

REGULAR MEETING OF THE COUNCIL MEMBERS OF THE CITY OF NIXA, MISSOURI

NIXA CITY HALL

DECEMBER 9, 2015 7:00 P.M.

The regular monthly meeting of the Nixa City Council was called to order by Mayor Brian Steele. Attending were Council Members Jay Farr, Andrea Long, Chris Russell, Aron Peterson and Darlene Graham. Andy Ellis was absent.

The pledge of allegiance was given.

SERVICE AWARDS:

No service award recipients were present.

VISITORS:

None

PRESENTATION:

Lieutenant Joe Campbell addressed Council regarding the Crime-Free Business Program offered by the Nixa Police Department. Campbell started by saying the department implemented a crime-free multi-housing program in 2012 and after the incredible success of that program implemented a second facet with a new program, the 2015 Crime-Free Business Program. The goal of the Nixa Police Department was to better connect with businesses and provide valuable information. Campbell stated that Officer Brent Forgey held a seminar through the Nixa Chamber of Commerce to introduce the program and received a huge amount of interest in the program.

Officer Brent Forgey introduced Kyle Wilson, Branch Manager of Blu Current Credit Union, and explained that Blu Current Credit Union was so highly interested in this program that they immediately began the program. Forgey explained that the Crime-Free Business Program included a seven (7) step process to qualify for certification. These steps included: 1.) Employee training 2.) Cash management 3.) Lighting 4.) Visibility 5.) Access control 6.) General appearance and 7.) Crime-prevention signage. Forgey proudly announced that Blu Current Credit Union was the first business to qualify for Crime-Free Business Program certification by completing all seven (7) step and presented Mr. Wilson with that certification.

RESOLUTION:

Resolution #2015-112 Adopting the City of Nixa Electric Department Tree Trimming Policy was presented. Public Works Director Doug Colvin addressed Council regarding the proposed tree trimming policy. Colvin said that per Council's direction, modifications were made to the original policy under the section titled: *Public Awareness, Notice and Information*. Colvin stated before non-emergency tree trimming is started that the department will blanket the affected area by means of door hangers, social media or personal contact with owners. Colvin stated several attempts will be made to contact the owner directly, by phone or if needed, certified mail. During emergency operations the department will attempt to notify owners but the priority of notifications will be based on system reliability and safety. Colvin stated that with this policy, staff is confident they can accomplish the public contact and awareness that Council is wanting. If adopted, staff will start work on informational pamphlets and brochures. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Mayor Steele called for a motion, Russell made a motion to accept Resolution #2015-112 with Long seconding and all Council members voting aye.

DISCUSSION ITEMS:

Campbell presented Council with a request to accept a \$9996.00 Local Law Enforcement Block Grant (LLEBG). Campbell explained the department had applied for the grant in August 2015 for funds to purchase and install four (4) Code 3 Defender light bars. Campbell explained acceptance of the 2016 LLEBG requires Council approval. Graham made a motion to accept the 2016 LLEBG grant with Farr seconding and all Council members voting aye.

Campbell next addressed Council asking permission to accept an unsolicited Holiday DWI Enforcement grant from MoDOT. Campbell said the grant would reimburse the department for overtime up to \$600.00 for the DWI campaign from December 18, 2015 through January 3, 2016. Graham made a motion to accept the Holiday DWI Enforcement grant from MoDOT with Farr seconding and all Council members voting aye.

Campbell provided Council with a brief update on the November 23, 2015, Council email vote. Campbell explained that due to deadlines prior to the next Council meeting, Police Chief Jimmy Liles sent out a request for an email vote on the acceptance of a \$5000.00 Community Foundation grant to pay for painting and graphics on the DARE vehicle. The email vote also included a request to apply for a Missouri Police Chief's Association non-matching grant to pay for seven (7) new laptops. Liles received five (5) aye votes on both matters from Council and one (1) abstention from the vote.

City Administrator Brian Bingle provided Council with information regarding the evaluation of city-wide janitorial services and information regarding the option of privatizing those janitorial services. Bingle stated Nixa currently employs four (4) people that handle all the City's cleaning and maintenance. One (1) person handles the City Hall complex, one (1) handles the Public Works building and two (2) take care of the Community Center facilities. The General Fund currently pays \$165,519.00 for wages and benefits for the four (4) employees with Public Works reimbursing the General Fund 100% for one (1) of the employees. Bingle explained the Park employees spend 65% to 79% of their time on outdoor maintenance during the spring, summer and early fall seasons. Bingle pointed out that these four (4) employees provide many extra services other than cleaning and maintenance and these ancillary duties would remain even if the City were to move forward with privatizing the janitorial services. Bingle mentioned concerns including the security for janitorial services required at the Police Department and the extensive background check needed. Bingle said that during the analysis for privatization of janitorial services Purchasing Manager Mary Tronnes obtained the 2015 state bid for the same level of service and scheduled walk-throughs with private vendors. Square footage and anticipated services were used to arrive at a probable cost. Using the state bid estimates, the annual estimated costs ranged from \$111,000.00 to \$152,000.00 with an average of \$132,105.00. Bingle stated that when using a private sector quote the City received two (2) options. The first option came in at \$11,770.00 per month and then by reducing the frequency of services, the second option came in at \$9305.00. Using these amounts and including costs for cleaning supplies, Bingle indicated the City would realize a cost savings from about \$9907.00 to \$39,487.00 each year but would need to find a way to handle the ancillary jobs. However, if the Park Department were to add another employee, the savings would be more substantial. Bingle does not recommend privatizing janitorial services at this time but did suggest to shift existing employees to be utilized in other areas and not add another Park employee. Council discussed the pros and cons of privatizing janitorial services, shifting current employee responsibilities and the potential loss of other duties that the current employees handle. After discussion, direction was given to move forward with a formal request for proposal of janitorial services, to move forward shifting responsibilities and hours of current employees and not add another person at the Park.

Andy Ellis arrived at 7:59 p.m.

Greg Irons, 402 Deanna, spoke in favor of keeping the current employees.

2016 BUDGET ITEMS:

Finance Director Donna Swatzell gave a summary of the proposed City of Nixa 2016 Budget. This presentation is available at City Hall for review. Swatzell began with the personnel highlights that included a 12% increase in health insurance costs and 8.25% increase in dental insurance. Proposed additions to the workforce included an assistant public works inspector, three (3) additional police officers and an additional building and ground maintenance person for the Park (pending the outcome of the janitorial services proposal). Swatzell pointed out the proposed in-house IT person had been removed and replaced with an outsourced position for a part-time, onsite IT technician to account for a savings \$37,850.00. Swatzell said that no cost of living adjustment is budgeted for 2016 but a 3% maximum merit raise is budgeted effective on the employees' anniversary date. Swatzell explained the merit raise based on anniversary date versus effective January 1 saves an estimated \$103,000.00. Council discussed the pros and cons of having the merit increase effective on the anniversary date versus effective the first of the year. Several options were suggested including dividing the merit to allow for a portion to be given at the first of the year and at anniversary date. After deliberation Council directed staff to proceed with a 3% maximum merit raise on the employee anniversary date. Moving on to the capital improvement program (CIP), Swatzell indicated \$8,656,800.00 was budgeted for 2016 CIPs. This total included revenue of \$1,823,678.00, special saving reserves of \$551,300.00, debt proceeds of \$268,000.00, grants of \$1,135,004.00, reimbursements of \$175,000.00, remainder of incomplete projects \$4,650,496.00 and surplus reserves of \$53,322.00. Some of the Public Works shared CIPs included generators, security gates, a vehicle and improvements to the north side of the Utility Billing Office. Swatzell highlighted the Electric Departments CIPs of \$2,425,634.00 including system improvements. The Electric Departments estimated beginning fund balance was \$7,845,000.00 with an estimated ending balance of \$5,398,505.00. Also highlighted was the Water Department CIPs of \$620,833.00 including equipment and system improvements. The estimated Water Department Fund balance was \$2,661,000.00 with an estimated ending balance of \$2,679,221.00. The Wastewater CIPs totaled \$1,102,833.00 and included equipment, building and system improvements. Wastewater's estimated beginning fund balance was shown as \$3,212,000.00 with an estimated ending balance of \$2,642,447.00. Swatzell said the Street Department's CIPs totaled \$4,056,200.00 and included equipment and improvement projects at the Tracker and Main intersection and the US160 and SH 14 intersection. Bingle interjected that Nixa staff had approached Christian County Commissioners with a request to appropriate funds for future improvements to SH 14 and Nicholas, but the County is unwilling to agree to that request. However, there is the potential for use of the county sales tax for some sidewalk projects. Swatzell continued with her overview with the Street Department estimated beginning fund balance of \$3,941,600.00 and an estimated ending balance of \$1,599,969.00. During discussion, the ranking process of sidewalk projects was explained. Safety factors are included in the ranking and both city streets and state highway sidewalk projects are considered. Swatzell noted that the Administration/Development CIPs were \$22,000.00 to replace the administration vehicle. Administration-Development estimated beginning fund balance was \$4,870,000.00 with an estimated ending balance \$5,424,810.00. Swatzell ended the update with the Police CIPs of \$302,500.00 that included equipment and vehicles, and the Park CIPs of \$126,800.00 that included equipment and improvements. Swatzell told Council that a \$428,000.00 transfer to the Park Fund from the General Fund is budgeted. Council discussed the possibility of earmarking funds in the amount of \$400,000.00 for a Park construction fund and future improvements. Swatzell wrapped up the presentation stating this proposed budget would be brought back at the December 21st meeting for their consideration.

DEVELOPMENT ACTIVITY:

Planning and Development director Travis Cossey told Council the Copperleaf Phase IV Preliminary Plat will be brought to the next meeting for their consideration.

MAYOR AND COUNCIL MEMBER REPORTS:

Andrea Long will be providing a liaison report in February.

EXECUTIVE SESSION:

At 9:12 p.m. Russell made a motion to move to executive session pursuant to RSMo 610.021.2-Real Estate with Ellis seconding and Long, Russell, Peterson, Graham, Ellis and Farr voting aye on roll call vote.

Council returned to regular session at 9:35 p.m.

ADJOURNMENT:

Russell made a motion to adjourn at 9:36 p.m. with Peterson seconding and all voting aye.

Mayor

City Clerk

REGULAR MEETING OF THE COUNCIL MEMBERS OF THE CITY OF NIXA, MISSOURI

NIXA CITY HALL

DECEMBER 21, 2015 7:00 P.M.

The regular monthly meeting of the Nixa City Council was called to order by Mayor Brian Steele. Attending were Council Members Jay Farr, Chris Russell, Aron Peterson and Andy Ellis. Andrea Long and Darlene Graham were absent.

The pledge of allegiance was given.

CONSENT AGENDA:

Mayor Steele called for a motion on the Consent Agenda. Ellis made a motion to accept the Consent Agenda as presented, items a through c, with Peterson seconding and Russell, Peterson, Ellis and Farr voting aye on roll call vote.

VISITORS:

None

PRESENTATION:

Officer Brent Forgey with the Nixa Police Department showcased a cooperative, year-long project between the Nixa Police Department and the Nixa High School. Nixa Police Department identified a need for better communication with high school students and, in cooperation with the Nixa School District, an idea was hatched to produce a public service announcement (PSA) video. Forgey introduced the Nixa School District staff members Allison Fleetwood and Brittany Parry and recognized them for all their hard work and dedication during this project. Nixa High School students Chris Martin, Cole Ray, Chase Cook and Ethan Briggs were honored for their important roles in making this cooperative idea into a reality. Forgey introduced and played the entertaining PSA video on "How to Act When You are Pulled Over". Forgey stated the consensus was the project and video were a huge success and they are hoping to continue this with a series of PSAs. Council honored the Nixa High School staff and students for their hard work and dedication for the success of this project.

ORDINANCES:

Bill #2015-121 Adoption of the 2016 Annual Budget was presented. Ellis made a motion to approve Bill #2015-121 on first reading and pass to second with Russell seconding. Donna Swatzell, Finance Director, addressed Council presenting the proposed 2016 budget. Swatzell brought a few last minute items to Council's attention. There were a few capital improvement projects that would not be completed in 2015 and would be carried into 2016's budget. The Electric Department would be carrying over a pole rack and a portion of the Downtown Substation improvement, the Street Department would carry over a tract-boom and the Police Department would carry over snow guards and DARE vehicle painting and graphics. Swatzell stated a \$400,000.00 unrestricted fund transfer was budgeted for Park. Council discussed the purchase and sale of police vehicles and Council was assured that only 2010 vehicles would be sold. City Administrator Brian Bingle asked Council to consider the idea of contributing \$5000.00 to Nixa Chamber of Commerce to provide assistance in hiring an Executive Director for the Chamber of Commerce to help promote economic development.

Andrea Long arrived at 7:23 p.m.

Bingle said he was looking for direction on the contribution and Council discussed their concerns.

Andy Ellis stepped out of the meeting at 7:30 p.m.

Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Mayor Steele called for a vote on the motion and all Council members voted aye. Bill# 2015-121 was presented for final reading. Russell made a motion to approve Bill #2015-121 on final reading and pass into law with Long seconding and Peterson, Farr, Long and Russell voting aye on roll call vote.

Bill #2015-122 Authorizing the Mayor to Execute a Contract with Lee Inspection and Consulting Services, LLC for GIS Implementation Services was presented. Farr made a motion to approve Bill #2015-122 on first reading and pass to second with Peterson seconding.

Andy Ellis rejoined the meeting at 7:34 p.m.

Planning and Development Director Travis Cossey explained this contract with Lee Inspection is part of meter inventory management. Lee Inspection is to identify and locate approximately 10,000 electric and 9000 water meters. Meter size and type will also be determined. Cossey explained Lee had been awarded the bid for \$41,620.00 and time frame of this project was estimated from four (4) to six (6) months. The anticipated start date would be the first week of January and would end anywhere from April to June dependent on weather and other issues.

Greg Irons, 402 Deanna, asked if this project included all new construction and was told it was for the current inventory. Information would be recorded on all new construction during the building process.

Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Mayor Steele called for a vote on the motion and all Council members voted aye. Bill# 2015-122 was presented for final reading. Ellis made a motion to approve Bill #2015-122 on final reading and pass into law with Russell seconding and Ellis, Farr, Long, Russell and Peterson voting aye on roll call vote.

RESOLUTIONS:

Resolution #2015-121 Adopting the 2016-2020 Capital Improvement Program. Bingle explained that in accordance to Nixa's Home Rule Charter it is necessary for Council to adopt a resolution approving a five (5) year capital improvement program. All funded projects for 2016 are incorporated into the 2016 budget. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Mayor Steele called for a motion on the resolution. Long made a motion to approve Resolution #2015-121 with Farr seconding and all Council members voting aye.

Resolution #2015-122 Authorizing the Destruction of City Records. City Clerk Cindy Robbins addressed Council about the resolution provided. Robbins explained that the City of Nixa follows the Missouri Secretary of State's records management guidelines. Robbins explained this was an annual resolution required to approve the destruction of records in accordance to mandated procedures. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Farr made a motion to approve Resolution #2015-122 with Ellis seconding and all Council members voting aye.

Resolution #2015-123 Approving the Preliminary Plat for Copperleaf Phase IV was provided. Cossey offered information about the request for approval. Cossey explained Mr. Richard Short had requested the approval of an amended preliminary plat for the undeveloped Copperleaf Phase IV. In the original

2004 plat single-family, multi-housing and senior housing was included; however, in 2008 a large sinkhole opened up, the sinkhole was mitigated but caused a no-build area and need for a redesign. Mr. Short has submitted an amended preliminary plat with eighty-four (84) single-family lots. Cossey relayed the Planning and Zoning Commission had unanimously approved the request with the noted conditions and staff was recommending approval of the amended preliminary plat. Council inquired about planned through-streets and sidewalks. Cossey explained there would be two (2) through-streets located in the planned area that would go to a future elementary school. Cossey also stated that sidewalks in the area would be installed at the cost of the developer. Public Works Director Doug Colvin answered Council questions about potential water supply needs. Mayor Steele opened the public hearing for comments, no comments were made and the hearing was closed. Ellis made a motion to approve Resolution #2015-123 with Long seconding and all Council members voting aye.

DISCUSSION ITEMS:

Cossey explained to Council that three (3) Planning and Zoning Commissioners were up for reappointment by the Council. David Young, Chris Souliere and Joe Gallant have terms that expire this month but would like to continue as appointed members of the commission. Cossey expressed his appreciation for their valuable contribution and explained the appointed term is four (4) years should Council approve their reappointments. Long made a motion to approve the reappointment of David Young, Chris Souliere and Joe Gallant to the Planning and Zoning Commission with Ellis seconding and all Council members voting aye.

Bingle introduced information regarding the recommendation for the formation of a Christian County Business Development Corporation (CCBDC). Bingle gave a timeline of events over the last three (3) months, beginning with a meeting with the Christian County Commissioners, City of Ozark Mayor and City Administration, City of Nixa representatives and the Executive Directors of both Ozark and Nixa's Chamber of Commerce to discuss the interest and need of this project. After receiving a positive response, an additional meeting was held with all the county's elected mayors and some of Christian County's influential business owners. The objective of this second meeting was to locate interest with those municipalities and business member that were willing to invest in the formation of a cooperative alliance that would promote county-wide economic development. Bingle's presentation is available at City Hall for review. This presentation included statistics showing that over the last thirty (30) years that Christian County has been one of the fastest growing counties in Missouri with a 444% increase in population. Nixa's population grew during this time by 1,157% and Ozark's population grew 692%. Christian County's growth contains 50% of migrants that are young, educated and employed. The median income for Christian County is \$53,346.00 which is higher than the state average and the unemployment rate is 4.2% which is lower than the state average. Bingle stated the problem arises as a leakage of jobs into Greene County lowering the area's day-time population. Bingle said that Christian County needs a balanced approach to formulate an on-going collaborative effort to create more employment opportunities to promote economic development for the county. Bingle discussed the formation of the Christian County Business Development Corporation which would need to be set up as a 501C (3) corporation. Bingle pointed out there were three (3) business development corporations in the immediate area (Springfield, Taney County and Republic) with a fourth located in Joplin. Bingle said the CCBDC would set goals to help reach a "destination" status for potential businesses. Bingle provided preliminary costs of the budget and introduced potential investor levels. Council discussed concerns about not focusing primarily on economic development for Nixa versus the county. Bingle provided information on regionalism benefits.

Andy Ellis left the meeting at 8:25 p.m.

Council discussed the pros and cons of an economic development partnership and how a full-time economic development director would be able to completely focus on economic development. Bingle stated this conversation was an introduction to the proposal and more discussion could be held once Council provided direction.

INFORMATION ITEMS:

Information was included in the packet regarding Suddenlink's price increase. Communication Director Jill Finney announced she will be sending out an updated city representative schedule.

MAYOR AND COUNCIL MEMBER REPORTS:

A meeting was held on the Community Alternative Sentencing Court and a search for potential grants has begun.

ADJOURNMENT:

Farr made a motion to adjourn at 8:49 p.m. with Peterson seconding and all voting aye.

Mayor

City Clerk