

**CITY OF BATTLEFIELD  
BOARD OF ALDERMEN  
REGULAR MEETING MINUTES  
TUESDAY, MAY 16, 2023**

**Item 1      Roll Call**

Aldermen present were as follows: Mark Crabtree, Zac Woods, Jim Clemmons, and Jerry Shupert were present at City Hall (community room) in Battlefield, MO. Aldermen Rocky Compton and Samantha Deaton was absent for the meeting. City Clerk Beth Anne West read the roll call and determined a quorum was present, so the meeting could proceed. *Mayor Debra Hickey was present for the meeting.* Staff present were City Administrator Tommy Vanhorn, City Attorney Paul Link, Police Lieutenant Brent Armstrong, Accounting Clerk Cheryl Shatzer and City Clerk Beth Anne West.

**Item 2      Call to Order**

Mayor Debra Hickey called the meeting to order at Battlefield City Hall located at 5434 S. Tower Drive, Battlefield, MO 65619 on May 16, 2023, at 6:30 p.m.

**Item 3      Ceremonial Matters**

Opening prayer led by Alderman Zac Woods. Pledge of Allegiance led by Mark Crabtree.

**Item 4      Approve Agenda**

Motion was made by Alderman Jerry Shupert to approve the agenda as presented. Motion was seconded by Alderman Mark Crabtree. A roll call vote was made, and the vote was 4 Ayes-Jerry Shupert, Jim Clemmons, Mark Crabtree, and Zac Woods. 0 Nays. Aldermen Rocky Compton and Samantha Deaton was absent for the vote. Motion carried.

**Item 5      City Administrator Report**

City Administrator Tommy Vanhorn provided and verbal and written report to the Mayor and the Board.

- Working on budget figures to present by early June.
- Thanked everyone for consideration of father-in-law's health issues
- Regional lift Station (last two weeks working on one pump and the check valve is fixed)
- McClanahan working on the bypass pump will take about 10-12 weeks out when pump gets here to finish build.

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- Alderman Jim Clemmons asked about Building Inspector and if he would be attending meetings in the future. City Administrator Tommy Vanhorn addressed the issue by stating only if there was material pertaining to his area of expertise.
- Alderman Zac Woods asked about Fahrlander project and when the roads would be put in.

Alderman Samantha Deaton entered the meeting at 6:39 p.m.

**Item 6 Adoption and Approval of Consent Agenda**

Motion was made by Alderman Mark Crabtree to approve and adopt consent agenda including items a-i: May 2, 2023, Board of Aldermen Regular Session Meeting Minutes; **Bills Paid in the Amount of \$122,238.76; Bills To Approve in the Amount of \$31,938.57; Sewer/Parks-Refunds Paid in the Amount of \$675.38; Sewer Adjustments Made for Month of April 2023 in the Amount of \$94.15;** Committee /Staff Reports; Payroll Report; April 2023 Financial Statements; April 2023 Bank Reconciliations. Motion was seconded by Alderman Jerry Shupert. A roll call vote was made, and the vote was 5 Ayes-Zac Woods, Samantha Deaton, Mark Crabtree, Jim Clemmons, and Jerry Shupert. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item 7 Public Input**

None.

**Item 8 Unfinished Business**

None.

**Item 9a Discussion and Possible Vote to Accept Resignation of Melissa Grout from Advisory Park Board.**

Motion was made by Alderman Jerry Shupert to accept Resignation of Melissa Grout from Advisory Park Board. Motion was seconded by Alderman Mark Crabtree. A roll call vote was made, and the vote was 5 Ayes-Jerry Shupert, Jim Clemmons, Mark Crabtree, Zac Woods, and Samantha Deaton, 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

Alderman Jim Clemmons left the meeting at 7:54 p.m. Alderman Jim Clemmons returned to the meeting at 7:55 p.m.

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**Item 9b Discussion and Possible Vote to Affirm Mayor's Appointment of Seth Parrack to the Advisory Park Board for a Term of Three Years.**

Motion was made by Alderman Mark Crabtree Affirm Mayor's Appointment of Seth Parrack to the Advisory Park Board for a Term of Three Years. Motion was seconded by Alderman Jerry Shupert. A roll call vote was made, and the vote was 5 Ayes-Rocky Compton, Jim Clemmons, Mark Crabtree, Samantha Deaton, and Zac Woods. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried. Editorial Note: Mr. Parrack was present for the meeting.

*City Administrator Tommy Vanhorn noted the presentation of Item 9c would need to be delayed and item 9d could go before it since the presenter was over at the Public Water District office giving another presentation and had been delayed.*

**Item 9d Presentation of FY 23-24 & 24-25 Comprehensive Plan Implementation Summary by Danny Klopfer.**

Planning and Zoning Commission Chairman Danny Klopfer and member of the Comprehensive Plan Implementation Team, plus the City Administrator Tommy Vanhorn provided a summary for the Board members to review and understand what had been done in the past year since the Comprehensive Plan was approved and how the team assembled to Implement the objectives from the Comprehensive Plan had done during the 19 meetings to determine the costs associated with said implementation. Alderman Zac Woods stated he needed more time to absorb all that was provided in the presentation and would not be ready to vote on the subject. City Administrator Tommy Vanhorn noted that this was the same information presented in a previous meeting this was just to give an idea to put figures in for the budget so the Board would see the team is getting the items completed from the total list of 31 plus items identified. Mr. Vanhorn noted in a few short years after these items are completed it would be time to start working on the next comprehensive plan. Alderman Woods asked how the members of the Implementation Team were selected and their time that they would serve? Mr. Vanhorn stated they were appointed by the mayor.

**Item 9e Discission and Possible Vote to Approve Adoption of Comprehensive Implementation Summary for Fiscal Years 23-24 & 24-25 as Recommended by Planning and Zoning Commission.**

Motion was made by Alderman Jerry Shupert to approve Adoption of Comprehensive Implementation Summary for Fiscal Years 23-24 & 24-25 as Recommended by Planning and Zoning Commission. Motion was seconded by Alderman Samantha Deaton. A roll call vote was made, and the vote was 5 Ayes-Jerry Shupert, Jim Clemmons, Mark

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Crabtree, Samantha Deaton, and Zac Woods. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item 9c Presentation of Sanitary Sewer Study Completed by Cochran Engineering.**

City Administrator Tommy Vanhorn introduced Tim Schowe and Caitlyn Burns who put together the study and presented the report to the Board. Mr. Schowe discussed growth trends and the needs of the aging sewer system plus the need to relocate and rehabilitate some of the lift stations. Mr. Schowe explained that several of the lift stations could go to a gravity line instead of needing a lift station. Mr. Schowe noted the projected growth areas and the need to plan for sewer extensions and the possible need to relocate the regional lift station. Mr. Schowe mentioned the ARPA funds and cash reserves available plus the ability to gain funding through financial assistance programs and DNR grants as well. Mr. Schowe noted this report took over a year to compile.

**Item 9f Discussion and Possible Vote to Approve Recommendation by Planning and Zoning Commission to Adopt Capital Improvement Portion of the Sanitary Sewer Study Completed by Cochran Engineering. *(Final Revised Report Will Come as Second Recommendation from Planning and Zoning Once Revised by Cochran After DNR Recommendations Have Been Made)***

Motion was made by Alderman Mark Crabtree Approve Recommendation by Planning and Zoning Commission to Adopt Capital Improvement Portion of the Sanitary Sewer Study Completed by Cochran Engineering. Motion was seconded by Alderman Jerry Shupert. A roll call vote was made, and the vote was 5 Ayes-Jerry Shupert, Jim Clemmons, Mark Crabtree, Zac Woods, and Samantha Deaton. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

Alderman Mark Crabtree left the meeting at 8:21 p.m. Alderman Mark Crabtree returned to the meeting at 8:23 p.m.

**Item 9g Discussion and Possible Vote to Approve Recommendation from Planning and Zoning Commission's Land Use & Zoning, Economic Development, and Housing Study as an Amendment to The Comprehensive Plan Approved August of 2022.**

Motion was made by Alderman Zac Woods to approve Recommendation from Planning and Zoning Commission's Land Use & Zoning, Economic Development, and Housing Study as an Amendment to The Comprehensive Plan Approved August of 2022. Motion was seconded by Alderman Samantha Deaton. A roll call vote was made, and the vote

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was 5 Ayes-Samantha Deaton, Zac Woods, Mark Crabtree, Jim Clemmons, and Jerry Shupert. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item h Discussion and Possible Vote to Authorize City Administrator to Create Operating Reserve Fund for Sewer Fund Therefore Renaming the Cash Reserve P & I Fund to the Sewer Operating Reserve Fund with Central Bank and Move the Reserve Funds to Said Account.**

City Administrator Tommy Vanhorn stated that the City had a policy that was approved in 2012 to hand reserve funds and he wanted to put it in place to separate the funds held in reserve in separate accounts and to break that out into the various funds as required and this referred to items H-K. Mr. Vanhorn stated that was approximately \$200,000.00 left in P & I from the funds that paid off previous sewer debt that was held in reserve that could now be renamed and used as reserve funds. Motion was made by Alderman Samantha Deaton to authorize City Administrator to Create Operating Reserve Fund for Sewer Fund Therefore Renaming the Cash Reserve P & I Fund to the Sewer Operating Reserve Fund with Central Bank and Move the Reserve Funds to Said Account plus set up respective accounts as noted in items I-K meaning Reserve Funds for Street, Park, and Stormwater. Motion was seconded by Alderman Zac Woods. A roll call vote was made, and the vote was 5 Ayes-Samantha Deaton, Zac Woods, Mark Crabtree, Jim Clemmons, and Jerry Shupert. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item I Discussion and Possible Vote to Authorize City Administrator to Create Operating Reserve Fund for the Street Fund Therefore Naming it the Street Operating Reserve Fund with Central Bank Before the End of This Fiscal Year and Move Reserve Funds to Said Account.**

Motion was made by Alderman Samantha Deaton to authorize City Administrator to Create Operating Reserve Fund for Sewer Fund Therefore Renaming the Cash Reserve P & I Fund to the Sewer Operating Reserve Fund with Central Bank and Move the Reserve Funds to Said Account plus set up respective accounts as noted in items I-K meaning Reserve Funds for Street, Park, and Stormwater. Motion was seconded by Alderman Zac Woods. A roll call vote was made, and the vote was 5 Ayes-Samantha Deaton, Zac Woods, Mark Crabtree, Jim Clemmons, and Jerry Shupert. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

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**Item j Discussion and Possible Vote to Authorize City Administrator to Create Operating Reserve Fund for the Park Fund Therefore Naming it the Park Operating Item k Reserve Fund with Central Bank Before the End of This Fiscal Year and Move Reserve Funds to Said Account.**

Motion was made by Alderman Samantha Deaton to authorize City Administrator to Create Operating Reserve Fund for Sewer Fund Therefore Renaming the Cash Reserve P &I Fund to the Sewer Operating Reserve Fund with Central Bank and Move the Reserve Funds to Said Account plus set up respective accounts as noted in items I-K meaning Reserve Funds for Street, Park, and Stormwater. Motion was seconded by Alderman Zac Woods. A roll call vote was made, and the vote was 5 Ayes-Samantha Deaton, Zac Woods, Mark Crabtree, Jim Clemmons, and Jerry Shupert. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item l Discussion and Possible Vote to Authorize City Administrator to Create Operating Reserve Fund for the Stormwater Fund Therefore Naming it the Stormwater Operating Reserve Fund with Central Bank Before the End of This Fiscal Year and Move Reserve Funds to Said Account.**

Motion was made by Alderman Samantha Deaton to authorize City Administrator to Create Operating Reserve Fund for Sewer Fund Therefore Renaming the Cash Reserve P &I Fund to the Sewer Operating Reserve Fund with Central Bank and Move the Reserve Funds to Said Account plus set up respective accounts as noted in items I-K meaning Reserve Funds for Street, Park, and Stormwater. Motion was seconded by Alderman Zac Woods. A roll call vote was made, and the vote was 5 Ayes-Samantha Deaton, Zac Woods, Mark Crabtree, Jim Clemmons, and Jerry Shupert. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item m Discussion and Possible Vote to Amend Ordinance #21-14, with Addendum 1 As Prepared by City of Springfield Modifying the Urban Service Area Map as Exhibit B1. and Amending the Table of Contents as Shown.**

Motion was made by Alderman Zac Woods to Amend Ordinance #21-14, with Addendum 1 As Prepared by City of Springfield Modifying the Urban Service Area Map as Exhibit B1. and Amending the Table of Contents as Shown. Motion was seconded by Alderman Samantha Deaton. A roll call vote was made, and the vote was 5 Ayes-Jerry Shupert, Jim Clemmons, Mark Crabtree, Samantha Deaton, and Zac Woods. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item n Discussion and Possible Vote to Approve Disposal of Broken Tables from Community Room.**

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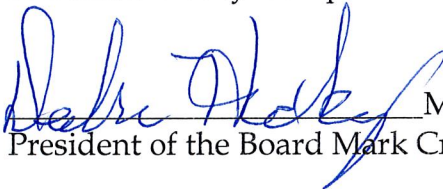
Motion was made by Alderman Samantha Deaton. Motion was seconded by Alderman Zac Woods to approve Disposal of Broken Tables from Community Room. A roll call vote was made, and the vote was 5 Ayes-Jerry Shupert, Jim Clemmons, Mark Crabtree, Samantha Deaton, and Zac Woods. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

**Item o Discussion of City Administrator's Annual Review.**

City Administrator Tommy Vanhorn handed out the Evaluation forms and job description to fill out and they could turn in at the next meeting.

**Item 10 Adjournment.**

Motion was made by Alderman Samantha Deaton to adjourn at 8:46 p.m. Motion was seconded by Alderman Zac Woods. A roll call vote was made, and the vote was 5 Ayes-Jerry Shupert, Jim Clemmons, Mark Crabtree, Samantha Deaton, and Zac Woods. 0 Nays. Alderman Rocky Compton was absent for the vote. Motion carried.

 Mayor Debra Hickey and/or 6-6-2023 Date  
President of the Board Mark Crabtree

ATTEST:  
Beth Anne West City Clerk Beth Anne West 6-6-2023 Date

Reading and Vote to Approve Minutes: 5 Ayes - Samantha Deaton, Mark Crabtree, Rocky Compton, Jim Clemmons and Jerry Shupert.  
Minutes Approved: members were present for the vote. 0 Nays. All Board  
June 6, 2023 6-6-2023

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