

MINUTES OF A REGULAR MEETING OF THE MARCELINE CITY COUNCIL
June 14, 2023

The Marceline City Council met in regular session on June 14, 2023, at 5:30 p.m. in the Council Chamber of Marceline City Hall, Mayor Sallie Buck presiding. Council members present were Josh Shoemaker, Gary Carlson, Brian Baker, and Shelly Milford. Staff attending: City Attorney Robert Cowherd, City Manager Richard Hoon, City Clerk Lindsay Krumpelman, Officer Doug King, and Water/Wastewater Superintendent Matt Gibson. Others Present Dave Tavres (DMF Ex. Dir.), and Richard Switzer (IDA Ex. Dir.).

Mayor Sallie Buck led the assembly in the Pledge of Allegiance and called the meeting to order at 5:30 pm.

APPROVAL OF THE MINUTES, AND FINANCIAL REPORTS:

Councilwoman Milford moved to approve the minutes as presented. Councilman Baker seconded the motion. The motion carried. Councilman Baker moved to approve the financials as presented. Councilman Carlson seconded the motion. The motion carried.

PRESENTATION: Moved to July 12th Meeting.

REPORTS OF COUNCIL, OFFICERS, BOARDS AND COMMITTEES:

Organizational Updates – DM & IDA: *Downtown Marceline* – Executive Director (Ex. Dir.) Dave Tavres stated he has served as the Executive Director for one (1) year. He reported a webpage was added to their website to list all downtown retail space for sale or lease in an effort to increase retail on Main Street USA. Ex. Dir. Tavres informed the Council he has worked with the Library and the state historic preservation division to digitize several years worth of newspapers to make them easily searchable. The project should be completed in the fall. He informed those present there will be a Small Business and Entrepreneur Workshop on July 17th from 11:00 am to 1:00 pm. Ex. Dir. Tavres reported Downtown Marceline is applying for a space activation grant to improve the space in front of the Coke Wall. He stated the second and third floors of the Magnolia building are being used for exercise classes and a photography studio, respectively. He stated drywall is being installed Zurcher Suite and it should be available to be used as a vacation rental within two (2) months. Ex. Dir. Tavres reported they are working on a donation campaign to help them become more self-sufficient. He stated the Design Committee members were the ones who decorated the windows in the building next to Los Chimas and hung the banners in the empty windows. He stated the Patriotic Pie War begins on June 30th. He concluded by stating Marceline is currently first in the Small Town Showcase contest by Missouri Humanities.

IDA – Ex. Dir. Richard Switzer stated they received four (4) applications for their façade grant, which they had tweaked so only ones who had not received a grant the previous year were eligible to apply this year. He stated they plan to tweak the grant application requirements again next year. Ex. Dir. Switzer informed the Council that Nature Grace passed their state inspection on Friday. City Manager Hoon stated they expect to bring in plants within the next two (2) weeks. Ex. Dir. Switzer stated Nature Grace identified fifteen individuals to hire from the hiring event they held a couple of months ago. He reported KARV'D is adding a new coating process to their business offerings. Ex. Dir. Switzer stated he completed an economic development course. He said the IDA with the help of the Missouri Department of Economic Development, hopes to hold meetings with local industries to get an understanding of their business environment so they know what they can do to assist with business growth. Ex. Dir. Switzer stated there is an organization called Hometown Housing that is currently working with Macon that does a complete housing program including assisting with implementation that he believes is something the City should be looking into, stating Marceline is a standard and we need to keep moving forward.

Downtown Marceline Ex. Dir. Tavres stated they are assisting with the car cruises on the third Saturday of each month. He reported that Coca-Cola is donating \$5,000.00 towards the revitalization of the Coke Wall.

IDA Ex. Dir. Switzer stated the June 3rd event was extraordinary and visitors were impressed with the City's cleanliness, downtown area and friendliness of our residents. He stated the word he heard most often was "authentic".

City Clerk Update: City Clerk Krumpelman informed the Council they have received the signed contract documents for the Ripley Park facility (LWCF) project and they are moving forward with the value-engineering portion. She stated staff has applied for a project extension for that project as well. City Clerk Krumpelman stated the MML Annual Conference is September 10th – 14th in Kansas City. She reported she hosted a Central Division MOCCFOA meeting in May and a MML representative attended and asked she assist with setting up a MML Regional meeting in Marceline in October. City Clerk Krumpelman stated she will be providing Budget Request Sheets to the Department Superintendents late this week or early next week. She concluded by reporting the MIRMA invoice for worker's compensation and general liability insurance is higher than anticipated due to large worker's compensation claims within the last three (3) years and the City's lower payroll to property ratio and the inclusion of the new powerline and substation.

City Manager Update: City Manager Hoon stated the previous month was dedicated to the June 3rd Disney event and this month is going to be dedicated to the July 4th Celebration. He stated he should have the schedule from the Fire Department to post by the end of the week. He stated mowing of the park will be on Monday, June 26th, with set-up starting Tuesday, June 27th and the Carnival opens on Friday, June 30th. City Manager Hoon stated the Street Department has prepped Ritchie Street for paving and work is currently scheduled to begin on June 21st, but could start earlier. He reported the Corn Hole feature (donated by Marceline Rotary) are installed and the work on the new basketball/pickleball court (donated by Parks Work) should begin soon. City Manager Hoon stated the Farmer's Market moved to the Knights of Columbus Hall this year and the City has received several complaints on the location due to parking and space. He stated he spoke with the organizer and the Farmer's Market will be moved to the North side of Ripley Park the week following the conclusion of the 4th of July Celebration. City Manager Hoon reported they received the fuses for the NG substation, but the barrels installed by KIOWA did not match the fuses, so new barrels had to be ordered. He stated Nature's Grace is still waiting on their switch gear and do not expect to be at full operation until fall. City Manager Hoon informed the Council an employee was taken to the hospital for treatment after being stung repeatedly by bees when they were attempting to trim a tree at the Housing Authority.

Council Update: Councilwoman Milford requested City Manager Hoon pass on her appreciation to City Staff for their work on the June 3rd event. Councilwoman Milford stated she attended the MML Elected Officials training the week prior and it was very beneficial and she was able to share all the good things happening in Marceline. She stated when she visited the pool she was very impressed with the staff and how they engaged with the public. Councilman Carlson stated the parks look good and the flowers look beautiful and commended the volunteers who planted them. City Manager Hoon responded that was a coordinated effort of Richard and Mary Beth Switzer and Margaret Epperson. Councilman Baker stated he had the pleasure of attending the ribbon cutting of the new improvements at the New Reservoir with the Missouri Department of Conservation. He stated it is a great resource and he was very encouraged to see the stability and redundancy of the water infrastructure. Mayor Buck thanked the Council members for their comments.

APPOINTMENTS TO BOARDS AND COMMITTEES:

Historic Preservation Board: Mayor Buck stated there is one (1) vacant seat on the Historic Preservation Board and one (1) application from Dave Tavres was received. Mayor Buck appointed Dave Tavres to a three (3) year term on the Historic Preservation Board.

CITIZENS PARTICIPATION:

Dave Tavres stated Downtown Marceline has added a new board member, Travis Howell, and that two (2) resigned, Lee Hoover and Zach Bruner. He informed the Council that the Marceline History Connection has digitized 160 oral history cassettes and are available online. He stated the group wants to host oral history recording sessions during alumni weekend since none have been done in the last several years. He stated the information will be put in the Alumni Newsletter.

UNFINISHED BUSINESS:

Recreation and Park Board: Mayor Buck stated this topic is about Recreation and Park Board President Jerret Fisher's letter requesting the removal of two board members, Taylor Teeter and Sara Teeter. She stated the City Attorney will guide the discussion. City Attorney Robert Cowherd stated according to Section 145.040 of the Municipal Code concerning appointments and removal of board members, the basis for removal is misconduct or neglect of duty. He stated he does not believe a letter rises to misconduct and does not see it as grounds for removal since anyone can write a letter. City Attorney Cowherd stated he does not recommend the Council take any action. Councilman Shoemaker stated he is in favor of removal as he trusts the opinion of the Board President and sees an abuse of power concerning concessions and scheduling. Mayor Buck stated if there are those issues, why is the Board not handling it themselves or bringing them to the Council's attention. There was discussion on the topic. The Council discussed the difference between the Recreation and Park Board (City Board) and Parks Work (501 3c) and if there was a need to have a Recreation and Park Board. Richard Switzer stated he is a former member of the Recreation and Park Board and it is a necessary board to bring recommendations and run the Recreation Leagues unless the City wants their staff to handle scheduling which is a very large job. The Council discussed the topic further and Councilman Baker called for the orders of the day. The Council provided a majority consensus to take no action concerning the removal of two board members.

NEW BUSINESS:

Lead Service Line Inventory Proposals (DNR/ARPA) Grant: City Clerk Krumpelman stated the City received a grant through Missouri Department of Natural Resources (MoDNR) to complete a lead service line inventory as one has to be completed by October 16, 2024. She informed the Council that staff solicited proposals to do the initial inventory work (non field verification) and once completed another Request For Proposals (RFP) will be issued for the in-field verification work. City Clerk Krumpelman stated she and Water / Wastewater Superintendent Gibson had a call with MoDNR concerning the proposals and the process moving forward. They confirmed the process and that they will do partial awards with the inventory work divided into two (2) parts. Water / Wastewater Superintendent Gibson went over the proposals stating 120Water only proposed their software which requires a \$9,010.00 annual subscription and Total H2O Solutions provided an estimate for the scope of services and in-field verification work but did not have a breakdown of services. He stated Bartlett and West provided an estimate for the scope of services and in-field verification work, but did provide a breakdown of services so the City can calculate the cost of the scope of services requested via the RFP. He went on to state staff is recommending the Council select Bartlett and West at a not to exceed for the requested services. He stated MoDNR were in favor of the staff recommendation. The Council discussed the topic. Councilwoman Milford moved to accept Bartlett & West proposals for the requested services not to exceed \$101,025.00. Councilman Baker seconded the motion. The motion carried.

HACH Equipment Bids: City Manager Hoon stated the City received two (2) bids for HACH equipment, one (1) from Core and Main for \$34,665.00 and one (1) from HACH in the amount of \$34,240.53. He reported the budget for this equipment is \$35,000.00. The Council discussed the topic. Councilwoman Milford moved to accept HACH's bid of \$34,240.53 for the equipment, including freight. Councilman Baker seconded the motion. The motion carried.

Liquor License Renewals: City Clerk Krumpelman stated the paperwork and fees for renewals of all current liquor licenses was received except from Dream Events as they are unsure about what to do with that building at this time and J&J on Main did not renew their Sunday license since they are not currently open on Sundays. Councilwoman Milford moved to approve the liquor license applications. Councilman Carlson seconded the motion. The motion carried. City Clerk Krumpelman inquired if the Council would consider amending the City's Code to allow her to approve renewals and repeating events (five plus (5+) years) to allow for a more efficient process. City Attorney Cowherd spoke in favor of the amendment. The Council provided a consensus to bring an amendment back. Councilman Shoemaker inquired how the City would handle marijuana licensing/sales. City Attorney Cowherd responded it would need to be treated similar to alcohol and the City should consider implementing the 3% sales tax. City Clerk Krumpelman stated it was slated for the next municipal election, as we did not want it to compete with the Transportation Sales Tax ballot issue in April 2023.

City Manager Hoon stated legal counsel has provided him with an encompassing marijuana ordinance that needs to be adjusted to fit the City.

Cafeteria Plan – Resolution No. 23-03: City Clerk Krumpelman stated this Resolution is to readopt the City’s cafeteria plan which allows for pre-tax deductions for health, vision, dental and supplemental insurance premiums. She stated this is done annually. Councilman Baker moved to approve Resolution No. 23-03. Councilwoman Milford seconded the motion. The motion carried.

Special Use Permit: City Manager Hoon stated a Public Hearing was held Monday, June 12, 2023 concerning Wyatt Billups request for a Special Use Permit to allow him to conduct repairs on trucks, cars, boats, ATV/UTVs, lawn mowers and appliances as a home business. He informed the Council, the Planning and Zoning Commission does not recommend the Council approves the Special User Permit because Wyatt Billups is not eligible for one. He stated the Planning and Zoning Commission did recommend Wyatt Billups request a partial zone change for the property with a buffer to be installed around the portion of the property the business would be located. The Council discussed the topic, stating it is a needed business and they hope he follows the Planning and Zoning Commission’s recommendation(s).

Record Retention – Destruction of Records: City Clerk Krumpelman informed the Council her email inbox is almost at capacity and is requesting Council permission to destroy certain digital and paper records. She requested the Council approve the destruction of any digital or paper transitory correspondence records on an ongoing basis as there is no state retention schedule value for those documents, the destruction of any paper or digital general correspondence records received on or before May 31, 2022, and any digital purchasing record created and/or received on or before October 31, 2017. After a brief discussion, Mayor Buck moved to approve the destruction of records as requested. Councilwoman Milford seconded the motion. The motion carried.

At 7:08 pm, Councilman Baker moved to adjourn to Executive Session pursuant to RSMo 610.021 Paragraph (2) Real Estate and Paragraph (12) Contracts. Councilwoman Milford seconded the motion. The following roll call vote carried the motion: Councilman Baker – aye, Councilwoman Milford – aye, Mayor Buck – aye, Councilman Shoemaker – aye, and Councilman Carlson – aye.

Upon returning from Executive Session, with no further business Councilman Baker moved to adjourn the meeting. Councilwoman Milford seconded the motion. The motion carried. The meeting adjourned at 7:36 pm.

Recorded by City Clerk Lindsay Krumpelman.
Approved by Marceline City Council on July 12, 2023