

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

NIXA CITY HALL

JULY 6, 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, Justin Orf and Ryan Keating. Chris Russell and Aron Peterson were absent.

The pledge of allegiance was given.

Long made a motion to remove two (2) items from the meeting agenda, the presentation and Bill #2016-071 Authorizing the Mayor to Sign an Amendment to the Power Purchase Agreement with Nixa Solar, LLC. Orf seconded and all Council members voted aye to amend the agenda.

VISITORS:

None

SERVICE AWARDS:

Mayor Steele presented Park's Business Development and Marketing Manager Katie Buford with a service award for her five (5) years of service. Parks Director Matt Crouse explained Katie began working part-time for Park Department at seventeen (17) and has worked her way up to the Business and Marketing Manager. Buford does an excellent job and Crouse said he is very glad Buford is part of his team.

Next, Mayor Steele presented Court Administrator Debbie Snider with a service award for her five (5) years of service. City Clerk Cindy Robbins described Snider as a hard working employee that goes above and beyond. Robbins stated Snider is kind to the defendants that go through the court system. Snider has also played a vital role in the research and implementation of the CASC project. Robbins said Snider is a valuable asset to the department and Nixa.

PRESENTATION:

Removed from agenda.

BID AWARD:

Electric Superintendent Brian Denney presented Council with a bid award request for the Main Street Conversion Project. Denney said project bids came in considerably more than the amount budgeted. Staff received two (2) qualified bids with BBC Electrical Services, Inc. submitting the lowest bid at \$371,859.80. After receiving the bids and reviewing the options presented by the consulting engineer, Denney recommends adjusting the project to complete the more critical area (Option 3) with no budget amendment. Option 3 would reduce the scope of the project to construct three (3) areas and would require city personnel to locate their own underground utilities, cutting BBC's bid to \$322,369.60. The project was originally budgeted at \$315,000.00. A recently completed electric project came in last week \$40,000.00 under budget. Denney would like to apply those funds to the Main Street Conversion Project to eliminate any need for a budget amendment. Dingus made a motion to award the Main Street Conversion Project bid to BBC Electrical Services (Option 3) with no budget amendment. Long seconded the motion and all Council members voted aye.

ORDINANCE:

Bill #2016-071 Authorizing the Mayor to Sign an Amendment to the Power Purchase Agreement with Nixa Solar, LLC, was removed from the agenda.

RESOLUTIONS:

Resolution #2016-071 Granting Support for the Proposed Multi-Family Affordable Housing Development Known as Eagle Park Villas at Gregg and Northview Road was presented. Planning and Development Director Travis Cossey addressed Council and introduced Debra Shantz Hart with Housing Plus, LLC. Hart is proposing a forty-eight (48) unit low density, multi-family affordable housing development, Eagle Park Villas, located at Gregg and Northview Road. Cossey explained Hart is asking for Council support of the project by resolution in order to submit an application for low income housing tax credits through the Missouri Housing Development Commission (MHDC). Cossey stated that Hart has a proven track record with Nixa because of the Highland Ridge project. Hart provided Council with drawings and floor plans of the proposed housing development. Hart stated the project will consist of forty-eight (48) affordable housing units consisting of both two (2) and three (3) bedroom designs. Each unit will be energy efficient and provide affordable housing for families and persons of all mobility levels. Hart explained she would like to show strong community support when applying for the MHDC tax credits. Council asked questions about maintenance of the homes and was told maintenance would be supplied for the villas. These units would be both durable and attractive and would include features such as brick and concrete siding, architectural shingles, patios, attractive lighting and landscaping. Hart said the interior features would include nice cabinetry and flooring. The development will be very stringent with occupant requirements. Background checks will not allow for felonies or drug charges. Hart stated the units will be visited for upkeep review. Hart said the development will maintain yards and supply snow removal. Council asked how many units are proposed and was told there will be ten (10) units and a community building. Council asked Cossey his thoughts on the proposal and Cossey explained he is a big supporter of this development. Mayor Steele opened the public hearing for comments, no comments were made and the public hearing was closed. Steele called for a motion and Long made a motion to approve Resolution #2016-071 with Keating seconding and all Council members voting aye.

Resolution #2016-072 Authorizing the Mayor to Sign an Intergovernmental Cost Share Agreement Between Christian County Commission and the City of Nixa for Road and Bridge Improvements was presented. City Administrator Brian Bingle explained the City of Nixa amended their application for funding from the Christian County sales tax revenue distribution. The amended application applies the county distribution of \$105,000.00 to the 2016 annual mill and overlay project. This resolution binds the agreement with Christian County for the funding and the proposed project. Bingle stated this distribution to the mill and overlay project would allow Nixa to apply for grants for other major road projects. Mayor Steele opened the public hearing for comments, no comments were made and the public hearing was closed. Steele called for a motion and Dingus made a motion to approve Resolution #2016-072 with Orf seconding and all Council members voting aye

DISCUSSION ITEMS:

Unfinished Business Items:

Communication Director Jill Finney provided Council with an update on the NCIP Annual Review held June 20th, 2016. Finney explained the committee reviewed the action plans and their status and just made a few revisions. In addition to the current action plans, the committee added three (3) recreational plans to focus on in 2016. These plans included looking for alternative funding and volunteering options, acquiring and developing recreational spaces for park connectivity and developing a dog park. Finney said the sale of the city's thirty-eight (38) acre vacant land generated a lot of discussion during the committee's review. Finney reported the city is on track for completion of the original action plans in five (5) years. Finney plans to send this information out in the newsletter. These changes and more information on the status report is available for review at City Hall.

Bingle asked Council to consider the committee's action plans and provide Council direction during the 2017 budget process and capital improvement project planning process.

New Business Items:

Finance Director Donna Swatzell introduced changes to the Purchasing Policy and Procedures. Swatzell explained these recommendations were made by her and Purchasing Manager Mary Tronnes. The proposed changes included: increasing the threshold for competitive bidding from \$2000.00 to \$2500.00, expanding contractual requirements, clarification of sole/single source items, incorporating a selection of professional consulting and project services policy, adding definition of terms, adding items that do not require competitive bidding, and identifying the Purchasing Manager as first point of contact if protesting bid. Council discussed concerns with vehicle repairs not being included in the bidding process. Police Chief Jimmy Liles and Park Director Matt Crouse provided information behind the decision with Tronnes adding the Fleet Maintenance Department assists with this decision. Employee labor is also factored into the decision on whether to bid out the vehicle repair. Tronnes said prices are spot checked to make sure the prices are competitive and she utilizes co-op and government/state bids. Dealerships and warranties are tracked and used for recalls and repairs. Tronnes explained that sole/single source items are posted online for notification. Council expressed concerns with the language in Section 8.3 Sole or Single Source Items-, Section 8.3.4 Unique situation exists when matching equipment and systems are required, or is in the best interests of the City. Council asked staff to remove "or is in the best interests of the City" because they felt it was too open-ended. Staff will make that revision. Swatzell went on to explain changes in the receipting of goods but stated the checks and balances are still in place. Any return will require documentation and signature of the vendor. Council briefly discussed merchants/residents bringing in food for employees/officers. After deliberation, staff was directed to bring back a resolution for the policy once the revisions discussed were completed. Swatzell thanked Tronnes for all her hard work and research.

DEVELOPMENT ACTIVITY:

Cossey updated Council on development activity that will be presented at the next meeting. Cossey explained one item being brought to Council next meeting would be a resolution of compliance for the voluntary annexation of 4.33 acres at Highway M and Snyder Boulevard. Cossey stated Marie Carmichael is requesting annexation in order to develop a multi-family complex. Cossey said the Carmichael's are in the process for a Missouri Housing Development Commission (MHDC) grant for the development. Cossey said once the property is annexed the Carmichael's will request a resolution of support from Council for the MHDC application. Also coming before Council will be a request for approval of a preliminary plat located on Water and St. Louis Street. The plat will reconfigure five (5) existing lots down to four (4) lots. Cossey stated the final matter coming to Council next meeting would be a vacation of easement request in the Villages of Wicklow. In an attempt to preserve some of the mature trees during the rezoning and construction of the Castlewood Senior Living Complex, Mr. Pat O'Reilly provided an easement north of the tree line. This vacation of easement would keep utilities from being ran through the original easement.

MAYOR AND COUNCIL REPORTS:

Nixa Night at the Springfield Cardinals' game will be held July 19th.

ADJOURNMENT:

Long made a motion to adjourn at 8:04 p.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

July 18th, 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 in light of the recent events in Dallas and Baton Rouge. Mayor Steele extended his thanks to the Nixa police officers for the job they do keeping the community safe. Mayor Steele said the officers have the support of the community as well as the Council.

CONSENT AGENDA:

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

VISITORS:

Geri Olmstead, Christian County Library Director, addressed Council with a request for a fee waiver for a special event permit and a request for use of the City Hall parking lot. Olmstead explained the Christian County Library Foundation is hosting a fund raiser, Poker Run 2016 on September 17th, 2016. Olmstead stated she had requested to use the X Center parking lot but that facility was not available that day. Olmstead plans to provide refreshments with attendants for the motorcyclists at each designated stop and would like to make City Hall one of the stops. Keating made a motion to approve the use of the City Hall parking lot for the Christian County Library Foundation's Poker Run with Peterson seconding and all Council members voting aye. Dingus then made a motion to approve the fee waiver for the Poker Run with Long seconding and all Council members voting aye.

Hosea Bilyeu, candidate for Western Commissioner, introduced himself to Council, extended his gratitude for the job Council does and reminded them of the election in two (2) weeks.

PRESENTATION:

Lieutenant Joe Campbell, Nixa Police Department, gave Council a brief overview of the new in-car video camera system. Campbell highlighted some of the features of the system and provided videos from the in-car video camera. Campbell started by saying the new video camera is manufactured by WatchGuard Video. Features and quality were the main reasons they went with WatchGuard. The system includes three (3) camera views.

Chris Russell arrived at 7:07 p.m.

Campbell explained the new system is a wireless dump system which means when an officer gets close to the station, the camera automatically uploads on to a server. This system is able to integrate with body cameras. Campbell described the camera system as easy to use. It allows a panoramic view and offers better audio quality. Campbell reported that information can be obtained from the system even if the camera is not activated. He explained that links to the video will be emailed and sent with CloudShare to

the Prosecutor's office for review. The department has two hundred (200) shares available at no cost. Campbell provided videos demonstrating the in-car cameras and was available to answer any questions.

BUDGET AMENDMENT:

Public Works Director Doug Colvin addressed Council with a request for a budget amendment for \$27,477.00. Colvin said they had experienced an unexpected lift station breakdown at the Wasson lift station and even though the lift station itself is fine, the emergency generator is beyond repair. Lead time on the generator is thirteen (13) to sixteen (16) weeks. Colvin said this budget amendment will allow the purchase of a new emergency generator. Colvin assured Council the lift station is working fine but a bad storm could cause the lift station to go down. Council asked if Colvin had the cost for installation and Colvin explained the installation and change-out of the generator will be completed by city employees. Long made a motion to approve the budget amendment with Peterson seconding and all Council members voting aye.

The next request for a budget amendment was presented by City Clerk Cindy Robbins. Robbins introduced Stephen Telscher with Sapp Designs in attendance to answer any questions Council had regarding the proposed City Hall renovation. Robbins addressed Council with a \$24,000.00 budget amendment for architectural, engineering and bid administration for a City Hall renovation. Robbins said during the 2016 budget process this plan had been introduced to Council. The renovation would combine the Administration office with the Planning and Zoning office, alleviating clerical issues for Planning and Zoning during employee vacations or illness. Robbins said during the budget process the renovation was put on contingency with the possibility of being introduced at a later time. Robbins explained the renovation plan was shown to the NCIP committee during the annual review and Robbins received positive feedback. Following the NCIP meeting, Stephen Telscher was contacted to provide updated costs for the remodel and asked to include a staff safety measure or "panic button" in the design. Estimated costs for the renovation are around \$160,000.00. Robbins clarified that the request tonight was for the \$24,000.00 budget amendment to begin the engineering and architectural design. Council asked when the other portion of the cost would be due. Council expressed concerns with the cost of the remodel and thought there might be another way to make the current offices more user friendly. Robbins said the main goal was to provide more of a one-stop-shop for customers providing the convenience they are wanting. Planning and Development Director Travis Cossey explained currently there are two (2) separated spaces and even if staff was cross-trained, a person has to be pulled from one area to cover in the other area. This plan combines staff, providing coverage for each department. Cossey stated this plan meets the NCIP action plan by providing a one-stop-shop with one entrance and one desk to approach. Cossey also said this would delay the need to hire an additional person for his department. Council asked if there was a centralized location to combine staff in the current facilities. Council reviewed the proposed plan and had questions about accessibility and employee job duties. NCIP expectations were discussed and after deliberation, Keating made a motion to approve the \$24,000.00 budget amendment with Russell seconding. Russell, Peterson, Orf, Keating and Dingus voted aye with Long voting nay.

ORDINANCES:

Bill #2016-072 Authorizing the Mayor to Sign a Contract with BBC Electrical Services, Inc. for the Main Street Conversion Project was presented. Peterson made a motion to approve Bill #2016-072 on first reading and pass to second with Long seconding. Colvin informed Council this ordinance authorizes the Mayor to sign a contract with BBC Electrical Services preceding their approved bid award. Colvin stated this electric project has been scaled down due to cost and will upgrade 1.1 miles of line. Colvin said the materials have been already been purchased for this project. BBC submitted a bid for \$213,369.90 to complete the installation and has submitted all needed documents required. Colvin said staff recommends approval of the ordinance to proceed. 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# 2016-072 was presented for final reading. Long made a motion to approve Bill #2016-072 on final reading and pass into law with Russell seconding and Russell, Peterson, Orf, Keating, Dingus and Long voting aye on roll call vote.

Bill #2016-073 Allowing for the Vacation of a City Utility Easement in the Villages of Wicklow Subdivision was presented. Keating made a motion to approve Bill #2016-073 on first reading and pass to second with Dingus seconding. Cossey explained that Mr. Pat O'Reilly, developer of Castlewood Senior Development, had submitted a request for a fifteen (15) foot utility easement around the perimeter of his lot. Cossey stated that when Mr. O'Reilly went through the rezoning request, residents in the area had expressed their concerns with the removal of mature trees and had asked O'Reilly to preserve those trees. O'Reilly honored that request and shifted the building to preserve the mature trees. Because of this shift, a new utility easement was provided. Cossey said Mr. O'Reilly wants to eliminate the potential of a utility (gas, phone) utilizing the original easement. 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# 2016-073 was presented for final reading. Orf made a motion to approve Bill #2016-073 on final reading and pass into law with Long seconding and Peterson, Orf, Keating, Dingus, Long and Russell voting aye on roll call vote.

RESOLUTIONS:

Resolution #2016-073 Authorizing the Application with the Missouri Department of Transportation Partnership Development for the Missouri Moves Cost Share Program was presented. City Administrator Brian Bingle explained MoDOT is making improvements to SH14, west of Nicholas Road to Cedar Heights. This project slated for late 2017 or early 2018 will widen SH14 but the improvements do not include installation of sidewalks. Bingle would like to submit an application for a cost share grant to install sidewalks on the south side of SH14. Bingle told Council he would like to propose two (2) costs to MoDOT for the 50/50 cost share grant. The first cost for the city would be \$317,500. If the sidewalk project is done as a stand-alone project. The second option is to complete the sidewalk project in conjunction with the widening of SH14, costing the city \$290,000.00. Bingle said the funds for the projects would need to come out of unrestricted funds. Bingle requested permission to apply for the grant. Colvin and Cossey provided Council with information of some of the possible transportation projects. 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 #2016-073 with Keating seconding and all Council members voting aye

Resolution #2016-074 Amending the City of Nixa Finance Department Purchasing Policy and Procedures was presented. Finance Director Donna Swatzell addressed Council regarding the amendments made to the Purchasing Policy and Procedures. Swatzell stated the proposed minor changes in the policy were presented to Council July 6th and she was presenting the final version for their consideration tonight. Mayor Steele opened the public hearing for comments, no comments were made and the public hearing was closed. Steele called for a motion and Dingus made a motion to approve Resolution #2016-074 with Long seconding and all Council members voting aye.

Resolution #2016-075 Approving the Statutory Compliance for Voluntary Annexation of 4.33 Acres of Property (Known as Pine Woods) Located on the Northwest Corner of Nicholas Road and Snyder Boulevard was presented. Cossey explained this resolution of compliance for annexation is a result of a request for annexation by Joe and Marie Carmichael, on behalf of the property owner Julie Wilson. Carmichael is under contract to purchase the property and annexation is needed to allow for the development of the land. The Carmichaels are requesting R3 (multi-family) zoning for construction of an apartment complex. An application for a MHDC grant will be submitted for the funding of the project. Cossey explained this resolution does not annex the property it only finds the property in statutory compliance. Cossey said the 4.33 acres of land is adjacent to Nicholas to the corner of Snyder Boulevard.

Cossey stated the Planning and Zoning Commission had reviewed and approved the application. Mayor Steele opened the public hearing for comments, no comments were made and the public hearing was closed. Steele called for a motion and Long made a motion to approve Resolution #2016-075 with Orf seconding and all Council members voting aye.

Resolution #2016-076 Approving the Preliminary Plat for the O'Neil Addition was presented. Cossey provided information on the proposed plat. Cossey said the O'Neil Addition was originally platted in March, 1955 with five (5) lots with one (1) of the lots never built on. Property owners have requested a preliminary plat to reconfigure the five (5) lots into four (4) lots. All property owners of the neighborhood have agreed on the new plat. The new plat eliminates one (1) lot and includes adjustment of lot lines. The property owners on either side of the vacant lot have mowed, fenced and utilized the property over the years and this plat adjusts the lot lines to reflect the use. Cossey stated the Planning and Zoning Commission have reviewed and approved the request. Mayor Steele opened the public hearing for comments, no comments were made and the public hearing was closed. Steele called for a motion and Russell made a motion to approve Resolution #2016-076 with Keating seconding and all Council members voting aye.

DISCUSSION ITEMS:

Unfinished Business Items:

Park and Recreation Director Matt Crouse provided Council with brief update on efforts to hire two (2) part-time employees for janitorial positions. Crouse said he had received eleven (11) applicants and of those applicants, five (5) were interviewed, four (4) were no longer interested in the position and two (2) were not eligible. Crouse is asking for Council's consideration in making this position full-time to provide an increase in candidates. Crouse stated the current part-time person is leaving in August. Council expressed concern with the lack of advertisement of the position and believes more effort is needed to attract applicants. Human Resource Director Sharon Hankison explained the recruitment and hiring process. Hankison said the pool of applicants is smaller because of the duties. Bingle explained there is a hiring process in place and it is staff's duty to advertise and hire. Council voiced concerns with the lack of applicants because of the lack of media use during the recruitment process. Hankison explained the position has always been hard to fill. Council discussed options and deliberated over reanalyzing the advertisement and recruitment of applicants for all departments. Crouse asked Council to consider a \$4000.00 budget amendment to cover wages for the rest of the year. Crouse would prefer to have one (1) full-time employee rather than two (2) part-time employees. Council gave direction to continue looking for the part-time employee. Communications Director Jill Finney offered to post the position on Facebook.

INFORMATION:

Bingle announced the Ozark Chamber of Commerce has committed to giving the CCBDC \$5000.00 each year for the next five (5) years.

MAYOR AND COUNCIL REPORTS:

There will be a DWI checkpoint this Friday.

ADJOURNMENT:

Russell made a motion to adjourn at 8:47 p.m. with Long seconding and all Council members voting aye.

Mayor

City Clerk