

**BOARD OF ALDERMEN
MINUTES
November 17, 2016**

The Board of Aldermen of the City of Marshfield, Missouri, met in regular session on Thursday, November 17, 2016, in Council Chambers at Marshfield City Hall.

BE IT KNOWN that a public hearing will be held by the Board of Aldermen of the City of Marshfield, Missouri, upon the application of Doug Hampton for a variance, pursuant to Section 405.120 Industrial District Density requirements of the Marshfield Municipal Code

Mayor Robert Williams called the **Public Hearing** to order at 6:30 p.m.

Mayor Robert Williams asked if anyone would like to speak for or against this variance request.

No one spoke.

Mayor Robert Williams closed the Public Hearing at 6:31 p.m.

CALL TO ORDER – Mayor Robert Williams called the meeting to order at 6.31 p.m.

ROLL CALL - Answering roll call were Mayor Robert Williams, East Ward Aldermen Rob Foster and Jeremy Loftin and West Ward Aldermen Vicki Montgomery and Champ Herren.

MINUTES – Alderman Foster made a motion to approve the minutes of October 27, 2016, November 3, 2016 and November 7, 2016. Alderman Loftin seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

EXPENDITURES – Alderman Herren made a motion to approve expenditures. Alderman Montgomery seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

FINANCIAL REPORTS - Alderman Foster asked what large expenses were expected by the end of the year. Financial Clerk Monica Robinson stated the only expense she knew of was the payments to the Volunteer Fire Department.

DEPARTMENTAL REPORTS - Monthly reports presented were Marshfield Police Department, Bill Pay Report, Fire Department Report, Building Permit Report and Water Department Report.

OLD BUSINESS

VARIANCE AT 300 S. WALNUT ST – Doug Hampton is requesting a variance from City Code that requires a certain setback. Hampton is requesting the Board of Aldermen to reduce the required 20' setback along Railroad property to 0' to allow for the construction of new warehouse. Alderman Herren made a motion to approve the variance. Alderman Loftin seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

ACTIVITY CENTER CIVIL ENGINEER DESIGN PROPOSAL AWARD -

The City of Marshfield released a Request for Qualifications for civil engineering design services for the City's Activity Center. Submittals were received from Olsson Associates and from Toth and Associates. Each of the submitted proposals have been reviewed by City staff as well as the City's contracted architect, SAPP Design. The following is a summary of each proposal:

Olsson Associates:

- Experience working with SAPP Design on other similar projects
- Office in which staff working on project are located is in Springfield
- More experience designing municipal pools than does Toth Associates.
- Design team includes two landscape architects which would provide an added design benefit

Toth & Associates:

- Experience working with SAPP Design on other similar projects
- Office in which staff working on project are located is in Springfield
- Structural engineer for this project working as a subcontractor to SAPP Design is Toth & Associates which provides increased continuity.

As requested at the October 27th Board of Aldermen meeting, both firms have been invited to interview for this project. Interviews with Olsson Associates and Toth & Associates were held on Tuesday, November 15, 2016. Following completion of the interviews, the interview panel members met to discuss their respective thoughts on each firm relating to the information each provided in context to the services described in the RFQ. While the interview panel felt that both of the firms were technically competent and have the expertise to perform the work, the panel is recommending the Board of Aldermen select Toth & Associates as they are also the structural engineering firm for design of the Activity Center as a sub-consultant to SAPP Design. The interview panel also felt that Toth & Associates had more staff capacity as they are the largest engineering firm in the Springfield area which also means all of their staff is local. As such, the interview panel felt that Toth & Associates would be able to more easily meet the tight time frame for designing the Activity Center thereby allowing it to meet the target opening date of May, 2018.

Alderman Foster made a motion to accept the recommendation to select Toth and Associates for civil engineering design firm for Activity Center design. Alderman Montgomery seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

TRANSPORTATION & ON CALL ENGINEERING PROPOSAL AWARD -

The City of Marshfield released a Request for Qualifications for transportation and on-call engineering services. Submittals were received from Olsson Associates and from Great Rivers Engineering. A copy of the RFQ and each submittal received is attached. Following submittal of the two proposals each of the two firms were interviewed on Monday, November 14, 2016.

Following completion of the interviews, the interview panel was asked to complete a scoring sheet representing their respective thoughts on each firm relating to: Experience and Technical Competence (up to 35 points); Capacity and Capability (up to 35 points); Past Record of Performance Within Each of the Areas of Services Requested (Up to 15 points); and Experience Working with Cities With Population of 10,000 or Less (Up to 15 points).

Based upon the cumulative scoring totals of the interview panel, Great Rivers Engineering received a total of 355 points and Olsson Associates received a total of 310 points. Therefore interview panel is recommending the Board of Aldermen select Great Rivers Engineering.

Alderman Herren made a motion to accept the recommendation to select Great River Engineering for transportation and on-call engineering services. Alderman Foster seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

WATER RATE STUDY - City Administrator John Benson stated as part of the City's State Revolving Fund (SRF) loan through the Missouri Department of Natural Resources (MDNR) a review of the city's water rates has been performed in relation to the operational and maintenance costs associated with the city's water system. A requirement of the SRF Loan through the MDNR is that operational and maintenance costs of the city's water system are paid for by the users of the water system and are not otherwise subsidized by other city funds.

As shown on the attached water rate study, the city's water rate for each customer (i.e. user) is based upon a minimum charge that covers a percentage of the administrative costs, current revenue bond debt, and costs for water vehicle leases; plus a use rate that is based upon the volume of water used by each customer per month.

Based upon review of the city's water rates it proposed that the "minimum charge" be increased from \$9.83 per month to \$16.67 per month and that the "volume rate" be increased from \$2.33 per 1,000 gallons of water to \$2.54 per 1,000 gallons of water. It should also be noted that the city provides water to some customers who are located outside of the city limits of Marshfield. For customers located outside of the city limits the minimum rate and volume rate are doubled. The changes proposed will ensure that

that the costs of operating and maintaining the city's water system is paid for by the users of the system and comply with MDNR requirements for the city's SRF loan.

Customer water bills also include a portion of the Capital Improvement Program (CIP) charge of \$14.00. The \$14.00 CIP fee funds the city's water system and waste water system capital improvement projects. \$5.00 of the \$14.00 CIP charge pays for the city's water system capital improvements while the remaining \$9.00 provides funding for the capital improvements in the city's waste water treatment system. The allocation of the \$14.00 CIP fee between the water system and waste water system is not proposed to change as part of this rate study.

Recommendation of the Finance Committee is to approve the water rate study.

BILL NO. 2016-45 AN ORDINANCE AMENDING SECTION 700.060 OF THE MUNICIPAL CODE OF THE CITY OF MARSHFIELD, MISSOURI BEING A SECTION ESTABLISHING WATER RATES, TO INCREASE IN THE MINIMUM CHARGE AND INCREASE IN THE USAGE RATE- Attorney Chuck Replogle read by title twice the proposed Ordinance amending Section 700.060 of the Municipal Code of the City of Marshfield, Missouri being a Section establishing Water Rates, to increase in the minimum charge and increase in the usage rate.

Alderman Foster made a motion to approve the first reading of the proposed Ordinance. Alderman Herren seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Alderman Loftin made a motion to approve the second reading of the proposed Ordinance. Alderman Montgomery seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

WASTE WATER RATE STUDY - City Administrator John Benson stated in 2013 and again earlier this year the City had CMT Consulting Engineers perform a rate study for the city's Waste Water Treatment Plant / system. The intent of the rate study was in part to ensure that the costs of operating and maintaining the city's waste water plant and system are paid for by the users and are not otherwise subsidized through other city funds.

The waste water rate is divided into two parts – a flat charge that covers a percentage of the administrative costs, indebtedness, and costs for waste water vehicle leases; plus a user charge that is based upon the volume of water used by each customer per month that goes into the city's waste water system for treatment. The waste water rate study projects what the anticipated annual flat charge and user charge will need to be for each year through 2024. The projected charges are used as part of the city's annual budgeting process to determine anticipated waste water system revenues for each corresponding year.

The projected revenues were compared to the anticipated operational and maintenance costs associated with the city's waste water system for FY2017. As a result, it is anticipated that the waste water treatment plant operating and maintenance costs will

exceed projected revenues by \$34,571 in FY 2017. The projected shortfall is due to increased wages and the corresponding taxes and benefit costs; proposed improvements to the city's SCADA system and software; as well as increased cost of lab supplies and plant chemicals.

As a result, it proposed that the flat charge will need to be increased more than the waste water rate study anticipated from the current \$4.58 per month to \$5.00 per month rather than to \$4.78 which was projected in to the rate study. In addition, the user charge is proposed to increase more than the waste water rate study projected from \$3.68 per 1,000 gallons of water to \$4.00 per 1,000 gallons of water instead of \$3.78 as was projected in the waste water rate study. It should also be noted that the city provides water to some customers who are located outside of the city limits of Marshfield. For customers located outside of the city limits the minimum rate and volume rate are doubled. The changes proposed will help ensure that that the costs of operating and maintaining the city's waste water system are paid for by the users of the system. A table is attached that provides updated projections of the flat charges and user charges for each year through 2024.

Customer waste water bills also include a portion of the Capital Improvement Program (CIP) charge of \$14.00. The \$14.00 CIP fee funds the city's waste water system and water system capital improvement projects. \$9.00 of the \$14.00 CIP charge pays for the city's waste water system capital improvements while the remaining \$5.00 provides funding for the capital improvements in the city's water treatment system. No change is proposed to the allocation of the \$14.00 CIP fee between the water and waste water systems.

Recommendation of the Finance Committee is to accept the waste water rate study.

BILL NO. 2016-46 AN ORDINANCE AMENDING SECTION 700.080 OF THE MUNICIPAL CODE OF THE CITY OF MARSHFIELD, MISSOURI BEING A SECTION ESTABLISHING THE SEWER RATES, TO INCREASE IN THE MINIMUM CHARGE AND TO INCREASE IN THE USAGE RATE - Attorney Chuck Replogle read by title twice the proposed Ordinance amending Section 700.080 of the Municipal Code of the City of Marshfield, Missouri being a Section establishing Sewer Rates, to increase in the minimum charge and increase in the usage rate.

Alderman Herren made a motion to approve the first reading of the proposed Ordinance. Alderman Loftin seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Alderman Montgomery made a motion to approve the second reading of the proposed Ordinance. Alderman Foster seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

BILL NO. 2016-47 AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A GROUNDS MOWING SERVICE AGREEMENT BETWEEN THE CITY OF

MARSHFIELD, WEBSTER COUNTY, MISSOURI AND DUNN MOWING, LLC FOR THE PURPOSE OF MOWING SERVICES - Attorney Chuck Replogle read by title twice the proposed Ordinance authorizing the Mayor to execute a Grounds Mowing Service Agreement between the City of Marshfield, Webster County, Missouri and Dunn Mowing, LLC for the purpose of mowing services.

Alderman Montgomery made a motion to approve the first reading of the proposed Ordinance. Alderman Herren seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Alderman Herren made a motion to approve the second reading of the proposed Ordinance. Alderman Loftin seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

REPORT FROM PLANNING AND ZONING

- **FINAL PLAT OF TRISTAN'S ACRES**

Recommendation of the Planning and Zoning Commission was to approve the Final Plat of Tristan's Acres with the stipulation that the lot's access to Banning St. would be limited to alignment with Big Bear Court.

BILL NO.2016-48 AN ORDINANCE APPROVING THE FINAL PLAT OF TRISTAN'S ACRES, A SUBDIVISION IN THE CITY OF MARSHFIELD, WEBSTER COUNTY, MISSOURI - Attorney Chuck Replogle read by title twice the proposed Ordinance approving the Final Plat of Tristan's Acres, a subdivision in the City of Marshfield, Webster County, Missouri.

Alderman Loftin made a motion to approve the first reading of the proposed Ordinance. Alderman Montgomery seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Alderman Herren made a motion to approve the second reading of the proposed Ordinance. Alderman Montgomery seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

I-44 STUDY STEERING COMMITTEE APPOINTMENTS - Mayor Williams will bring back to next meeting.

NEW BUSINESS

APPROVAL TO APPLY FOR GRANT WITH GREATER SPRINGFIELD BOARD OF REALTORS, INC. - Barbara Herren stated Webster County is a member of the Greater Springfield Board of Realtors and National Association of Realtors offered a grant to be used specifically in public gathering places and to be used by all ages. Herren is to go back to them with a list of items we would use the \$2,500 grant for. Alderman Herren has made a suggestion to place benches on the square, made by stone from the Robertson building. Alderman Montgomery made a motion to approve the application

for grant from Greater Springfield Board of Realtors. Alderman Herren seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

ACCEPTANCE OF GRANT FROM GREATER SPRINGFIELD BOARD OF REALTORS, INC. - Alderman Loftin made a motion to accept the grant from Greater Springfield Board of Realtors, Inc. Alderman Foster seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

ROAD CLOSURE FOR DECEMBER 10th MARSHFIELD CHRISTMAS PARADE - Chamber President Mark Foglesong stated the Marshfield Christmas Parade will be December 10th at 4 p.m. and is requesting for some road closures. The closures would need to be from approximately 2:30 p.m. to 6:00 p.m. Alderman Foster made a motion for the City of Marshfield to accommodate the road closures for the Marshfield Christmas Parade. Alderman Montgomery seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

PROVIDE HANDICAP PARKING IN FRONT OF POST OFFICE - Post Master Kathy Jones is requesting the City to provide handicap parking spaces with signage in front of the Post Office, along with curb resurfacing.

Consensus of the Board of Aldermen was to have Staff to look at the parking downtown as a whole and where the handicap parking is and being requested.

REQUEST TO VACATE A PORTION OF N. MILL ST. - Bruce & Linda Smith are requesting that the portion of N. Mill St. that lies between Bedford St. and Lure Drive be vacated. Planning and Zoning Commission did not make a motion to approve or deny the request. No action was taken by the Board of Aldermen.

ONE DAY CATERER'S LICENSE/LIQUOR LICENSE FOR COMPASS CLUB HOMEOWNERS ASSOCIATION - A request was made by Compass Club Homeowners Association to serve alcohol at an annual holiday party on December 3, 2016 at Don Vance Chrysler Dodge Jeep Ram from 6 p.m. to 10 p.m. Alderman Foster made a motion to approve the one day caterer's license/liquor license for Compass Club Homeowners Association. Alderman Loftin seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

ONE DAY CATERER'S LICENSE/LIQUOR LICENSE FOR 425 DOWNTOWN, LLC - A request was made by 425 Downtown, LLC to serve alcohol at a holiday party on December 9, 2016 at Ritz. Alderman Herren made a motion to approve the one day caterer's license/liquor license for 425 Downtown, LLC. Alderman Loftin seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

SENATE BILL 491 AND HOUSE BILL 1371 - Attorney Chuck Replogle stated that the Senate Bill 491 and House Bill 1371 becomes effective January 1, 2017 and affects

approximately 943 Sections of the Missouri Statutes. General Code has written an Ordinance to make the appropriate changes to our Municipal Code Book.

BILL NO. 2016-49 AN ORDINANCE ADOPTING AND ENACTING A NEW CHAPTER 210, OFFENSES, OF THE CODE OF ORDINANCES OF THE CITY OF MARSHFIELD, COUNTY OF WEBSTER, STATE OF MISSOURI; AND PROVIDING FOR THE REPEAL OF EXISTING CODE CHAPTER 210; AND PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE - Attorney Chuck Replogle read by title twice the proposed Ordinance adopting and enacting a new chapter 210, offenses, of the code of Ordinances of the City of Marshfield, County of Webster, State of Missouri; and providing for the repeal of existing Code Chapter 210; and providing when this Ordinance shall become effective.

Alderman Herren made a motion to approve the first reading of the proposed Ordinance. Alderman Montgomery seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Alderman Montgomery made a motion to approve the second reading of the proposed Ordinance. Alderman Loftin seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

BILL NO. 2016-50 AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE TERMINATION MEMORANDUM BETWEEN THE CITY OF MARSHFIELD, MISSOURI AND OLSSON ASSOCIATES - Attorney Chuck Replogle read by title twice the proposed Ordinance authorizing the Mayor to sign the Termination Memorandum between the City of Marshfield, Missouri and Olsson Associates.

Alderman Herren made a motion to approve the first reading of the proposed Ordinance. Alderman Montgomery seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Alderman Loftin made a motion to approve the second reading of the proposed Ordinance. Alderman Foster seconded the motion. The motion passed with a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

REQUEST TO INSTALL 6 ANTENNA ON CITY WATER TOWER - Rayfield Communications would like to provide top quality internet and VoIP (Voice over Internet Protocol) phone service to residents of Webster County and the City of Marshfield. Currently Rayfield Communications is using Sho-Me Technologies fiber network. The services they offer are wireless, using microwave links. Such technology is near line of sight, so multiple sites are needed. The antennas requesting on the first water tank are 4 panel antennas 24" x 6" x 4" and 2 dish antennas 12" diameter x 12" thick. Questions from the Board of Aldermen were, how much rent would we receive or could there be some services provided in trade for the use of the tower space. Consensus of the Board of Aldermen is to request a broader proposal from the Rayfields and bring back to the December 15, 2016 meeting.

REFER TO PLANNING AND ZONING COMMISSION

- **REPLAT OF PART OF LOT 1, BLOCK 2, SOUTHWEST ADDITION** - Alderman Montgomery made a motion to refer the Replat of Part of Lot 1, Block 2, Southwest Addition to the Planning and Zoning Commission. Alderman Herren seconded the motion. The motion passed with three ayes. Voting aye: Foster, Montgomery and Herren. Nay: None. Abstain: Loftin.

BANK ACCOUNT AUTHORIZATION SIGNERS - City Clerk Karen Rost stated that the City of Marshfield has two Certificate of Deposit accounts with First Home Savings Bank. The designated signers on those certificate of deposit accounts are the past Mayor and past City Administrator names. The Board of Aldermen would need to authorize the designated signers on the account. Alderman Herren made a motion to authorize the current Mayor Robert Williams and City Administrator John Benson as designated signers on the accounts. Alderman Montgomery seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

2017 BUDGET PRESENTATION - Alderman Foster made a motion to table this to a special Board of Aldermen meeting set for December 1, 2016 at 7:00 p.m. Alderman Montgomery seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

BILL NO. 2016-51 AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING ON JANUARY 1, 2017, AND APPROPRIATING FUNDS PURSUANT THERETO - Skipped.

TRANSPORTATION - Alderman Foster stated the cleaning of the fence row at the intersection of Pine and Hubble is very much improved.

FUTURE AGENDA ITEMS – Contract for Civil Engineering, Contract for Transportation & On-call engineering and SAPP Design and budget.

Break at 8:00 p.m.

CLOSED SESSION – Alderman Montgomery made a motion to enter into closed session Pursuant to Section 610.021.2 of the Revised Statutes of the State of Missouri pertaining to leasing, purchase or sale of real estate at 8:03 p.m. Alderman Herren seconded the motion. The motion passed in a roll call vote with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Discussion was held. No action was taken.

Alderman Montgomery made a motion to enter regular session at 8:48 p.m. Alderman Loftin seconded the motion. The motion passed in a roll call vote. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

ADJOURN – With no other business appearing before the Board of Aldermen, Alderman Montgomery made a motion to adjourn the meeting 8:49 p.m. Alderman Herren seconded the motion. The motion passed with four ayes. Voting aye: Foster, Loftin, Montgomery and Herren. Nay: None.

Robert Williams, Mayor

ATTEST:

Karen Rost, City Clerk

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