

**SPECIAL MEETING OF THE COUNCIL MEMBERS OF  
THE CITY OF NIXA, MISSOURI**

**NIXA CITY HALL**

**October 6<sup>th</sup> , 2022 4:00 P.M.**

The special meeting of the Nica City Council was classed to order by Mayor Biran Steele. Attending were Council Members Seth Balogh, Shawn Lucas, Jarad Giddens, Aron Peterson, and Matt Ogden. Darlene Graham was absent.

The Pledge of Allegiance was given.

**Visitors Section:**

None.

**Ordinances (First Reading and Public Haring; Comments Limited to 5 Minutes; No Council Vote Anticipated):**

**Council Bill #2022-101** Authorizing the Issuance of \$3,085,000 Principal Amount of Special Obligation Bonds Series 2022A, of the City of Nixa, Missouri and Certain Other Documents and Actions by the City. Jennifer Evans, Finance Director, stated this council bill was for the bonds to purchase the RDE water system. Evans said the cost of the system is \$2,500,000 leaving \$500,000 for capital improvement projects to that system. Evans told Council that the City's municipal advisor Baker Tilly issued an RFP to area banks to find the best rates and terms, with Commerce Bank (Clayton Holdings) coming back with the best. Evans said the bonds will help to not deplete the City's cash balances. Council asked if the City would be using any ARPA funds on this purchase, Evans stated no. Council asked how many RFP's were sent out, Evans said eight (8) or nine (9) with only two (2) responses. Mayor Steele opened the public hearing, with no comments made the public hearing was closed.

**Adjournment:**

Mayor Steele called for a motion to adjourn. Giddens made a motion to adjourn at 4:05 p.m. with Lucas seconding and all Council Members voting aye.

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Mayor

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City Clerk

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

**NIXA CITY HALL**

**October 11th, 2022 7:00 P.M.**

The regular meeting of the Nixa City Council was called to order by Mayor Brian Steele. Attending were Council Members Seth Balogh, Shawn Lucas, Jarad Giddens, Aron Peterson, Darlene Graham, and Matt Ogden.

The Pledge of Allegiance was given.

## **Proclamations:**

Mayor Steele read a proclamation proclaiming October as Down Syndrome Awareness Month. Members of the community accepted the proclamation.

Mayor Steele read a proclamation proclaiming October 19th as Support Your Local Chamber of Commerce Day. Members of the Chamber of Commerce Board and the CEO of the Chamber accepted the proclamation. Chris Russell, Chamber of Commerce CEO, introduced the members of the Chamber board and staff that were present. Russell provided information on what the Chamber does for its members and on the Chamber of Commerce Welcome Center. Russell thanked Council for the proclamation.

## **Ordinances (First Reading and Public Haring; Comments Limited to 5 Minutes; No Council Vote Anticipated):**

**Council Bill #2022-102** Rezoning the Real Property Generally Located at 415 North Main Street from a Single-Family Residential (R-1) District to a Neighborhood Commercial (NC) District. Scott Godbey, City Planner, said this council bill would rezone the property at 415 North Main Street from a single-family (R-1) zoned property to a Neighborhood Commercial (NC) zoned property. Godbey said the property was originally platted in 1971 with the structure on the property from the 1930s. Godbey stated to the east of the property is North Main, and to the north, west and south is R-1, and has access from north Main. Godbey told Council there would have to be a traffic impact study done before a certificate of occupancy would be issued and that utilities are accessible and able to support the rezone. Godbey said during the Planning and Zoning Commission meeting, three (3) neighbors to the west discussed their concerns with additional traffic and noise. Godbey stated the Planning and Zoning Commission recommend approval. Council asked questions about the property and the traffic impact study, with Godbey responding. Mayor Steele opened the public hearing for comments, with no comments made, the public hearing was closed

## **Ordinances (Second Reading and Public Haring; Comments Limited to 5 Minutes; Council Vote Anticipated):**

**Council Bill #2022-094** Amending the 2022 Annual Budget to Appropriate Funds for the Repair of a Water Main Break at Highway 14 and Gregg Road. Travis Cossey, Assistant Public Works Director, stated the City had to perform an emergency repair in June to a water line at Highway 14 and Gregg Road intersection which caused the need for this budget amendment to finish the repairs. Cossey said only one (1) of the bids received met MoDOT's requirements, and that bid was for \$127,000. Council asked about the time frame for this project, with Cossey stating MoDOT wants to have the work completed as night work, and once the works begin, it will be finished in one (1) to two (2) days. Mayor Steele opened the public hearing for comments, with no comments made, the public hearing was closed. Mayor Steele called for a motion to approve the council bill. Giddens made a motion to approve Council Bill #2022-094 with Lucas seconding and Lucas, Giddens, Peterson, Graham, Ogden, and Balogh voting aye on roll call vote.

**Council Bill #2022-095** Amending Chapter 2, Article I, of the Nixa City Code by Repealing Section 2-4 in Its Entirety. Nick Woodman, City Attorney, told Council this council bill was first (1st) read at the September 26th Council meeting. Woodman said this is a housekeeping for Council's actions on financial disclosures. Council asked questions about the financial disclosures, with Woodman responding. Mayor Steele opened the public hearing with no comments made the public hearing was closed. Mayor Steele called for a motion to approve the council bill. Peterson made a motion to approve Council Bill #2022-095 with Balogh seconding and Giddens, Peterson, Graham, Ogden, Balogh, and Lucas voting aye on roll call vote.

**Council Bill #2022-101** Authorizing the Issuance of \$3,085,000 Principal Amount of Special Obligation Bonds Series 2022A, of the City of Nixa, Missouri and Certain Other Documents and Actions by the City. Jennifer Evans, Finance Director, told Council this council bill was for the bonds the City would be used to purchase the RDE water system. Evans said the water system itself is \$2,500,000, with \$500,000 for capital improvements to that system. Evans stated the bank taking on those bonds would be Commerce Bank (Clayton Holdings). Mayor Steele opened the public hearing for comments, with no comments made, the public hearing was closed. Mayor Steele called for a motion to approve the council bill. Giddens made a motion to approve Council Bill #2022-101, with Peterson seconding and Peterson, Graham, Ogden, Balogh, Lucas, and Giddens voting aye on roll call vote.

### **Resolutions (Public Hearing; Comments Limited to 5 Minutes: Council Vote Anticipated):**

**Resolution #2022-101** Authorizing the City Administrator to Execute a Contract with Insituform Technologies, USA, LLC to Reduce Inflow and Infiltration in City Sewer Mains. Cossey said this contract would be for 1,100 feet of sewer main lining. Cossey explained inflow and infiltration and how it benefits and extends the life of sewer mains and sewer lines. Cossey said the contract amount was \$39,570. Council asked if this project was ever ending, with Cossey responding this was a continuing program that has seen a lot of success. Council asked additional questions, with Cossey responding. Mayor Steele opened the public hearing for comments, with no comments made, the public hearing was closed. Mayor Steele called for a motion to approve the resolution. Lucas made a motion to approve Resolution #2022-101, with Balogh seconding and all Council Members voting aye.

**Resolution #2022-102** Authorizing the City Administrator to Execute a Contract with Advanced Rehabilitation Technology, LLC for Inflow and Infiltration Reduction of the City's Sewer System. Cossey said the process used for this contract would be the same as the previous resolution except in the City's manholes. Cossey said this contract is for \$162,000. Cossey said this project would have safeguards to keep issues like what has happened in the past. Council asked how long the coating would last, with Cossey saying 20 years. Mayor Steele opened the public hearing for comments, with no comments made, the public hearing was closed. Mayor Steele called for a motion to approve the resolution. Giddens made a motion to approve Resolution #2022-102, with Graham seconding and all Council Members voting aye.

**Resolution #2022-103** Authorizing the City Administrator to Execute a Contract Addendum with Rumfelt Tree Service. Doug Colvin, Assistant City Administrator and Public Works Director, said in the past, Public Works has allowed contractors to park their equipment in the Public Works yard and had recently stopped allowing this to happen. Colvin stated that the City Attorney had found a way to allow this to begin again. Colvin said the addendum to the Rumfelt contract would allow them to park their equipment in the Public Works lot. Colvin discussed the benefits of allowing contractors to park their equipment in the Public Works lot. Colvin said the addendum would relieve any liability from the City. Mayor Steele opened the public hearing for comments, with no comments made, the public hearing was closed. Mayor Steele called for a motion to approve the resolution. Balogh made a motion to approve Resolution #2022-103, with Giddens seconding and all Council Members voting aye.

**Resolution #2022-104** Adopting a Tax Compliance Procedure for Financial Obligations. Evans told Council the IRS had increased its requirements with federal tax law related to tax-advantage government obligations shifting the burden of proof for compliance and regulations to the issues of the governmental obligations. Evans said that the City's bond council recommends passage. Mayor Steele opened the public hearing for comments, with no comments made, the public hearing was closed. Mayor Steele called for a motion to approve the resolution. Peterson made a motion to approve Resolution #2022-104, with Ogden seconding and all Council Members voting aye.

## **Discussion Items – New Business:**

### **Self-Storage Land Use:**

Godbey stated that on September 14th, the Council approved an administrative delay on self-storage land uses until December 31st at the commercial zoning districts along Massey Boulevard, Mt. Vernon Street, Main Street, and Highway CC. Godbey said he would like to have direction from Council on what they would like done so a bill can be presented to the Planning and Zoning Commission at their November meeting. Godbey said Council has three (3) options to choose. Godbey told Council the first (1st) option would be to remove self-storage land use from commercial zoning, which includes Highway Commercial (HC), General Commercial (GC), and Neighborhood Commercial (NC) but allow the land use in manufacturing zoning. Godbey stated the second (2nd) option would be to create an exclusionary buffer of a specific distance from the right-of-way for each commercial corridor. The specific distance would change for each corridor as the property adjacent to the right-of-way are of different lengths. Lastly, Godbey stated the third (3rd) option would be to allow the administrative delay to end and make

code changes. Council asked to look at the City's zoning map and held a discussion. Woodman and Jimmy Liles, City Administrator, provided additional information, and Council had an additional discussion. Council gave direction to move forward with option one (1) and asked questions about rezoning and manufacturing zoning, with Godbey and Woodman responding.

### **Utility Rates – RDE Water & Tuscany Hills**

Evans told Council staff has been considering the pros and cons of phasing in the City's utility rates to the RDE and Tuscany Hills customers. Evans stated staff has considered the model of 3 months of inside the City water rates and then moving customers to outside the City rates to anyone who did not sign the irrevocable consent to annex. Evans discussed the current utility rates for RDE and Tuscany Hills customers versus the City's utility rates. Evans provided examples of utility bills with inside and outside the City water rates versus RDE rates. Council held a discussion. Council asked how soon there would be upgrades made to water meters for RDE and Tuscany Hills systems, with Colvin responding. Evans stated staff is concerned that RDE and Tuscany Hills customers may be confused if they are charged one rate and then moved to another. Council asked how many annexation requests had been received, with Evans responding not many. Council asked what staff would recommend, with Evans stating to start with the outside City rates and, when an annexation request is received, switch over to inside the City rates. Evans discussed the process of changing utility rates. Council asked about the communication to these customers about rate changes, with Evans responding. Council held a discussion. Council asked about the consent to annex process with Liles, and Cindy Robbins, Assistant City Administrator, replied. Evans told Council a code change would have to occur to allow for inside City rates and move to the outside City rates. Council held an additional discussion. Council asked questions of Bryan Hawk, Utility Billing Supervisor, with Hawk responding. Council directed staff to start with the outside the City rates and move to inside City rates with an approved annexation requested. Council also directed to increase communication about the City taking over RDE and Tuscany Hills and the utility rate and annexation process.

### **Mayor and Council Member Reports:**

Liles told Council the budget workshop would be October 20th at 6:00 p.m., and dinner would be provided. Liles said the school district had invited Council to attend the Blue-Ribbon celebration. Liles provided information about the Downtown mural ribbon cutting.

### **Closed Executive Session:**

Peterson made a motion to adjourn to closed executive session for sections 610.021(3) & (13) RSMo in which the Council will discuss the hiring, firing, disciplining, or promoting or particular employees and personal information about the employees is to be discussed; and individually identifiable personnel records, performance rating or records pertaining to the employee are to be discussed.

### **Adjournment:**

The Council shall stand adjourned at the end of the executive session.

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Mayor

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City Clerk

# **BUDGE WORKSHOP OF THE COUNCIL MEMBERS OF THE CITY OF NIXA, MISSOURI**

**NIXA CITY HALL**

**October 20th, 2022 6:00 P.M.**

The budget workshop of the Nixa City Council was called to order by Mayor Brian Steele. Attending were Council Members Seth Balogh, Shawn Lucas, Jarad Giddens, Aron Peterson, Darlene Graham, and Matt Ogden.

The Pledge of Allegiance was given.

## **Staff Presentation and Council Discussion:**

### **2023 City of Nixa General and Enterprise Budget:**

Jennifer Evans, Finance Director, told Council the purpose of this meeting was to go through the 2023 budget and for Council to give direction on how to proceed. Evans said a good budget's goals are to be structurally balanced and operations as a percentage of revenue less than 100%. Evans said she would be covering 7 different categories.

### **Evans presented information on Revenues – General Fund:**

Sales Tax: There will be an increase of 2% over the 2022 budget, which amounts to \$71,113. Use Tax: There will be an increase of 25% over the 2022 budget, which amounts to \$163,761. Transfers In: This amount includes \$759,384 in ARPA funds to continue the Website and ERP projects. Evans said overall revenues are remaining flat. Evans stated that the projected 2023 revenues would be \$12,846,103.

### **Evans presented information on Personnel – General Fund:**

Evans told Council there would be an 8.7% Cost of Living (COLA) increase and no merit increase. Evans said there were 6 personnel requests were made that were not able to be funded as well as a staff restructuring in the Police Department. Evans stated that the 2023 general fund personnel budget would be \$8,846,142. Council asked questions about the merit increase, with Evans responding.

### **Evans presented information on Operations – General Fund:**

Evans stated that the 2023 operating expense budget is \$3,051,310 for an increase over 2022 of \$101,535 or 3.69%.

### **Evans presented information on Capital – General Fund:**

Evans told Council that 3 projects within Administration were requested and not funded, 2 requested and funded through the Economic Development savings, and 2 requested and funded through ARPA funds. Council asked questions about the projects being funded through the Economic Development savings, with Liles responding. Evans stated that the total capital budget for Administration is \$879,384.

Evans told Council there was 1 project within the **Police Department** that was requested and not funded and 1 project that was requested and being funded through impact fees. Evans said the total capital budget for the Police Department is \$80,000.

Evans told Council there were 4 projects requested within the **Parks Department** that were requested and not funded. Evans said there were 4 projects requested and funded through Aquatics Reserves, 1 requested and funded through impact fees, and 1 requested and funded through budgeted revenues. Evans stated that the total capital budget for the Parks Department was \$314,000.

Evans told Council there was 1 project requested and not funded in the **Planning and Development**. Evans stated that the total capital budget for Planning and Development is \$0.

Evans told Council there was 1 project requested and not funded in **Stormwater**. Evans stated that the total capital budget for Stormwater is \$0.

Evans told Council the total capital budget for the General Fund is \$1,273,384 compared to the 2022 capital budget of \$4,279,746.

Council asked questions about the comprehensive plan for Planning and Development, with Jimmy Liles, City Administrator, responding. Council held a discussion on the unfunded projects for each department within the General Fund, with staff answering questions and providing additional information on those projects. Council proposed a 1.5% merit increase and spending \$500,000-\$600,000 to fund the Parks Department lights and security at Rotary Park project, the comprehensive plan for Planning and Development, the pavilion at Rotary Park for the Parks Department, and the training building at the Police Department firing range. Council and staff held additional discussions. Council gave direction to use ARPA funds to fund the Cherry Street project in Stormwater and to fund the upgrades to the Sign Board in Administration.

Mayor Steele called for a 5-minute break at 7:15 p.m. and called the meeting back to order at 7:25 p.m.

Evans provided information about the **Debt Services/Lease Payments - General Fund**: Evans told Council the total payment for the 2015 Public Building Bond would be \$290,450 and would mature on 8/1/202. Evans said the Lease payment for Police Department vehicles would be \$459,600. Evans stated that the total Debt/Lease Expense would be \$750,050.

Evans provided information on the **Transfers Out – General Fund**: Evans told Council the Central Garage, and Utility Billing Departments would have a total transfer out of the General Fund of \$54,049.

Evans provided information on **Restricted Reserve Sources, Uses, and Balances – General Fund**:

Evans told Council the Parks Savings account ending balance was \$638,582, the Pool/Building/Fitness Center Reserves ending balance was \$425,402, with \$229,900 being used for the Aquatics capital and repairs and \$25,300 for Fitness Center equipment. Evans told Council the **Economic Development** savings ending balance was \$607,534, with \$120,000 for Administration Capital Improvement Projects (CIP). Evans told Council the Operation Reserves threshold is 30% of operations. Evans stated that the ending balance for Operating

Reserves is \$3,569,236. Evans said the Parks Department Impact Fees ending balance was \$841,597, with budgeting \$114,000 in and \$60,000 out. Evans stated the Police Departments Impact Fees ending balance was \$67,487, with budgeting \$46,800 in and \$80,000 out. Evans told Council the ending balance for Impact Fees was \$909,084. Evans said the Escrow Funds – Savings – In Lieu of Detention ending balance was \$97,757. Evans told Council the total Restricted Reserves in the General Fund is \$6,227,595.

Evans said the **General Fund** budget was structurally balanced with an unrestricted cash balance of \$895,864 and operations as a percentage of Revenues at 98.77% with the proposed and accepted changes. Mayor Steele clarified that the unrestricted cash balances wouldn't be that low after transferring the ARPA funds to fund the Cherry Street Stormwater project.

Evans presented information on **Revenues – Streets:**

Sales Tax – There will be an increase of 2% over the 2022 budget, with amounts to \$35,556. Grants – STP Funds will be available in the amount of \$4,181,300. Travis Cossey, Assistant Public Works Director, provided information on STP Funds. Transfers In – There will be \$102,204 transferred in for the Central Garage. Evans said revenues would be increasing by 14.8% or \$438,051, mostly due to an increase in grant revenue. Evans stated that the total revenue in the Street Fund is \$7,115,136.

Evans presented information on **Personnel – Streets:**

Evans told Council there would be an 8.7% COLA increase and a 1.5% merit increase. Evans said there were no personnel additions requested. Evans stated that the 2023 personnel budget for the Street Department would have been \$1,046,132 but would be increasing slightly due to the increase in the merit raise.

Evans presented information on **Operations – Streets:**

Evans said the 2023 operating expense budget is \$1,345,714 for an increase over 2022 of \$290,601 or 27.5%.

Evans presented information on **Capital – Streets:**

Evans stated there are 6 carry-over projects to the 2023 budget due to supply chain, delivery, and lead time issues. Council asked why the operating expense was increasing by 27% for 2023, with Jeff Roussell, Street Superintendent, and Doug Colvin, Assistant City Administrator and Public Works Director, responding. Council asked about carry-over projects, with Evans responding. Evans said there are 3 new projects for the 2023 budget, with Council asking questions and Colvin responding. Evans stated there was 1 shared project that would be split with the Electric Department. Evans told Council the total Capital Budget for the Street Department was \$6,513,854.

Evans presented information on **Debt Service/Lease Payments – Streets:**

Evans said the lease payment for the Street Department is \$50,000, and the total Debt/Lease expense is \$50,000.

Evans presented information on **Restricted Reserves Sources, Uses, and Balances – Streets:**

Evans told Council the Street Department's operating reserves threshold is 25% of operations and the end balance of Operating Reserves is \$597,962. Evans stated that the Escrow Funds for



the Street Department are held for future projects, and the ending balance for Escrow Funds in the Street Department is \$393,020. Evans said the total Restricted Reserves for the Street Department is \$990,982.

Evans told Council the Street Department budget was structurally balanced, ending unrestricted cash balance of \$798,749 and operations as a percentage of Revenues at 33.62%.

Evans presented information on **ARPA Funds:**

Evans said the budgeted interest income for ARPA Funds would be \$91,415, and the budgeted transfers out will be \$759,384 for the website and ERP system projects and add the \$650,000 for the Cherry Street project. Evans stated that the ending ARPA Fund balance would be \$3,926,800 minus the Cherry Street project.

Evans presented information on the **Enterprise Funds (Electric, Water, Wastewater) Revenues:**

Evans said the Electric Department's \$18,267,467 is made up mostly of sales. Evans stated that the Water Department's \$4,872,902 is made up mostly of sales and transfers in for Utility Billing. Evans said the Wastewater Department's \$3,950,617 is made up mostly of sales.

Evans presented information on the **Enterprise Funds (Electric Department) Personnel:**

Evans told Council there would be an 8.7% COLA increase and a 1.5% merit increase for the Electric Department. Evans said there were no personnel additions requested for the Electric Department. Evans stated the 2023 Personnel Budget for the Electric Department would have been \$1,883,253 but would be increasing slightly due to the increase in the merit raise.

Evans presented information on the **Enterprise Funds (Water Department) Personnel:**

Evans told Council there would be an 8.7% COLA increase and a 1.5% merit increase for the Water Department. Evans told Council there 1 position requested in the Water Department, an Assistant Water Quality Superintendent. Evans said the cost of this position would be split with the Wastewater Department. Evans stated that the 2023 Personnel Budget for the Water Department would have been \$1,349,112 but would be increasing slightly due to the increase in the merit raise.

Evans presented information on the **Enterprise Funds (Wastewater Department) Personnel:**

Evans told Council there would be an 8.7% COLA increase and a 1.5% merit increase for the Wastewater Department. Evans said there were no personnel additions requested for the Wastewater Department. Evans stated the 2023 Personnel Budget for the Wastewater Department would have been \$1,062,127 but would be increasing slightly due to the merit raise.

Evans presented information on the **Enterprise Funds (Electric Department) Operations:**

Evans told Council the 2023 Operating Expense budget for the Electric Department would be \$14,052,046, an increase of \$280,184 or 2.03%.

Evans presented information on the **Enterprise Funds (Water Department) Operations:**

Evans told Council the 2023 Operating Expense budget for the Water Department would be \$2,564,174, an increase of \$205,125 or 8.7%.

Evans presented information on the **Enterprise Funds (Wastewater Department) Operations:** Evans told Council the 2023 Operating Expense budget for the Wastewater Department would be \$1,375,413, an increase of \$191,164, or 16.14%.

Evans presented information on the **Enterprise Funds (Electric Department) Capital:** Evans told Council there are 8 carry-over projects in the 2023 budget due to supply chain, delivery, and lead time issues. Colvin provided information on the Electric Master Plan, with Council asking additional questions and Colvin responding. Council asked questions about the utility rates, with Colvin responding. Evans said there would be 5 new projects. Colvin provided information on the Tree Farm project, with Council asking questions, with Colvin and Liles responding. Evans told Council there would be 1 shared project that would be split with the Street Department. Evans stated that the total Capital Budget for the Electric Department would be \$3,660,000.

Evans presented information on the **Enterprise Funds (Water Department) Capital:** Evans told Council there are 7 carry-over projects in the 2023 budget due to supply chain, delivery, and lead time issues. Cossey provided information on the Bulk Fill Water Station project. Evans stated there would be 4 new projects and 1 shared project that would be split with the Wastewater Department. Cossey provided information on the SCADA project. Council asked additional questions, with Cossey responding. Evans said the total Capital Budget for the Water Department would be \$2,836,739.

Evans presented information on the **Enterprise Funds (Wastewater Department) Capital:** Evans told Council there are 5 carry-over projects in the 2023 budget due to supply chain, delivery, and lead time issues. Evans asked questions about the SW Regional Lift Station project, with Liles and Colvin responding. Liles provided additional information on the Oakmont Lift Station and future development. Council asked questions about lift stations, with Colvin responding. Evans stated there would be 5 new projects and 1 shared project that would be split with the Water Department. Evans said that the total Capital Budget for the Wastewater Department would be \$3,897,364.

Evans provided information on the **Enterprise Funds (Electric, Water, Wastewater) Debt/Lease:**

Evans told Council the Electric Department would have \$26,000 in Debt/Lease payments, the Water Department would have \$436,562 Debt/Lease payments, and the Wastewater Department would have \$369,500 in Debt/Lease payments.

Evans provided information on the **Enterprise Funds (Electric Department) Transfers Out:** Evans told Council the Electric Department would have \$2,097,604 in Transfers Outgoing to admin fees, the central garage, utility billing, and fee in lieu of taxes. Evans provided information on admin fees.

Evans provided information on the **Enterprise Funds (Water Department) Transfers Out:** Evans said the Water Department would have \$606,680 in Transfers Outgoing to admin fees, the central garage, and fee in lieu of taxes.

Evans provided information on the Enterprise Funds (Wastewater Department) Transfers Out: Evans stated the Wastewater Department would have \$900,906 in Transfers Outgoing to admin fees, the central garage, and utility billing.

Evans provided information on the **Enterprise Funds (Electric Department) Reserve Balances:**

Evans told Council the Electric Department's Operating Reserves are 20% of the Operations expense, and the ending Restricted Balance for the Electric Department would be \$3,187,060.

Evans provided information on the **Enterprise Funds (Water Department) Reserves Balances:**

Evans told Council the Water Department's Operating Revenues are 25% of the Operations expense, and the ending Restricted Balance for the Water Department would be \$977,557.

Evans provided information on the **Enterprise Funds (Wastewater Department) Reserves Balances:**

Evans told Council the Wastewater Department's Operating Reserves are 25% of the Operations expense, which is \$608,995. Evans stated that the Wastewater Department also has Debt Service Reserves of \$64,379. Evans said the Wastewater Department's ending Restricted Balance is \$673,374.

Evans said the **Enterprise Funds (Electric, Water, Wastewater)** have a structurally balanced budget with an ending unrestricted cash balance of \$10,164,703 for the Electric Department, \$1,230,734 for the Water Department, and \$1,230,734 for the Wastewater Department. Evans stated that the operations as a percentage of revenue was less than 100% for each fund. The operations as a percentage of revenues for the Electric Department was 87.23%, the Water Department was 80.24%, and the Wastewater Department was 61.66%. Council asked about the different reserve amounts for the different departments with Colvin responding.

Council asked additional questions about the SCADA system, with Colvin responding. Council asked for a presentation from the IT company on managing the City's security and an updated business plan presentation from the Parks Department. Council asked for an updated budget dashboard at the next Council meeting. Council asked additional questions about the SW Regional Lift Station time frame, with Colvin responding. Council held a discussion about development within the City, and Colvin provided additional information about regional lift stations.

**Adjournment:**

Mayor Steele called for a motion to adjourn the meeting. Giddens made a motion to adjourn at 8:13 p.m., with Lucas seconding and all Council Members voting aye.

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Mayor

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City Clerk

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

**NIXA CITY HALL**

**October 24th, 2022 7:00 P.M.**

The regular meeting of the Nixa City Council was called to order by Mayor Brian Steele. Attending were Council Members Shawn Lucas, Jarad Giddens, Aron Peterson, and Darlene Graham.

The Pledge of Allegiance was given.

## **Consent Agenda:**

Mayor Steele called for a motion to approve the consent agenda. Giddens made a motion to approve the consent agenda as presented, items a through b, with Peterson seconding and Lucas, Giddens, Peterson, Graham, Ogden, and Balogh voting aye on roll call vote.

## **Service Award:**

Mayor Steele recognized Brendan Justin for his 10 years of service to the City. Cindy Robbins, Assistant City Administrator, stated she had hired Justin from the Parks Department into Utility Billing as a meter reader. Robbins said Justin transferred to Planning and Zoning as the code enforcement officer and is currently a building inspector. Robbins stated that Justin has the best customer service skills, is very dependable, and is a great asset to the City.

## **Proclamations:**

Mayor Steele read a proclamation honoring Nixa High School for its National Blue Ribbon Award.

Mayor Steele read a proclamation proclaiming November as Native American Heritage Month. Citizens of the Wyandotte Nation of Oklahoma and the Peoria Tribe of Oklahoma were in attendance to accept the proclamation.

## **Awards and Recognition:**

### **MML 2022 Innovation Award – Sensory Path at Woodfield Park**

Matt Crouse, Parks Director, presented information on the Sensory Path at Woodfield Park that won the 2022 MM Innovation Award. Crouse said the City partnered with the School District and Nixa Community Foundation for the path. Crouse stated that Katie Buford, Assistant Parks Director, was instrumental in the design and implementation. Crouse also told Council the library has a story walk in the path. Mayor Steele stated this was the City's fifth (5th) Innovation Award in six (6) years.

### **Doug Colvin – MPUA "Hometown Utilities" Award**

Jimmy Liles, City Administrator, said Doug Colvin, Assistant City Administrator and Public Works Director, has been awarded the Hometown Utilities Award. Liles read the MPUA press

release on Colvin. Liles said the City is very proud of Colvin, and he is very deserving of the award. Mayor Steele thanked Colvin for all he does for the City.

**Visitors:**

None

**Ordinances (Second Reading and Public Haring; Comments Limited to 5 Minutes; Council Vote Anticipated):**

**Council Bill #2022-102** Rezoning the Real Property Generally Located at 415 North Main Street From a Single-Family Residential (R-1) District to a Neighborhood Commercial (NC) District. Scott Godbey, City Planner, said the owners of the property located at 415 North Main had requested a rezone of that property from R-1 Single-Family to an NC Neighborhood Commercial. Godbey said the property was built in 1930, and the owners would like to convert it to a commercial space. Godbey stated that the property to the north, west, and south were all zoned R-1 and the properties to the west are R-4, NC, and North Main Street. Godbey told Council that the property would require a traffic impact study before the certificate of occupancy would be released. Godbey told Council that all utilities are available and capable of serving the NC zoning. Godbey said that at the Planning and Zoning Commission meeting, neighbors to the west voiced their concerns about traffic and the eventual rezoning of neighboring properties to NC. Godbey stated that both the Planning and Zoning Commission and staff recommend approval. Mayor Steele opened the public hearing with no comments made the public hearing was closed. Mayor Steele called for a motion to approve the council bill. Giddens made a motion to approve Council Bill #2022-102, with Graham seconding and Giddens, Peterson, Graham, Ogden, Balogh, and Lucas voting aye on roll call vote.

**Resolutions (Public Hearing; Comments Limited to 5 Minutes: Council Vote Anticipated):**

**Resolution #2022-105** Authorizing the City Administrator to Execute a Contract with D&E Plumbing & Heating, Inc. for Certain Repairs to the Highway 14 and Gregg Road Intersection. Travis Cossey, Assistant Public Works Director, said at the October 11th meeting Council approved the council bill that allowed for a budget amendment for the work at Highway 14 and Gregg Road. Cossey stated that this resolution provides for the contract with D&E Plumbing for the work at that intersection. Mayor Steele opened the public hearing with no comments made the public hearing was closed. Council asked about the bidding process, with Robbins and Colvin responding. Council directed staff to look at other options for getting more bids. Liles provided additional information about the bidding process and feedback that had been received from contractors. Mayor Steele called for a motion to approve the resolution. Peterson made a motion to approve Resolution #2022-105, with Balogh seconding and all Council Members voting aye.

**Resolution #2022-106** Authorizing the City Administrator to Execute a Contract with Hansen's Tree Service for Brush Grinding Services. Cossey said this is a bi-annual service contract. Cossey stated that the Electric Department and Recycling Center have tree material that will be processed under this contract. Cossey said the mulch that is the product of the grinding is given

back to the citizens. Cossey stated the budget for this contract is \$20,000 and was bid out at an hourly rate where Hansen's will grind until there is no more material or the budget runs out. Cossey said Hansen's bid the project at \$500 per hour. Cossey told Council staff recommends approval. Mayor Steele called for a motion to approve the resolution. Lucas made a motion to approve Resolution #2022-106, with Giddens seconding and all Council members voting aye.

### **Discussion Item – Unfinished Business – 2023 Budget Draft and Discussion:**

Jennifer Evans, Finance Director, presented a recap of the discussion from the October 20th budget workshop.

#### **Evans provided a recap on Personnel:**

Evans said there would be a one-point-five percent (1.5%) merit increase for 2023. Evans provided an overview of the LAGERS benefit rates. Evans stated there was no change in rates for health insurance, and the dental and vision insurance would be changing companies with a slight decrease in the premium. Evans said there was a request for one (1) additional administrative clerk in Public Works.

#### **Evans provided a recap on Operations:**

Evans said Council approved \$2000 for upgrades to the posting board outside City Hall.

#### **Evans provided a recap on Capital:**

Evans said at the budget workshop Council elected to fund the range building, Planning and Development comprehensive plan, the Cherry Street project, the Rotary Park pavilion, and Rotary Park security and lights. Evans also provided information on the Utility Billing project that includes payment kiosks. Council asked questions about the kiosks, with Evans responding. Council asked questions about meter reader equipment, with Evans responding. Evans stated that a drone project was added to the Police Department CIP, with Joe Campbell, Police Chief, providing additional information.

#### **Evans provided a recap on Debt:**

Evans said no changes had been made since the budget workshop.

#### **Evans provided a recap on Transfers:**

Evans said funds were approved to be transferred out of the ARPA fund for the Cherry Street project. Evans told Council that as personnel changes are made, the admin fees and interdepartmental transfers out are affected.

#### **Evans provided a recap on Restricted Reserves Balances:**

Evans stated again that as personnel changes and operating expenses are made, operating reserve restrictions will be changed as well. Evans told Council the beginning cash balances didn't include the large deduction from the Parks Savings account for the McCauley Park playground upgrades.

Evans said the **General Fund** ending restricted cash balance is slightly different from the \$936,443 that is shown due to a last-minute change that was made before the meeting. Evans said the **General Fund** operations as a percentage of revenue is 98.76%.

Evans said the **Street Fund** ending unrestricted cash balance would be close to the \$892,764 that is presented again due to the last-minute change that was made. Evans said the operations as a percentage of revenue for the **Street Fund** is 33.71%.

Evans said the **Electric Fund** ending unrestricted cash balance would be \$10,315,911 with an operations as a percentage of revenue of 87.29%.

Evans said the **Water Fund** ending unrestricted cash balance would be \$1,583,562 with an operations as a percentage of revenue of 90.10%.

Evans said the **Wastewater Fund** ending unrestricted cash balance would be \$2,013,341 with an operations as a percentage of revenue of 61.89%.

Council asked about what General Fund CIP's with Evans responding. Council held a discussion. Liles provided information on grant opportunities that will be brought to Council that would utilize ARPA funds. Council asked questions about the ARPA Fund ending balances, with Evans and Liles responding. Council held an additional discussion on ARPA funds and projects, with Liles providing information on the projects. Council asked about the chipper in the budget and the contract that was approved for brush grinding, with Colvin providing information on the chipper and the brush grinding project. Council asked additional questions about brush grinding, with Colvin responding.

### **Mayor and Council Member Reports:**

Crouse stated that Thursday the 27th, from 4:30-7:30, there would be an open house to discuss the north parcel of the Eoff property. Crouse said the Parks Department would be taking comments on that parcel and showing the property's concepts. Crouse also stated that Friday the 28th is Spooktacular.

Liles said the State of the Community Dinner would be Tuesday the 25th.

Peterson stated that Saturday, November 5th, at the Nixa library branch would be the fall Drug Take Back Day from 10 a.m. to 2 p.m.

### **Adjournment:**

Mayor Steele called for a motion to adjourn. Giddens made a motion to adjourn at 7:49 p.m., with Lucas seconding and all Council Members voting aye.

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Mayor

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City Clerk