

**MINUTES OF A SPECIAL SESSION OF THE MARCELINE CITY COUNCIL
October 3, 2019**

The Marceline City Council met in special session on October 3, 2019 at 4:30 p.m. in the Council Chambers of City Hall, Mayor Sallie Buck presiding. Council members present were Jeri Holt, Liz Cupp, and Lacey Meissen. Staff attending: City Manager Richard Hoon, City Clerk Lindsay Krumpelman, Street Superintendent Ed Ewigman, Electric Superintendent Dean Gauthier, Pool Manager Gary Birdsong, Police Captain John Wright, Water Plant Operator C. Matt Gibson and Sewer Plant Operator Eric Thurman. 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 4:30 pm.

Trench Box Bids: City Manager Hoon stated staff is requesting the Council approve the purchase of trench boxes that will allow the City to dig deeper, still comply with OSHA regulations, and save on contractual costs of hiring outside firms utilizing budgeted funds that are not expected to be expended in the Repairs and Maintenance of the System line item in the Wastewater Fund. He inquired if the Council would consider a bid that was received after the due date but was postmarked the Monday prior to the Friday deadline. After a brief discussion, Councilwoman Cupp moved to include the bid from Kundel Industries for consideration since the postmark was the Monday prior to the Friday deadline. Councilman Holt seconded the motion. The motion carried. The Council and staff discussed all the bids received, which were as follows:

- Core & Main - \$28,599.18
- United Rentals Trench Safety - \$18,786.00 (plus \$975.00 freight)
- Schulte Supply - \$22,279.72
- Kundel Industries, Inc - \$15,277.60

Councilman Holt moved to accept the low bid from Kundel Industries, Inc for \$15,277.60 for two (2) trench boxes. Councilwoman Cupp seconded the motion. The motion carried.

Purchasing Exception Amendment – Ord. #19-10.010: City Manager Hoon stated staff is requesting to add an exception to the City’s Purchasing Policy as it pertains to public auctions since the current policy does not address auctions. He stated auctions are an avenue that the City would like to explore for more specialized equipment. He went on to state that the conditions to purchase an item from public auction would be:

1. it would have to be physically inspected and reported to the City Council prior to approval,
2. written documentation presented to the Council expressing basis for determination that the purchase is in the best interest to the public prior to City Council approval, and
3. the purchase of the item at auction must be approved by the Council in advance of any bid being submitted on behalf of the City subject to the maximum bid authorized by the City Council.

The Council discussed the topic. Councilwoman Cupp moved Bill No. 19-10.010 amend the purchasing policy as it relates to public auction be read twice by title only. Councilman Holt seconded the motion. A voice vote carried the motion. City Clerk Krumpelman read Bill No. 19-10.010 twice by title only. Councilwoman Cupp moved Bill No. 19-09.010 be approved. Councilman Holt seconded the motion. The following roll call vote carried the motion: Councilwoman Cupp– aye, Councilman Holt – aye, and Mayor Buck – aye. This bill is assigned Ordinance Number 19-10.10.

Auction Request – Oiler Truck: City Manager Hoon reported there is an oiler truck on a Purple Wave Auction on October 22nd. He reported it is a MODOT vehicle that is being surplused due to an inventory shift and that Street Superintendent Ewigman has inspected the vehicle. City Manager Hoon stated that it is reasoned that the

purchase can be made for less than the \$35,000.00 budgeted. The Council discussed the topic. Councilman Holt moved to approve the purchase of the oiler truck from the October 22, 2019 purple wave auction with a maximum bid of \$35,000.00. Councilwoman Cupp seconded the motion. The motion carried with the following roll call vote: Councilman Holt – aye, Councilwoman Cupp – aye, and Mayor Buck – aye.

Budget Work Session: City Manager Hoon presented the budget and stated there were items for Council consideration based on their political nature. The first items to be discussed were the funding requests from Downtown Marceline and the Marceline IDA. Councilwoman Meissen joined the meeting during this discussion at 4:59 pm. Julie Sheerman and Toni Sportsman presented the \$25,000.00 funding request for Downtown Marceline. Darrell Gardner presented the \$50,000.00 funding request for Marceline IDA. Councilwoman Cupp stated her concern is the overall condition of the City with the General Fund being substantially in the red. The Council discussed the funding requests and what they would be used for. The Council stated they would take the information into consideration and City Manager Hoon will let them know what they decide to do.

Set Meeting Date – Ex. Session: The Council discussed when to meet for an Executive Session for a personnel issue that has come up. The Council decided to meet on October 8, 2019 at 11:00 am.

Budget Work Session (Continuation): City Manager Hoon stated that both a COLA and Merit increases for all employees are included in the budget based on the minimum wage discussion held in June. The City Clerk explained a COLA would increase the Salary and Wage scale along with the individual employees' salaries and wages and would eventually bring the lowest paid hire wage to meet the 2023 state minimum wage of \$12.00 per hour. She said the max merits were budgeted based on where within the step each employee is expected to be located as of the beginning of the fiscal year. A max merit for exempt employees was also included. Anticipated promotions due to certifications (position changes) were included in the budget as well. City Manager Hoon noted that max merits are not guarantees and are hardly ever met and merits are based on the score of an employee's performance review. Councilwoman Cupp stated she believes either a COLA or Merit should be given, not both. Councilwoman Meissen stated other cuts than an employee's pocket-book should be made. City Clerk Krumpelman stated another item of consideration is the HSA. Currently, the budget includes the max contribution for 2020 of \$3,550.00 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. City Clerk Krumpelman reported that the new minimum exempt level will be \$35,568.00 (annually) as of January 1, 2020. She reported this only affects one employee and he is within \$1,000.00 of this level and the City is recommending he remain an exempt employee. The Council discussed these topics, but no changes were made to the budget at this time.

City Manager Hoon presented the NOMO Drug Task Force as a consideration to the Council. Police Captain John Wright reported that when the Police Department calls we do not receive much information back and they have only made one (1) arrest and one (1) assist in two (2) years. The Council discussed the topic. The Council provided a consensus to cut the \$4,800.00 for the NOMO drug task force.

The Council discussed the vacuum truck that was taken out of the budget, but there were concerns with storing the unit. City Manager Hoon stated there is an issue with the asphalt paving that was done this year, which the Council is aware. He stated the contractor wants to wait until spring to come fix the work and staff is requesting that the Council approve the use of those funds in the coming year in lieu of the current year by recognizing them as reserve funds to be utilized. The Council discussed the topic.

The Council discussed the funding requests from the Recreation and Park Board. City Manager Hoon noted that \$45,000.00 is included under Contractual Services for the Architect for the Concession Stand project. The staff request for the additional purchase of picnic tables was discussed, but no changes were made.

City Manager Hoon described the loans being paid off during the 2019-2020 fiscal year, including the water revenue bonds, which will free up roughly \$275,000.00 in the beginning in the 2020-2021 to assist in eventually bringing the water fund out of its deficit.

The City Manager and Council went through the budget by department and discussed them. During that discussion the Council elected to decrease the proposed funding to the IDA to \$40,000.00 which is \$2,000.00 up from the 2018-2019 fiscal year. Downtown Marceline's funding request was discussed again, but no changes were made.

The Council discussed the water basin budgeted repair and asked for more firm numbers be presented at the next budget meeting / public hearing on October 22nd.

Councilman Holt moved to adjourn the meeting. Councilwoman Buck seconded the motion. The motion carried. The meeting adjourned at 7:40 pm.

Recorded by City Clerk Lindsay Krumpelman
Approved on October 22, 2019 by Marceline City Council.