

MINUTES OF A REGULAR MEETING OF THE MARCELINE CITY COUNCIL  
**March 8, 2023**

The Marceline City Council met in regular session on March 8, 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, Pool Manager Gary Birdsong, Wastewater Operator Eric Thurman, Street Superintendent Adam Lichtenberg, and Police Chief Bob Donelson. Others Present: IDA Ex. Director Richard Switzer, Downtown Marceline Ex. Director Dave Tavres, and Reporter Angie Hutschreider.

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:**

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

**REPORTS OF COUNCIL, OFFICERS, BOARDS AND COMMITTEES:**

Organizational Updates – DM & IDA: *Downtown Marceline:* Downtown Marceline Executive Director (DM Ex Dir) Dave Tavres stated Downtown Marceline is currently selling Chester Ray Stadium ornaments. He reported they are taking over the Car Show and it is the same weekend as the Cookie Crawl, Train Show, and Craft Show. DM Ex Dir Tavres informed the Council the second floor of the Zurcher Building is under construction with a summer completion planned and will be a vacation rental. He stated part of the renovation plan is to put in the original sized windows and it is expected that CoffeeTree will update their windows at the same time. DM Ex Dir Tavres stated they are working on a marketing push that includes digital postcards, advertising events on placemats at Ma Vic's and the Chamber is purchasing KTVO ads which Downtown Marceline is applying for grants to help with funding.

*IDA:* Marceline Industrial Development Authority Executive Director (IDA Ex Dir) Richard Switzer reported he attended the Great Northwest Days event on February 7<sup>th</sup> and 8<sup>th</sup> where the Marceline/Brookfield booth took home first place at the event. He stated they were able to meet with Senator Black, Senator O'Laughlin, and Representative Peggy McGaugh and discussed the state of Highway 5. IDA Ex Dir Switzer reported that CoffeeTree has 17 employees (most of whom work remotely), they added three (3) national contracts, and are going to put in two (2) apartments for the Company to use in the upper part of their building. He informed the Council the Nature's Grace building is up and they are advertising salary positions on Indeed and will be having a job fair in April. They expect to have 20 to 30 employees within the first three (3) months of operation. IDA Ex Dir Switzer reported that Karv'd did layoff positions in February, but they assured him that is the normal down time of the business. IDA Ex Dir Switzer informed the assembly that the 2023 IDA Business Grants will be due on April 1<sup>st</sup> with a street-view focus and only those who had not received a 2022 grant were eligible. He stated he is currently working on an assessment for childcare projects and meeting with local schools, stating he is trying to do economic development to back up industrial development. He stated housing is the other side of the issue. IDA Ex Dir Switzer concluded reporting on his training and education opportunities.

City Clerk Update: City Clerk Krumpelman reported the City re-bid the LWCF / Ripley Park facility project due to staff wanting to shift the building north to alleviate water drainage issues, which Street Superintendent Adam Lichtenberg explained. City Clerk Krumpelman stated the Informational Sheet on the Transportation Sales Tax ballot issue will be released in the near future and a Town Hall is planned for the week prior to the election. She informed the Council that the auditors will begin their site work the week of March 20<sup>th</sup>. City Clerk Krumpelman stated they received the reimbursement funds for the MDC New Reservoir Improvements project in the amount of \$212,395.96. She reported that the Chamber health insurance plan has a renewal rate of 6.9% and the City's insurance broker, Jason Weydert, will present the renewal and other options to the Council in the near future. City Clerk Krumpelman reported the State has exempted manufacturing activities from state and local sales tax which

was later found that includes utilities and the affected accounts will be credited the sales tax collected after the January effective date and the City is no longer able to opt out of Sales Tax Holidays. City Clerk Krumpelman concluded by informing the Council she will be attending the MOCCFOA Conference the following week but would be returning to complete payroll before resuming attending the conference.

City Manager Update: City Manager Hoon stated in 2017 the City had requested MODOT to do a traffic study on Main Street USA in an effort to add traffic control structures on Main Street USA. At the time, MODOT did not support that effort after completing their traffic study. City Manager Hoon stated that Dave Tavres is now pushing the issue of adding traffic control structures on Main Street USA as a citizen. He stated that Mr. Marriott with MODOT called to inquire if the City was in support of the effort or not before they moved forward. Mayor Buck inquired of Dave Tavres why he is pushing the issue. Dave Tavres stated he sees the traffic on Main Street USA from his office and he is concerned about the safety of citizens and travelers on the road he would also like to slow down travelers so they can see the retail establishments the downtown area has to offer. City Manager stated it would calm traffic and help with the line-of-sight issues. Police Chief Donelson stated it would also help people backing out of parking spaces along Main Street USA. Councilman Shoemaker inquired of the proposed locations of the control structures. City Manager Hoon responded they would be at the Gracia and Ritchie intersections. Councilman Shoemaker stated he was not opposed as long as there is a tolerance period for education, if they are installed. The Council provided a consensus to move forward with the effort to add traffic control structures to Main Street USA. City Manager apologized for not having Department Activity Reports to submit this month.

Council Update: Councilman Shoemaker stated he received a complaint from Beverly Bandy about standing water on her property and that he spoke with City Manager Hoon about the it and he is asking Street Superintendent Lichtenberg to look into the problem to find a solution. Street Superintendent Lichtenberg stated he will do his best, but it is a difficult situation. City Manager Hoon stated he has discussed the issue with Ms. Bandy in the past and showed her the map of the area.

#### **CITIZENS PARTICIPATION:**

Dave Tavres stated as a citizen he is creating a Linn County Events Calendar and he was not asking for any action from the City. He just wants to let the public know about it. City Manager Hoon stated he has linked it from the City's website and there are three (3) administrators for the site. Dave Tavres stated the hope is that the Calendar will prevent double booking of events in the local communities. He stated it was up to individuals/organizations to submit their event to be added to the calendar.

#### **UNFINISHED BUSINESS: None.**

#### **UNFINISHED BUSINESS:**

ARPA SLRF Fire Protection Grant Award – Bill No. 35-2305: City Manager Hoon stated the Fire Department's application for a FY2023 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) Fire Protection Grant for the purchase for three (3) additional MOSWIN Radios for first responders was approved in the amount of \$21,072.02. He stated the grant is a 50/50 grant which makes the City's match \$10,536.01. He stated at the time of the Fire Department's initial request in November, the Council provided a consensus that the matching funds would come from the General Reserve Savings, with the condition that the first \$10,000.00 allocated from the Public Safety Tax would go towards the reimbursement of the General Reserve Savings. City Manager Hoon stated, if the Council approves the Grant, a budget amendment will be presented at the April meeting. Councilman Baker moved Bill No. 35-2305 to authorize the City Manager to execute a Subgrant Award Agreement with the MO Department of Public Safety for the purchase of three (3) MOSWIN radios for first responder personnel be read twice by title only. Councilman Shoemaker seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2305 twice by title only. Councilman Baker moved that Bill No. 35-2305 be passed. Councilwoman Milford seconded the motion. The following roll call vote carried

motion: Councilman Baker – aye, Councilwoman Milford – aye, Councilman Shoemaker – aye, Councilman Carlson – aye, and Mayor Buck – aye. This Bill was assigned Ordinance Number 35.2305.

Disc Golf Update Request – Recreation & Parks Board: Mayor Buck introduced the topic stating, the Recreation and Parks Board is recommending updating the Disc Golf layout at Disney Park. City Manager Hoon and Street Superintendent Lichtenberg discussed the proposed changes, with Street Superintendent Lichtenberg stating they are needed as the current layout does not allow for one of the tee/basket areas to be maintained. Councilman Carlson inquired on the cost of the change(s). City Manager stated there is no cost to the City and that the estimated \$700.00 cost will be supplied by the Recreation and Parks Board. After a brief discussion, Councilwoman Milford moved to accept the Recreation and Parks recommendation(s) to update the layout of the Disc Golf course. Councilman Baker seconded the motion. The motion carried.

Sewer Plant Facility Replacement – Mechanical Plant: City Manager Hoon stated that our current permit is good until September 1, 2026, when new limits go into effect and the project planning on how to meet those limits has been in the works for a few years. He stated in 2015 there was a meeting with landowners about a land application option, however the wastewater department staff was not consulted, and they do not believe that is a good option for a community our size. City Manager Hoon stated staff believes the City should go back to the option of a new wastewater plant. Wastewater Plant Operator Eric Thruman stated the land application is not a good fit and is no longer the cheapest option. He stated the current plant was built in 1958. Councilman Shoemaker inquired how a new sewer plant would be paid for. City Attorney Robert Cowherd stated that typically, cities pass revenue bonds to be used to secure a USDA loan. The Council discussed the topic with staff. Mayor Buck moved for the City to proceed with a mechanical wastewater plant project. Councilman Shoemaker seconded the motion. The motion carried.

#### **NEW BUSINESS:**

Wonder of Marceline – Street Closure Request: City Manager Hoon presented a street closure request from the Walt Disney Hometown Museum for the Wonder of Marceline event to be held on June 3, 2023. He stated the request is for the closure of California Avenue from the Museum to Main Street USA and the Museum Road from California Avenue to Santa Fe Avenue on June 3<sup>rd</sup> from 6:00 am to 6:00 pm. City Manager Hoon stated there may be an issue if the event is large and people try to overflow onto Santa Fe Avenue as the City does not want to close since that is right in front of the public safety building. After a brief discussion, Councilman Shoemaker moved to approve the street closure requested by the Walt Disney Hometown Museum for the Wonder of Marceline event on June 3, 2023. Councilman Baker seconded the motion. The motion carried.

2023 Wine Stroll Permitting: Mayor Buck stated this is an annual event put on by Downtown Marceline. City Manager Hoon stated he approved the street closure request since it was the same as in previous years. City Clerk Krumpelman stated the event is on Saturday, August 26<sup>th</sup> from 5:00 pm to 9:00 pm and the Temporary Tasting Permit for the event is requested by Downtown Marceline. The Council discussed the topic. Councilwoman Milford moved to approve the Temporary Tasting Permit for the Downtown Marceline Wine and Art Stroll event. Councilman Carlson seconded the motion. The motion carried.

Street Department Truck and Snow Equipment Bids: City Manager Hoon stated the truck and snow equipment bids were due March 1<sup>st</sup> at 3:00 pm and were opened at 3:01 pm by him and Street Superintendent Adam Lichtenberg. He reported they received three (3) truck bids from two (2) vendors, Smith Motor and Cupp Chevrolet and one snow equipment bid for the plow and spreader from American Equipment Co. He stated Smith Motor is the lowest bidder on the truck and is still local. Street Superintendent Lichtenberg stated he did his research on the brands of the snow equipment and believes they will be good for the City, stating the spreader is made of stainless steel. He stated the new truck will be replacing the 1994 one ton, which will be put on a Purple Wave auction. City Manager Hoon stated staff is recommending Council approve the lowest truck bid from Smith Motor and the sole snow equipment bid from American Equipment Co. After Council discussion, Councilman Baker moved to approve the Smith Motor truck bid in the amount of \$47,965.00 and the American

Equipment Co snow equipment bid in the total amount of \$15,618.00. Councilman Carlson seconded the motion. The motion carried.

Supplemental Agreement No. 1 – Aviation Project Consultant – Bill No. 35-2306: City Manager Hoon stated the Supplemental Agreement No.1 is to include additional services that are beyond the scope of services provided in the original aviation project consultant agreement to that was approved by the Council on September 20, 2022. City Manager Hoon stated the agreement with GDS, LLC DBA Ambrozi Contracting is for contracting services for the airfield maintenance project at the NCMR Airport. City Manager Hoon stated the City of Brookfield has signed both agreements. Councilman Carlson explained how airport projects are financed. Councilman Shoemaker moved Bill No. 35-2306 to authorize the Mayor to execute a Supplemental Agreement No. 1 between Crawford, Murphy & Tilly, Inc. and the North Central Regional Airport Authority acting on behalf of the City of Brookfield and the City of Marceline be read twice by title only. Councilman Baker seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2306 twice by title only. Councilman Shoemaker moved that Bill No. 35-2306 be passed. Councilman Baker seconded the motion. The following roll call vote carried motion: Councilman Shoemaker – aye, Councilman Baker – aye, Mayor Buck – aye, Councilwoman Milford – aye, and Councilman Carlson – abstain. This Bill was assigned Ordinance Number 35.2306.

Contract Agreement – Airfield Maintenance Project – Bill No. 35-2307: Councilman Shoemaker moved Bill No. 35-2307 to authorize the City Manager to execute a contract agreement between North Central Missouri Regional Airport Authority and GDS, LLC, D.B.A Ambrozi Contracting be read twice by title only. Councilwoman Milford seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2307 twice by title only. Councilman Shoemaker moved that Bill No. 35-2307 be passed. Councilwoman Milford seconded the motion. The following roll call vote carried motion: Councilman Shoemaker – aye, Councilwoman Milford – aye, Mayor Buck – aye, Councilman Baker – aye, and Councilman Carlson – abstain. This Bill was assigned Ordinance Number 35.2307.

Pool Rental Fees Discussion: City Manager Hoon stated pool rental fees are set by ordinance and staff is requesting to increase the pool rental fees. He stated the current rates were set in 2017. Pool Manager Birdsong stated that private pool rentals should be a profit-generator for the pool and not a break-even endeavor. He informed the Council that Brookfield is increasing their rates for the upcoming season, Kirksville intends to increase rates annually and Moberly raised their rates last year. The Council discussed the effect a rate increase would have on party rentals. Pool Manager Birdsong presented two options for rate adjustments. Option 1 is as follows: 1-30 people - \$225.00, 31-60 people - \$250.00, 61-100 people - \$275.00, and 100+ people - \$325.00. Option 2 is a charge of \$100.00 per hour for the pool plus a \$3.00 entry fee per person. The Council discussed the options. City Attorney Cowherd recommended the City revisit the rates annually. He recommended the Council repeal the current ordinance and set the rates by resolution. Pool Manager Birdsong inquired about a special rate for schools / non-profits set at either a \$175.00 flat rate or at the bracket below attendance amount which they currently do. Council provided a consensus to bring back a resolution for Option 1 for pool rentals and for the below bracket option for schools /non-profits.

Delinquent Utility Billing Discussion: City Manager Hoon provided a history on the topic of the incorporation and then the subsequent removal of a provision in the City’s Municipal Code of Ordinances that provided for property owners (landlords) to be held responsible for delinquent water / wastewater utilities of their rental properties. City Attorney Cowherd stated State Statute allows for this provision for water and wastewater only, but not electric and recommended the City increase their deposits amounts. The Council discussed the current billing cycle, deposit levels and the provision. City Manager Hoon stated he will bring back bills to put the provision back into the Code and to increase the deposits.

Councilman Shoemaker inquired how the Council would handle a request to host a cannabis event. City Manager Hoon stated City Attorney Cowherd has prepared a cannabis ordinance to cover those topics to be presented at a

later date. City Attorney Cowherd responded that such an event would be treated the same as an event with alcohol.

At 7:34 pm, Councilman Baker moved to adjourn to Executive Session pursuant to RSMo 610.021 Paragraph (12) Contracts and to include guest Adam Lichtenberg. Councilman Carlson seconded the motion. The following roll call vote carried the motion: Councilman Baker – aye, Councilman Carlson – aye, Councilwoman Milford – aye, Councilman Shoemaker – aye, and Mayor Buck – aye.

Upon returning from Executive Session, with no further business Councilman Baker moved to adjourn the meeting. Councilman Shoemaker seconded the motion. The motion carried. The meeting adjourned at 9:24 pm.

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