



**City of Mexico, Missouri
City Council Special/Regular Meeting Agenda
City Hall – 300 N. Coal Street
3rd Floor – Council Chambers
Mexico, Missouri 65265**

**November 26, 2018
5:30 p.m.**

1. Call to Order

2. Roll Call

3. Approval of Minutes

A. November 13, 2018 – Special/Regular Session Meeting

4. New Business – Resolution (Reading By Title Only and Passage)

A. Bill No. 2018 – 70. A Resolution Authorizing the City Manager to Enter into an Agreement with ETC Institute of Olathe, Kansas to update the Parks Master Plan Survey. Reading By Title Only and Passage.

5. Other Business

A. Claims

6. Comments

A. Council

B. Public (*Please state name and address for the record and keep comments to a maximum of three minutes*).

7. Adjournment

**CITY OF MEXICO, MISSOURI
CITY COUNCIL SPECIAL/REGULAR MEETING MINUTES
NOVEMBER 13, 2018**

The Council of the City of Mexico, Missouri met in special/regular session on November 13, 2018 at 5:00 p.m. in the Council Chambers of City Hall, with the following members present: Mayor Chris Miller; Council Member Vicki Briggs; Council Member Dr. Ayanna Shivers. Also present were Bruce Slagle, City Manager; Roger Haynes, Deputy City Manager; Kensey Russell, Public Works Director; Chad Shoemaker, Parks & Recreation Director; Rita Jackson, Community Development Director; Chief Susan Rockett, Public Safety Department; Patrick Shaw, IT Specialist; Drew Williford, City Engineer; Louis J. Leonatti, City Attorney; Marcy LeCount, City Clerk; as well as members of the media and interested citizens. Absent, Chairman Pro Tem Nichols; Council Member Chris Williams.

The Meeting was called to order with Mayor Miller presiding.

APPROVAL OF MINUTES – OCTOBER 22, 2018 – REGULAR SESSION MEETING

No action was taken to approve the October 22, 2018 due to lack of quorum attending the meeting. The minutes will be presented for approval at the November 26, 2018 meeting.

NEW BUSINESS – RESOLUTIONS (READING BY TITLE ONLY AND PASSAGE)

Bill No. 2018 – 66. A Resolution Authorizing the City Manager to Enter Into An Agreement with the Mexico Area Chamber of Commerce to Assist in Marketing Activities for the City of Mexico.

City Manager Slagle called upon Deputy City Manager Haynes to present the report.

Bill No. 2018 – 66 authorized the City Manager to enter into an agreement with the Mexico Area Chamber of Commerce to assist in marketing activities in the City of Mexico for the budget year 2018 – 2019. The City of Mexico would contribute to the Mexico Area Chamber of Commerce the sum of Thirteen Thousand and No/Dollars (\$13,000.00) for use in the cost of marketing activities listed in the agreement. Deputy City Manager Haynes recommended Council proceed with reading and passage of Bill No. 2018 – 66.

Council Member Briggs moved for reading of Bill No. 2018 – 66 by title only. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Bill No. 2018 – 66 was read by title only by Council Member Briggs.

Council Member Briggs moved for passage of Bill No. 2018 – 66. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Bill No. 2018 – 66 was passed as Resolution No. 3896.

Bill No. 2018 – 67. A Resolution Authorizing the City Manager to Enter Into An Agreement with The Help Center to Offset Operational Costs Related to Providing Services to Citizens.

City Manager Slagle called upon Deputy City Manager Haynes to present the report.

Bill No. 2018 – 67 authorized the City Manager to enter into an agreement with The Help Center to assist in the offset of operational costs related to providing services to citizens. The 2018 –

2019 budget allows for the City of Mexico to contribute to The Help Center the sum of Five Thousand and No/100 Dollars (\$5,000) for the use in the offset of operational costs related to providing programs, activities and services to citizens. The City provided assistance to The Help Center in 2004, 2009, 2010 and 2011 in the amount of \$5,000. In 2012, Council approved to increase the level of support to The Help Center to \$10,000 based on the need for additional assistance. Council approved the level of funding to return to \$5,000 in 2017. Deputy City Manager Haynes recommended Council proceed with reading and passage of Bill No. 2018 – 67.

Council Member Shivers moved for reading of Bill No. 2018 – 67 by title only. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Bill No. 2018 – 67 was read by title only by Council Member Shivers.

Council Member Shivers moved for passage of Bill No. 2018 – 67. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Bill No. 2018 – 67 was passed as Resolution No. 3897.

Bill No. 2018 – 68. A Resolution Authorizing the City Manager to Sign an Assignment of Lease for a Parcel of Land at the Mexico Memorial Airport with Joseph L. Jacobi II and Diane J. Jacobi Revocable Trust.

Mayor Miller called upon City Manager Slagle to present the report.

The Joseph L. Jacobi II and Diane J. Jacobi Revocable Trust is purchasing an existing hangar at the Mexico Memorial Airport which is currently owned by Caldwell Farms, Inc. Caldwell Farms, Inc. purchased Hangar B112 and also rents the land from the City. Council approved these agreements in July 2016. The lease was for a twenty (20) year period with the proposed lease being re-evaluated every five (5) years thereafter. The Jacobi Trust is purchasing Hangar B112 from Caldwell Farms, Inc. and Caldwell Farms, Inc. is interested in assigning the land lease. The lease restricts the use of the building to aircraft storage and general aviation related purposes and the Jacobi Trust would pay the City the sum of \$80 per month to lease the property. The rent is based on the hangar size during the term of the lease and a mandatory lease rent cost review will be made every 5 years for the duration of the lease. City Manager Slagle recommended Council proceed with reading by title only and passage of Bill No. 2018 - 68.

Council Member Briggs moved for reading of Bill No. 2018 – 68 by title only. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Bill No. 2018 – 68 was read by title only by Council Member Briggs.

Council Member Briggs moved for passage of Bill No. 2018 – 68. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Bill No. 2018 – 68 was passed as Resolution No. 3898.

NEW BUSINESS – ORDINANCE (TWO READINGS BY TITLE ONLY AND PASSAGE)

Bill No. 2018 – 69. An Ordinance Calling for and Establishing the Filing Dates for the Municipal General Election to be held in 2019 to Fill One Three-Year Term on the Mexico, Missouri City Council.

Mayor Miller called upon City Manager Slagle to present the report.

Bill No. 2018 – 69 sets forth the dates of the 2019 Municipal General Election, and establishes the time period for candidate filing. Statements of Candidacy will be received by the City Clerk from Tuesday, December 11, 2018 through Tuesday, January 15, 2019. The Municipal General Election date will then be held Tuesday, April 2, 2019. In order to proceed with the mechanics of accepting Statements of Candidacy and establishing the election dates, City Manager Slagle recommends Council proceed with two readings by title only and passage of Bill No. 2018 – 69, which had been posted the required length of time.

Council Member Shivers moved for first reading by title only of Bill No. 2018 – 69. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. First reading consideration was given to Bill No. 2018 – 69 by Council Member Shivers.

Council Member Shivers moved for second reading by title only of Bill No. 2018 – 69. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Second reading consideration was given to Bill No. 2018 – 69 by Council Member Shivers.

Council Member Shivers moved for passage of Bill No. 2018 – 69. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams. Bill No. 2018 – 69 was passed as Ordinance No. 4403.

OTHER BUSINESS

Staff Report – Robotic Total Station for Engineering and Surveying

City Manager Slagle called upon City Engineer Williford to present the report.

Staff recommended the replacement of the current Total Station with a Robotic Total Station. The 2018 – 2019 annual budget allows \$17,000 for this expenditure. A Total Station is a piece of surveying equipment used to measure distances and angles. This type of equipment is capable of interfacing with the current Computer Aided Drafting (CAD) software to produce topographic surveys, conduct construction staking, measure volumes of earthwork, and much more. An advertisement for bid was sent to over 10 vendors. Staff received 6 bids with Laser Specialists of Olathe, Kansas being the lowest and best bid.

<i>Vendor</i>	<i>Price</i>	<i>Delivery Time</i>	<i>Comments</i>
Klein Survey Systems, Inc. Lincoln, Nebraska	\$19,200.00	7-10 days	Bid met all specifications. No mention of servicing location.
Laser Specialists, Inc. Olathe, Kansas	\$14,795.00	4 days	Bid met all specifications and equipment servicing is relatively close

Seiler Instrument and Manufacturing Co., Inc. St. Louis, Missouri	\$16,485.00	7 days	Bid met all specifications. No mention of servicing location.
Surveyors Materials St. Louis, Missouri	\$19,500.00	Not Included	Bid did not meet specifications as the proper documentation did not accompany bid.
Turning Point Systems Group Milwaukee, Wisconsin	\$21,510.00	15 days	New Equipment Option – Meets all specifications. Comes with free yearly calibration.
Turning Point Systems Group Milwaukee, Wisconsin	\$18,010.00	15 days	Demo Unit Option – Does not meet accuracy specification.

The City's existing Total Station is over 10 years old and requires multiple adapters to interface with current technology. Purchasing the Robotic Total Station allows a single individual to conduct a full survey instead of requiring a crew of two or even three. City Engineer Williford recommended Council approve the purchase of a new Robotic Total Station for the total price of \$14,795.00 from Laser Specialists, Inc. of Olathe, Kansas.

Council Member Briggs moved to purchase a robotic total station from Laser Specialists, Inc. from Olathe, Kansas for the bid amount of \$14,795.00. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers. Nays, none. Absent, Nichols, Williams.

Council Member Williams arrived at 5:17 p.m.

Appointments to Various Boards

Mayor Miller called upon City Manager Slagle to present the appointment to the Twenty-First Century Fund, Inc.

There are openings on the Twenty-First Century Fund, Inc., which need to be appointed by Council.

Twenty-First Century Fund, Inc. There are currently three vacancies on this Board which are unexpired 3-year terms, expiring August 2019, August 2020 and August 2021. Staff has received an application from Deanna Roberts expressing an interest in serving on this board. City Manager Slagle recommended Council appoint Deanna Roberts to the Twenty-First Century Fund, Inc. Board to fill an unexpired 3-year term, expiring August 2021

Council Member Shivers moved to appoint Deanna Roberts to serve an unexpired 3-year term on the Twenty-First Century Fund, Inc., expiring August 2021. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers, Williams. Nays, none. Absent, Nichols.

Mexico Housing Authority There are currently two vacancies on this Board, which are unexpired 4-year terms, expiring June 2020 and expiring June 2022. Staff has received applications from Sue Priest, Denise Harrington and Deanna Roberts expressing an interest in serving on this board.

Mayor Miller recommended that Council concur with his recommendation of appointing Denise Harrington to serve an unexpired 4-year term on the Mexico Housing Authority Board, term expiring June 2022.

Council Member Shivers moved to appoint Denise Harrington to serve an unexpired 4-year term on the Mexico Housing Authority Board, expiring June 2022. Council Member Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers, Williams. Nays, none. Absent, Nichols.

Claims

The list of claims was presented for approval.

Council Member Williams moved for approval of the list of claims as presented. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Shivers, Williams. Nays, none. Absent, Nichols.

The list of claims was approved.

APPROVAL OF MINUTES – OCTOBER 22, 2018 – REGULAR SESSION MEETING

Council Member Briggs moved for approval of the October 22, 2018 regular session minutes as presented. Council Member Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Miller, Williams. Nays, none. Abstain, Shivers. Absent, Nichols. The Minutes were approved as presented.

COUNCIL COMMENTS

Council Member Briggs commented on Presser Performing Arts Center’s “Annie” production.

Council Member Shivers commented on the Unity Service that was recently held.

Mayor Miller stated that he will have a conflict with the November 26, 2018 meeting if it remains at 7:00 p.m. Mayor Miller asked if Council Members present would be interested in changing the November 26, 2018 meeting to 5:00 p.m.

There was not action taken on the time change for the November 26, 2018 Council meeting.

COUNCIL COMMENTS

None

ADJOURNMENT

Mayor Miller moved to adjourn the meeting. The motion was seconded by Council Member Briggs. The Chair called for a vote and motion carried with the vote as follows: Ayes, Briggs, Miller, Shivers, Williams. Nays, none. Absent, Nichols. The City Council Regular Session Meeting was adjourned.

MAYOR

CITY CLERK

APPROVED BY COUNCIL NOVEMBER 26, 2018

CITY OF MEXICO, MISSOURI
OFFICE OF PARKS AND RECREATION DIRECTOR

Agenda: November 26, 2018

Members of City Council
City of Mexico, Missouri

RE: A Resolution Authorizing the City Manager to Enter into an Agreement with ETC Institute of Olathe, Kansas to update the Parks Master Plan Survey

Dear City Council Members:

City Council approved a Professional Services Contract with ETC Institute for statistically valid survey services in April 2013. The original agreement, completed by Shafer, Kline & Warren, included the development of a Master Plan/Park System Analysis report and a general overview of park inventory and a strengths and weaknesses analysis of each park. The agreement included a statistically valid citizen survey with geocoded survey results and importance – satisfaction matrices; a comprehensive list of parks and recreation community needs; and park system mapping based on local demographics and survey data.

The citizen survey was designed to be updated at approximately 5 year intervals. ETC has the original survey instrument to be updated and this will result in large cost savings as opposed to creating a new instrument. Updating this information is important to guide capital purchasing decisions, as many projects on the original list have been completed. This information allows Staff to target spending effectively based on community wide support for the highest ranking goals from the public. The information will also enhance the ability to create public/private funding for lower ranking infrastructure improvements that have less widespread support.

The 2018 – 2019 annual budget allows \$25,000 for these services. The statistically valid citizen survey proposal is \$12,500 and the geocoded survey mapping is \$1,500, which is within the allowed budget.

Staff recommends that Council proceed with reading and passage of the attached Resolution.

Respectfully submitted,

Chad S. Shoemaker
Director of Parks and Recreation

CS

Attachments

Reviewed by: Bruce R. Slagle, City Manager

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ETC INSTITUTE OF OLATHE, KANSAS TO UPDATE THE PARKS MASTER PLAN SURVEY

WHEREAS, the City of Mexico has previously worked with ETC Institute of Olathe, Kansas to provide Parks Master Plan Survey services; and

WHEREAS, the ETC Institute of Olathe, Kansas has previously developed and performed the survey instrument to provide a statistically valid park system public assessment document; and

WHEREAS, Staff has found the information to be valuable in planning capital spending.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEXICO, MISSOURI AS FOLLOWS:

Section 1. That the City Manager enter into an Agreement with ETC Institute of Olathe, Kansas to update the Parks Master Plan Survey to update the current park Master Plan document for guiding the City in future park development and budgeting decisions.

Section 2. This Resolution shall be in full force and effect from and after the time of its passage.

PASSED THIS 26TH DAY OF NOVEMBER 2018

MAYOR

ATTEST:

CITY CLERK