

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI, January 25, 2022

PRAYER: Rob Kinnard

PLEDGE OF ALLEGIANCE: Fire Chief Sowder

Mayor Wright called to order the regular meeting of the City Council of the City of Richmond, Missouri on January 28, 2022 at 6:30 p.m.

ROLL CALL: COUNCIL PRESENT: Mayor Mike Wright, Ron Peterson, Deanna Guy, Sarah Green, Bob Bond, Rob Kinnard, Barb Hardwick, Adam Booth and Tom Williams. **COUNCIL ABSENT:** None

ROLL CALL: STAFF PRESENT: City Administrator Tonya Willim, City Clerk Janelle Neece, Police Chief Chad Burnine, Fire Chief Mark Sowder, Public Works Director Dale Shipp, Economic Development James Gorham, Community Development Lisa Hastings, City Attorney Chris Williams.

WELCOMING REMARKS: Mayor Wright welcomed everyone to the meeting.

ACCEPTANCE OF MINUTES: January 11, 2022 minutes of the regular meeting approved as printed.

COMMENTS FROM AUDIENCE: None

ADOPTION OF AGENDA: Motion to adopt the agenda by Councilor Bond, second by Councilor Williams. Roll called. **AYES:** Bond, Williams, Peterson, Guy, Kinnard, Hardwick, Booth and Green **NAYS:** None. Motion approved 8-0.

REPORT OF STANDING COMMITTEES:

- A. Finance:** Deanna Guy. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- B. Ordinance:** Barb Hardwick. The Committee met prior to tonight's meeting and items discussed will be presented later on the agenda.
- C. Public Works:** Ron Peterson. The Committee has not met and therefore nothing to report.
- D. Public Safety:** Rob Kinnard. The Committee met on January 18, 2022 and items discussed will be presented later on the agenda.
- E. Park Department Liaison:** Deanna Guy. Park Board has not met so nothing to report. In addition, the Park and Recreation Planning Committee has been meeting.

MAYOR'S REPORT: Mike Wright. Mayor Wright updated council on the redistricting issue and it has now been moved on to the Senate.

CITY ADMINISTRATOR'S REPORT: Tonya Willim. CA report included in the packet. CA informed the Council that the audit is taking place this week and everything is going good so far and that SUEZ is coming out to replace the motor on Well #5.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Bill No.:22-02 Amending Chapter 205 Fire Prevention and Protection regarding Outside Burning. AN ORDINANCE AMENDING CHAPTER 205 FIRE PREVENTION AND PROTECTION, ARTICLE III, SECTION 205.180, OF THE MUNICIPAL CODE OF THE CITY OF RICHMOND REGARDING OUTSIDE BURNING. The Fire Department has allowed burning of cut fire wood in a container with a spark arrestor, known as a Recreation Fire but the verbiage has not been in the ordinance. Amending of the ordinance would allow for recreational fire pits. Motion for first and second reading by title only of Bill No. 22-02 by Councilor Peterson, second by Councilor Hardwick. Roll Called. AYES: Peterson, Hardwick, Booth, Kinnard, Bond, Green, Guy and Williams NAYS: None. Motioned approved 8-0. City Clerk Janelle Neece proceeded with the first and second reading by title only of Bill No. 22-02. Motion to adopt Bill No. 22-02 as an ordinance by Councilor Peterson, second by Councilor Williams. Roll called. AYES: Peterson, Williams, Booth, Kinnard, Bond, Green, Guy and Hardwick, NAYS: None. Bill No. 22-02 approved 8-0

- B. RFP 21-13: Community Monument Signs (Welcome Signs) On December 2, the City released a Request for Qualifications for contractors for design and installation service for new welcome signs. The invitation went to eight contractors and we received one from Excel Lightening and Signs. Staff met with Dustan Fankhauser, Owner of Excel Lightening and Signs on January 20,2022 to discuss design elements, locations, cost and overall feel for the company's ability. Excel Lighting will be able to achieve the required outcome and for the cost as the City has received a \$40,000 donation from the RDIC and the overall budget in FY22 is \$50,000. Mr. Fankhuser has many options that are available based on the locations of the signs for the same cost. Finished designs will be brought back to the council for final approval. Motion to approve and authorize the City Administrator to sign the contract with Excel Lightening and Sign and not to exceed \$50,000 by Councilor Peterson. Second by Councilor Guy. Roll called. AYES: Peterson, Guy, Bond, Hardwick, Booth, Kinnard, Green and Williams. NAYS: None. Motion approved 8-0.

- C. Policy No.: 2021-01 (2) Amended Residential Rental Code. During the City Council Strategic Planning Session in August 2021, the council recommended strengthening the City's property maintenance codes as the number one priority for beautification of our community. Community Development Director Lisa Hastings and Economic Development Director James Gorham have met several times over the past few months to determine how to improve the existing property maintenance codes. Working with the policy already established, they recommend the following changes be made to policy number 2021-01:

Modify first paragraph to read:

It shall be the policy of the City of Richmond that inspections are to be completed on Non-Owner occupied dwellings upon receipt of a complaint. All exterior of non-owner occupied structures may be inspected by the Community Development Director, or their designee, as seen from public right of way, or with permission of an adjoining property owner at any time. Said inspection shall comply with the adopted Residential Rental Code of the City of Richmond.

Changes to this paragraph allows the Community Development Department to proactively issue corrective action to rental property owners for exterior violations to their property. Items such as broken windows, falling gutters, dilapidated roofs, failing chimneys, and issues with exterior walls can be addressed if viewed from the public right of way or a neighboring property. Currently unless a complaint is received, these issues lack enforcement.

Modify Procedure four (4) to read:

Upon receipt of the complaint and acquiring the additional information as stated above, the Community Development Director shall schedule an inspection time within seven (7) days with the Occupant/Tenant, and Owner (or Property Manager if authorized by Owner). If it is suspected that there is an immediate threat-to-life safety, the Fire Department shall be called to assist and inspect as soon as possible.

Changes to this paragraph permits the Community Development Department to visit a rental property, based on a complaint, to view the reported areas without an owner/property manager present at the initial inspection. This permits a tenant to freely communicate with staff concerns of their residence. After the initial inspection staff will communicate with the property owner and discuss avenues in correcting the violation as described in procedure five (5). Motion to approve amended Residential Rental Code Policy by Councilor Williams, second by Councilor Peterson. Roll called. AYES: Williams, Peterson, Guy, Bond, Kinnard, Hardwick Booth and Green. NAYS: None. Motion approve 8-0

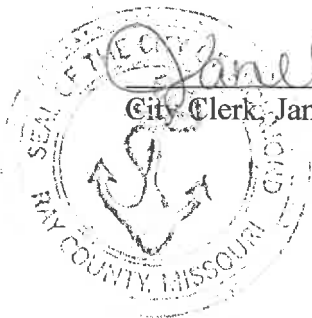
- D. North Thornton Culvert. The culvert under the road on North Thornton as shown on the map is in need of emergency repair. From the records we can find it was built in 1924. There is a void between the culvert and road of approximately 4 feet. The

culvert runs west to east. There is an 8" sewer main that runs North to South above the culvert in the void that needs to be stabilized. Dale and the CA reached out to MB Construction regarding the emergency repair cost. Lisa has reached out to MDNR and even though this culvert is in flood plain it would not need to be engineered. Lisa is the City's designated Flood Plain Administrator and since the repair would not be changing the direction of flow this can be done without engineering or a permit. Construction would consist of tearing out the road, stabilizing the sewer line and replacing the culvert. From the bottom of the culvert to the top of pavement is approximately 15 feet. Sewer will need to be diverted for this repair and there is a plan in place for this. The project would take approximately 5 days to complete and traffic will be diverted. Staff member will reach out to those affected. The quote from MB Construction is for \$56,800 which would be paid out of wastewater and transportation tax. Both funds have excess cash to absorb this project. Motion to approve reconstruction of the culvert with MB Construction no to exceed \$56,800 by Councilor Guy, second by Councilor Peterson. Roll called. AYES: Guy, Peterson, Booth, Kinnard, Bond, Green Williams and Hardwick. NAYS: None. Motion approved 8-0.

ADJOURN OPEN/ENTER CLOSED: Pursuant to Section 610.021(1) Legal, Section 610.021(3) Personnel and Section 610.021(13) Personnel Records, motion to adjourn open/enter closed session at 6:51 p.m. by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Bond, Peterson, Kinnard, Green, Booth and Williams. NAYS: None. Motion approved 8-0.

ADJOURN CLOSED/ENTER OPEN: Motion to adjourn closed/enter open session at 7:13 p.m. with no action taken by Councilor Guy, second by Councilor Hardwick. Roll Called: AYES: Guy, Hardwick, Peterson, Bond, Williams, Kinnard, Booth and Green. NAYS: None. Motion approved 8-0.

ADJOURN: Motion to adjourn at 7:14 p.m. by Councilor Guy, second by Hardwick. Roll Called: AYES: Hardwick, Guy, Kinnard, Bond, Williams, Peterson, Booth and Green. NAYS: None. Motion approved 8-0.



Janelle Neece
City Clerk, Janelle Neece

Mike Wright
Mayor, Mike Wright