

**MINUTES OF A REGULAR MEETING OF THE MARCELINE CITY COUNCIL
December 15, 2020**

The Marceline City Council met in regular session on December 15, 2020 at 5:30 p.m. in the Public Safety Building Conference Room, 123 E Santa Fe Ave., Mayor Sallie Buck presiding. Council members present were Tyson Brammer, Lacey Meissen and Gary Carlson. Councilman Jeri Holt was absent. Staff attending: City Attorney Robert Cowherd, City Manager Richard Hoon, City Clerk Lindsay Krumpelman, Police Chief Bob Donelson, and Police Officer Christopher Murray. Others Present: Matthew Brodersen and Adam Stallo.

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

REPORTS OF COUNCIL, OFFICERS, BOARDS AND COMMITTEES:

City Clerk Update: City Clerk Krumpelman reported she researched how to increase the property and real estate tax levy for the general fund and it requires the Council to pass an ordinance to place the issue on the ballot and the State Auditor's office would do a courtesy review of the ballot language if the City sent it in advance. Council provided a consensus to not move forward with a ballot issue due to the current financial hardships facing citizens with the current COVID situation. City Clerk Krumpelman inquired if the Council was okay with her flexing/adjusting her schedule for her doctor appointments to conserve her leave to use for her maternity leave, provided she worked her full 80 hours per pay period. Council stated she could. City Clerk Krumpelman inquired if the Council would support her applying to represent the City and City Clerks as the Missouri City Clerks and Finance Officers' Association (MOCCFOA) State Treasurer which if selected, the term would begin May 1st. She stated it would consist of a five (5) year commitment as traditionally officers are moved up an office each year. She assured the Council she would not allow the volunteer position to affect her city duties if she is selected. Council stated they would support her in her application and if she was selected. City Clerk Krumpelman stated she is continually working on end of the year filing, record retention and she expects the auditor to visit the City in late January. She reported the City received the full requested CARES Act reimbursement for the touchless dryers and dispensers and a Budget Amendment to reflect that revenue and expense is on the agenda. City Clerk Krumpelman concluded stating Council filing opened today and there are no filers to date.

City Manager Update: City Manager Hoon reported the Electric Department is going back and forth on the Next Gen System with Bob Harbour and when the final proposal is completed it will be presented for Council approval. He informed the Council that a new construction permit was issued for 500 S Kanas and is expected to start in the Spring. City Manager Hoon stated the theater awning was inspected that the issues were corrected, he noted this was done because he sent the property owner a Notice of Violation. City Manager Hoon reported Christmas for Kids event was a success as was Peanut Night. He noted that they have two new hires that started on December 7th, Heather Lindbloom as the Administrative Assistant for the Police Department and Joseph Wieberg in the Water/Wastewater Distribution. He reported they are expecting to have a new officer hired later this month. City Manager Hoon stated they are holding off on any Planning / Zoning and Historic Preservation Board meetings due to the increase in COVID cases. City Manager Hoon reported the residential fire that occurred on December 6th was put out quickly, but the White family is looking for a new home and will most likely demo the property. He stated he authorized a dumpster to be set on Santa Fe for the demolition. City Manager noted MODOT has painted the double yellow lines on Main Street per the City's ordinance supplied to MODOT. He stated he would like to take vacation between Christmas and New Years provided there were no objections from the Council. The Council told him to take his vacation.

Council Update: Councilman Carlson inquired what the restrictions were surrounding the burning of leaves. City Manager Hoon stated there is no restriction of burning yard waste, however there is a nuisance ordinance concerning

smoke. He stated if a resident is burning frequently, they may be asked to reduce that amount. Mayor Buck welcomed the new City Attorney, Robert Cowherd with Chapman and Cowherd, P.C. from Chillicothe, Missouri.

CITIZENS PARTICIPATION: None.

UNFINISHED BUSINESS:

City Attorney– Bill No. 35-2029: Mayor Buck stated this bill would approve the contract with Chapman and Cowherd, P.C. for legal services to include Municipal and Prosecuting City Attorney services. Councilman Brammer moved that Bill No. 35-2029 authorizing the execution of a legal services contract between Chapman and Cowherd, P.C. and the City of Marceline for legal services for one (1) year commencing on December 15, 2020 be read twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2029 twice by title only. Councilman Brammer moved that Bill No. 35-2029 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Brammer – aye, Councilwoman Meissen – aye, Councilman Carlson – aye, and Mayor Buck – aye. This Bill was assigned Ordinance Number 35.2027.

PRESENTATION / ACTION – INSURANCE:

Matthew Brodersen – MIRMA: Matthew Brodersen with MIRMA presented their proposal to the Council and provided information on MIRMA. He confirmed the City would work directly with MIRMA as they do not work with local agents/brokers and if they switched to MIRMA it would be for liability, auto and worker’s compensation. Matthew Brodersen stated the City would need an ordinance to switch to MIRMA.

Adam Stallo – Hawkins Insurance: Adam Stallo with Hawkins Insurance presented the quotes he acquired as the City’s current insurance broker for liability/auto/worker’s compensation. He stated he would recommend the Council switch from MOPERM to Intact if they stayed with Hawkins Insurance. He confirmed it was too early to receive quotes for worker’s compensation insurance as the renewal is not until April 2021.

After the presentations, City Clerk Krumpelman went over the proposal numbers provided, stating that she added the \$63,974.00 2020 worker’s compensation premium which included the premium paid after the City’s work comp audit to the MOPERM and Intact proposal numbers since MIRMA’s proposal is for liability/auto/worker’s compensation while MOPERM and Intact proposals are for liability/auto only. She stated the breakdown of the annual proposals are as follows: MIRMA - \$158,661.00 annual as of July 1, 2021 (it was noted there is an additional cost of \$59,839.00 prorated for the period of Jan. 1, 2021 to June 30, 2021 due to the City’s current term on their current Worker’s Compensation insurance and July 1st is the renewal date for MIRMA); MOPERM with the addition of worker’s compensation premium for another provider is \$215,596.00 annual and Intact with the addition of worker’s compensation premium for another provider is \$196,899.00.

The Council discussed the presentations and proposals received. Council elected to table the decision until a Special meeting to be scheduled for 8:00 am on Friday, December 15th. Matthew Brodersen offered to do updated comparisons for the Council of the proposals as did Adam Stallo. City Clerk stated she would send all proposal information to both.

UNFINISHED BUSINESS:

Credit Card – Incode/Global Payments – Bill No. 35-2021, Bill No. 35-2022: City Clerk Krumpelman stated this discussion began in March 2020. She stated the Council has selected to move forward with online payments through Incode which allows for those payments and credit card payments to be integrated into the City’s system and allows for residents to see their account information in real time and to work with Global Payments (formally Open Edge) for credit card processing which is Incode’s partner. She stated the question now before the Council moves forward with agreement approvals is to decide how to handle fees: (1) absorb all the fees, (2) charge a set transaction rate to be passed directly onto the customer, (3) add a tech charge to each utility bill to spread the cost to each utility customer and absorb other fees, (4) charge a penalty fee for those who do not utilize the online payment option (not recommended by staff), and (5) a combination of options two and three, charging the tech fee for utility bills only and charge a transaction fee to be passed on to the customer for all other types of transactions. The Council

discussed the topic. City Attorney Cowherd recommended language be added to paragraph 16 of the Tyler Tech (Incode) agreement to read to the extent allowed by law.

Councilwoman Meissen moved the City move forward with Option 5 concerning fees associated with online payment and credit card processing. Councilman Brammer seconded the motion. The motion carried.

Councilman Brammer moved that Bill No. 35-2021 authorizing the execution of a web services-hosted application agreement between Tyler Technologies, Inc and the City of Marceline, Missouri contingent on the addition of the recommended language to paragraph 16 be read twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2021 twice by title only. Councilman Brammer moved that Bill No. 35-2021 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Brammer – aye, Councilwoman Meissen – aye, Mayor Buck – aye, and Councilman Carlson – aye. This Bill was assigned Ordinance Number 35.2028.

Councilman Brammer moved that Bill No. 35-2022 authorizing the execution of an agreement between Global Payments Direct, Inc and the City of Marceline for the purpose of providing credit card processing services be read twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2022 twice by title only. Councilman Brammer moved that Bill No. 35-2022 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Brammer – aye, Councilwoman Meissen – aye, Councilman Carlson – aye, and Mayor Buck – aye. This Bill was assigned Ordinance Number 35.2029.

NEW BUSINESS:

Cemetery Fees – Bill No. 20-12-011: City Manager Hoon stated he had hoped the Cemetery Board could have met to discuss the specifically proposed fees, but they were unable to the last several months, but they have discussed increasing the fees. He stated staff is recommending to increase the cremation opening and closing fees from \$150.00 to \$250.00 per cremation and the weekend and holiday cremation opening and closing fees from \$250.00 to \$350.00 per cremation. He stated this is necessary to help cover operational costs of Mt. Olivet Cemetery and there is a noticeable increase of cremation burials over traditional burials. Council discussed the topic. Councilman Brammer moved that Bill No. 20-12-011 amending Sections 135.105 in Article I of Chapter 135 of the Municipal Code relating the municipal cemetery opening and closing fees be read twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 20-12-011 twice by title only. Councilman Brammer moved that Bill No. 20-12-011 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Brammer – aye, Councilwoman Meissen – aye, Councilman Carlson – aye, and Mayor Buck – aye. This Bill was assigned Ordinance Number 20-12.10.

Road Closures – Bill No. 20-12-012: Mayor Buck stated the Council had previously expressed giving authority to the City Manager to close streets for annual events and events requested by Marceline R-V School District. Council discussed the topic. Councilman Brammer moved that Bill No. 20-12-012 amending Chapter 210, Offenses, Section 210.190, Temporary Street Closures / Obstruction of Streets with Structures – Exceptions; providing for an effective date be read twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 20-12-012 twice by title only. Councilman Brammer moved that Bill No. 20-12-012 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Brammer – aye, Councilwoman Meissen – aye, Mayor Buck – aye, and Councilman Carlson – aye. This Bill was assigned Ordinance Number 20-12.11.

School Parking – Bill No. 20-12-013: City Manager Hoon stated they received a request from the school to make it enforceable to limit parking in front of the school on East Santa Fe between 7:00 am and 4:00 pm to school staff as they are having issues with people not associated with the school parking there during school hours. He stated this was part of an agreement between the school and the City for the installation of electronic traffic control devices in exchange of the repaving of the easement for parking of school staff. Council discussed the topic. Councilman Brammer moved that Bill No. 20-12-013 repealing Schedule IV of Chapter 300 of the Municipal Code in its entirety and enacting a new schedule IV in lieu thereof relating to Limited Parking Zones, with penalty provision be read

twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 20-12-013 twice by title only. Councilman Brammer moved that Bill No. 20-12-013 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Brammer – aye, Councilwoman Meissen – aye, Councilman Carlson – aye, and Mayor Buck – aye. This Bill was assigned Ordinance Number 20-12.12.

Golf Cart Limitations Discussion: City Manger Hoon stated this came from a request from a citizen so they can drive their golf cart on the road at night. He stated the question is does the Council want to change an ordinance to address on person’s request versus the safety of all citizens. City Attorney Cowherd stated there is a section on mobility lights which defines what is required that can be mimicked for golf carts, but believes that is a dangerous proposition. Police Chief Donelson recommended the Council not change the current ordinance. The Council discussed the topic. The Council provided a consensus to not make any changes to the current ordinance.

COVID-19 Leave Policy: City Clerk Krumpelman stated the federal provisions for COVID-19 Leave are set to expire on December 31st and staff is seeking guidance on how the Council wants to handle employee leave for situations associated with COVID-19. The Council discussed the topic stating the City needs to take care of their employees. City Attorney recommended the Council approve a leave policy similar to the current federal paid sick leave that is not paid out except for when it is used, effective January 1, 2021, expires with the expiration of the declaration of emergency and does not supersede any other leave provided by the federal government beyond December 31st. Council provided a consensus to move forward with the City Attorney’s recommendation at the special meeting on Friday, December 18th.

Councilman Brammer left the meeting at 7:34 pm.

Budget Amendment – Bill No. 35-2030: City Clerk Krumpelman stated Bill No. 35-2030 amends the current FY 20-21 budget to recognize the revenue and expense of \$37,342.40 in CARES Act funding received for the touchless dryers and dispensers. Council discussed the topic. Councilman Carlson moved that Bill No. 35-2030 amending the FY 20-21 Budget to recognize the revenue and expense of CARES Act funding received for the touchless dryers and dispensers be read twice by title only. Councilwoman Meissen seconded the motion. The motion carried. City Clerk Krumpelman read Bill No. 35-2030 twice by title only. Councilman Carlson moved that Bill No. 35-2030 be passed. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilman Carlson – aye, Councilwoman Meissen – aye, and Mayor Buck – aye. This Bill was assigned Ordinance Number 35.2030.

At 7:38 pm Councilwoman Meissen moved to adjourn to Executive Session pursuant to RSMo 610.021 Paragraph (2) Real Estate. Councilman Carlson seconded the motion. The following roll call vote carried the motion: Councilwoman Meissen – aye, Councilman Carlson – aye, and Mayor Buck – aye.

Recorded by City Clerk Lindsay Krumpelman
Approved on January 19, 2021 by Marceline City Council.