

MARCH 07, 2011

CITY COUNCIL MEETING MINUTES

7:00 P.M.

**ITEM # 1** - Mayor Dennis Wilson called the meeting to order with councilpersons, Jim White, David Watkins, Danielle Verkamp, Don Moore, Don Poskin, Margaret Roberts and David Cottingham present for the meeting. Also present for the meeting were employees Candace Connell, Police Chief Anderson, John Edgar, Mike Licklider, City Clerk Woolsey, Mark Davis, citizens Vickie Frazier, Jennie Miller, Renee Riddling, Wendy Chitwood, Debbie Parton and Leader Journal's Kathleen Meyer also Saint James Press' Chris Daniels.

**ITEM # 2** – Mayor Wilson led in the Pledge of Allegiance.

**ITEM # 3** - On a motion by Margaret Roberts and a second by Don Poskin the February 07, 2011 Regular Council minutes were approved as written. The vote is as follows: Don Moore-aye, Danielle Verkamp-aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Don Poskin – aye, David Cottingham - aye .

**ITEM # 4** – On a motion by Jim White and a second by Danielle Verkamp the paying of February 2011 City General fund bills, listed below, and the Utility General bills in the amount of \$129,322.19 were unanimously approved. The vote is as follows: Don Moore-aye, Danielle Verkamp-aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Don Poskin – aye, David Cottingham - aye .

**ITEM # 5** – Citizen Input: None.

**ITEM # 6** – President of the St. James Tourism Tax Commission (TTC), Wendy Chitwood was present to report the decision of the commission to work towards partnering more closely with the St. James Chamber of Commerce to enhance businesses and community groups and protect the area's tourism resources for the enjoyment of visitors and residents. She said the C of C and TTC have the same goals in mind and so the TTC recommends joining forces and sources with the Chamber of Commerce. She presented a proposal from the TTC where an initial twelve month contract would be developed between the City of St. James and the St. James Chamber of Commerce for the Chamber of Commerce to operate the Tourist Information Center at the City's direction. The City would provide grounds maintenance, to include mowing and snow removal, and possible abatements of utility costs associated with the building. The City would retain a minimum of \$2,500 annually for maintenance and capital improvement reserves and 5% of collected revenues for billing and collection services associated with sales tax collections.

There was no action taken from the City Council and the Chamber of Commerce is to discuss the possibility of the joint venture at their March 08, 2011 meeting.

**ITEM # 7 – Proposed Resolution # 11-188 - Authorizing the mayor to sign all documentation and pursue all activities pertinent to enter into an intergovernmental agreement with various other governmental agencies for the purchase, licensing, maintenance, use and implementation of computer aided dispatch and records management software** was given to the City Council 24 hours prior to the meeting and read once by title at the meeting. On a motion by Don Moore and a second by Margaret Roberts the proposed resolution passed. The vote is as follows: Don Moore-aye, Danielle Verkamp-aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Don Poskin – aye, David Cottingham - aye .

**ITEM # 8** – At the City's request, Jeff Medows with C. M. Archer and City employees John Edgar and Mark Davis reviewed Courtney Street for storm water improvements. Of three possibilities the consensus was to go with alternative # 3 at an approximate cost of \$78,380. The Courtney Street Stormwater improvement proposal would involve the installation of an HDPE stormwater pipe extended along the southern boundary of the subdivision, crossing under Springfield Street, and discharging to an existing drainage ditch near Industrial Park Drive. This alternative would utilize three area inlets and two junction boxes. Reinforced concrete pipe would be installed beneath Springfield Street.

No action was taken at this time.

**ITEM # 9** - On a motion by Jim White and a second by Margaret Roberts the Council agreed to accept the Utility Boards recommendation to approve the lowest, responsible and responsive bid for the following Sub - station bids:

- a) 11-1LM
- b) 11 – 1M

The vote is as follows: Don Moore-aye, Danielle Verkamp- aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Donald Poskin – aye, David Cottingham – aye.

**ITEM # 10** - On a motion by Don Poskin and a second by Danielle Verkamp the council approved expanding Phelps Substation project to include acquisition and placement of: 1) SCADA/Radio Communication system; and 2) Automatic Meter Reading System. This will include engineering and overhead services to be provided by Allgeier, Martin and Associates at 8 percent of anticipated costs for all additional work with the exception of AMR Customer Meters for which the engineering and overhead costs will be 4 percent. The vote is as follows: Don Moore-aye, Danielle Verkamp-aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Donald Poskin – aye, David Cottingham – aye.

**ITEM # 11** – Candace Connell explained the Tie Line Project/ DRA bids came in under budget which will allow us to expand our tie line project. No action was taken.

**ITEM # 12** – Committee Reports:

Councilman Cottingham reported that most if not all of the TST proposed project should be completed as planned.

Councilwoman Roberts reported the police department had a very busy month.

On a motion by Jim White and a second by David Cottingham the adjusting of departmental budget deficit accounts was unanimously approved. The vote is as follows: Don Moore-aye, Danielle Verkamp- aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Donald Poskin – aye, David Cottingham – aye.

Councilman White reminded us of the Budget & Finance Committee meeting scheduled for March 21, 2011 at 5:30 P.M.

Councilman Moore reported the resignation of Jami Hunt at the Tourist Information Center and said a temporary employee, Haley Murphy, will be there to help out until the position is filled.

On a motion by Don Moore and a second by David Watkins an increase in pay for Dan Smith, the part time employee at the Tourist Information Center, from \$7.50 to \$8.00 was unanimously approved. The vote is as follows: Don Moore-aye, Danielle Verkamp- aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Donald Poskin – aye, David Cottingham – aye.

Councilman Watkins stated his continued interest in upgrading the City's trash recycling system.

**ITEM # 13** – Candace Connell stated:

- She will be working with Nick Kruger to start a monthly e-news letter to communicate City information with our citizens.
- The Comprehensive Plan should be completed in July 2011.
- There will be a pool construction meeting next week.
- The pool dedication is scheduled for Sunday afternoon May 15<sup>th</sup>, 2011 and is to open the following Friday, May 20<sup>th</sup>, 2011.
- Proposed pool logos have been received.
- Applications for the swimming pool life guards have been received and interviews are done and selections made.
- Concession stand interviews have been done and recommendations will be given to the Park Board at their next meeting.
- A meeting with City staff will take place soon to review initial ideas for the City Hall and Police station buildings.

**ITEM # 14** – Mayor Wilson reported:

- Receiving \$600.00 from the Burns family and \$280.0 from St. James Lions Club towards the depot fence project.
- St. James Area Community Foundation earned over \$16,000 towards the renovation of the Community Hall building with their Progressive dinner and silent auction fund raiser.
- Several trivia fund raisers are being held this week and the Kiwanis will be serving pancakes on Saturday March 13.
- The drug take back program is scheduled for March 19<sup>th</sup> at the City Hall parking lot.
- Middle school has scheduled an appreciation breakfast for City employees on 3-28-22 between 8:15 – 9:15 A.M.

**ITEM # 15** – On a motion by Margaret Roberts and a second by David Watkins, pursuant to 610.021 (1) & (2) of the Missouri Revised Statues the open meeting adjourned to closed session. The vote is as follows: Don Moore-aye, Danielle Verkamp- aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Donald Poskin – aye, David Cottingham – aye.

Mayor Wilson called the closed session to order to discuss legal issues (1) regarding the trailer park in which no action was taken.

(2) It was also brought to the Council's attention that we now own the Sandborn property and the structure on the property was unsafe. There was discussion regarding possible disposition of the property.

On a motion by Margaret Roberts and a second by David Watkins it was approved to place an ad for demolition of the structure. The vote is as follows: Don Moore-aye, Danielle Verkamp- aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Donald Poskin – aye, David Cottingham – aye.

On a motion from Don Moore and a second by Jim White it was unanimously approved to adjourn the closed session and return to open session. The vote is as follows: Don Moore-aye, Danielle Verkamp- aye, Margaret Roberts-aye, David Watkins-aye, Jim White-aye, Rodney Edwards-absent, Donald Poskin – aye, David Cottingham – aye.

On a motion by Margaret Roberts and a second by David Watkins the meeting adjourned.

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Mayor – Dennis Ira Wilson

ATTEST:

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City Clerk

<u>FEBRUARY 2011 BILLS &amp; SALARIES</u>		<u>DEPOSITED IN GEN. FUND</u>	
GENERAL	\$ 17,712.10	RE TAX/BLDG PERMIT/MISC	\$ 2,623.05
POLICE	\$ 45,666.15	CABLE TV FRANCHISE	\$ -
COMMUNITY DEV.	\$ 4,237.07	SALES TAX	\$ 23,841.99
ENGINEER	\$ 2,253.56	INTEREST	\$ 341.78
MUNICIPAL COURT	\$ 7,339.75	MUNICIPAL COURT	\$ 15,052.00
SANITATION	\$ 28,637.56	SANITATION	\$ 36,755.66
STREET	\$ 18,410.19	GAS TAX/PERMITS	\$ 11,658.31
TRANS. SALES TAX	\$ 6,740.86	TRANS. SALES TAX	\$ 11,921.10
TIC	\$ 2,975.08	TIC	\$ 1,901.07
PARK	\$ 433.94	PARKS	\$ 2,300.00
SUMMER SPORTS	\$ 8,081.30	SUMMER SPORTS	\$ 155.54
SWIMMING POOL	\$ 5,113.23	SWIMMING POOL	\$ 17,990.84
UT TO REIMB	\$ (5,671.18)	UT PILOT	\$ 52,233.08
<b>TOTAL</b>	<b>\$ 141,929.61</b>	<b>TOTAL</b>	<b>\$ 176,774.42</b>