

MINUTES OF A REGULAR MEETING OF THE MARCELINE CITY COUNCIL
August 18, 2020

The Marceline City Council met in regular session on August 18, 2020 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Sallie Buck presiding. Council members present were Jeri Holt and Lacey Meissen. Councilman Tyson Brammer and Councilman Gary Carlson were absent. Staff attending: City Attorney William Devoy, City Manager Richard Hoon, City Clerk Lindsay Krumpelman, Water / Wastewater Roger Sullivan, Electric Superintendent Dean Gauthier, Pool Manager Gary Birdsong, and Police Chief Bob Donelson. Others Present: Reporter Angie Talken, Charles Jobson, Cathi Black, and Linda Linebaugh.

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 Holt moved to approve the minutes. Councilwoman Meissen seconded the motion. The motion carried unanimously. Councilman Holt moved to approve the financial reports. Councilwoman Meissen seconded the motion. The motion carried unanimously.

REPORTS OF COUNCIL, OFFICERS, BOARDS AND COMMITTEES:

Department Updates: City Manager Hoon stated between COVID-19 and the influx of new construction in the City, City departments are behind on scheduled projects. He reported the City is receiving side project requests that are being put on a departments' lists, but there may be a delay in addressing them.

Water/Wastewater Superintendent Roger Sullivan informed the Council they have installed three (3) new water services and continue to work on the Fairview water line project. He stated they continue to complete mowing and weed eating around lift stations and towers. Water/Wastewater Superintendent Sullivan reported a new pump was installed at the Bowling Alley Lift Station. He stated a water leak at Pine and Truman was repaired today. Water / Wastewater Superintendent Sullivan concluded stating that a new water service was installed for Lodder Up & Camp.

Police Chief Bob Donelson reported the officers are catching up on their mandatory training. He informed the Council that they are seeing an increase in their ticket numbers and arrests in recent weeks. Police Chief Donelson reported he had a productive meeting with the Fr. McCartan School principal and the school is interested in the DARE program. He informed the Council the big thing for the month is their focus on nuisances, and they are currently working on two (2), one on North Kansas and one on South Kansas. He stated both were sent letters and given 30 days to rectify or remove the nuisances otherwise the abatement process would begin. Police Chief Donelson reported two (2) new officers started on August 10th, Officer Benjamin Essig and Officer Douglas King.

Pool Manager Gary Birdsong stated this is the busiest summer for the pool that he has experienced. He reported with several current lifeguards leaving for college, the YMCA has agreed to host a lifeguard certification class. He expects to do interviews for the winter season soon after the class before the dome is installed. Pool Manager Birdsong informed the Council the last day of the Summer season is September 7th and the pool will open for the winter season on September 19th. He concluded stating they have had several private swim lesson sessions.

City Manager Hoon announced this is Electric Superintendent Dean Gauthier's last staff report to Council as he is retiring at the beginning of next month. Electric Superintendent Dean Gauthier stated they are back logged on projects. He reported he is working with the contractors for the new homes being built in the City and he is having the same issues getting materials for the substation and other projects as they are for their home constructions. Electric Superintendent Gauthier concluded by stating they will be running the generators for capacity by the end of August. Linda Linebaugh inquired as to how many new houses were being built. Electric Superintendent Gauthier responded that there are five (5) new constructions in progress.

City Manager Hoon reported the Street Department is working non-stop. They installed a new drainage tube today and have worked on paving, chip & seal and repairing water cuts over the last several weeks. He stated they plan to do more chip and seal in the upcoming weeks.

City Clerk Update: City Clerk Krumpelman reported she has spent a lot of time working the front desk with office staff being out for time off. She stated the majority of her time this past month was spent preparing for budget and research for the credit card discussion.

City Manager Update: City Manager Hoon stated the Water Department has several wooden pallets and inquired if the City could give those away. Council provided a consensus to post the availability of the pallets at no cost. City Manager Hoon informed the Council the Sonic building has sold and believes it will be torn down and replaced with something else. He reported he has completed 15 permit inspections and has issued one (1) Stop Work Order and one (1) Certificate of Occupancy. City Manager Hoon reported the sad news of Myrtle Crippin's passing at the age of 107 years old who had received a Proclamation from the City for her 107th birthday. City Manager Hoon informed the Council he was working with the Planning Commission to move forward with process to change the Manufacturing District to include Medical Marijuana, but Larry O'Hern has said the zoning change is not necessary after we provided the legal opinion received from Chapman and Cowherd. City Manager Hoon stated the O'Herns' appeal for their permits is set for November. He concluded stating there is still an issue with interference on the City's radios from the tower lighting when it is on in the evening. He stated the next step is to contact Motorola.

Council Update: Councilman / Fire Chief Holt stated the Fire Department is working on a helicopter pad at the Old Airport.

CITIZENS PARTICIPATION: Linda Linebaugh thanked Street Superintendent Ed Ewigman and his crew for getting the fans going and the windows opened in the Business Complex (St. Francis Hospital). She stated she understood the City is holding off on getting bids for the roof repair on that building and inquired if the City staff could put roof tar on the holes to prevent deterioration. Mayor Buck stated the Council appreciates the building, but there are no available funds for the City to move forward with that project. City Manager Hoon responded that the issue is the location of the leaks are unknown and without having a professional evaluating the roof for leaks nothing can be done at this point. Linda Linebaugh inquired if the Council knew why the progress on the house at 1207 N Kansas has stalled. City Manager Hoon responded they do not know, but it could be a number of things, such as availability of materials, funding, and owner priorities.

BOARD APPOINTMENT:

Planning Commission: City Clerk Krumpelman explained there are currently three (3) unexpired term seats to be filled. She reported one application was received from Jacob Clay and staff recommends he be appointed to the unexpired term to end on May 31, 2022, which will provide the board with five members which is one member above a quorum. Mayor Buck appointed Jacob Clay to the unexpired term to end on May 31, 2022 on the Planning Commission.

UNFINISHED BUSINESS:

Recreation and Park Board – Bill No. 20-08-008: Mayor Buck stated their appreciation of the Recreation and Park Board. She stated the Council instructed staff to propose changes to the Recreation and Park Board establishing ordinance to clarify the roles, responsibilities and authority of the Board for the benefit of both the Board and the Council and their future members. Mayor Buck stated the Council would discuss the proposed changes by section and have their discussion and then open it for comment. Mayor Buck went over the sections of the ordinance. The Council discussed how the City's current purchasing policy would affect the Board as it currently requires City Manager approval for purchases over \$2,500.00 and under \$10,000.00, but the Board's funds they collect or are donated to them are under the Board's control (funds are considered City funds as the Board is a City established Board). Recreation and Park Board President Charles Jobson stated that to make large purchases such as the Scoreboard, they would need to come to City Hall to get a Purchase Order and to utilize the City's tax-exempt number. He stated the Board was appalled when they read in the July 10th Council Special Session Minutes that the Council felt their board was recreation oriented and began listing off examples where they demonstrated they were

concerned about both parks and recreation. Mayor Buck stated the Council is looking to move forward and provide clarity and requested Board President Jobson hold his comments until the end of the Council's discussion. The Council provided consensus to make an exception for the Board, so they do not have to get City Manager approval for purchases over \$2,500.00 and under \$10,000.00. Councilman Holt asked Charles Jobson to provide his comments at that time. Charles Jobson left the meeting without commenting further. There was discussion of how funding for the Board was done at the City level, with the City Clerk explaining that the City took capital improvement recommendations from the Board and the Council decided whether funds were available to allocate to those projects and the City would issue \$1,000.00 directly to the Board to assist with funding umpire services for the recreation leagues. Mayor Buck distributed an email received from Recreation and Park Board member Cary Sayre. Council discussed the letter and provided a consensus to clarify under Section 145.080 that the minutes were to be submitted the Thursday prior to the Council meeting and is not setting a meeting date for the Board. Mayor Buck stated after the changes are approved the City Clerk will attend a meeting to do a Sunshine Law review. City Manager Hoon stated the job description of the Parks and Recreation Director will be updated.

Credit Card Discussion: City Clerk Krumpelman stated this was first discussed in early Spring, but the Council requested more options be provided. City Clerk Krumpelman reported since January 2020, the City has lost \$4,641.49 in credit card fees as the \$2.00 convenience fee the City currently charges does not cover the City's cost to offer credit card payments. She stated she expects the City will go over the \$7,200.00 budget for those fees this year due to the increase in credit card payments. City Clerk Krumpelman went over the five (5) options presented of (1) no change, (2), stay with Elevon but increase the convenience fee, (3) change to GovCard, (4) add Incode's software solution for Online Payments and switch to Global Payments (OpenEdge) for credit card acceptance, and (5) explore Regional Missouri Bank's third party referral of MSP Consulting. She reported that GovCard has a \$700.00 up front cost for equipment and training, but there would be no other costs to the City if the service fees are passed on to the customer at the time of the transaction, except for in the event of miscellaneous items such as insufficient funds and chargebacks. She provided the tiered service fees to the Council. She stated this option allows for online payments, but since it does not allow for integration into Incode, customers may still have to call in for accurate amounts if they pay online and there could be an issue if the payments come in without sufficient information of what they are for or for partial payments. City Clerk Krumpelman stated staff will have to continue to manually input those payments into Incode as they do currently. She stated if the City selects the Incode/Global Payments (OpenEdge) option, the online payments and credit card payments would integrate directly into the system without staff having to make the manual entry following the transaction. Customers would be able to view their account information such as consumption history with this option. City Clerk Krumpelman stated the upfront costs with Incode is \$800.00 with an annual software fee of \$1,524.00 which most likely will increase annually by 3%+/- . She stated in addition to the credit card transaction fees by Global Payments, Incode charges \$1.25 or \$3.50 for property tax payments per transaction for online payments and payments made through the automated phone system. City Clerk Krumpelman stated the solution has the ability to send out phone and text notifications at \$0.10 per text/call, which could be a benefit to the City, but if utilized often could be an expensive endeavor. She stated more information is needed to know if the credit card fees can be coded into Incode so they can be charged to the customer at the point of transaction. Council discussed the topic, providing the opinion that they would like to select the option that is best for City operations. Councilwoman Meissen moved to move forward with the Incode/Global Payments (OpenEdge) solution first and to move forward with GovCard if staff determines the Incode/Global Payments solution is not satisfactory. Councilman Holt seconded the motion. The motion carried.

NEW BUSINESS:

Tax Sale Property Purchase: City Manager Hoon stated City Staff is requesting to purchase the property at 137 E Hauser Street at the upcoming tax sale for \$1.00 for the purpose of demolition. He said they are only asking to purchase one property to conserve funds. The Council discussed the topic. Councilwoman Meissen moved to approve the purchase of the property at 137 E Hauser at or following the tax sale for \$1.00 plus advertising fees. Councilman Holt seconded the motion. The motion carried.

UTV/ATV/Golf Cart Driving Age Discussion: City Manager Hoon stated with the increase in the amount of UTVs, ATVs, and Golf Carts on city streets, a review of the code sections pertaining to these vehicles it was found, that UTVs and ATVs required the operator to have a valid operator's license, the operator of a Golf Cart requires the

valid operator's license and to be at least 18 years of age. City Manager Hoon reported Councilman Brammer has asked if the use of the orange triangle and safety flag requirements of these vehicles can be made consistent as well as the driving age. City Manager Hoon went over the requirements stating all require a city permit, but that a UTV requires the slow-moving reflective triangle while a bicycle safety flag over 7 feet is required for ATVs and Golf Carts. The Council and staff discussed the topic. Council provided a consensus to move forward with updating the Golf Cart section to remove the over age 18 requirement.

Tax Levy – Bill No. 35-2020: Mayor Buck reported the proposed General Fund levy is increasing from \$0.5019 to \$0.5181 per \$100 assessed valuation; the proposed Library levy is staying the same at \$0.2531 per \$100.00 assessed valuation, and the proposed Debt Service Levy is increasing from \$0.3448 per \$100 assessed valuation to \$0.3748. City Clerk Krumpelman reported that the State Auditor's office sends the City a pro forma each year which tells the City what their max tax rate ceiling rate is, but that the voter approved rate for the General Fund levy is \$0.7100 per \$100.00 assessed valuation which she believes was last voted on in the 1980s. The Council discussed the topic and asked for staff to determine the process to increase the General Fund levy to the voter approved rate. Councilman Holt moved that Bill No. 35-2020 to set the 2020 tax levy be read twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2020 twice by title only. Councilman Holt moved that Bill No. 35-2020 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Holt – aye, Councilwoman Meissen – aye, and Mayor Buck – aye. This Bill was assigned Ordinance Number 35.2020.

MEC Conflict of Interest Resolution No. 20-07: City Clerk Krumpelman explained every two (2) years the City is required to pass a Resolution to re-adopt their Conflict of Interest Ordinance by the Missouri Ethics Commission (MEC). She stated if the City does not re-adopt the Ordinance and submit their Resolution within ten (10) days of adoption, all elected, appointed, and decision-making personnel, as well as candidates for public office, will be required to file a long form Personal Financial Disclosure Statement. Councilman Holt moved to approve Resolution No. 20-07 readopting Ordinance Number 2.302, originally enacted August 20, 1991. Councilwoman Meissen seconded the motion. The motion carried with the following roll call vote: Councilman Holt – aye, Councilwoman Meissen – aye, and Mayor Buck – aye.

County CARES Act Resolution No. 20-08: City Manager Hoon reported the County received CARES Act funding, and at the time of the original application process, the City did not believe we could submit an application as the funds are to be a reimbursement. City Manager Hoon stated the City Clerk attended a meeting a couple weeks ago and inquired if the City could apply for funding in advance and if approved, make the purchase and be reimbursed due to wanting to not expense funds without knowing they'll be reimbursed. City Clerk Krumpelman stated Street Superintendent Ed Ewigman has provided a quote for adding touchless hand dryers, hand sanitizers, towel dispensers in all of the City's facilities. City Manager Hoon stated the City may request for updated radios for emergency responders. Police Chief Donelson explained the County and other agencies are a different system than the City and the City responders cannot currently communicate or hear them with the current radio system which could cause issues when responding to calls associated with COVID-19. The Council discussed the topic. Councilwoman Meissen moved to approve Resolution No. 20-08 to apply for COVID-19 Funding under the CARES Act through Linn County, Missouri. Councilman Holt seconded the motion. The motion carried unanimously.

With no further business, Councilman Holt moved to adjourn. Councilwoman Meissen seconded the motion. The motion carried. The meeting adjourned at 7:35 pm.

Recorded by City Clerk Lindsay Krumpelman
Approved on September 15, 2020 by Marceline City Council.