City of Battlefield
Board of Aldermen
Regular Session Meeting Minutes
May 21, 2024

Item 1 Ceremonial Matters
Pledge of Allegiance- led by Alderman Samantha Forbes.
Opening Prayer- led by Lieutenant Brent Armstrong.

Item 2 Roll Call
City Clerk Beth Anne West read the roll call and the following Board members were in attendance: Scott Campbell, Mike Jones, Samantha Forbes, Rocky Compton, Tim Kelley Sr., and Jerry Shupert. All Board members were present for the meeting. City Clerk Beth Anne West determined there was a Quorum present and the meeting could proceed. Staff present were City Administrator Tommy Vanhorn, City Clerk Beth Anne West, and Police Lieutenant Brent Armstrong.

Item 3 Call to order
Mayor Mark Crabtree called the meeting to order at City Hall Located at 5434 S. Tower Drive Battlefield, MO 65619 on May 21, 2024, at 6:31 p.m.

Item 4 City Administrator Report- City Administrator- Tommy Vanhorn stated he would be taking vacation for the next eight business days, and he would have his laptop with him and check on things while he was away.

Item 5 Adoption and Approval of Consent Agenda
Motion was made by Alderman Rocky Compton to approve the consent agenda including item a-h: **May 7, 2024, Board of Aldermen regular session meeting minutes; Bills to approve in the amount of $0.00; Bills paid in the amount of $79321.60 ; Sewer/Parks-Refunds paid in the amount of $450.00 ;Payroll reports ; Sewer Adjustments I the amount of $80.32 for the amount of April 2024; April Bank Reconciliations 2024 ;April Financial Statements 2024.** Alderman Samantha Forbes seconded the motion. A vote was taken, and the vote was 6 Ayes- Scott Campbell, Mike Jones, Samantha Forbes, Rocky Compton, Tim Kelley Sr., and Jerry Shupert. 0 Nays. All Alderman were present for the vote. Motion approved.

Item 6 Public Input
None.

Item 7 Unfinished Business
None.

Item 8a Discussion and Possible Vote to Accept Resignation of Sy Shumaker from Economic Development Commission. Mr. Vanhorn stated that Mr. Shumaker stated his schedule would not allow him to continue serving on this commission.

Motion was made by Alderman Tim Kelley Sr. to Accept Resignation of Sy Shumaker from Economic Development Commission. Alderman Samantha Forbes seconded motion. A vote was taken, and the vote was 6 Ayes Samantha Forbes, Michael Jones, Scott Campbell, Rocky Compton, Tim Kelley, Sr. and Jerry Shupert. 0 Nays. Motion approved. All Board members were present for the vote. Motion approved.

Item 8b <u>Discussion and Possible Vote to Approve CIP Agreement with CMT Inc. Consulting Engineers</u>.

City Administrator Tommy Vanhorn noted he and Mr. Klopfer had struggled to get the CIP plan together within the last year and so after speaking with CMT they found they could utilize AI technology to get a plan in place for the future, so they drew up a proposal for the Board to review this evening. Mr. Scott Hanson of CMT was on hand to answer any questions on the agreement. Mr. Hanson stated he is currently working on a comprehensive plan for Marshfield at present and they were planning to do this as well so kudos to the city for taking this on. Alderman Jerry Shupert made the motion to approve the CIP Agreement with CMT Consulting Engineers for $63,160.00. Alderman Rocky Compton seconded the motion. A vote was taken, and the vote was 6 Ayes- Samantha Forbes, Michael Jones, Scott Campbell, Rocky Compton, Tim Kelley, Sr., and Jerry Shupert. 0 Nays. Motion approved. All Board members were present for the vote. Motion approved.

Item 8a

i. <u>Tiger Eye Demonstration</u>- CMT representative Scott Hansen provided a demonstration presentation on how the software would take down the pictures taken and then the city could reference all the items to take inventory of all infrastructure for an automated asset inventory (including curb and gutters, manholes, stop signs, etc.). Mr. Hansen stated the refence points would have a color-coding system with red as those items that need most attention (1-5 years), then yellow for items that need looking at within (6- 10 years), and items that are green or can go for more than 11 years to be reviewed. Mr. Hansen stated this would give a base level of all items that the City does not currently have and then describe what needs to be done and the time frame for the repairs, so it can be planned out per year and what the City can afford, so they can realistically find ways to afford all the repairs if they need to seek financing and how long it would take to bid out and get contractors to finish the projects. Mr. Hansen provided a presentation via PowerPoint that depicted the actions that would take place within about 270 days after a start date of July 1, 2024. Alderman Forbes asked if the new asset management software could import this information into the system? Mr. Hansen stated he is hoping to be able to do so once the report is finished. Mr. Hasen stated the goal is to determine in chorological order to do rankings for example weighting the road repair by the number of people using the road to get the best result for the repair then looking into financing offered through OTO, etc. to fund the repairs. Mr. Hansen stated he would use staff input to assist with a full inventory and that he would also task Planning and Zoning to assist with information so once this report is done the city can update in the future via a spread sheet.

Item 8b Discussion of Budget Process.

City Administrator Tommy Vanhorn explained the funds and how they were broken out for all the city services. Mr. Vanhorn discussed the City's revenue streams, and taxes that are utilized for all the various needs of the city. Mr. Vanhorn mentioned the $30,000.00 the city will be received from a municipal share program with Greene County per year that the city uses to offset costs of items like patrol cars. Mr. Vanhorn mentioned that he plans to put more funds towards education due to the fact we have new Board members, and we have an officer that will go to command college and a master's program that would be beneficial tool for the City to have access to plus more funds for uniforms. Mr. Vanhorn noted that the Weaver Road project is set for this next year with costs going towards engineering fees. Mr. Vanhorn stated that he underestimated the budget for the Building Department and that this year we are anticipating more building permits than last year. Mr. Vanhorn stated that the Planning and Zoning Department depends on activity, which is not planned, it relies on the costs from applications and there is no way to judge how many will be received per year. Mr. Vanhorn stated the Court only gets court costs (fine payments) and those have been above average in the past year, but this department does not make money. Mr. Vanhorn stated the Emergency Management section of the budget only relates to the contract with Greene County who assists the City via Contract Labor to write our Emergency Operations Plan which is up for renewal and to operate our sirens. Mr. Vanhorn stated that the sewer funds received go towards the contract with Springfield to provide sewer services since we do not own our own plant, and these are pass through charges to them and if their prices increase, we must follow suit. Mr. Vanhorn stated most expenses are the costs of repair and maintenance to the sewer system which is aging. Mr. Vanhorn added that he expects an 8% increase from Springfield for sewer charges this year. Discussion followed on having our own sewer system to manage or to contract with Republic. It was mentioned that Republic has discussed a regional plan for sewer services, but they are in the same boat as Springfield in relation to all the regulations that EPA and DNR are instituting to make these state and federal regulations which equates to more money, which may not feasible. Mr. Vanhorn related that the Refuse line item is a Preferred Provide Agreement with Republic Services where the city bills the service for an administrative fee of fifty cents per customer, so it is breakeven at best. Mr. Vanhorn stated that the Parks Department receives about $300,000 in sales taxes that goes towards activities and upkeep of the parks. Mr. Vanhorn stated that the park and stormwater taxes have a portion go into the stormwater funds and this next year the City is doing a study to help get a GIS study that will identify the needs for stormwater with one project on the books right now. Mr. Vanhorn discussed the Capital Improvements including the following items: Potential Co-Op land purchase with Republic School System for new Elementary in City; request for more Christmas lights in parks for lighting event; Park improvements for equipment in parks, sealing and striping of parking lot and walking trails; added court lighting for pickle ball courts; Design and relocation of sewer lift station A (main lift station), $2 million plus project with 20% allocated to engineering fees, based on the recent sewer study; purchase of 1 ton vehicle with a hoist set to pull sewer motors; two salt spreaders; stormwater drainage study; Improvements to drainage along Rose and Sommerset; Sidewalk projects; Marketing Phase II; Monument sign to be located near M Highway and FF Highway (Township); Possible Update to Comprehensive Plan to look at future of Battlefield; Remodel of City Hall (North portion of Old Police Department), 3 % increase in salaries (Field to be more based on additional tasks, and Building Inspector due to more tasks as well). Mr. Vanhorn stated this is a draft subject to changes and he is hoping to add the May figures before the final draft is presented, if possible. Mr. Vanhorn noted he had a few errors to update for the next draft he will present at the first meeting in June, and he will add the Cash in Bank on page 3. Mr. Vanhorn noted the reserves that have been increased by $30,000.00 in past few months with the CD's obtained recently that have a higher percentage of return.

Item 9 <u>Adjournment</u>.

Alderman Jerry Shupert made motion to adjourn the meeting at 8:05 p.m. Alderman Rocky Compton seconded motion. A vote was taken, and the vote was 6 Ayes Scott Campbell, Michael Jones, Samantha Forbes, Rocky Compton, Tim Kelley Sr., and Jerry Shupert. 0 Nays. Motion approved. All Board members were present for the vote. Motion approved.

Mark Crabtree ________________ Mayor-Mark Crabtree 6/4/24 Date

ATTEST:

Beth Anne West ________________ City Clerk Beth Anne West 6-4-2024 Date

Reading and Vote to Approve Minutes: 6 Ayes – Scott Campbell, Mike Jones, Samantha Forbes, Rocky Compton, Tim Kelley Sr, and Jerry Shupert. 0 Nays. All Board members were present for the vote. 6-4-2024.

Minutes Approved: June 4, 2024.