: None. Motion approved 7-0.

**ADJOURN:** A motion was made at 7:30 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Williams, Paige, Peterson, Kinnard, and Brash. NAYS: None. Motion approved 7-0.



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Mayor, Mike Wright



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City Clerk, Saige Mason

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, SEPTEMBER 24, 2024**

**PRAYER:** Deanna 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, September 24, 2024, at 6:30 p.m.

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

**ROLL CALL:** Staff Present: City Administrator Tonya Willim, City Clerk-Saige Mason Police Chief Scott Bagley, Fire Chief Mark Sowder, Public Works Director-Dale Shipp, Economic Development Director Rob Swafford, Finance Director Misti Holloway, Human Resources Courtney Williams, and City Attorney-Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** September 10, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

**ADOPTION OF AGENDA:**

Appointment to the agenda Motion to adopt by Councilor Peterson, second by Councilor Hardison. Roll Called: AYES: Peterson, Hardison, Guy, Paige, Hardwick, Williams, and Brash. NAYS: None. Motion approved 7-0.

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee met prior to our last council meeting and met as an entire council for a work session to bring the FY 25 budget to the council for approval.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. The Committee met prior to the council meeting tonight and we will discuss under new business.
- D. Public Safety: Major Mike Wright - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright.

- I attended the Finance Committee meeting on Monday, August 26<sup>th</sup>, 2024, at 1:00 pm and the all-council finance work session on Monday, September 16<sup>th</sup> at 5:00 pm. I had several discussions with Tonya over the last couple of weeks regarding City business. I also attended the United Fiber "Multi-Gig" celebration at Shirley's Golf Course where they

presented the City with an award. I attended the Public Works meeting earlier this evening as well.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. As you can see most of the week was spent getting ready for the Finance Committee Meeting for the all-council work session to finalize the FY25 budget preparations. Economic Development - Rob Swafford and I did attend some MARC committee meetings online. A lot of year-end wrapping up is under way.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Bill No. 24-22 AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET OF THE CITY OF RICHMOND, MISSOURI, FOR FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, ESTABLISHING FINANCIAL NEEDS AND RESOURCES FOR THE CITY OF RICHMOND, MISSOURI. The Finance Committee met on Monday, August 26, 2024, to review the FY25 proposed budget presentation with no recommended changes. The Finance Committee recommended a full Work Session with the council that was presented on Monday, September 16, 2024, and there were no recommended changes. The Finance Committee recommends presenting the proposed FY24 budget to the Council at the September 24, 2024, Council Meeting for adoption. Motion for first and second reading by title only of Bill No. 24-22 by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES. Guy, Hardwick, Williams, Hardwick, Hardison, Brash, Paige, and Peterson. NAYS: None. Motion approved 7-0. City Clerk Saige Mason proceeded with first and second reading by title only of Bill 24-22. Motion to adopt Bill 24-22 as an ordinance by Councilor Guy, second Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Paige, Peterson, Williams, Brash, and Hardison. NAYS: None. Bill 24-22 approved 7-0.
- B. Resolution No. 464 Amending Comprehensive Fee Schedule The Comprehensive Fee Schedule reflects changes for the FY25 budget. The changes were made in recreation programs, water meters, trash, and water rates. Comprehensive Fee Schedule Attached to minutes. Councilor Peterson made a motion to accept the changes in the comprehensive fee schedule, Councilor Hardison seconded the motion. Roll Called: AYES: Peterson, Hardison, Booth, Kinnard, Bond, Brash, Guy, and Hardwick. NAYS: None. Resolution 461 was approved 7-0.
- C. Property and Liability Insurance Renewal Our broker\representative, Mike Keith Agency, represented by Mike Keith's staff, 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 \$232,288 in FY24 to \$249,008 in FY25. This is a \$16,720 (7.19%) increase. The coverage of the policy remains the same. There are minor changes relating to the annual review of property insurance values. Please note that optional terrorism insurance would add \$808 to the base premium. The Council has historically rejected terrorism coverage. Councilor Guy made a motion to accept Star for the City's 2024-2025 property and liability insurance carrier and waive optional terrorism insurance, Councilor Peterson seconded the motion. Roll Called: AYES: Guy, Peterson, Williams, Hardison, Brash, Paige and Hardwick. NAYS: None. FY25 Commercial Insurance Renewal approved 7-0.

- D. Replacement of Well #3 VFD – Electrical Surge Event – This is part of the insurance claim covered by insurance from the power surge. Gastineau Electric Company came out to assess the damage to the VFD in August 2024. They diagnosed the problem and provided a written statement to the City’s insurance company (Claim No. PR2024001416), same as the previously explained in regard to the 210 Lift Station issues. Gastineau Electric Company provided us with an estimate for the replacement of VFD at \$19,442.53. We are recommending the internal transfer of \$4,124.97 (52-52-00-6020) to cover the installation, misc. materials, labor, etc. Council approve by motion to allow Gastineau Electric to replace Well #3 VFD in the amount of \$19,442.53 and reallocation of funds transfer by Councilor Guy, seconded by Councilor Peterson. AYES: Guy, Peterson, Hardison, Paige, Brash, Hardwick, and Williams. NAYS: None. Approved 7-0.
- E. Fireworks Branded Steakhouse Outdoor Facility – The facility is requesting permission for a small fireworks display following the Terri Clark concert on October 05, 2024. The fireworks will be of a non-commercial grade and will be behind the stage area on the flat surface rocks. The show is expected to last about 15 minutes. However, it does require a waiver from the City Council, as the date falls outside the time frame permitted by the city code. Council approve by motion to allow fireworks on October 05, 2024 at 10:00 p.m. after the concert at Branded Outdoor Facility and waiver by Councilor Peterson, seconded by Councilor Hardison. AYES: Peterson, Hardison, Guy, Paige, Brash, Hardwick, and Williams. NAYS: None. Approved 7-0.
- F. Project - Waterline Replacement Street Identification - Olsson Engineering has helped us to finalize the selected streets for the bidding process. The Public Works Committee met on September 24, 2024, at 5:45 p.m. to discuss the selected base bid waterlines (streets). Nolan Groll from Olsson presented and discussed with the Committee the waterlines (streets) and answered any questions. The Public Works Committee recommends presenting to the council the selected streets for the base bid and authorizing Olsson to bid on the project. Councilor Peterson made a motion to allow Olsson to bid on the waterline replacement project and approve the selected streets for base bid. Councilor Hardwick seconded the motion. Roll Called: AYES: Peterson, Hardwick, Hardison, Williams, Hardison, Brash, Guy, and Paige. NAYS: None. Approved 7-0.
- G. Lever 1 Human Resources Service Agreement – The city entered into an agreement with Lever 1 for Human Resources services on May 27<sup>th</sup>, 2020, for full-service support. After reviewing our current HR needs it is believed that a full-service HR package is no longer necessary. A reduced service package to \$500 per month would provide HR services, management, and consulting as needed. Additional HR duties can be requested with remote or limited HR support without the full range of services. The reduction of cost would still ensure that we maintain access to HR expertise as needed. Councilor Hardwick made a motion to approve the Lever 1 HR Service Agreement and authorize the City Administrator to sign it. Councilor Peterson seconded the motion. Roll Called: AYES: Hardwick, Peterson, Paige, Hardison, Williams, Brash, and Guy. NAYS: None. Approved 7-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn open and enter close at 6:51 p.m. pursuant to Section 610.021 (3) Personnel by Councilor Guy, second by Councilor Hardwick.

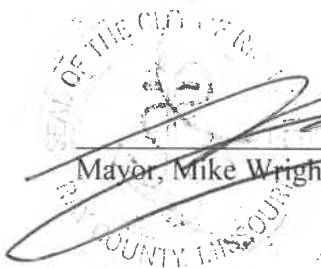
Roll Called: AYES: Guy, Hardwick, Paige, Peterson, Williams, Hardison, and Brash. NAYS: None. Motion approved 7-0.

**Legal** - Pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

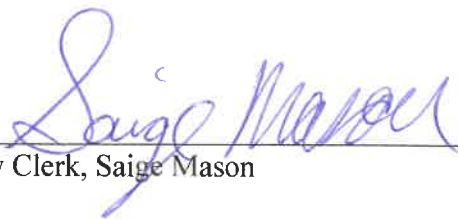
**Contract** - Pursuant to Section 610.021 (12) of the Revised Statutes of the State of Missouri pertaining to sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

**ADJOURN CLOSED/ENTER OPEN:** At 7:29 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Peterson, Paige, Hardison, Williams, and Brash. NAYS: None. Motion approved 7-0.

**ADJOURN:** A motion was made at 7:30 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Williams, Paige, Peterson, Hardison, and Brash. NAYS: None. Motion approved 7-0.



Mayor, Mike Wright



City Clerk, Saige Mason

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, October 08, 2024**

**PRAYER:** Dave Donaldson

**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 08, 2024, at 6:32 p.m.

**ROLL CALL:** Council Present: Mayor Mike Wright, June Paige, Rob Brash, Deanna Guy, Rodney Williams, and Barb Hardwick. Absent: Rob Kinnard, Ron Peterson, and Ward I – Vacancy.

**ROLL CALL:** Staff Present: City Administrator Tonya Willim, City Clerk-Saige Mason Police Chief Scott Bagley, Fire Chief Mark Sowder, Public Works Director-Dale Shipp, Economic Development Director Rob Swafford, Community Development, Lisa Hastings, Finance Director Misti Holloway, Human Resources Courtney Williams, Recreation Director, Haley Williams and City Attorney, Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** September 24, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

**ADOPTION OF AGENDA:**

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

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee met tonight before the council meeting discuss the new Hosted VoIP Phone System that is on the agenda, and we discuss later in the meeting,
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Barb Hardwick. -The Committee has not met therefore has nothing to report.
- D. Public Safety: Major Mike Wright - The Committee has not met therefore has nothing to report.
- E. Park Board Liaison: Deanna Guy. –The Park Board was to meet last night, but the meeting was canceled due to a foreseen lack of attendance. The Masterplan surveys are still available online.

**MAYOR'S REPORT:** Mike Wright.

- I attended the Finance Committee meeting tonight Tuesday, October 08<sup>th</sup>, 2024, at 6:00 pm to discuss the proposed Hosted VoIP phone system. I had several discussions with Tonya over the last couple of weeks regarding City business. I would like to highlight the water leak that was found in City Administrator Tonya Willim's report. That was a wonderful find by the Public Works department. I want to remind everyone of the Mayor's Prayer Breakfast on next Tuesday, October 15<sup>th</sup>, 2024, at the First Baptist Church in Richmond, MO. I would also like to thank the Ministerial Alliance for putting on this event.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. A couple of highlights are we have received all the documents from Westbrook & Co., PC to start our audit. Staff did meet to go over Trick-or-Treat Street and the Christmas Parade float. They have put some preliminary designs together to see how it will all work. We have launched on October 1<sup>st</sup>, 2024, our new fiscal year 25 budget. I sent an annual email to all council and a general email always sent to staff. One of the biggest highlights of my report is the water leak that Public Works found on Shotwell Street. This could be a leak we have been chasing for a while. Going into the water plant rehab at half capacity that we are doing made this a wonderful find, and we are all extremely happy. The water plant started gaining water in the water tower within an hour of the water leak being found and fixed. It really could have gone unidentified, because it was a small leak that did not surface but a little bit on and off. It was going straight into a drainage ditch. Luckily Aaron and his crew could not leave it alone and watched it every day this week. Cheers to them! City Clerk, Saige Mason will be sending out an email regarding the Mayor's Prayer Breakfast in the morning.

**DEPARTMENT REPORTS:** No discussion.

**UNFINISHED BUSINESS:**

- A. Bust Display at City Hall – The agreement would allow for the bust to be displayed in the designated area in City Hall. Motion to allow bust display at City Hall and authorize the Mayor to sign the agreement by Councilor Hardwick, second Councilor Brash. Roll Called: AYES: Hardwick, Brash, Guy, Williams, and Paige. NAYS: None. Bust Display approved 5-0.

**NEW BUSINESS:**

- A. Approval of Hosted VoIP Phone System – Bids were solicited by the City of Richmond for a Hosted VoIP Phone System with qualifications of vendors to be met. Four proposals were received, and the lowest most responsible bidder was HighTek Solutions. All proposals were reviewed and presented to the Finance Committee meeting on October 8, 2024. The new phone system would total \$15,115.00. The monthly charges will be \$782.25 per phone profile. \$30,000 was allocated in the FY25 budget. Motion to approve the Hosted VoIP Phone System proposal and direct staff to proceed with the purchase with costs not to exceed \$15,115.00 by Councilor Guy, second Councilor Paige. Roll Called: AYES: Guy, Paige, Hardwick, Williams, and Brash. NAYS: None. Hosted VoIP Phone System approved 5-0.
- B. Selection of Employee Insurance Broker – The City will be changing its employee benefits broker, as previously discussed. After much consideration, discussion, and a thorough evaluation process a new broker was selected that best meets the needs of our employees to provide a more comprehensive service and cost-effective options. The HR

department will work closely with the new broker to manage a smooth transition without interruption of current benefit services to our employees. Councilor Guy made a motion to approve USI as Broker of Record for health, dental, vision, life, and supplemental employee insurance, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Brash, and Paige. NAYS: None. Approval of USI as Broker of Record for employee insurance was approved 5-0.

- C. Abatement of Liens – 307 N Camden Street – Abatement of Certain Liens policy establishes procedure for an individual who wants to develop a piece of property that the City applied demolition or nuisance liens against but is not owned by the City. The policy states, “...individual owns a piece of property that had a dangerous building. The City abated the dangerous building and filed a lien for the cost of abatement. Property owner is unable to pay demolition costs. A developer is interested in purchasing to develop the property (will submit application and sign agreement (to develop) but, liens exceed the value of the lot and therefore, requesting abatement of liens). (Application attached and are currently working on agreement).” Councilor Guy made a motion to abate liens of \$4,264.23, and authorize the City Administrator to sign the agreement, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Brash, and Paige. NAYS: None. Abatement of Liens – 307 N Camden Street approved 5-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn at 6:50 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Paige, Williams, and Brash. NAYS: None. Motion approved 5-0.



  
Mayor, Mike Wright

  
City Clerk, Sage Mason

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, October 22, 2024**

**PRAYER:** Dave Donaldson

**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 22, 2024, at 6:31 p.m.

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

**ROLL CALL:** Staff Present: City Administrator Tonya Willim, City Clerk-Saige Mason Police Chief Scott Bagley, Fire Chief Mark Sowder, Finance Director Misti Holloway, Human Resources Courtney Williams, and City Attorney, Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** October 08, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** Ryan Neer and Devon Harris offered to discuss constructing a mountain bike trail at one of the city parks.

**ADOPTION OF AGENDA:**

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

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. -The Committee has not met therefore has nothing to report.
- D. Public Safety: Rob Kinard - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright.

- Appointment of Bob Bond to Ward 1 Councilor. Roll Called. Paige, Williams, Hardwick, Peterson, and Kinnard. NAYS. NONE. Appointment approved 5-0.
- **SWEARING IN OF NEW WARD 1 COUNCILOR:** At this time City Clerk Saige Mason swore in Ward 1 Councilman Bob Bond.

- I would also like to thank everyone that attended the Mayor's Prayer Breakfast, and the Ministerial Alliance for putting it on, last week. It was very well attended, especially by city employees and councilors. I know a lot of hard work goes into preparing such a special event.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. At each councilors station there is a FY25 budget book is there and completed. I would like to bring to your attention all the generators have been serviced. As a reminder, we are in contact with Central Powers, and that has been taken care of. Rick with HI Tech Solutions has been installing the new firewalls at City Hall, Police department, and other city facilities. Water Treatment Plant will be discussed later on, but they have removed the north silo. As the Major said we did have a well-attended Major's Prayer Breakfast Service. Finally, Everyg has also finally set the transformer over at the Lisa Lane Lift Station. So, we will be bringing you the pumps to redo that lift station. Attached in the packet at the Lead Line Inventory results just for an overview of what was submitted. We are required to inform citizens if they potentially have lead or galvanized lines by November 14<sup>th</sup>, 2024. We are currently working to get those individuals notified.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Establishing Candidate Filings Dates – The state of Missouri has set the opening and closing dates for general municipality candidate filing starting on December 10, 2024, and the ending date on December 31, 2024. The date of election is set for April 8, 2025. Motion to accept the dates established by the state of Missouri by Councilor Peterson, second Councilor Kinnard. Roll Called: AYES: Peterson, Kinnard, Paige, Hardwick, Williams, and Bond. NAYS: None. Acceptance of candidate filing dates and election date set by the state of Missouri approved 6-0.
- B. 210 LS VFD Replacement Pump #3 – Staff originally reported that the third (VFD) Variable Frequency Drive needed to be repaired/reinstalled after the second pump was repaired/reinstalled. Gastineau Electric Company assessed the damage and diagnosed the issue and provided an estimated replacement of the VFD in the amount of \$12,584.04. An internal transfer of \$12,584.04 to cover the cost and installation, misc. materials, labor, etc. Councilor Peterson made a motion to approve Gastineau Electric to replace the VFD on Pump 3 with a not to exceed amount of \$12,584.04 and reallocation of funds. Councilor Kinnard seconded the motion. Roll Called: AYES: Peterson, Kinnard, Hardwick, Williams, Bond, and Paige. NAYS: None. Approval of internal transfer of \$12,584.04 to cover the cost and installation, misc. materials, labor, etc. was approved 6-0.
- C. 2022 Payment of Officer Issued Handguns – Previously in the Fiscal Year 2021/2022, the Council approved the purchase of twelve 9mm handguns. They approved the purchase for \$7,250. Just recently we received the invoice for the purchase of these handguns. Multiple contacts have been made with GT Distributors regarding invoicing and the return of Glocks with no reply. Now in FY 24/25 this amount has been unbudgeted. Anything purchased over 5,000 or unbudgeted must come before the Council for approval. Councilor Peterson made a motion to approve the GT Distributors, Inc. invoice not to exceed \$7,244.26. Councilor Hardwick seconded the motion. Roll Called: AYES:

Peterson, Hardwick, Williams, Bond, Kinnard and Paige. NAYS: None. Approval of invoice from GT Distributors, Inc. not to exceed \$7,244.26 approved 6-0.

- D. WTP Improvement – North Silo Corrosion Issue -The north lime silo skirt is too corroded to be reinstalled as is. This was discovered after sandblasting and Olsson spoke with their structural engineers. The solution discussed was welding a new 3/16” steel plate on the outside of the existing skirt. Olsson has provided us with a change order. Councilor Peterson made a motion to approve Olsson’s change order in the amount of \$8,670.85 bringing the contract price to \$1,264,470.85 and authorizing the City Administrator to sign the order, Councilor Williams seconded the motion. Roll Called: AYES: Peterson, Williams, Kinnard, Bond, Paige, and Hardwick. NAYS: None. The change order increasing the contract price is approved 6-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn at 6:59 p.m. by Councilor Hardwick, second by Councilor Peterson. Roll Called: AYES: Hardwick, Peterson, Paige, Williams, Kinnard, and Bond. NAYS: None. Motion approved 6-0.

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

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

**ADJOURN CLOSED/ENTER OPEN:** At 7:05 p.m. Councilor Hardwick made a motion to adjourn closed session and enter open session, Councilor Williams seconded the motion. Roll Called: AYES: Hardwick, Williams, Paige, Kinnard, Peterson and Bond. NAYS: None. Motion approved 6-0.

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

**ADJOURN:** A motion was made at 7:05 p.m. by Councilor Hardwick to adjourn the meeting, seconded by Councilor Paige. Roll called: AYES: Hardwick, Paige, Williams, Bond, Kinnard and Peterson. NAYS: None. Motion approved 6-0.



Mayor, Mike Wright

City Clerk, Saige Mason

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, NOVEMBER 12, 2024**

**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 12, 2024, at 6:30 p.m.

**ROLL CALL:** Council Present: Mayor Mike Wright, June Paige, Rob Kinnard, Ron Peterson, Rodney Williams, Barb Hardwick, Rob Brash, and Deanna Guy. Absent: None.

**ROLL CALL: Staff Present:** City Administrator Tonya Willim, City Clerk-Saige Mason, Police Chief Scott Bagley, Fire Chief Mark Sowder, Parks, Public Works Director Dale Shipp, Parks and Recreation Director Haley Williams, and City Attorney, Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** October 22, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:** None.

**ADOPTION OF AGENDA:**

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

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. - The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. - The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. - The Committee has not met therefore has nothing to report.
- D. Public Safety: Rob Kinnard. - The Committee has not met therefore has nothing to report.
- E. Park Board Liaison: Deanna Guy. - The Board was to meet last Monday, November 04 but was unable to due to foreseen low attendance.

**MAYOR'S REPORT:** Mike Wright.

I attended the Richmond Chamber of Commerce Annual Banquet last week with many of the City staff and Council members. I appreciate the good turnout we had representing the City of Richmond. I also attended the Trick or Treat Street on Halloween. I'd like to thank the fire department for hosting, the City staff for planning and coordinating, the Kiwanis for participating in serving hot dogs, Shirkey Nursing Home for supplying the hot dogs, and all other Richmond businesses that supplied and provided goodies for the kids. It was a fun event that had a great turnout. There was a Planning and Zoning meeting last week that I was in attendance at. A couple of reminders regarding events this week: there is a ribbon cutting at noon tomorrow, November 13<sup>th</sup>, put on by the Chamber welcoming 3 new businesses at Wrisinger Online Auctions, Wrisinger Homes Team, and The Market At Our Place, and Karl Carter's retirement party is Thursday, November 14<sup>th</sup> at noon at the Fire Station.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. She let Council know she didn't have much to add, but it is a lengthy report, and asked if anyone had any questions. No questions were asked of her report.

**DEPARTMENT REPORTS:** No comments.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. **Bill No.: 24-23** - 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. A motion for first and second reading by title only of Bill No. 24-23 was made by Councilor Peterson, seconded by Councilor Hardwick. Roll Called: AYES: Peterson, Hardwick, Guy, Kinnard, Williams, Brash, Bond and Paige. NAYS: None. Motion carried 8-0. City Clerk, Saige Mason preceded with the first and second reading by title only of Bill No 24-23. Motion to adopt Bill No. 24-23 as an ordinance by Councilor Peterson, second Councilor Paige. Roll Called: AYES: Peterson, Paige, Kinnard, Brash, Hardwick, Guy, Williams, and Bond. NAYS: None. Bill No 24-23 approved 8-0.
  
- B. **Bill No.: 24-24** – AN ORDINANCE APPROVING A SUBAWARD AGREEMENT ARTICLES OF AGREEMENT BETWEEN THE RICHMOND POLICE DEPARTMENT AND THE STATE OF MISSOURI REGARDING THE SHSP GRANT ADMINISTERED BY THE MISSOURI DEPARTMENT OF PUBLIC SAFETY AND AUTHORIZING THE MAYOR TO EXECUTE THE SUBAWARD AGREEMENT. A motion for first and second reading by title only of Bill No. 24-24 was made by Councilor Peterson, seconded by Councilor Kinnard. Roll Called. AYES: Peterson, Kinnard, Guy, Williams, Hardwick, Brash, Bond, and Paige. City Clerk, Saige Mason preceded with the first and second reading by title only of Bill No 24-24. Motion to adopt Bill No 24-24 as ordinance by Councilor Peterson, seconded by Councilor Kinnard. Roll Called. AYES: Peterson, Kinnard, Guy, Bond, Williams, Brash, Paige and Hardwick. NAYS: None. Bill No. 24-24 approved 8-0.

- C. Renewal of TLO Online Investigative Services Software—An essential online public records database service used for investigative purposes and in-depth background checks that the Richmond Police Department is seeking approval to renew. Originally the department had accessed this software through another agency, which is no longer able to provide it. This is the third renewal of the software. The renewal cost is \$175 per month for up to 500 monthly transactions, totaling \$2,100.00 per year. This expenditure is budgeted in line item 10-11-00-7090 Computer Software & Hardware. Councilor Guy made a motion to approve the renewal of the TLO software with a not to exceed \$2,100 and authorize the City Administrator to sign. Councilor Peterson seconded the motion. Roll Called: AYES: Guy, Peterson, Hardwick, Williams, Bond, Kinnard, Brash and Paige. NAYS: None. Approval of the renewal of the TLO software with a not to exceed \$2,100.00 and authorize the City Administrator to sign approved 8-0.
- D. Proposal for Tree Removal and Trimming – Maurice Roberts Park and Charles Armour – On October 11, 2024, the City released RFP 04-2024 for the tree removal and trimming services at Maurice Roberts and Charles Armour Parks. The only bid that was received was Hostetter Disaster Recovery d/b/a Hicks Family Tree Care. They provided two options – The first option, was their recommended option, a proactive plan to ensure the health of the trees totaling \$15,265.50 for both parks. The second option was the baseline option which covers the essential work that totals \$9,950.00 for both parks. Staff recommend approving the additional work for a comprehensive treatment plan at a total of \$15,265.50. This option supports tree longevity and health at both parks. Motion to approve Hostetter Disaster Recovery d/b/a Hicks Family Tree Care for FY 2025 services totaling \$15,265.50 and forward this recommendation to the full Council for approval was made by Councilor Peterson and seconded by Councilor Paige. Roll Called: AYES: Peterson, Paige, Hardwick, Williams, Bond, Kinnard, Brash and Guy. NAYS: None. Approval to redeem the services of Hostetter Disaster Recovery d/b/a Hicks Family Tree Care for FY 2025 services totaling \$15,265.50 approved 8-0.
- E. WTP Improvement – North Silo Corrosion Issue Change Order No. 2 -On October 29, 2024, the welding team found that the existing base angle of the North silo is out of round. This prevents the new steel plate (CO No. 1) from being properly welded to the base. The engineer’s solution is to cut away the existing skirt and install another steel plate to reinforce the structure. This proposed repair also includes fully sealing the circumference with welds to prevent water intrusion that caused the corrosion. Councilor Guy made a motion to approve Olsson’s change order in the amount of \$13,400.38 and authorizing the City Administrator to sign the order, Councilor Peterson seconded the motion. Roll Called: AYES: Guy, Peterson, Brash, Williams, Kinnard, Bond, Paige, and Hardwick. NAYS: None. The change order increasing the contract price with the City Administrators' signature is approved 8-0.


**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn at 6:51 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Peterson, Paige, Williams, Kinnard, Brash and Bond. NAYS: None. Motion approved 8-0.

**Legal** - Pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

**ADJOURN CLOSED/ENTER OPEN:** At 7:00 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Hardwick seconded the motion. Roll Called: AYES: Guy, Hardwick, Williams, Paige, Brash, Kinnard, Peterson and Bond. NAYS: None. Motion approved 8-0.

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

**ADJOURN:** A motion was made at 7:00 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Paige, Williams, Bond, Kinnard, Brash and Peterson. NAYS: None. Motion approved 8-0.



Mayor, Mike Wright



City Clerk, Saige Mason

# **MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, NOVEMBER 26, 2024**

**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 26, 2024, at 6:30 p.m.

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

**ROLL CALL: Staff Present:** City Administrator Tonya Willim, City Clerk Saige Mason, Police Chief Scott Bagley, Fire Chief Mark Sowder, Finance Director Misti Holloway, and City Attorney Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** November 12, 2024, regular meeting minutes approved as printed.

## **COMMENTS FROM THE AUDIENCE:**

- State Representative Terry Thompson highlighted a few areas that he would like to work on focusing on in his next term in office. Some of his agenda includes encouraging communication between local entities, city, county, and school districts, to give more power back to local governments and fewer regulations from the state government. He also discussed his goal to be on the budget committee to help hold elective officials accountable for utilizing money to the best of their ability for better use of taxpayer's money. He discussed his work with the Mid America Regional Council (MARC) to move forward on working on Highway 210. Lastly, he noted the frustration he has for the proposals of bills that could be statutes releasing the need to amend the Missouri Constitution with unnecessary and tacked-on other issues that do not pertain to the main reason for the proposal change. He finished by homing in on local governments working together through communication while having more control and the need to use the money they have in all governments and organizations to benefit the taxpayers to the best of their ability.

## **ADOPTION OF AGENDA:**

Appointment to the agenda Motion to adopt by Councilor Peterson, second by Councilor Paige. Roll Called: AYES: Peterson, Paige, Guy, Williams, Bond, Brash and Kinnard. NAYS: None. Motion approved 7-0.

## **REPORT OF STANDING COMMITTEES:**

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

- B. Ordinance: Barb Hardwick. - The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. - The Committee has not met therefore has nothing to report.
- D. Public Safety: Rob Kinnard. - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright.

I attended, with many other council and city staff, Karl Carter's retirement celebration which was held on November 14<sup>th</sup>. It was a heartfelt event memorializing all the dedication and commitment Karl made to the city and the Fire Department. I also attended City Hall's 8<sup>th</sup> Annual Chili Cookoff. All the chili was delicious making it a tight race; however, Wendy upheld her 1<sup>st</sup> place spot, Haley got 2<sup>nd</sup>, and Aaron placed 3<sup>rd</sup>. It was a well-enjoyed event with many of the city staff. I also attended the ribbon cutting for Wrisinger Online Auctions, Wrisinger Homes Team, and The Market at Our Place. It was well attended with many of the council in attendance.

- The City Council's Annual Staff Christmas Breakfast date will be held on December 17, 2024. It is a wonderful thank you from the City Council to the City staff for all they do for the city.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. City Clerk, Saige, will send an email and calendar reminder for the Christmas Breakfast coming up to help sort out what to bring. I really want to bring your attention to the schedule that is included in my report for the Water Treatment Plant. Originally the completion date was March 2025, but due to setbacks, we are now looking at a completion date of June 2025. The north silo is hopefully going up tomorrow. After Thanksgiving, they plan on working on replacing 22 valves along with both clarifiers and 4 filter medias. We will probably have to run it as half a plant for about a week. Due to this, we are going to do a test to make sure we are maintaining and have everything in order to do so. The Missouri Department of Natural Resources has already approved a backup plan to use a bypass if needed so we can make sure that the city is provided with water.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. American Celebration – Fireworks and Waivers - J&M Displays has had a price increase of \$900.00 but maintains the same number of fireworks, discounts, and overall quality displays. The FY25 budget allows for \$20,000 under the Park Fund to support this event. However, we will still seek and accept donations to sponsor the fireworks. The celebration is a cherished community tradition, and we are committed to making it a success. A few waivers are needed to accommodate the celebration and city ordinances. The recommendation asked of Council to approve by motion the contract with J&M Displays in an amount not to exceed \$15,900.00 and authorize the City Administrator to sign the agreement and waive the necessary requirements was made by Councilor Peterson and seconded by Councilor Guy. Roll Called: AYES: Peterson, Guy, Kinnard, Williams, Brash, Bond and Paige. NAYS: None. Approval of the amount to not exceed \$15,900.00 and authorization of

the City Administrator to sign the agreement with J&M Displays and waive requirements approved 7-0.

- B. Street Closures for Christmas Parade and Extravaganza - December 6<sup>th</sup>, 2024, is the Richmond Chamber of Commerce's annual Christmas Parade. The floats will line up in the City Hall parking lot and proceed down North Thornton Street to North Main Street. North Main Street and College Street will be the focus of the extravaganza from 5:00 pm to 8:00 pm and the Chamber has requested street closures. The Event Street Closures requested are West North Main Street from North Thornton to North College and North College to West Main Street to West North Main Street. Parade Street closures requested are Summit Street from College to Thornton. Thornton Street from Summit to North Main Street to West North Main Street from North Thornton to North College, and College Street from West North Main Street to Summit Street. The recommendation to the Council is to approve by motion the street closures requested. The motion was made by Councilor Paige, seconded by Councilor Kinnard. Roll Called. AYES: Paige, Kinnard, Peterson, Guy, Williams, Brash, and Bond. NAYS: None. Motion for event and parade street closures approved 7-0.

**ADJOURN OPEN/ENTER CLOSE:** Motion to adjourn at 7:15 p.m. by Councilor Guy, second by Councilor Peterson. Roll Called: AYES: Guy, Peterson, Paige, Williams, Kinnard, Brash and Bond. NAYS: None. Motion approved 7-0.

**Legal** - Pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

**ADJOURN CLOSED/ENTER OPEN:** At 7:17 p.m. Councilor Guy made a motion to adjourn closed session and enter open session, Councilor Peterson seconded the motion. Roll Called: AYES: Guy, Peterson, Williams, Paige, Brash, Kinnard, and Bond. NAYS: None. Motion approved 7-0.

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

**ADJOURN:** A motion was made at 7:18 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Peterson. Roll called: AYES: Guy, Peterson, Paige, Williams, Bond, Kinnard, and Brash. NAYS: None. Motion approved 7-0.

  
  
Mayor, Mike Wright

  
City Clerk, Saige Mason

**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, DECEMBER 10, 2024**

**PRAYER:** Deanna 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 10, 2024, at 6:30 p.m.

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

**ROLL CALL: Staff** Present: City Administrator Tonya Willim, City Clerk Saige Mason, Police Chief Scott Bagley, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Finance Director Misti Holloway, Human Resources Courtney Williams, Parks and Recreation Director Haley Williams, and City Attorney Chris Williams.

**WELCOMING REMARKS:** Mayor Wright welcomed everyone to the meeting.

**ACCEPTANCE OF MINUTES:** November 26, 2024, regular meeting minutes approved as printed.

**COMMENTS FROM THE AUDIENCE:**

**ADOPTION OF AGENDA:**

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

**REPORT OF STANDING COMMITTEES:**

- A. Finance: Deanna Guy. - The Committee has not met therefore has nothing to report.
- B. Ordinance: Barb Hardwick. - The Committee has not met therefore has nothing to report.
- C. Public Works: Ron Peterson. - The Committee has not met therefore has nothing to report.
- D. Public Safety: Rob Kinnard. - The Committee has not met therefore has nothing to report.

**MAYOR'S REPORT:** Mike Wright.

I attended the Lighted Christmas Parade hosted by the Richmond Chamber of Commerce. The city had an awesome float entered. Thank you to all the city staff who worked on and participated in the parade.

As in the past, the next council meeting is scheduled to be on December 24, 2024. We plan to cancel that meeting as it is on Christmas Eve.

**CITY ADMINISTRATOR'S REPORT:** Tonya Willim. C/A Willim stated her report is included in the packet. The only thing she wanted to add was that Public Works Director Dale Shipp was at the water treatment plant today and Ross Construction has successfully changed out the first valve. They will change out two more tomorrow and continue until all are changed.

**DEPARTMENT REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Accounting Software – Transition to gWorks Cloud Platform – The municipal management software that the City has used since 1997 is working to transition to a cloud platform. This includes enhanced features, improved functionality, and increased security. It also includes an increase in the annual subscription cost. The increase exceeds the budgeted amount by \$13, 128.00. The recommendation asked of Council to approve by motion the works invoice for \$43,260 to proceed with the transition was made by Councilor Guy and seconded by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Williams, Brash, Bond and Paige. NAYS: None. Approval of the gWorks invoice to proceed with the transition approved 6-0.
  
- B. FY25 Salary Pay Enhancement- Approved in the fiscal year 2025 budget is a 3% pay enhancement for eligible staff. This will go into effect January 1, 2025. This adjustment will align with the planned expenditure in the adopted budget. Enhancement remains within the personnel budget for the fiscal year, and no additional funding is required beyond what was approved, with general funds \$64,308.83 and other funds \$33,690.71. The recommendation to the Council is to approve by motion the 3% pay enhancement for all eligible staff excluding grades M-P, as budgeted for the fiscal year 2025. The motion was made by Councilor Guy, seconded by Councilor Paige. Roll Called. AYES: Guy, Paige, Williams, Brash, Hardwick, and Bond. NAYS: None. Motion approval of 3% pay enhancement for eligible staff approved 6-0.

**ADJOURN:** A motion was made at 6:48 p.m. by Councilor Guy to adjourn the meeting, seconded by Councilor Hardwick. Roll called: AYES: Guy, Hardwick, Paige, Williams, Bond, and Brash. NAYS: None. Motion approved 6-0.



Mayor, Mike Wright

A handwritten signature in cursive script, reading "Saige Mason", is written over a horizontal line. Below the line, the text "City Clerk, Saige Mason" is printed.

City Clerk, Saige Mason