

MINUTES OF A SPECIAL SESSION OF THE MARCELINE CITY COUNCIL
September 23, 2020

The Marceline City Council met in special session on September 23, 2020 at 4:45 p.m. in the Council Chambers of City Hall, Mayor Sallie Buck presiding. Council members present were Jeri Holt, Lacey Meissen, and Gary Carlson. Councilman Tyson Brammer was absent. Staff attending: City Manager Richard Hoon, City Clerk Lindsay Krumpelman, Street Superintendent Ed Ewigman, Electric Superintendent Charlie Harrington, Pool Manager Gary Birdsong, Police Chief Bob Donelson, Police Officer Christopher Murray, and Water / Wastewater Superintendent Roger Sullivan. Others Present: Julie Sheerman, Toni Sportsman, and Darrell Gardner.

Mayor Sallie Buck led the assembly in the Pledge of Allegiance and called the meeting to order at 4:45 pm.

Budget Work Session: City Manager Hoon presented the budget and stated there were items for Council consideration based on their political nature. City Clerk Krumpelman went over the Overall Summary pages highlighting the current budgeted deficit in the General Fund and the Auditor's request. IDA Executive Director Darrell Gardner presented the \$44,550.00 funding request for Marceline IDA. He stated that if the City decides to give less than requested, they will have to reduce their revolving loan fund and/or their grant program. The Council discussed the request. Downtown Marceline Executive Director Toni Sportsman presented Downtown Marceline's \$25,000.00 funding request. She stated Downtown Marceline could not do what they do without the City's continued support, but that Downtown Marceline is trying to become self-sufficient. Downtown Marceline President Julie Sheerman stated the focus of 2020 was to leverage partnerships and in 2021 they want to start selling some of their properties to good hands. The Council discussed their requests. IDA Executive Director Darrell Gardner, Downtown Marceline Executive Director Toni Sportsman, and Downtown Marceline President Julie Sheerman left the meeting.

The City Clerk went over the proposed General Fund Revenues with the Council. City Manager Hoon stated that both a COLA and a \$0.25 Merit increases for all employees are included in the budget. He stated the COLA is to help the City to continue to move the lowest paid starting full-time position wage to match the State of Missouri minimum wage level in 2023 when it reaches \$12.00. He stated the proposed \$0.25 merit increase is a \$16,269.65 savings to the City compared to past merit increase formulas. The Council discussed lowering the proposed merit increase but left it at the proposed \$0.25. The City Clerk stated another item of consideration is the HSA. Currently, the budget includes the max contribution for 2021 of \$3,600.00 per participating full-time employee. This was instituted when the City switched plans and increased the employee's deductible/out-of-pocket expenses a few years prior. She stated the current deductible of the City's Health Insurance is \$3,500.00. She stated in the upcoming year, the HSA if approved, would still be distributed on a quarterly basis, but advances would not be provided on request. This is because the insurance renewal is in June with open enrollment being in May so there is potential for the plan to change and there are IRS requirements surrounding HSA accounts. She stated the second quarter deposit would be on a prorated basis since the start of the new plan would be in June and it may not be known until after the start of the second quarter the type of health insurance plan the Council will approve. City Manager Hoon said a consideration for the Council is to decrease the HSA contribution to \$3,500.00 to match the deductible instead of the max \$3,600.00 for a \$3,000.00 savings. The Council discussed the topic and elected to decrease the HSA contribution to \$3,500.00 to match the current deductible.

The City Manager and Council went through the individual department budgets. The Council discussed the IDA and Downtown Marceline funding requests during the City Council budget discussion. The Council decided to decrease the IDA's funding level to \$35,000.00 and leave the Downtown Marceline funding level at \$25,000.00 as the IDA has at least a year's operating funds on hand, while Downtown Marceline may not. Council requested to decrease their Travel, Meetings and Dues budget to \$4,000.00.

During the Police Department Budget discussion, the Council discussed the consideration of eliminating the current unfilled ninth (9th) police officer position. After much discussion and taking into consideration officer safety, call volume, and desired service level, the Council left the ninth (9th) officer position in the budget.

The Council discussed the Street Department budget. City Manager Hoon highlighted the decrease in Street Repairs of \$45,000.00 from the FY 2019-2020 budget to the proposed FY 2020-2021 budget. Street Superintendent Ed Ewigman stated they are requesting a new mini excavator be purchased over a five (5) year-lease to be spread over four (4) departments, Street, Water, Wastewater and Cemetery. He stated the current machine needs new tracks and a new cylinder, which equates to the first year's payment. The Council inquired about mowers. Street Superintendent stated they have three (3) zero-turn mowers and one (1) old mower they use for tall weed properties plus the zero-turn at the water plant, if needed. City Manager Hoon reported they removed the request for a new mower from the Recreation and Park budget. The Council discussed the topic, leaving the mini-excavator request in the budget.

The Council discussed the proposed budgets for the Cemetery and Transportation Sales Tax.

City Manager Hoon reported he added \$3,000.00 to assist in funding a new helipad at the old airport which would have lights embedded in the concrete. He stated the Fire Department is doing fundraising to cover costs, but with the helipad being a public safety / health issue he felt the City should provide funding as well. Fire Chief / Councilman Holt explained the plan for the helipad. There was discussion on the topic.

City Clerk Krumpelman discussed the budgeted grants in the Recreation and Park Department's budget which include the LWCF grant for improvements in Ripley Park and Walt Disney Park and the MDC CAP grant which is for improvements at the New Reservoir. The Council discussed the options concerning the Recreation and Park Board's budget request via their minutes for lighting at the Centerfield and whether to consider apply for a MLB grant the Recreation and Park Board notified the City about. The Council indicated that Option C concerning applying for the MLB Grant is not an option, due to the number of grants in progress, concern with dedicating funds to the project at this point, and how the field is used versus how the grant requirements wants the field to be used. The Council discussed the options, with Electric Superintendent Harrington providing rough numbers to replace just the lights on the field, which was estimated larger than the budget request. The Council decided to remove the \$15,000.00 capital item and put \$2,000.00 in the Repairs and Maintenance budget for contingency to replace two bulbs in the upcoming year.

The Council discussed the Electric Department Budget. City Manager Hoon and Electric Superintendent Charlie Harrington stated that Electric Consultant Bob Harbour has guaranteed the Caterpillar EasyGen Control System will allow the generators to finally complete a black start. City Manager Hoon stated the City would be utilizing reserves from the Generator Account to pay for the system. Electric Superintendent stated the Repairs and Maintenance include an additional \$10,000.00 as the mufflers have to be tested on the generators every five (5) years and this will take care of two (2) of the units. The other two (2) units will be tested next year. The Council discussed the topic.

During the discussion of the proposed Wastewater budget, City Manager Hoon reported that \$20,000.00 was cut from the Repairs and Maintenance-System line item. He reported that \$30,000.00 is included to move forward with Allstate Consultants on the improvements to the sewer system to be compliant for our permit to be renewed in 2026. Water / Wastewater Superintendent Sullivan discussed the topic with Council.

City Clerk Krumpelman went over the proposed budgets for Debt Service, Library and the Pool Sales Tax with the Council

The Council discussed the fund transfer item for consideration. City Manager Hoon stated the usual \$700,000.00 transfer was already included in the budget. City Clerk Krumpelman highlighted that the City was dinged in the 2010 State Audit for the transfer of funds from the Electric Department and the City's current auditor wants the

General Fund to start coming out of the deficit during this upcoming budget year. The Council discussed the topic. The provided guidance to increase the transfers to the General Fund so the difference between the revenues with the reserves utilized and the expenditures is \$0.00.

Trick or Treat Street Closure: City Manager Hoon stated the Marceline Chamber of Commerce is requesting a street closure on Saturday, October 31, 2020 from 4:30 pm to 7:00 pm for Main Street USA from Santa Fe to Gracia and for W Ritchie from Main Street USA to Chestnut. The Council discussed the topic. Councilman Holt moved to approve the street closure on Saturday, October 31, 2020 from 4:30 pm to 7:00 pm for Main Street USA from Santa Fe to Gracia and for W Ritchie from Main Street USA to Chestnut for the Downtown Trick or Treat event. Councilwoman Meissen seconded the motion. The motion carried.

Eagles Halloween Street Closure: City Manager Hoon stated they received the Temporary Road Closure Request Form this afternoon from the Eagles for their annual Haunted House. He reported their request is for October 29 to October 31, 2020 from 6:00 pm to 9:00 pm to close N Chestnut from W Santa Fe to W California and to close W California from N Chestnut to the Eagles Parking lot. The Council discussed the topic. Councilman Holt moved to close N Chestnut from W Santa Fe to W California and to close W California from N Chestnut to the Eagles Parking lot on for October 29th, 30th and 31st from 6:00 pm to 9:00 pm for the Eagles Haunted House. Councilman Carlson seconded the motion. The motion carried.

Work Schedule Considerations: City Clerk Krumpelman stated this is a preemptive item. Since the City Clerk and City Manager are Council employees if a situation comes up that they would need permission to work from home or flex their schedule they would need Council approval, while the other City employees are under the City Manager who can make that adjustment without Council approval. City Clerk Krumpelman requested Council approve for the City Clerk and City Manager to work from home or flex their schedule as needed to ensure their duties are continued in the event the situation arises that they cannot be in the office, but are able bodied enough to continue their duties from home. The Council discussed the topic. Councilman Holt moved to approve the City Manager and City Clerk are able to flex their schedule and/or work from home as needed provided they are mutually in agreement to the arrangement and the Council is notified. Councilwoman Meissen seconded the motion. The motion carried.

Councilman Holt moved to adjourn the meeting. Councilman Carlson seconded the motion. The motion carried. The meeting adjourned at 7:35 pm.

Recorded by City Clerk Lindsay Krumpelman
Approved on October 20, 2020 by Marceline City Council.