

COUNCIL RETREAT OF THE COUNCIL MEMBERS OF NIXA, MISSOURI

NIXA CITY HALL

JUNE 3, 2016 8:30 A.M.-4:30 P.M.

The special/retreat meeting of Nixa Council Members was called to order by Mayor Brian Steele. Attending were Council Members: Kendal Dingus, Chris Russell, Aron Peterson, Justin Orf and Ryan Keating. Andrea Long was absent. Also attending were Brian Bingle, Doug Colvin, Matt Crouse, Sharon Hankison, Cindy Robbins, Donna Swatzell, Travis Cossey, Jill Finney and Jimmy Liles.

The pledge of allegiance was given.

VISITORS

None

DISCUSSION ITEMS:

Mayor Steele thanked everyone for coming and gave a brief overview of the day. Mayor Steele began by saying a tour of some of the city facilities was scheduled for the morning and presentations would follow through the afternoon.

At 9:03 a.m. Council boarded the park bus and visited the city facility on Water Street. During that visit Council toured Well #1 and also viewed the chlorination equipment. They also saw the MRAP and DARE car along with a training area for the Nixa Police Department. Council next traveled to the wastewater treatment plant where they received an operations overview and tour of the facility by city employee David Jacobs. Council appreciated the chance to see the treatment facilities and have the opportunity to ask questions during daily operations. From there the Council traveled to the firing range. During this tour of the range and storage area, Nixa Police Chief Jimmy Liles explained the challenges the department is facing with the range and the expanding residential area. Council returned to City Hall at 10:45 a.m.

Mayor Steele called for a short break at 10:45 a.m. The meeting resumed at 11:05 a.m.

During the afternoon, Executive Director of Legal Services and former City of Springfield attorney, Dan Wichmer provided an informative presentation on the Sunshine Law/Social Media. State Representative Jared Taylor provided information on legislation. Both of these presentations are available at City Hall for review.

At 12:40 p.m. Mayor Steele called for a five (5) minute break. The meeting resumed at 12:48 p.m.

Next on the agenda, Jordan Justus with TSI gave Council an overview of Nixa's data and technology needs for 2017. Justus is estimating the city will need to purchase thirty (30) new computers for 2017. He also recommended adding a new primary physical server, new virtualization licensing for hosts and a new underground switch. This information and his recommendations are available at City Hall for review.

Public Works Director Doug Colvin addressed Council on transportation and infrastructure projects status. Colvin said many of the planned projects had been completed such as: sewer slip lining, new electric line down Main Street, headworks improvements at the wastewater treatment plant, equipment

purchases and the addition of another public works inspector. Colvin stated some pending improvement projects included the Inman Road waterline and the downtown substation transformer. An engineering project to help alleviate some of the wastewater issues is also in the works. Colvin reported all street projects are currently on track. Colvin presented some of the future needs for each department. The Street Department needs project funding for needed transportation projects. Water Department is looking to build a one (1) million gallon water tower. Colvin said while we already have the design, he recommends waiting on construction until it can be paid for by department reserves. In the Electric Department, replacement transformers for the downtown substation are needed but everything else is in good shape. The department plans to continue to underground existing lines. Colvin stated energy efficiency programs are a priority and smart metering may be considered. Colvin said security issues are another area of focus. Colvin reported the solar farm project is still pending and the sale of the 69kV line is still in progress.

Next up Planning and Zoning Director Travis Cossey and Officer Brent Forgey reviewed some of the current staff/community involvement projects. Cossey said they have expanded the Neighborhood Watch program and he or a staff member attends the home owner association meetings. This provides a meet and greet opportunity to answer questions about city services. Cossey has been happy with the response and feels the citizen contact generates a comfort level and connection with the community. Forgey said many of the citizens that have attended the events did not know what services the city provided. Forgey stated staff has attended approximately seven (7) home owner's association meeting to date and plans are for staff to attend all twenty-eight (28) of the meetings. Forgey said he feels the program has been successful and feels the citizens are happy with the involvement.

City Clerk Cindy Robbins gave a brief PowerPoint presentation on customer service improvements. These improvements are a result of the NCIP committee's action plan to "create a welcoming environment that reflects positive customer service". Robbins highlighted a proposed City Hall remodel and redesign to merge Administration with P & Z. Robbins provided a preliminary floor plan and estimated costs. She explained the remodel would create a more one-stop-shop and would also delay adding employees in P & Z. Next Robbins and Park Marketing Manager Katie Buford presented Council with information and a mock-up design for the welcome brochure they had created. Plans are to finalize and print the brochures and have them available this year. Robbins also mentioned city employees will receive new id badges so they are easily identified and will receive customer service training this summer.

Communication Director Jill Finney gave a brief overview of current and future communication improvements including the website redesign. She reviewed the city's social media and said the city's Facebook page has 2500 likes. Finney stated the city's newsletter has seen success with currently 7,790 subscribers. Finney covered some of her anticipated capital improvement costs including equipment and highlighted the social medial network for neighborhoods, Nextdoor. Finney said she would like to see Nextdoor software implemented in 2017. Nextdoor would allow the city to post information in target areas that is essential to a certain neighborhood.

Police Chief Jimmy Liles handed out a 2015 Staffing Study for Council to review at a later date at their own convenience. This study is available for review at City Hall. Liles talked about the departments' struggle with officer retention. Liles said the 2015 Nixa Police Department staffing study shows the department needs twenty-six (26) officers and the department is still lacking three (3). Liles covered costs to add four (4) officers with an estimate of \$215,320.00 for wages and benefits. Adding three (3) officers would cost the department \$161,490.00. Liles briefly touched upon body cameras and the privacy and policy issues involved. Liles stated the body

cameras would provide transparency for the department and reported the cost for body cameras would be around \$31,000.00, not including server costs.

City Administrator Brian Bingle introduced Joy Horgan and Sally Payne. Horgan is a counselor at Nixa Public Schools and addressed Council regarding workforce growth. Horgan provided Council with information about the GO-CAPS program for high school juniors and seniors. The program is an extensive job shadowing experience for four (4) major business areas: business/ entrepreneurship, engineering/manufacturing, medicine/health care and technology. Nixa has had ten (10) students participate with five (5) in the medical area. Horgan said organizations can help the program by partnering with GO-CAPS. Handouts with information about the program are available at City Hall. Payne, Springfield's Assistant Director for Workforce Development, explained to Council that their program wants to get people job-ready certified. Payne explained the MO Career Center serves seven (7) counties and is federally funded. A handout is available at City Hall for review.

Mayor Steele called for a short break at 3:28 p.m. The meeting resumed at 3:35 p.m.

A conference call with Retail Strategies provided Council an update on the progress on their economic development s and retail business recruitment.

Park Director Matt Crouse gave Council a brief overview on park programs and participant numbers. Crouse said short-term goals for the department are park maintenance, creating a maintenance matrix and construction of a dog park. Long-term goals include baseball fields, gym/event center, amphitheater, trails, skate park, indoor aquatics, inclusive playground and a Miracle Field.

Before closing, Mayor asked if there were any other comments or questions. Liles asked Council to consider a potential restructure for the department in 2017.

At 4:37 p.m. Russell made a motion to adjourn with Peterson seconding and all Council members voted aye.

Mayor

City Clerk

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

NIXA CITY HALL

JUNE 8, 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, Chris Russell, Aron Peterson, Justin Orf and Ryan Keating.

The pledge of allegiance was given.

VISITORS:

Judy Dollarhite, 1537 N Osburn Lane, introduced herself and explained she is running for Western Commissioner for Christian County. Dollarhite said she is wanting to bring fresh ideas to the county. City Administrator Brian Bingle expressed his gratitude to Dollarhite for coming to the meeting.

Peterson made a motion to move the New Business Item up on the agenda with Orf seconding and all Council members voting aye.

SERVICE AWARDS AND EMPLOYEE RECOGNITION:

Mayor Steele presented Planning and Development Director Travis Cossey with a twenty (20) year service award. Bingle said Cossey started with the city as an intern. Cossey worked for Bingle as a senior planner and now serves as Nixa's Planning and Development Director. Bingle stated Cossey has mastered development procedures and is an asset to the city. Bingle thanked Cossey for all his hard work.

DISCUSSION ITEMS:

New Business Items:

Jordan Justus with TSI presented information and estimated costs for an audiovisual upgrade in the Chambers to allow for video recording. Justus briefly covered components of the upgrade starting with displays/projectors, recommending a higher resolution 3-chip LCD technology for cleaner images. Justus said the microphones, speakers and screen should be left as is and should last another five (5) years. Justus also recommended replacing the video control system completely. The current system is old and out of date and should be replaced. The new Roland unit would control the video in and out allowing live streaming of the Council meetings. Along with the control system, Justus recommended adding two (2) cameras to view the Council and the Chambers but said additional cameras, up to eight (8), could be added. An amplifier upgrade was recommended too. Justus highlighted one feature of the new control system includes the capability to record audio and video of all laptop views, power point presentations, videos as presented. A video content player would also be installed to play DVD's and blu-rays. Justus recommends an upgrade rather than a band aid fix and estimates the cost for the project with parts and labor around \$18,660.00. This information is available for review at City Hall. Council discussed options and concerns but did not make any decisions.

BID AWARD:

Public Works Director Doug Colvin addressed Council with a request for a bid award. Colvin explained this is for the Downtown substation transformer-transformer only. Colvin said there is an extremely long lead time for this equipment. Colvin stated the two (2) old transformers will be scrapped and replaced with a new 25MVA transformer, matching the other substations. Colvin said staff received five (5) bids for the project, two (2) non-qualified bids and three (3) qualified bids. The bids ranged from \$420,300.00

to \$538,000.00. After reviewing the bids, staff is recommending awarding the bid to the lowest bidder, Fletcher-Reinhardt at \$420,300.00. Colvin explained the department has budgeted \$850,000.00 for the entire transformer project. Colvin went on to say this is the last of the transmission upgrade projects that began in 2006. After a brief discussion, Keating made a motion to approve the bid award to Fletcher-Reinhardt with Long seconding and all Council members voting aye.

Colvin presented Council with a request for a bid award for the Inman Waterline Project. This project is a 2016 Capital Improvement Project that will complete the installation of a new water main loop consisting of ½ mile of 10" water line. Colvin said staff received four (4) qualified bids ranging from \$145,343.51 to \$189,446.00. Staff recommends awarding the project bid to K & B Equipment for \$145,343.51. Colvin said the department had budgeted \$255,000.00 for the project. Long made a motion to approve the bid award for K & B Equipment with Dingus seconding and all Council members voting aye.

BUDGET AMENDMENT:

Police Chief Jimmy Liles submitted a request to Council for a \$6000.00 budget amendment to purchase and install equipment for a property exchange site. Liles explained the budget amendment would cover a wireless camera, light pole, signage and equipment installation to allow the department to record transactions in the property exchange site located on the police department's parking lot. Russell made a motion to approve the budget amendment with Long seconding and all Council members voting aye.

Park Director Matt Crouse asked Council for a budget amendment for \$11,000.00 from the Aquatics Reserve to cover repairs made to the pool slide pump. Crouse said staff discovered the pool slide pump had locked up prior to bringing the pool online. Staff was unable to free the pump and Independent Electric was called for repair. The pump had to be overhauled and required new impellers, new seals, new bearings and a rework of the pump flute. The work was completed by Independent Electric due to the urgency of the aquatics season. Pool slides were not useable for the first four (4) days of the season but now they are up and running fine. Finance Director Donna Swatzell added that a revision to the purchasing policy will be considered for a situation like this. Council suggested Crouse look into pricing a spare pump to be kept on hand. After a brief discussion, Long made a motion to approve the \$11,000.00 budget amendment to cover cost of repairs with Keating seconding and all Council members voting aye.

ORDINANCES:

Bill #2016-061 Creating the "Park Improvement Committed Fund Balance" in Order to Ensure Fund Availability for Future Park Improvements was presented. Peterson made a motion to approve Bill #2016-061 on first reading and pass to second with Orf seconding. Swatzell stated Council had discussed setting aside \$400,000.00 for future park improvements. Council had also discussed moving fund proceeds of \$177,761.00 from the sale of the park land and the funds relieved from the Park G.O. Bond debt of \$134,792.00. These funds were not budgeted in the annual budget and Swatzell needed direction to categorize the funds. Swatzell provided information about committed funds and assigned funds. Swatzell said committed funds are imposed by ordinance and would require the ordinance to be repealed if Council decided to remove the constraints on the funds. Assigned funds are a less formal action and can be imposed by resolution, vote or policy. Swatzell asked if Council wanted to consider the ordinance presented or assign the funds by vote. Total amount to be committed or assigned would be \$712,554.00. After Council discussion it was decided Council would move forward with the ordinance presented. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Steele called for a vote on the motion and all Council members voted aye. Bill # 2016-061 was presented for final reading. Long made a motion to approve Bill #2016-061 on final reading and pass into law with Russell seconding and Long, Russell, Peterson, Orf, Keating and Dingus voting aye on roll call vote.

RESOLUTIONS:

Resolution #2016-061 Authorizing the Grant Application with the U.S. Department of Justice for the 2016 Community Oriented Policing Services (COPS) Hiring Program was presented. Liles was requesting permission to apply for the COPS grant in compliance with the city's new grant policies and procedures. Liles said if Nixa were to receive this grant that the program would pay 75% of one (1) officer's salary for a total of three (3) years with Nixa paying 25%. After the initial three (3) years, the grant requires the position to be retained for a least one (1) year with the city paying for 100% of salary and benefits. Council asked about the Community Policing requirements and Liles explained a portion of the position would have to be community oriented. Mayor Steele opened the public hearing for comments, no comments were made and the public hearing was closed. Steele called for a motion and Orf made a motion to approve Resolution #2016-061 with Peterson seconding and all Council members voting aye.

Resolution #2016-062 Expressing the Intent of the City of Nixa to Close Portions of and/or Permit Access to Old Castle Road between Weldon Drive and Tracker Road for the Annual Nixa Youth Triathlon Scheduled for June 11, 2016. Liles stated the street and lane closures submitted are for the new route for the annual event. Liles told Council he reviewed the new route and believes it is much safer route because it is off the main road. Liles notified Council the hours for the street closures and partial road closures were extended by an hour, 7:00 a.m. to 1:00 p.m. in case of a rain delay. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Mayor Steele called for a motion, Dingus made a motion to accept Resolution #2016-062 with Orf seconding and all Council members voting aye.

Resolution #2016-061 Authorizing the Joint Application with the Missouri Department of Transportation and the City of Springfield for a Grant from the U.S. Department of Transportation for Advanced Transportation and Congestion Management Technologies Deployment presented. Bingle addressed Council with the grant application request. Bingle stated that the City of Springfield and MoDOT asked to partner with Ozark, Republic and Nixa seeking \$1.78 million grant to assist in funding a \$3.55 million project to initiate connected vehicle technology in the area. Bingle said Nixa's estimated cost share would be \$54,000.00 and would afford three (3) cameras and one (1) dynamic message board along the US160 corridor. Staff recommends applying for the grant. Council had questions concerning location of the cameras and reader board and questions about the benefits of the project. Bingle explained the cameras would be located in the northbound lanes of US160 and the reader board located in the vicinity of Tracker. Bingle said the project would enhance regional traveler information, improve regional traffic incident management and would ultimately help MoDOT synchronize traffic lights. After a brief discussion, Mayor Steele opened the public hearing for comments. Judy Dollarhite asked if this project could be expanded if adopted. With there being no further comments, Mayor Steele closed the public hearing and called for a motion. Long made a motion to approve the joint application with Keating seconding and all Council members voted aye.

DISCUSSION ITEMS:

Unfinished Business Items:

City Clerk Cindy Robbins reminded Council to complete their NIMS certification and send the certificates to her and Liles.

Bingle said he would be making a formal request to the County Commission regarding the county sales tax allotment. Bingle will request the Commission to disregard the original request for a Northview/US160 project and change the request for the \$105,000.00 to go toward the 2016 mill and overlay project. The estimated costs for the 2016 mill and overlay project is \$280,000.00.

MAYOR AND COUNCIL REPORTS:

Peterson addressed Council with a request from a citizen for a pit bull ordinance. Council discussed options, views and concerns. Currently the city has a vicious dog ordinance but is not breed specific. At this time Council would prefer to leave the vicious dog ordinance as is.

Mayor Steele reported the Council retreat provided a lot of information and was a success.

The CASC kick-off will be held Friday, June 10th at 2:00 p.m.

ADJOURNMENT:

Peterson made a motion to adjourn at 8:35p.m. with Dingus seconding and all Council members voting aye.

Mayor

City Clerk

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

NIXA CITY HALL

June 20th, 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, Chris Russell, Aron Peterson, Justin Orf and Ryan Keating.

The pledge of allegiance was given.

CONSENT AGENDA:

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

VISITORS:

Judy Dollarhite, 1537 N Osburn Lane, candidate for Western Commissioner extended an invitation to Council to attend an event July 7th at 6:30 p.m. at the Fremont Hill Country Club. This event is being held by Jim and Christy Meadows. Dollarhite will be making several appearances through the county during July and anyone is welcome to attend.

PRESENTATION:

Councilman Russell provided a liaison report for the Park Department by means of a question and answer session with senior staff. The staff panel gave Council the area they work in and years of service. The panel consisted of Zach Harmening-aquatics/football 1 year, Jacob Elwood-soccer/summer it up 2 ½ years, Charissa Fuhr-health/fitness/tot drop 3 years and Katie Buford-business/marketing 5 years full time and 10 years part time. Each staff member gave an overview of the daily tasks and stated what they liked most about their jobs. They also were asked what their biggest challenge was and their biggest opportunity. Council had several questions for staff and enjoyed learning more about their job responsibilities. Park Director Matt Crouse expressed his appreciation for staff and the great job they do and for Council taking the time to get to know the staff.

ORDINANCES:

Bill #2016-062 Authorizing the Mayor to Sign a Contract with K & B Equipment, LLC, for the Inman Road Waterline Improvements was presented. Long made a motion to approve Bill #2016-062 on first reading and pass to second with Orf seconding. Public Works Director Doug Colvin informed Council this ordinance was a result of the bid awarded to K & B Equipment, LLC at the last meeting. The Inman Road Waterline Improvement Project was bid at \$145,343.00 and should begin the first day of July. It is a ninety (90) day project for ½ miles of waterline. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Mayor Steele called for a vote on the motion and all Council members voted aye. Bill# 2016-062 was presented for final reading. Orf made a motion to approve Bill #2016-062 on final reading and pass into law with Keating seconding and Russell, Peterson, Orf, Keating, Dingus and Long voting aye on roll call vote.

Bill #2016-063 Authorizing the Mayor to Execute an Engagement Letter and Other Necessary Documents with Yates, Mauck, Bohrer, Ellif and Fels, P.C. in a Joint Effort between the City of Nixa, City of Ozark

and the Christian County Commission to Aid in the Formation of a Christian County Business Development Corporation (CCBDC) was presented. Peterson made a motion to approve Bill #2016-063 on first reading and pass to second with Keating seconding. City Administrator Brian Bingle reported that memos of understanding had been collected from investors pledging funds to support the CCBDC for five (5) years. Bingle asked permission to engage Carl Yates to prepare the documentation necessary for the formation of the CCBDC. Yates will be obtaining approval from the the state and federal government required to form a 501(C)3. Yates will charge \$75.00 per hour for the document preparation and \$200.00 for document review. Bingle said Nixa, Ozark and Christian County will each pay 1/3 of the costs incurred. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Mayor Steele called for a vote on the motion and all Council members voted aye. Bill# 2016-063 was presented for final reading. Dingus made a motion to approve Bill #2016-063 on final reading and pass into law with Keating seconding and Peterson, Orf, Keating, Dingus, Long and Russell voting aye on roll call vote.

RESOLUTIONS:

Resolution #2016-064 Approving a Special Use Permit for Oscar's Ribs at 815 North Kenneth Street was presented. Planning And Development Director Travis Cossey explained he had received a special use permit application from Leah Oatman to move her self-contained smoker/cooker to Harter House. Oatman has operated at Price Cutter since 2003 and wanted to move locations. Cossey explained that to move to a different location, Oatman was required to obtain a special use permit. Cossey assured Council the new location meets all requirements and said staff recommends approval. Cossey informed Council the P & Z Commission has reviewed and recommended approval. Mayor Steele opened the public hearing for comments, no comments were made and the public hearing was closed. Steele called for a motion and Keating made a motion to approve Resolution #2016-064 with Orf seconding and all Council members voting aye.

Resolution #2016-065 Authorizing the Grant Application with PetSafe to Help Fund the Construction of a Dog Park for the City of Nixa, Missouri was presented. Crouse explained the construction of a dog park was one of the action plans mentioned in the NCIP strategic planning. Crouse said he had located this grant and if awarded would provide up to \$25,000.00 to complete the park. In order to apply for the grant, Crouse had to indicate land was available for the park. Crouse asked if Council would designate three (3) to four (4) acres located at the twelve (12) acres site on Norton Road. Crouse said the grant allows three (3) years for completion and he is estimating the total cost around \$50,000.00 to \$60,000.00. The design would include restrooms, pavilions, parking lot and a small/large dog park. Crouse said the deadline for application is June 30. Approval of the resolution would designate the land for use of a dog park. Crouse told Council dog parks are the fastest growing events around. Crouse also said PetSafe does not have any dog parks in Missouri and Crouse hopes this helps Nixa's chances. Council discussed concerns with building a dog park instead of a skate park and was reminded the dog park was on the strategic plan. Mayor Steele opened the public hearing for comments. Judy Dollarhite, asked about insurance costs for the dog park and asked if Crouse felt the user fees would sustain the park and maintenance. Crouse explained there would be a fee to utilize the facilities and would have the participants sign a waiver. With the being no further comments the public hearing was closed. Steele called for a motion and Long made a motion to approve Resolution #2016-065 with Dingus seconding and all Council members voting aye.

DISCUSSION ITEMS:

Crouse provided information about a pool pump replacement as directed from the last meeting. Crouse said the replacement water pump is a little larger than the slide pump and he received estimated costs of \$11,500.00. The lead time for the pump is five (5) to six (6) weeks out. Crouse stated he will be asking for this in the 2017 aquatics budget because the pump is projected a fifteen (15) year replacement item

and the pump is in its fifteenth (15th) year. After a quick deliberation Council gave direction to bring back a budget amendment at the next meeting to purchase a pump out of Aquatics Reserves.

Communication Director Jill Finney showed Council the NCIP Video and gave a summary of the Annual NCIP Review. Finney explained the review occurred today, June 20th and about twenty (20) people were in attendance. Finney said there was a lot of discussion during the review. Nine (9) items were moved from 2015 to 2016 because on implementation and the committee added three (3) items to the park/recreation. The dog park action plan was moved up in priority. Some discussion was held on the sale of the park land. Finney explained she will be sending out a summary of the review. Mayor Steele reminded Council that they needed to focus on items contained within the strategic plan.

MAYOR AND COUNCIL MEMBER REPORTS:

Positive feedback had been received about the CASC kick-off and program.

Councilman Keating has a resident complain about the sales of fireworks wanting to limit the sales to July 3rd and July 4th.

The three (3) newest Council members, Dingus, Orf and Keating, attended the MML Conference and said it was a very positive experience and have some great ideas to share with Council.

EXECUTIVE SESSION:

At 8:09 p.m., Long made a motion to move to executive session pursuant to RSMo 610.021.03-Personnel and RSMo 610.021.12 Contract Negotiations with Keating seconding and Orf, Keating, Dingus, Long, Russell and Peterson voting aye on roll call vote.

Council returned to regular session at 9:32 p.m.

ADJOURNMENT

Russell made a motion to adjourn at 9:33 p.m. with Long seconding and all voting aye.

Mayor

City Clerk