

Maryville City Council

Regular Scheduled Meeting

January 14, 2019
7:00 p.m.

The Council of the City of Maryville, Missouri, met in a regular session on Monday, January 14, 2019, at 7:00 pm, at City Hall, 415 North Market Street, in said City.

ROLL CALL

The meeting was called to order by Mayor Martin and roll was called by the City Clerk, with the following present to-wit: Mayor Martin, Council Members, Jason McDowell, Matt Johnson, Benjamin Lipiec.

Others present were City Manager Greg McDanel; Asst. City Manager Ryan Heiland; Dir., Public Works, C.E. Goodall; Dir., Public Safety Keith Wood; Human Resource Manager Roxanne Reed; Dir., Parks and Recreation Jeff Stubblefield and City Clerk Sheila Smail.

PLEDGE TO THE FLAG

The pledge to the flag was led by Mayor Martin.

INVOCATION

The invocation was given by Councilman Lipiec.

APPROVAL OF THE AGENDA

Mayor Martin requested any changes to the agenda, be noted at this time.

Motion was made by Councilman McDowell, seconded by Councilman Lipiec, that the agenda be approved as presented. Upon roll being called, the vote was as follows: Councilman Lipiec, yea; Councilman McDowell, yea; Councilman Johnson, yea; Mayor Martin, yea. Motion carried.

APPROVAL OF MINUTES

Mayor Martin requested any changes needed to the minutes of December 10 and 27, 2018 be noted at this time. No changes were noted.

Motion was made by Councilman Lipiec seconded by Councilman Johnson, that the minutes be approved as presented. Upon roll being called, the vote was as follows: Councilman McDowell, yea; Councilman Johnson, yea; Councilman Lipiec, yea; Mayor Martin, yea. Motion carried.

CITIZENS TO BE HEARD

Mayor Martin 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 stand and state their name and address for the record.

Lt. Phil Rickabaugh and several of the Volunteer Firefighters were present to express their appreciation to the City Council for receiving the benefits of using the Mozingo and Park and Recreation facilities this year. They also appreciated the receipt of the turkey and hams at Thanksgiving.

No other citizens were present to be heard.

MARYVILLE PUBLIC ART ADVISORY COMMITTEE (MPAC) APPOINTMENT

In forming the Maryville Public Arts Advisory Committee, it was the purpose and intent of the City to promote and expand the opportunities for its citizens to experience public art and other projects resulting from the creative expression of visual arts in public places. The Maryville Public Arts Advisory Committee (MPAC) was structured to consist of seven (7) members. Members are appointed to carry out the following duties:

- To act in advisory capacity to City Council and City Manager in all matters concerning public art;
- Facilitate communication and cooperation between public art and adjacent property owners; to take action or provide recommendations to the City Council regarding the public display and installation of art in accordance with City Council adopted policies or resolutions.
- To develop, maintain, and update a public art projects plan periodically for presentation to and approval by the City Council.
- To explore and suggest outside funding sources for public art.
- To expand and enhance public art education in the community.
- To promote and stimulate public interest in art.
- To perform such additional functions relating to public art as may be delegated to the Commission

Diane Sudhoff, an original member of the MPAC Board, has resigned her position after serving five (5) years on the board.

An application has been received from MacKenzie Magwire, who is requesting to fill the vacancy left by Diana Sudhoff. The MPAC Board recommends the appointment of MacKenzie Magwire to fill the remainder of the term, which expires January 2020.

Motion was made by Councilman Lipiec, seconded by Councilman McDowell, to appoint MacKenzie Magwire to complete the term vacated by Diane Sudhoff on the Maryville Public Arts Committee. Upon roll being called the vote was as follows: Councilman Johnson, yea; Councilman Lipiec, yea; Councilman McDowell, yea; Mayor Martin, yea. Motion carried.

TREASURER'S REPORT

Dir., Finance Denise Town, provided the December 2018 monthly financial reports. The City received non-reoccurring funds for the month of December from Kawasaki for reimbursement of legal fees for 2018 IRB (\$6,180.90); Nodaway County, property tax distribution (\$241,006.74); Kawasaki for PILOT for 2015 Industrial Revenue Bonds (\$39,118.11) and State of Missouri for CDBG pass-thru grant for hospital daycare facility (\$250,000).

Non-reoccurring disbursements for December 2018 included payments to Snyder & Associates for water and sewer line projects (\$10,976.20); Hochschild Bloom for Fiscal Year 18 audit progress billing (\$24,700); Blue Springs Winwater for Mattie Street waterline materials (\$46,562.67); Middle River Steel for Street Department trailer (\$8,800); William Spurgeon Kuhl & Freshnock – Public Safety facility (\$12,574.41)SSM St. Francis Hospital for CDBG pass-thru grant Request #3 (\$250,000); UMB Bank for Series 2013 Water/Sewer bond principal (\$660,000); UMB Bank for Series 2013 Water/Sewer bond interest (\$225,440).

Motion was made by Councilman McDowell, seconded by Councilman Lipiec, to approve the Treasurer's Report as presented. Upon roll being called, the vote was as follows: Councilman Lipiec, yea; Councilman McDowell, yea; Councilman Johnson, yea; Mayor Martin, yea. Motion carried.

PAYMENT VENDOR SCHEDULE

Motion was made Councilman Lipiec, seconded by Councilman Johnson, to approve the payment of bills, as presented. Upon roll being called, the vote was as follows: Councilman Johnson, yea; Councilman Lipiec, yea; Councilman McDowell, yea; Mayor Martin, yea. Motion carried.

ADMINISTRATION OF OATH OF OFFICE

The City Clerk administered the Oath of Office to William Tye Parsons, who was selected to complete the term held by Renee Riedel.

AN ORDINANCE ANNEXING CERTAIN REAL ESTATE LOCATED AT 950 S. DEPOT STREET, OWNED BY BRAD HILSABECK

The City Clerk presented a bill, Bill No. 2019'01 for an ordinance entitled:

AN ORDINANCE ANNEXING CERTAIN REAL ESTATE LOCATED AT 950 SOUTH DEPOT STREET, OWNED BY BRAD HILSABECK, MARYVILLE, MISSOURI.

On November 27, 2018, staff received an application for voluntary annexation from Brad Hilsabeck for a one and 97/100 (1.97) acre lot located at 950 South Depot Street. The property borders the south city limits and has access to both city water and sewer services. The property features a new single-family residential structure and the property owner desires to connect to municipal utilities.

Missouri Revised Statutes Section 71.012 outlines voluntary annexation procedures for cities regarding unincorporated areas that are contiguous and adjacent to existing corporate limits. The section provides that upon presentation of a petition, the City Council shall hold a public hearing concerning the proposed annexation not less than fourteen (14), nor more than sixty (60) days after the petition for annexation is received. The hearing shall be held not less than seven (7) days after notice is provided in newspapers of the general circulation. The petition for voluntary annexation was accepted by the City Council on December 10, 2018 and a public hearing regarding the annexation was held on December 27, 2018. No written objections to the proposed annexation have been received by municipal staff. The proposed ordinance annexes the subject property owned by Brad Hilsabeck.

Annexation of the property will lead to a slight increase in property tax revenue and an additional water/sewer customer. There will be no expenses incurred by the City for extension of utilities to serve the property.

Staff recommended approval of the proposed ordinance to acknowledge the presentation of a petition to annex certain real estate located at 950 South Depot Street owned by Brad Hilsabeck.

Upon motion duly made, 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 twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made, 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 twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman McDowell, seconded by Councilman Lipiec to annex certain real estate located at 950 South Depot Street owned by Brad Hilsabeck. Upon roll being called the vote was as follows: Councilman Lipiec, yea; Councilman McDowell, yea; Councilman Johnson, yea; Councilman Parsons, yea; Mayor Martin, yea. Motion carried.

Said bill was then identified as Ordinance No 8157 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk.

AN ORDINANCE TO EXECUTE A CONTRACT WITH ALLIED SYSTEMS, INC. FOR THE REPAIR OF A 150 HP AURORA SPLIT CASE HIGH SERVICE PUMP FOR THE WATER TREATMENT PLANT

The City Clerk presented a bill, Bill No. 2019'02 for an ordinance entitled:

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF MARYVILLE TO EXECUTE A CONTRACT WITH ALLIED SYSTEMS, INC. FOR THE REPAIR OF A 150HP AURORA SPLIT CASE HIGH SERVICE PUMP FOR THE WATER TREATMENT PLANT, MARYVILLE, MISSOURI.

The high service pumps at the Water Treatment Plant play a critical role in delivering water to the community. There are three (3) high service pumps located at the plant which were installed in 2011. Allied Systems, Inc. performs routine maintenance on the high service pumps, and after evaluation have determined that some of the pump parts including the impeller, have been corroded by the chlorine and ammonia utilized in the water treatment process. In the last two (2) years, the City Council has approved the replacement and repair of two (2) of the pumps. The remaining pump is also in need of repair with regards to the rotating assembly. Staff recommends repair of the pump which has worked well with the others.

Repair of the pump is considered a critical issue to ensure water supply to the community. Allied Systems, Inc. has provided a quote of nine thousand six hundred sixty-nine and 15/100 dollars (\$9,669.15) for repair of the unit. The FY'19 Budget includes ten thousand dollars (\$10,000) in the Water/Sewer Fund for repair of the high service pump.

In instances such as this, the City of Maryville Procurement Policy states in part:

Section 150.090.G.1: "Proposals and competitive bid requirements may be waived, upon City Manager approval, if the items can only be acquired from a single firm, an inventory item protected by patents or proprietary interests, or if time is an element to be considered."

Staff recommended approval of the proposed ordinance with Allied Systems, Inc. to repair a 150 HP Aurora Split Case High Service Pump for the Water Treatment Plant, in an amount not to exceed nine thousand six hundred sixty-nine and 15/100 dollars (\$9,669.15). The pump repair is a budgeted item and the quote is slightly less than the amount that is included in the budget. Staff recommends approval of the repair to the high service pump at this time to ensure continued production of water at the plant.

Upon motion duly made, 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 twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made, 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 twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman Lipiec, seconded by Councilman McDowell to accept the petition and schedule the required public meeting for the next City Council Meeting. Upon roll being called the vote was as follows: Councilman McDowell, yea; Councilman Johnson, yea; Councilman Parsons, yea; Councilman Lipiec, yea; Mayor Martin, yea. Motion carried.

Said bill was then identified as Ordinance No. 8158 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk. The agreement was identified as Contract No. 2019-01.

AN ORDINANCE TO SUBMIT A 2.375% USE TAX PROPOSAL TO QUALIFIED VOTERS AT THE GENERAL ELECTION ON APRIL 2, 2019

The City Clerk presented a bill, Bill No. 2019'03 for an ordinance entitled:

AN ORDINANCE OF THE CITY OF MARYVILLE, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT THE RATE OF TWO AND THREE-EIGHTHS PERCENT (2.375%) PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMO; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY ON APRIL 2, 2019.

A use tax is a sales tax imposed on the purchase of goods by Missouri residents from out-of-state vendors. The use tax is applied to the same type of products subject to traditional sales tax. The difference occurs where the goods are purchased and shipped to the purchaser. When individuals make purchases at retail stores in Missouri they pay the local sales tax that is applicable at that location. On the other hand, purchases by Missouri residents from out-of-state vendors (typically online) that are shipped to Missouri are only subject a use tax. The state use tax rate is four and 225/1000 percent (4.225%), the same as the state sales tax rate. Cities and counties may impose an additional use tax which is the same as their local sales tax rate. In general terms, while the sales tax rate is based on the point of sale, the use tax rate is determined based on the point of delivery. If a purchase is made by Missouri residents from a Missouri retailer, no use tax applies. The use tax only applies to out-of-state vendors.

Local jurisdictions that have the power to impose a sales tax also may impose a use tax if approved by voters. The local use tax rate is imposed at the same rate as the local sales taxes. If a local sales tax sunsets or is repealed, the use tax would decrease in an amount equal to the sales tax repealed. Likewise, if voters of the city approve a new sales tax, the use tax would increase by the amount of the new sales tax.

The purchase of vehicles, trailers, boats, and outboard motors are treated differently than other retail purchases. The sales tax on these purchased is assessed based on the location the item is registered at. When a resident licenses the vehicle, the local sales tax rate is imposed based on the address of the registrant. In 2012, the Missouri Supreme Court ruled that purchases of vehicles from out-of-state vendors should be exempted from the local sales tax. The court found that only residents of cities with a local use tax could collect local sales tax on vehicles purchased from out-of-state. In 2013, SB 182 outlined that cities that did not have a use tax in place prior, must receive voter approval to continue taxing out-of-state vehicles. The deadline for passing the local ballot measure was extended from 2016, 2018, and now to 2022. Cities that do not gain voter approval will lose the existing revenue stream after that date. The legislation in 2016 notes that approval of a use tax will capture out-of-state vehicle sales revenue and address this issue.

There have been several attempts at the federal level to address the issue of “e-fairness” by advocating for a level taxing playing field for brick and motor businesses and their online retail competitors. Recently, the Supreme Court ruling in *South Dakota v. Wayfair*, has opened the door for states to collect sales tax from internet retailers regardless of their physical presence in the state. The Missouri General Assembly will need to act before the state and municipalities realize any additional revenues from this legal ruling. Missouri Governor Mike Parson indicated in December his desire to enact a new law enabling the state to collect additional revenues associated with *South Dakota v. Wayfair* during this legislative session. Both the Missouri Department of Revenue and Missouri Municipal League note that only cities with a use tax in place will benefit from the legislation.

On August 13, 2018 the City Council approved an ordinance to place a local use tax question on the November 6, 2018 general election ballot. The ballot language read as follows:

“Shall the City of Maryville impose a local use tax at the same rate as the total local sales tax rate, currently 2.375%, provided that if the local sales tax rate is reduced or raised by voter approval, the local use tax rate shall also be reduced or raised by the same action? A use tax return shall not be required to be filed by persons whose purchases from out-of-state vendors do not in total exceed two thousand dollars in any calendar year.”

City staff developed an education and information campaign to the citizens of Maryville to provide definition and clarity to the use tax measure. The educational information from those efforts can be found at www.maryville.org/usetax.

On November 6, 2018, voters rejected the measure with a final vote total of one thousand three hundred ninety-six (1,396) – Yes (45%) and one thousand seven hundred four (1,704) - No (55%). According to the Missouri Municipal League and state statutes, there is no waiting period for placing the issue back on the ballot. Staff believes there is further community education that can be done on the use tax and online sales will only continue to increase. Without a use tax in place, existing sales tax revenues for the General Fund, Capital Improvement Fund, Mazingo Lake Recreation Park, Debt Retirement Fund, and Park & Recreation Fund will be jeopardized due to increasing purchases from online out-of-state vendors. As such, staff

recommends approval of the proposed ordinance to submit the two and 375/1000 percent (2.375%) use tax proposal back to qualified voters at the general election on April 2, 2019.

The Missouri Municipal League has provided revenue estimates for each municipality based on gross receipts subject to a use tax for 2016. Estimates for Maryville reflect an additional two hundred forty-five thousand dollars (\$245,000) in potential revenue to offset sales tax loss made by purchases to online out-of-state vendors. Imposing a use tax also continues the receipt of sales tax revenue in the General Fund from out-of-state vehicles in the estimated amount of forty-five thousand three hundred ninety-seven and 88/100 dollars (\$45,397.88). If the use tax is not approved, this revenue would be eliminated.

Upon motion duly made, 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 twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made, 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 twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilman McDowell, seconded by Councilman Lipiec to amend Section 560.060: Scope of Development Plan of Chapter 560: Storm Water Management, Article II: Storm Water Concept and Preliminary Development Plans of the Municipal Code. Upon roll being called the vote was as follow: Councilman Johnson, yea; Councilman Parsons, yea; Councilman Lipiec, yea; Councilman McDowell, yea; Mayor Martin, yea. Motion carried.

Said bill was then identified as Ordinance No. 8159 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk.

DISCUSSION: DOWNTOWN REVITALIZATION INITIATIVES.

The City Council adopted the FY19 Strategic Council Goals in August, 2018. Among these goals is the redevelopment of the Physical, Economic and Cultural Vitality of the Downtown. The Maryville Downtown Improvement Organization (MDIO) was created to assist in improving the downtown. MDIO joined the Missouri Main Street. This organization provided a four-point approach in achieving their goals of Economic Vitality, Design, Promotion and Organization.

Downtown Design Guidelines – PGAV began September 2016 with the review and updating of the DREAM Initiative guidelines. Maryville Downtown Committee and City staff have been working to set guideline standards to protect long-term investments. Stakeholder will be able to add their input prior to the City Council’s consideration to adopt the guidelines by Resolution. Elements of the guidelines may be identified as characteristics to be included in the city codes. Guidelines may include revival of certain characteristics of buildings, recommend building treatments and design elements and to set standards accepted for incentive programs. The FY19 Budget includes one hundred sixteen thousand dollars (\$116,000) in Capital Improvement Project funds (CIP) for Downtown Improvement.

Chapter 353 Abatement Program – Incentives outlined in Chapter 353 Revised State Statutes may be used to encourage redevelopment of blighted areas with real property tax abatement. The City would establish develop an Urban Redevelopment Corporation (URC) Board and appoint members to serve on such board. The URC takes titles to redevelopment property for life of abatement, which could be up to twenty-five (25) years. The incentive amount would be set by the City Council.

The property owner interested in participating will apply to URC board for incentives. The incentives can be tied to State Design guidelines and investment amount. The process is expected to take forty-five to ninety (45-90) days. The FY19 Budget includes funding for required outside legal counsel.

Historic Preservation – The State Historic Preservation Office (SHPO) is required to provide training to Certified Legal Government (CLG) and technical assistance. Federal law requires Historic Preservation Fund grants to CLG’s, consultant assistance, Outreach and Education and District projects.

There are currently fifty-nine (59) CLG’s in Missouri. The City will follow the State Historical Preservation Organization outline to become a Certified Legal Government, and utilize CLG assist to progress toward Historic Preservation District.

Infrastructure enhancement could include wayfinding signage, corner bumpouts to soften downtown landscape, crosswalks, paveway systems, asphalt permanent insets. It was estimated that the cost to install the asphalt permanent insets would be approximately twenty thousand dollars (\$20,000) per intersection.

To install black mast arm traffic signals along Main Street at 3rd and 4th Street intersections it would cost approximately two hundred thousand dollars (\$200,000) per intersection.

The pocket park located at the southwest corner of 3rd Street and Main Streets creates a point of interest with the fountain that once sat at 4th Street and Market Street. A mural is planned for the wall on the back of the park. Using the front few feet of an old schoolhouse with a shelter constructed on the back of it.

DISCUSSION: COUNCIL MEMBER PARTICIPATION OF BOARDS.

A copy of the City Council Board Participation of Boards outline, determined after the April election in 2018, was provided to the Council Members to determine if any changes need to be made. City Manager Greg McDanel stated that with the resignation of Renee Riedel that the Mozingo Lake Recreation Park Advisory Board and the Tax Increment Financing (TIF) Board were open. The Downtown Committee is also lacking a representative from the City Council.

It was decided that they would wait until after the April 2, 2019 Council Election to make any changes to the list.

REPORTS

I. Student Liaison

- No report.

II. City Manager

- *Great Northwest Day at the Capitol* – The annual Great Northwest Days at the Capitol will be held February 5 and 6, 2019, in Jefferson City. Great Northwest Days at the Capitol exists as a cooperative effort by Northwest Missouri communities to unify and enhance our region’s image in Jefferson City and to pursue issues and legislation beneficial to the region. At this annual event, northwest Missourians employ a regional cooperative approach to communicate with legislators. With a delegation of over three hundred fifty (350) northwest Missouri constituents, Great Northwest Day includes introductions to the House & Senate, followed by a Show-Me Northwest Missouri evening event with State legislators and staff, department heads, and elected officials. Showcasing the evening are community booths promoting local attributes specific to the Great Northwest. The Greater Maryville Chamber of Commerce organizes the local contingent and the City of Maryville is an annual sponsor in the amount of one thousand five hundred dollars (\$1,500.00).
- *Hughes Fieldhouse Update* – In December, the Hughes Fieldhouse at Northwest Missouri State University held its first indoor track meet. Over six hundred (600) athletes participated in the event with many athletes and family staying in local hotels and dining in local restaurants. Four additional track meets are scheduled within the next two months, including the Northwest Open this Saturday, January 19, 2019 at 11:00 a.m. The Hughes Fieldhouse also held its first community open sessions, December 26 through 29, 2018, from 9 a.m. to 3 p.m. During this time period, any citizen could visit the facility, exercise, or take part in open field activities. The citizens were not required to have a Maryville Community Center pass at that time. The event generated nearly six hundred (600) visits during the four (4) day period and is an exciting partnership further develop in the future. In October, the City of Maryville executed a lease agreement with Northwest Missouri State University securing access to the Hughes Fieldhouse for community tourism and quality of life initiatives.
- *Maryville Public Safety Facility Replacement Project* – The Maryville Public Safety Facility Replacement Project continues to advance toward construction. On Friday, January 11, 2019, staff met with WSK&F Architects to discuss the final version of the proposed floor plan. Several modifications were made and staff has provided the architect with the “green light” for further engineering in preparation of a bid package to be released late this spring. The proposed facility is twenty-two thousand ninety-one (22,091) square feet and features space designed for consolidated dispatch, advanced evidence and processing, enhanced interview space, training area, and five double “pull-through” apparatus bays. The new facility will replace the existing nine thousand (9,000) square foot facility that is beyond its useful life, undersized, and does not meet today’s standards for law enforcement and fire service. The project is being made possible by the voter’s extension of a one-half (½) cent capital improvement sales tax in April 2017.
- *Greater Maryville Chamber of Commerce Annual Banquet* – The Greater Maryville Chamber of Commerce will be holding their annual banquet on Tuesday, January 22, at 6:30 p.m. The event will be held at the Northwest Missouri State University Union Ballroom and will begin with a social hour at 5:30 p.m. The event will celebrate the accomplishments of Chamber Members from the community and highlight the organization’s plans for 2019. Tickets are twenty-five dollars (\$25) and available until Tuesday, January 15, 2019. To RSVP, call 660-582-8643 or email director@maryvillechamber.com.
- *South Main Street Corridor Improvement Project* – A kickoff webinar was held on January 9, 2019 with the Federal Highway Administration (FHWA) for recipients of Better Utilizing Investments Leveraging Development (BUILD)

grant funding. The City of Maryville has been awarded \$10.4 million through the competitive grant program to revitalize the South Main Street Corridor. The City of Maryville and Northwest Regional Council of Governments (NWRCOG) participated in the webinar to identify the grant process and reporting requirements moving forward. Over the next thirty (30) days, staff will be working to submit required information to FHWA to allow for the completion of grant documents. Staff will also be working through the Missouri Department of Transportation (MoDOT) to approve the hiring of an engineering firm to complete the remaining design required on the corridor. SK Design Group is currently the engineering on Phase I which is considered 90% designed. Once a firm has been secured through the required process, staff will spend the remainder of the year in design and working with property owners along the corridor. BUILD funds must be obligated for construction by June 2020.

- *Employee Banquet Held* – The Employee Banquet was held on Friday, January 11, 2019. A “Thank you” went out to Human Resource Manager Roxanne Reed and the Employee Board who planned and prepared the event.

III. City Council

- *Conversations with the Citizens* – Councilman Johnson visited with citizens at the local McDonald’s Restaurant to answer questions and listen to suggestions and concerns they might have regarding the community. He will be A
- *Appointment Appreciation* – Councilman Parsons expressed his appreciation for being selected to serve on the City Council in completing the vacated term.
- *Roadway Clearing* – Appreciation was expressed to the Street Maintenance Department for the clearing of the roadways after the large amount of snow received over the weekend.
- *NW Employee Meeting* – An all employee Meeting for NW
- *Welcome Northwest Students Back* – Mayor Martin welcomed the Northwest Missouri State University Students back for the second semester.
- *SSM Gala* – The SSM St. Francis Hospital Gala is scheduled for February 16, 2019, at the Mozingo Conference Center.

ADJOURNMENT

Motion was then made by Councilman Lipiec, seconded by Councilman McDowell, to adjourn the meeting. Upon roll being called, the vote was as follows: Councilman Parsons, yea; Councilman Lipiec, yea; Councilman McDowell, yea; Councilman Johnson, yea; Mayor Martin, yea. Motion carried. Meeting was adjourned.

Rachael Martin

Rachael Martin, Mayor

ATTEST

Sheila Smail

Sheila Smail, City Clerk

(01/14/2019)