

# **REGULAR MEETING OF THE COUNCIL MEMBERS OF THE CITY OF NIXA, MISSOURI**

**NIXA CITY HALL**

**MAY 4, 2016 7:00 P.M.**

The regular monthly meeting of the Nixa City Council was called to order by Mayor Brian Steele. Attending were Council Members Kendal Dingus, Andrea Long, Aron Peterson, Justin Orf and Ryan Keating. Chris Russell was absent.

The pledge of allegiance was given.

Mayor Steele called for a moment of silence for Planning and Zoning Commissioner Chris Cauble who was involved in a fatal motorcycle accident over the weekend. Cauble was a long time Planning and Zoning member and served as Vice-Chairman of the Commission. Mayor Steele wanted to remember Cauble for his service to the community.

## **VISITORS:**

None

## **SERVICE AWARDS AND EMPLOYEE RECOGNITION:**

Mayor Steele presented Communications Director Jill Finney with a service award for her five (5) years of service. Mayor Steele stated Finney does a great job of providing communication for the city. Council had recently received an email from a member of the media praising her and her work.

Next, Mayor Steele presented Assistant Water Superintendent Jason Stutesman with a service award for his fifteen (15) years of service in the Water Department. Water Quality Superintendent Milt Dickensheet stated that Stutesman has always been known for jumping in and getting the job done. Dickensheet is glad to have Stutesman in the Water Department.

Police Chief Jimmy Liles announced the promotions of Officer Jason Fleetwood and Officer Nicholas Preator. During the 2016 budget process, two (2) corporal positions were added to the department's budget to help make the department more effective by giving twenty-four (24) hour on the road supervision. After the selection process was completed, Officers Fleetwood and Preator were promoted to corporal. Liles stated that both officers exhibited the abilities and qualities Liles looks for in a supervisor. Fleetwood has been with Nixa since April, 2012 and Preator has been with Nixa since August, 2011. Congratulations were given to both employees.

## **PRESENTATION:**

Finney provided Council with the new NCIP (Nixa Continuous Improvement Program) Video. Finney explained this video will be available on Nixa's website and through social media. After watching the video Council gave positive feedback.

## **BID AWARD:**

Public Works Director Doug Colvin addressed Council with a request for a bid award. Colvin said staff received four (4) quality bids for the water tower maintenance project and after reviewing the bids, staff is recommending awarding the bid to the second lowest bidder. Colvin explained the lowest bid came from a vendor that had not worked for the Water Department in the past. This company mainly worked out of Illinois and had eight (8) years' experience. Staff recommends going with Hogan's at \$23,020.00

Hogan's bid came in at \$3520.00 higher than the lowest bid but Nixa has worked with them a lot in the past and they have forty (40) years' experience. Council asked questions about the project and bids and discussed their concerns. Council also asked about location of the lowest bidder and why Nixa received such a range in pricing. After a brief discussion, Long made a motion to award the bid to the lowest bidder with Peterson seconding and all Council members voting aye.

### **BUDGET AMENDMENT:**

Liles presented Council with a budget amendment request. Liles reported the animal control truck had recently had mechanical issues with the brakes and engine. Liles said a mechanic checked the truck over and found the brake system was failing and needed the computer replaced. The mechanic also said the engine needed replaced. Liles said the estimated cost to repair both issues was \$6755.00. Liles explained the truck is a 2002 Chevy with 94,000 miles on it and is valued at around \$2700.00. Due to the unsafe condition of the truck, Liles had it removed from service and employees are temporarily using the city van for animal control. Liles had staff research replacement costs for the vehicle and staff recommend purchasing a 2016 F150 crew cab 4X4 truck. Cost for the truck, additional equipment and installation were estimated around \$33,000.00. Liles requested Council consider approving a \$33,000.00 budget amendment to purchase this truck. Council asked about needed equipment and uses of the vehicle. Liles also stated the seven older vehicles would be going up for auction and the proceeds from these sales would help offset the cost of the truck. Long made a motion to approve the budget amendment for \$33,000.00 with Orf seconding and all Council members voting aye.

Park Director Matt Crouse addressed Council with a budget amendment request for an additional full-time maintenance employee. Crouse said the department needs that third full-time janitorial person. With the increase in memberships, programs and daily attendance, The Center is seeing approximately 300-600 people per day and this foot traffic is taking a toll on the building and its maintenance. Crouse reported the Park Department currently has two (2) full-time and one (1) part-time maintenance positions. Approximately 70%-80% of the full-time personnel hours are spent outdoors during the peak season, April through October. Maintenance projects such as floor waxing, painting, etc. are scheduled during the winter months. Crouse is asking Council to consider hiring a third person for evenings and weekends, with approximate hours Wednesday through Friday 2:00 p.m. to 10:00 p.m. and daytime hours on Saturday and Sunday. Council asked if this person would be busy in the off-season and Crouse provided them with a list of duties they would perform.

Chris Russell arrived at 7:31 p.m.

Crouse continued by saying the current part-time person has turned in his notice and Crouse would like to replace that part-time position with a full-time position. This change would require a budget amendment in 2016 for \$18,300.00. Dependent upon benefits and wages, the cost for 2017 could range from \$36,551.41 to \$44,260.88. Council discussed concerns with this change and the wages. Mayor Steele asked if maintenance staff from other departments were still assisting at the Park Department and was told they were but the other buildings had suffered from this reduction in care. Council also considered the hiring of two (2) part-time positions rather than one (1) full-time position. Council felt hiring two (2) employees would provide more hours and flexibility. A full-time employee would provide forty (40) hours while two (2) part-time employees could provide fifty-six (56) hours. Crouse expressed concerns with being able to find employees to work part-time at the entry wage and Council suggested increasing the wage to entice more applicants. Costs of hiring two (2) part-time positions at the higher wage was deliberated.

At 7:48 p.m. Mayor Steele called for a short recess. The meeting resumed at 7:54 p.m.

After the brief break, Crouse presented the estimated costs to hire the two (2) employees, at the increased wage, for thirty-one (31) weeks and stated it would require a \$15,000.00 budget amendment. Long made a motion to amend the budget by \$15,000.00 to allow for approximately fifty-six (56) man hours. Keating seconded the motion and all Council members voted aye.

### **DISCUSSION ITEMS:**

Finance Director Donna Swatzell and City Clerk Cindy Robbins presented Council with proposed Grant Policies and Procedures. Swatzell explained she and Robbins had worked on the policy to set out consistent procedures for the application and acceptance of grants in all departments. Swatzell explained non-matching grants would require Council to consider resolutions for the application and acceptance of those grants. For grants that require Nixa to provide matching funds, Council would be asked to consider a resolution to apply for the grant and then if the grant is awarded, an ordinance to accept the grant would be required. Swatzell said there are some non-matching grants for the Police Department that are time sensitive and to alleviate any problems, Council will be asked to consider a resolution each year naming some of those grants. These grants usually come from MoDOT Safety Division and include DWI Enforcement, Click It or Ticket, Drive Sober or Get Pulled Over, and others. Liles said this grant policy will help eliminate the need for email votes and helps with the time crunch. Robbins stated this policy would streamline the entire process and provide the needed information for her and Swatzell. Council gave direction to bring the policy back at the next meeting with a resolution.

Crouse addressed Council with a request to designate an area in the park for petitioners. Recently Crouse has seen an increase in the number of petitioners and has received some complaints. Crouse is asking Council to consider designating an area for the petitioners away from the front door. Crouse stated he knew the petitioners had to be allowed but it was determined he can restrict the site location. After a brief discussion, Council gave direction to identify a petitioner site location at all park locations.

Swatzell provided Council with information about the park land sale. Swatzell said the purchase price of \$400,000.00 for the property was funded by 55.56% park impact fees (\$222,239.27) and 44.44% general fund surplus reserves (\$177,760.73). Swatzell said upon the park land sale closing, she plans to distribute the proceeds of the sale back to the appropriate funds based on the percentages. Swatzell reviewed the requirements for the use of these funds and recommended applying \$135,000.00 toward the park debt. Council discussed options to spend the funds. Keating mentioned a Miracle League ballfield and inclusive playground. Keating stated CC Links has \$100,000.00 in funds available to go toward this project. He believes there is a real need for these facilities because currently there are approximately 155 individuals in Christian County with a developmental disability. After a brief discussion, Council mentioned transferring the amount budgeted for bond debt payments, along with the amount slated for the general fund, into an account for park expansion. This topic will be brought back for more discussion at the Council retreat.

Swatzell next presented Council with an update on the submittal of the Comprehensive Annual Financial Report (CAFR). Swatzell explained this report will be submitted in hopes to get a certification from GMFOA (Government Finance Officers Association).

Council members were asked by Mayor Steele to choose a department to act as Council liaison. Peterson chose Planning and Zoning, Russell chose Parks, Long chose Police, Orf chose Public Works, Keating chose City Clerk/Court/Communications and Dingus chose Finance.

### **INFORMATION:**

Colvin gave a brief constructions project update stating 14/160 should begin around May 9<sup>th</sup> with a projected completion date in August, Main Street project is looking at a mid-October completion date and

the Solar Farm project is making progress and they are still planning a completion date in 2016.

Bingle asked for direction on the prioritization of intersection improvements due to the deadline for application of STP funds. Bingle was told to go with what he had.

Robbins told Council HB2140 had been delivered to the Governor but had not been signed. Robbins asked if Council wanted to have an ordinance brought back at the next meeting for the out of state motor vehicle sales tax initiative or wait to see if the Governor would sign extending the deadline for two (2) years. Council gave direction to wait.

### **MAYOR AND COUNCIL REPORTS:**

Planning and Zoning appointments were postponed to next meeting.

May 18<sup>th</sup> is the Ribbon Cutting for the new police cars. Also planned the week of May 23 is the DARE car unveiling.

June 6<sup>th</sup> is Coffee with a Cop from 7:00 a.m. to 8:30 a.m.

Crouse informed Council the first coat of paint had been applied to the pool. Crouse stated it took one (1) month to sandblast the pool and they estimated fourteen (14) to seventeen (17) coats of old paint. Crouse also said the aquatics bathroom floor is nearly complete. After a brief discussion, Council asked Crouse to bring back information and costs associated with a floor covering/matt for the gym to allow for community events to be held on the gym floor.

Safety Palooza, Drug Take-Back and the City-Wide Garage Sale is scheduled for this Saturday.

### **ADJOURNMENT:**

Peterson made a motion to adjourn at 9:10 p.m. with Long seconding and all voting aye.

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Mayor

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City Clerk

# **REGULAR MEETING OF THE COUNCIL MEMBERS OF THE CITY OF NIXA, MISSOURI**

**NIXA CITY HALL**

**May 16, 2016 7:00 P.M.**

The regular monthly meeting of the Nixa City Council was called to order by Mayor Pro-Tem Chris Russell. Attending were Council Members Kendal Dingus, Andrea Long, Chris Russell, Aron Peterson Justin Orf and Ryan Keating. Mayor Brian Steele was absent.

The pledge of allegiance was given.

## **CONSENT AGENDA:**

Mayor Pro-Tem Russell called for a motion on the Consent Agenda. Long made a motion to accept the Consent Agenda as presented, items a through b, with Keating seconding and Long, Russell, Peterson, Orf, Keating and Dingus voting aye on roll call vote.

## **VISITORS:**

None

Long stated she had received a call from a constituent that was unable to attend tonight's meeting. Long said his concern was newspapers piling up in his neighborhood. After speaking with him, Long feels educating the public about the concern was the best option and asked Communication Director Jill Finney to put information out to the public.

## **ORDINANCES:**

Bill #2016-051 Authorizing the Mayor to Execute a Work Zone Enforcement Program Agreement and Program Order Between the City of Nixa and the Missouri Highways and Transportation Commission for Enforcement in Designated Missouri Department of Transportation (MoDOT) Work Zones was presented. Peterson made a motion to approve Bill #2016-051 on first reading and pass to second with Dingus seconding. Police Chief Jimmy Liles explained MoDOT is offering a five (5) year agreement to receive MoDOT funds for reimbursement of overtime if the department will provide traffic enforcement in designated work zones. Liles explained the Highway 160/14 project is getting ready to begin and this would be good timing. Liles said MoDOT will pay up to \$1000.00 each year which will allow for the department to bring in officers that are off-duty for overtime pay to enforce traffic safety within work zones. Mayor Pro-Tem Russell opened the public hearing for comments, no comments were made and the hearing was closed. Russell called for a vote on the motion and all Council members voted aye. Bill # 2016-051 was presented for final reading. Long made a motion to approve Bill #2016-051 on final reading and pass into law with Peterson seconding and Russell, Peterson, Orf, Keating, Dingus and Long voting aye on roll call vote.

## **RESOLUTIONS:**

Resolution #2016-051 Adopting the City of Nixa Grant Policies and Procedures was presented. City Clerk Cindy Robbins informed Council this resolution was a result of the discussion held last meeting regarding the implementation of grant application and/or acceptance policies and procedures. Robbins explained this policy would streamline the process and make the procedure uniform for all departments. Mayor Pro-Tem Russell opened the public hearing for comments, no comments were made and the public hearing was closed. Russell called for a motion and Orf made a motion to approve Resolution #2016-051 with Keating seconding and all Council members voting aye.

Resolution #2016-052 Authorizing the Application and/or Acceptance of Non-Matching Grants from the Missouri Department of Transportation Division of Highway Safety for the Funding of 2016 Traffic Safety Programs was presented. Keating made a motion to amend Resolution #2016-052 to include the word “not” in paragraph four (4) so that the end of the statement read “including but not limited to:” Long seconded the motion and all Council members voted aye. Robbins explained this resolution is a result of the grant policies and procedures passed earlier. This resolution is the first annual resolution that would cover any non-matching fund grant offered in 2016 by MoDOT. This would provide the Police Department the ability to apply for and accept non-matching grants without seeking further Council approval. Robbins indicated the resolution would only cover 2016 and a new resolution would be presented in 2017. Mayor Pro-Tem Russell opened the public hearing for comments, no comments were made and the public hearing was closed. Russell called for a motion and Peterson made a motion to approve Resolution #2016-052 as amended with Orf seconding and all Council members voting aye.

## **DISCUSSION ITEMS:**

Liles addressed Council about a proposed property exchange site. Liles has researched costs associated with the allowance of a couple of parking spaces in the parking lot to allow for the exchange of sold property such as Craigslist items. Liles said the proposal would require a camera system and would require an increase of server capacity. The estimated costs for the camera and server upgrades was \$4286.00. In order to add a wireless or wired camera, Lilies said an electric pole and light would need to be installed that would add another \$1200.00 to the project, bring the total cost to \$5486.00. Liles mentioned signage would also need to be installed. Council had questions if surrounding area cities provide an exchange zone and was told that Springfield does offer an exchange site. Council discussed concerns with costs and was told the cost would be absorbed by the General Fund. After a brief discussion of other options and concerns, Council gave direction to bring back a budget amendment for this project.

City Administrator Brian Bingle gave Council a brief Business Development Corporation (BDC) update. Bingle said about six (6) months ago Nixa, Ozark and Christian County met to discuss the creation of a Business Development Corporation. Mayors from the Christian County cities along with influential business owners from those towns met and were given a presentation on the benefits of a BDC. Currently \$78,500.00 has been committed by the public sector for the next five (5) years and \$57,000.00 has been committed by the private sector for the next five (5) years for this project. Bingle explained once an additional \$7000.00 is pledged, the next step would be to hire an attorney to create a 501(C)3, create a board and invoice the businesses for their pledges. Bingle said he is hoping to be finished with the collection of the needed fund commitments by the end of this month. Bingle said Ozark School is pledging fifty cents (\$.50) per student and Nixa Schools will be discussing this issue during their retreat.

Bingle then provided Council with information about the Business Retention and Expansion project. Bingle said an inventory had been done on Nixa’s businesses. These businesses were then divided into either a basic or non-basic business. Basic businesses export their goods or services outside of the local economy promoting growth. Bingle said thirty-three (33) companies have been identified and are being contacted for a formal sit-down meeting. Bingle, Planning and Development Director Travis Cossey and Executive Chamber Director Tammy Mast are meeting with the companies to inform them of the resources available to assist them in growing their business. Bingle said there will be an emphasis on job creation.

Park Director Matt Crouse asked for Council’s direction on the Sertoma Duck Race fireworks involvement. Crouse said since Nixa is not having a July 4<sup>th</sup> fireworks event it was suggested the department should have a possible involvement in the Duck Race. Crouse provided information about sponsorship opportunities and asked for Council’s guidance with this matter. Currently the Park

Department is looking into doing new events including a laser show, dog events and festivals. Crouse said the department will be limited in 2016 due to planning and obtaining supplies needed for the events. Council discussed concerns with a sponsorship. Council skipped to the discussion for the gym floor covering and audio visual equipment proposal. Crouse provided cost proposals for upgrades to the community room and gymnasium. These upgrades would increase the opportunity to host more events. Crouse explained the largest expense would be a gym floor covering. Crouse recommended the twenty-two (22) ounce floor covering with a cost of \$6570.00 for nine (9) mats. Crouse also recommended getting a ten (10) roller rack for the storage of the mats, gym guard tape at \$6.50 per roll and a walk-behind tape dispenser which is free with the purchase of two (2) cases of tape. Council asked about an interlocking cover and the events that would require the cover. Council voiced concerns with the use and/or inconvenience of the mats. Council discussed potential event options including the potential of the Nixa Chamber utilizing the facility. Crouse also discussed costs of projectors, screens and sound system upgrades. After deliberation, Council gave direction to proceed with the purchase of mats, rack, tape and dispenser. The costs for this equipment totaled \$8752.00 and Crouse had originally budgeted \$10,000.00 for the fireworks event. Keating made a motion to reallocate funds from the fireworks event to purchase the gym mats and equipment with Peterson seconding and all Council members voting aye. Council also directed Crouse to bring back information on audio visual equipment upgrades.

Liles asked Council for permission to bring back a resolution to apply for the 2016 COPS grant. Liles said the grant has opened for applications and is designed to assist in public safety through community policing. The grant is available for 5% of the current police force which would allow for the application for one (1) officer. Liles said this grant provides 75% of the salary and benefits for this officer over the next three (3) years but the City would be responsible for the other 25%. Liles also said this grant requires the new officer to be retained for at least one (1) year after the grant sends, placing 100% of the cost on the City for that year. After discussion, Liles was directed to bring back a resolution for the grant application.

Bingle explained TSI was unable to attend tonight's meeting to provide information on upgrading video recording equipment. Council asked the discussion be postponed until TSI was able to be in attendance.

### **MAYOR AND COUNCIL MEMBER REPORTS:**

Mayor Pro-Tem Russell announced Mayor Steele's recommendation to appoint Bud Jones and Jimmie Ledbetter to the Planning and Zoning Commission. Jones is an experienced developer, builder and administrator and a licensed real estate agent. Ledbetter has an extensive IT background. Keating made a motion to accept the nominations for the Planning and Zoning Commission with Long seconding and all Council members voting aye.

### **EXECUTIVE SESSION:**

At 8:03 p.m., Long made a motion to move to executive session pursuant to RSMo 610.021.2-Real Estate with Keating seconding and Peterson, Orf, Keating, Dingus, Long and Russell voting aye on roll call vote.

Council returned to regular session at 8:22 p.m.

### **ADJOURNMENT**

Peterson made a motion to adjourn at 8:23 p.m. with Dingus seconding and all voting aye.

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Mayor

City Clerk