

Maryville City Council
Regular Scheduled Meeting
December 10, 2012
7:00 p.m.

The Council of the City of Maryville, Missouri, met in regular session on Monday, December 10, 2012, at City Hall, 415 North Market Street, in said City at 7:00 p.m.

ROLL CALL

The meeting was called to order by Mayor Jonagan and roll was called by the City Clerk, with the following present to-wit: Mayor Glenn Jonagan, Council Members Ronnie Moss, James Fall, Renee Riedel and Jeff Funston. Others present were City Manager Greg McDanel, Asst., City Manager Ryan Heiland, NWMSU Senate/Council Liaison Cody Uhing; and City Clerk Sheila Smail.

PLEDGE TO THE FLAG

Mayor Jonagan led the pledge to the flag.

INVOCATION

Councilman Moss gave the invocation.

APPROVAL OF THE AGENDA

Mayor Jonagan requested any changes needed to the agenda, be noted at this time. No changes were noted.

Motion was made by Councilman Moss, seconded by Councilman Fall, that the agenda be approved as presented. Upon roll being called, the vote was as follows: Councilwoman Riedel, yea; Councilman Funston, yea; Councilman Moss, yea; Councilman Fall, yea; Mayor Jonagan, yea. Motion carried.

APPROVAL OF MINUTES

Mayor Jonagan requested any changes needed to the minutes of Council meetings held November 12, and 26, 2012, be noted at this time.

Motion was made by Councilwoman Riedel, seconded by Councilman Moss, that the minutes be approved as presented. Upon roll being called, the vote was as follows: Councilman Funston, yea; Councilman Moss, yea; Councilman Fall, yea; Councilwoman Riedel, yea; Mayor Jonagan, yea. Motion carried.

EMPLOYEE OF THE FOURTH QUARTER OF 2012 – PAM MYERS

Reservation clerk/administrative assistant, Pam Myers was selected as the Employee of the Quarter for the 4th quarter of 2012. She began working for the City in 1991 as a temporary employee in the Public Works office and at the landfill. In 1992 she was promoted to a full-time clerk position in the Public Works department. In 1996, she became the administrative assistant for the City Manager's office, a position she held until this past October when she was transferred to the position of reservation clerk/administrative assistant at Mozingo Lake. Her duties at the lake include taking reservations for all of the facilities at Mozingo, as well as a variety of administrative tasks.

Since her transition to the Lake, Pam has gone out of her way to make guests feel welcome and give them a unique experience. Pam is a long time employee of the City who provides great service to the community. She has enthusiasm to learn all aspects of the park maintenance operations and excels in customer service, hospitality, and guest recruitment. Her willingness to take on this new job transition has made a positive impact on the operations of the Mozingo Park.

CITIZENS TO BE HEARD

Mayor Jonagan welcomed citizens and stated this the time for persons to address the Council on items not on the agenda. Any persons wishing to speak were requested to come forward and state their name and address for the record. No persons appeared to be heard.

TREASURER'S REPORT

During the month of November 2012, large capital non-recurring items for November included the third quarter 911 tax distribution funds (\$32,730.62); reimbursement of grant funds from Missouri Department of Transportation (MODoT) for the airport fuel project (\$58,232.00); reimbursement of grant funds for trails projects from MODoT (\$53,681.04); reimbursement of grant funds for high service pumps at the Water Treatment Plant, from the Missouri Department of Natural Resources (MDNR) (\$115,825.30); and

reimbursement of grant funds for the Mozingo Equestrian Trail grant from MDNR (\$99,000).

Non-recurring bills to be paid for the month of November 2012, include HDR Engineering for the Wastewater Treatment Plant (\$87,061.51); SK Design Group for engineering services for Munn Avenue (\$20,466.90); Deffenbaugh Disposal Services for three (3) months of transfer station hauling (\$128,143.63); Nodaway County Economic Development annual membership and services (\$52,000.00); SAK Construction for sewer main lining retainage (\$24,357.63); Olsson Associates for trails, the airport fuel project and South Depot Street engineering services (\$27,500.17) Double Check Company, Inc., for the airport fuel tank project (\$43,775.91); White Cloud Engineering and Construction for South Depot Street waterline relocation (\$30,000.00); PeopleServices for Water Treatment Plant chemical overages from Fiscal Year 2012 (\$88,910.00) and Loch Sand and Construction Company for South Depot Street Project (\$25,104.56).

Motion was made by Councilman Funston, seconded by Councilwoman Riedel, to approve the Treasurer's Report as presented. Upon the roll being called, the vote was as follows: Councilman Moss, yea; Councilman Fall, yea; Councilwoman Riedel, yea; Councilman Funston, yea; Mayor Jonagan, yea. Motion carried.

PAYMENT VENDOR SCHEDULE

Motion was made by Councilman Fall, seconded by Councilwoman Riedel, to approve the payment of bills, as presented. Upon roll being called, the vote was as follows: Councilman Fall, yea; Councilwoman Riedel, yea; Councilman Funston, yea; Councilman Moss, yea; Mayor Jonagan, yea. Motion carried.

PRESENTATION/DISCUSSION MARYVILLE COMPREHENSIVE PLAN, PRESENTATION-RDG

In early 2011, the City of Maryville began working with RDG Planning & Design on a two (2) phase community planning project according to the approved scope of services. Phase I consisted of a Zoning Ordinance Update and Phase II is the creation of a Maryville Comprehensive Plan. City Council approved the recommendations of Phase I on July 9, 2012. RDG Planning & Design has completed the final draft of the comprehensive plan. Comprehensive plans are often described as city plans for the physical development of a community with accompanying maps, plats, charts, and descriptive materials. These plans provide a long-term consistent guide for development and add to the defensibility of zoning decisions made by the Planning & Zoning Commission and City Council.

According to RSMo 89.360, a comprehensive plan is adopted with a resolution by the Planning & Zoning Commission, not the City Council. The required public hearing with fifteen (15) day notice and consideration of adoption has been set for a Planning & Zoning meeting on December 19th at 5:00 p.m. RDG Planning & Design will be in attendance to present the plan and what it means for the community at the public hearing.

Amy Haase, RDG Planning & Zoning presented the final document to the City Council at the meeting. City Council has been instrumental and responsible for the comprehensive planning process and city staff requested feedback before the scheduled Planning & Zoning Commission meeting where approval will be considered.

The final draft of the Maryville Comprehensive Plan can be found at: <http://www.rdgusa.com/crp/maryville/>

CONTRACT WITH SPIRE CONST., HOSPITAL-MIDDLE SCHOOL TRAIL-STP9900(113), PH M

The City Clerk presented a bill, Bill No. 2012'112 for an ordinance entitled:

An Ordinance Authorizing the Mayor of the City of Maryville, Missouri, to Execute a Contract with Andrew Spire Construction, LLC, for the Purpose of Constructing Phase M, STP 9900(113), Hospital to Middle School Trail Project, Maryville, Missouri

On December 21, 2010, the City of Maryville was awarded \$134,965.00 in Transportation Enhancement (TE) funds through the Missouri Department of Transportation (MoDOT) for the Phase M, STP-9900 (113), from the Hospital to Middle School Trail Project. Based on a preliminary construction estimate of \$168,715.00, the grant awarded eighty percent (80%) of the project with the remaining \$33,750.00, or twenty percent (20%), to be funded from the approved Capital Improvement Sales Tax. Olsson Associates was hired to provide engineering/design on the project which is now ready for construction. The project consists of installing a ten (10) foot concrete trail nearly 1,500 linear feet in length to connect the existing trail at the Maryville Middle School to a new entry point located along the front of St. Francis Hospital.

Olsson Associates also designed lighting for the proposed trail in accordance with current lighting

standards of the existing trail near the Maryville High School. For the purposes of construction bidding, lighting improvements were separated as Alternate #1.

On November 9th, five (5) bids for construction of the project from Andrew Spire Construction, LLC; WMI Construction, Inc.; JD Bishop, LLC; Loch Sand Construction; and Mega Industries. Andrew Spire Construction was low bidder with a Base Bid of one hundred forty-one thousand, nine hundred sixty-two dollars and ten cents (\$141,962.10) and Alternate #1 for forty-nine thousand eight hundred thirty-three dollars (\$49,833.00).

MoDOT issued a letter of concurrence to award the contract to Andrew Spire Construction, LLC with a low bid of \$141,962.10 for the base bid only.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made and seconded, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Fall, seconded by Councilman Moss, to approve Council Bill No. 2012'112, to enter into a contract with Andrew Spire Construction for the construction of project STP 9900(113), Phase M, Trails Project.. Upon roll being called the vote was as follows: Councilman Funston, yea; Councilman Moss, yea; Councilman Fall, yea; Councilwoman Riedel, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Ordinance No. 7482 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk, with the agreement identified as Contract No. 2012-56.

SUPPLEMENTAL AGREEMENT WITH MO DEPT., TRANSPORTATION, STP-9900(113), PH M

The City Clerk presented a bill, Bill No. 2012'113 for an ordinance entitled:

An Ordinance Authorizing the Mayor of the City of Maryville, Missouri to Execute a Transportation Enhancement Funds Supplemental Agreement with the Missouri Department of Transportation, for a Revision to the Project Schedule of Project No. STP-9900(113), Phase M, Hospital to Middle School Trail, Maryville, Missouri.

On March 23, 2011 the Missouri Highways and Transportation Commission entered into a Transportation Enhancement Funds Agreement with the City of Maryville for Project No. STP-9900 (113), Phase M, Hospital to Middle School Trail.

The Missouri Department of Transportation (MoDOT) is requesting a Transportation Enhancement Funds Supplemental Agreement to amend and finalize the project schedule as "Exhibit B". The schedule now reflects the construction contract award date of December 10, 2012. The contract with Andrew Spire Construction, LLC and work is scheduled to commence March 1, 2013.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made and seconded, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Funston, seconded by Councilman Fall, to approve the Council Bill No. 2012'113, to approve the supplemental agreement with MODoT. Upon roll being called the vote was as follows: Councilman Moss, yea; Councilman Fall, yea; Councilwoman Riedel, yea; Councilman Funston, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Ordinance No. 7483 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk, making it a part of original Contract No 2011-11.

SUPPLEMENTAL AGREEMENT WITH MO DEPT., TRANSPORTATION, STP-9900(110), PH C

The City Clerk presented a bill, Bill No. 2012'114 for an ordinance entitled:

An Ordinance Authorizing the Mayor of the City of Maryville, Missouri, to Execute a Transportation Enhancement Funds Supplemental Agreement with the Missouri Department of Transportation, for a Revision to the Project Schedule for Project No. STP-9900(110), Phase C, 7th and 9th Street Trail, Maryville, Missouri

August 9, 2011 the Missouri Highways and Transportation Commission entered into a Transportation Enhancement Funds Agreement with the City of Maryville for the project. The agreement outlined mutual covenants and promises for grant funding and also included a project schedule. The Missouri Department of Transportation (MoDOT) requested a Transportation Enhancement Funds Supplemental Agreement to amend and finalize the project schedule as "Exhibit B". The schedule reflects the current project progress and a construction contract award date of April 15, 2013.

December 21, 2010, the City of Maryville was awarded \$240,000 in Transportation Enhancement (TE) funds through the Missouri Department of Transportation (MoDOT) for Project No. STP-9900 (110), Phase C, 7th & 9th Street Trail. Based on a preliminary construction estimate of \$344,431 the grant awarded seventy percent (70%) of the project with the remaining \$104,431, or thirty percent (30%), to be funded from the approved Capital Improvement Sales Tax.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made and seconded, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilwoman Riedel, seconded by Councilman Funston, to approve Council Bill No. 2012'114, Transportation Enhancement Funds Supplemental Agreement. Upon roll being called the vote was as follows: Councilman Fall, yea; Councilman Moss, yea; Councilwoman Riedel, yea; Councilman Funston, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Ordinance No. 7484 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk, being a part of the original Contract No 2011-27.

SUPPLEMENTAL AGREEMENT WITH MO DEPT., TRANSPORTATION, STP-9900(111), PH F

The City Clerk presented a bill, Bill No. 2012'115 for an ordinance entitled:

An Ordinance Authorizing the Mayor of the City of Maryville, Missouri, to Execute a Transportation Enhancement Funds Supplemental Agreement with the Missouri Department of Transportation, for a Revision to the Project Schedule for Project No. STP-9900(111), Phase F, Beal Park Trail, Maryville, Missouri

August 25, 2011 the Missouri Highways and Transportation Commission entered into a Transportation Enhancement Funds Agreement with the City of Maryville for the project. The agreement outlined mutual covenants and promises for grant funding and also included a project schedule. The Missouri Department of Transportation (MoDOT) is requesting a Transportation Enhancement Funds Supplemental Agreement to amend the trail width and finalize the project schedule as "Exhibit B". The schedule reflects the approved reduction from a ten foot (10') to eight foot (8') concrete trail and scheduling a construction contract award date of April 15, 2013.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made and seconded, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Funston, seconded by Councilwoman Riedel, to approve Council Bill No. 2012'115, a Transportation Enhancement Funds Supplemental Agreement. Upon roll being called the vote

was as follows: Councilwoman Riedel, yea; Councilman Funston, yea; Councilman Fall, yea; Councilman Moss, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Ordinance No. 7485 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk, being a part of the original Contract No 2011-28.

ROAD RELINQUISHMENT AGREEMENT, MO HWY & TRANSPORTATION, PORTION SOUTH MUNN

The City Clerk presented a bill, Bill No. 2012'116 for an ordinance entitled:

An Ordinance Authorizing the Mayor of the City of Maryville, Missouri, to Execute a Road Relinquishment Agreement with the Missouri highway and Transportation commission, for a portion of Munn Avenue, Maryville, Missouri

The City of Maryville plans to reconstruct Munn Avenue from South Avenue to Highway V with an estimated construction start date of March 2013. During initial survey work, it was determined that approximately 475 feet of Munn Avenue near Highway V, lies within Missouri State highway right-of-way maintained by the Missouri Department of Transportation (MoDOT). In order to proceed with construction, the City must either submit design plans and permits through MoDOT process for approval or assume ownership of the right-of-way by quitclaim deed. Upon conveyance of a quitclaim deed, the City would be responsible for maintenance of the road portion as a part of the City street system.

The Missouri Highways and Transportation Commission has submitted a Road Relinquishment Agreement for council consideration which outlines the City's acceptance of a quitclaim deed from the Commission once a legal description is complete for the area outlined in Exhibit "A". SK Design Group, Inc., has agreed to write the legal description for the City to complete the transfer.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made and seconded, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Fall, seconded by Councilwoman Riedel, to approve Council Bill No. 2012'116, approving a Road Relinquishment Agreement. Upon roll being called the vote was as follows: Councilman Funston, yea; Councilman Moss, yea; Councilman Fall, yea; Councilwoman Riedel, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Ordinance No. 7486 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk; identifying the agreement as Contract No 2012-57.

LOT SPLIT REQUEST FOR PROPERTY - 527 NORTH DAVIS STREET, BY KEITH ARNOLD

The City Clerk presented a bill, Bill No. 2012'117 for a resolution entitled:

A Resolution Authorizing a Lot Split of Property Owned by Citizens Bank and Trust, Located at 517 North Davis Street, of the City of Maryville, Nodaway County, Missouri

An application was submitted by Keith Arnold for a lot split at 517 North Davis. The request was to change the property from an R-2, Single Family Zone and the split would meet all of the requirements of the zone.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Funston, seconded by Councilwoman Riedel, to approve Council Bill No. 2012'115, a Transportation Enhancement Funds Supplemental Agreement. Upon roll being called the vote was as follows: Councilwoman Riedel, yea; Councilman Funston, yea; Councilman Fall, yea; Councilman Moss, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Resolution No. 576 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk.

REVISION OF AIRPORT LAND LEASE FOR HANGAR & SPECIFICATIONS OF HANGAR CONST.

The City Clerk presented a bill, Bill No. 2012'118 for a resolution entitled:

A Resolution to Adopt Revision to Northwest Missouri Regional Airport Land Lease for Hangar and Specifications for Hangar Construction, Maryville, Missouri

The Northwest Missouri Regional Airport Board have discussed revisions to the Land Lease for Hangars and Specifications for Hangar Construction for the past several years. The board recommended making several changes to these documents to encourage additional construction of hangars on the property. The City of Maryville has several land leases in place, but the Airport Board has found that the lease is too prohibitive and restricts further development.

Notable revisions to the documents include: 1) to increase the lease term from ten (10) to twenty (20) years; 2) Rental rate is increased to twenty-two cents (\$0.22) per square foot of hanger space per year from fifteen cents (\$0.15), 3) Rental Rate is modified on a five year basis according to Consumer Price Index (CPI). 4) Two million dollar (\$2,000,000) premises and aircraft liability insurance required is reduced to one million dollars (\$1,000,000), 5) Additional right of entry provided to City for inspections, and 6) Various legal language revision by City Attorney.

According to Section 125.010 of the Municipal Code for the City of Maryville states that general airport regulations are recommended by the Airport Board and adopted by the City Council by resolution. The Airport Board discussed recommendations at the December 4th board meeting for approval the Land Lease for Hangars and Specifications for Hangar Construction as presented.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Moss, seconded by Councilman Fall, to approve Council Bill No. 2012'118, a resolution to adopt changes to airport regulations. Upon roll being called the vote was as follows: Councilman Fall, yea; Councilman Moss, yea; Councilwoman Riedel, yea; Councilman Funston, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Resolution No. 597 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk.

ENERGIZE MO WATER LOAN PROGRAM-MO DEPARTMENT OF NATURAL RESOURCES

The City Clerk presented a bill, Bill No. 2012'119 for a resolution entitled:

A Resolution of the Governing Body of the City of Maryville Authorizing the Participation in the Energize Missouri Water Loan Program of the Missouri Department of Natural Resources and the Execution of a Loan Agreement and Promissory Note to Provide Funds to Finance the Installation or Construction of Energy Conservation Measures; Such Funds to be Repaid from Energy Cost Savings Realized by the Public Entity as a Result of Implementation of Such Energy Conservation Measures

An *Energize Missouri Water* Loan Program through the Missouri Department of Natural Resources (DNR) that is designed to make low interest loans for energy efficient equipment replacements in community water systems. PeopleService, Inc. assisted the City of Maryville with an application to the program for the installation of energy efficient motors and variable frequency drives (VFDs) on intake pumps.

The application to DNR included the replacement of three (3) motors, the addition of three (VFDs) at the pump station, and the needed SCADA programming to run the equipment from the water plant. The equipment requested would create a more efficient process to pump water from Mazingo Lake to the Maryville Water Treatment Plant. The City anticipates seeing a considerable savings in energy thereby making the project eligible for funding.

The City was notified on December 6, 2012 that the funds had been awarded in the amount of \$154,029. The estimated annual energy savings from the project is approximately \$20,795. This estimate is considered conservative and was calculated by an engineer from the Department of Natural Resources and confirmed by PeopleService, Inc. and City staff.

The project will be financed through the *Energize Missouri Water* Loan Program with an 8.5 year loan at 2.5% interest to be repaid by financial savings from electrical expenses. Annual repayments are anticipated to be derived solely from energy savings or avoided costs. In the event annual savings fail to equal or exceed the amount due in the agreement, the agreement will be renegotiated and the promissory note will be revised accordingly. No budgeted or additional reserve funds will be required for this project.

Upon motion duly made and seconded, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than 24 hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Funston, seconded by Councilwoman Riedel, to approve Council Bill No. 2012'119, a Transportation Enhancement Funds Supplemental Agreement. Upon roll being called the vote was as follows: Councilwoman Riedel, yea; Councilman Funston, yea; Councilman Moss, yea; Councilman Fall, yea; Mayor Jonagan, yea. Motion carried.

Said bill was then numbered Resolution No. 598 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk.

MOZINGO LAKE GOLF COURSE IMPROVEMENTS

On December 5th, students from the Advanced Advertising Strategies class at Northwest Missouri State University made a presentation to the City Council, Mozingo Advisory Board, city staff members, and the general public. The subject of the presentation was the rebranding and marketing of Mozingo Lake Recreation Area. In addition to this presentation, staff has been analyzing the entire operation of the Mozingo Lake Golf Course for the past several months. During this review, it has become apparent that immediate changes are necessary in order to be prepared for the upcoming golf season and improve operations of the golf facilities permanently. The timing of these improvements, both structural and operational, is being coordinated with the current rebranding project.

Staff requested approval of a budget not to exceed \$30,000, to address items of deferred maintenance (e.g. - deck and window repair) and minor clubhouse improvements. Improvements would include new carpet, paint, updated tables and chairs, landscaping, and updated décor, as well as the purchase of products that will improve operational efficiency, such as updates to the Fore! reservation system. Updating the software will allow staff to market the course, improve efficiencies, and increase communication with our customers.

Other improvements that staff has or will be implementing within the next several months include 1) Management Structure: The management structure used at Mozingo Lake Golf Course has been confusing and ineffective in recent years. Streamlining the management at the course allows dedicated employees to increase efficiency and improve the overall business. The realignment of the Golf Services Manager and Assistant Golf Services Manager positions have allowed for improved supervision and consistency. 2) Customer Service: Improving customer service will be a crucial piece for enhancing customer experience at Mozingo Lake Golf Course. Customer service improvements that are to be implemented include training programs for staff, staff shirts for a consistent image, improving league operations, and customer outreach through the Fore! reservation system. 3) Mozingo Pro Shop: Moving forward, the pro shop's retail focus is going to be on providing the services of a specialized retail golf shop. 4) Marketing: On December 5th, the Advance Marketing Class presented their findings regarding the rebranding and marketing for Mozingo Lake Recreation Area. Staff is in the process of reviewing the information and determining the next steps in the process. This process will be discussed at the January Mozingo Advisory Board meeting, followed by City Council.

To expedite the renovations, it is anticipated that the clubhouse will require full closure for approximately six (6) weeks in January 7, 2013 to February 17, 2013. Partial closure of clubhouse (snack bar area) is expected mid-December. The proposed budget for all improvements and deferred maintenance is not to exceed \$30,000

Motion was made by Councilman Fall, seconded by Councilman Funston, that the request for expenditures for improvements at the Mozingo Golf Clubhouse in the amount not-to-exceed \$30,000, be approved. Upon roll being called, the vote was as follows: Councilman Funston, yea; Councilman Moss, yea; Councilman Fall, yea; Councilwoman Riedel, yea; Mayor Jonagan, yea. Motion carried.

MARYVILLE ENTRYWAY SIGNS

Williams Spurgeon Kuhl & Frashnock Architects, Inc. provided a drawing of a proposed gateway sign for the entrance to Maryville for review and consideration by the City Council for a gateway sign for the entrance to Maryville. The sign depicted metal cutouts of both rural and city silhouette with lighting behind and a stucco and brick background and framing. It was suggested that it somehow includes Northwest Missouri State University and that the sides be flip on the sign. Suggestions will be considered and updates will be reviewed at a later date.

CITY COUNCIL MEETING, DECEMBER 24TH

Because the second regularly scheduled City Council meeting for December 2012 falls on Christmas Eve, December 24, it was decided that the meeting would be rescheduled for Thursday, December 27, at 7:00 p.m.

REPORTS

I. Liaison to Council

- The Mayor was publically thanked for his participation in the lighting of the Christmas tree on Northwest Missouri State University Campus.

II. City Manager

- *South Depot Improvement Project (1st Street to Halsey):* Loch Sand and Construction Company returned to the South Depot Street project after a short utility conflict delay. They have installed an additional storm drainage pipe on the west side of the road and the project remains on schedule.
- *Edwards Street Water Tank Repairs:* Pittsburgh Tank & Tower Maintenance Company has completed emergency repairs to the water tower located on Edwards Street. The repairs were approved by the City Council on November 26th which included adjusting windage rods to withstand 100 mph winds and welding strut end connections for reinforcement of the tower.
- *Water Supply Intake Repairs at Mozingo Lake:* Liquid Engineering Corporation has completed all emergency maintenance to the water supply intakes at Mozingo Lake as approved by the City Council on October 22nd. All intake valves are operational, yet one valve screen has been identified as needing possible replacement. City staff is researching various replacements options and associated costs.
- *Munn Avenue Improvement Project (South Avenue to Highway V):* The City of Maryville and SK Design Group, Inc. met with local utility companies last week to ensure proper coordination on the project. A meeting was also held with Maryville R-II School District representatives to review final plans and construction features. The project is scheduled to release for bidding on December 17, 2012 with bids opening January 16, 2013. City staff will begin meetings with individual property owners with construction anticipated to begin March 1, 2013.

§ *Benches Placed along Trail System:* The Public Works Street Department has now completed the installation of three (3) benches along the trail behind the Maryville High School and Middle School. A fourth bench is to be installed along Phase M, Hospital to Middle School trail next summer after construction. The benches were made possible by a donation from a local citizen and trail enthusiast Richard Landes.

§ *Water/Sewer Maintenance Department Building:* City Council approved the purchase and construction of a new Water/Sewer Maintenance Department building at the November 26th meeting. City staff is now completing the preparation and dirt work for the site and removing the remainder of the damaged building. Jeff Smith Contracting Company, Inc. was awarded the project and has notified the City of intentions to begin the project if the weather permits.

§ *Northwest Missouri Regional Airport Advisory Board:* The Airport Board held their monthly meeting on December 4th at Northwest Missouri Regional Airport. Joe Pestka with JVIation, Inc. was in attendance to assist the board in developing a Capital Improvements Plan (CIP). The CIP is due to the Missouri Department of Transportation (MoDOT) Aviation Division by the end of the year to receive ongoing entitlement funding. The presentation by JVIation, Inc. gave the board an opportunity to review the needs of the airport for the future.

§ *Northwest Missouri Regional Airport Fuel Project:* Electricians on the project made significant progress

this week by completing the installation of necessary conduit. It is anticipated that the concrete cap and landscaping rock will be installed next week. Should weather become unfavorable for the pouring of concrete, an alternative plan has been developed to keep the project on schedule.

§ *Social Media Class, City of Maryville Project:* On November 29th, City staff attended the presentation of two (2) semester projects for the Social Media Class at Northwest Missouri State University. Each group delivered a Social Media Plan for the City of Maryville which included suggestions for engagement, content strategy, improved message delivery, and measurability. Both groups stressed the importance of using Facebook and Twitter to engage with students on current community issues.

§ *Evaluation of Leisure Services, City of Maryville Project:* The City of Maryville has been working with the Evaluation of Leisure Services Class to conduct a survey of the Mozingo Golf Course Men's and Women's Golf Leagues. The survey instrument was developed by the class with the goal of obtaining data to determine the satisfaction of participants, identify revenue and ancillary revenue generated, identify areas for improvement, and solicit comments. The data collected, along with class recommendations, will assist the City in enhancing the league experience which also aligns with rebranding/remarketing and improvements at Mozingo Lake.

§ Beginning Tuesday, December 18, 2012 at 8:00 a.m. filing for two (2) City Council positions will be opened and will close on Tuesday, January 15, 2013, until 5:00 p.m.

II. Council Members

§ An observation was made regarding the relationship developed between City officials and Northwest Missouri State University officials and students by utilizing the others amenities and services available to accomplish common goals letter was received from Nodaway County Economic Development expressing their appreciation for the support shown by the City.

ADJOURNMENT

Motion was made by Councilman Fall seconded by Councilman Funston that the meeting be adjourned. Upon the roll being called, the vote was as follows: Councilman Moss, yea; Councilman Fall, yea; Councilwoman Riedel, yea; Councilman Funston, yea; Mayor Jonagan, yea. Meeting was adjourned at 9:10 p.m.

Glenn Jonagan, Mayor

ATTEST:

Sheila Smail, City Clerk