



**MEETING OF THE
ADMINISTRATION/PUBLIC WORKS COMMITTEE**

Tuesday, October 10, 2023, at 6:30 p.m.
Record of Proceedings – **APPROVED**
Council Chambers at City Hall

I. Roll Call

Chair Garritano called the meeting to order at 6:38. An attendance roll call resulted as follows.

Council Members in Attendance

Chair Garritano
Council Member Clark
Council Member Edens
Council Member Nyhan
Council Member McCutchen
Council Member Jakcsy
Council Member Hopper (via Zoom)

Council Members Absent

Council Member Farmer

City Staff Members in Attendance

City Administrator Thomas Lee
Director of Public Works Rick Brown
Assistant City Engineer Dan Rahn
Meeting Recorder Michelle Scherer

II. Approval of Minutes

The minutes of the September 5th meeting were submitted for approval.

MOTION: Council Member Clark motioned for approval of the minutes, and Council Member McCutchen seconded the motion. Chair Garritano opened the floor for discussion. Meeting Recorder Michelle Scherer noted an editorial typo to correct. The correction was accepted and a voice vote to approve the minutes was taken. All present voted Aye. Chair Garritano declared the motion passed and therefore the minutes were approved.

III. Public Participation

No items

IV. Administration

A. For Information

1. No Items

B. For Action

Chair Garritano suggested a motion to adjust the agenda and move the City Administrator Performance Review (Wards-All) item, for an immediate closed session discussion.

MOTION: Council Member Nyhan made the motion to rearrange the agenda and Council Member Jakcsy seconded the motion. All voted Aye and the motion passed.

MOTION: Council Member Clark made a motion to go into closed session pursuant to [RSMo 610.021. 13] to engage the group in closed session. Council Member Nyhan seconded the motion.

A roll call vote to begin Executive Session was taken with the following results:

Ayes – Garritano, Clark, Nyhan, McCutchen, Jakcsy, Hopper

Nays – none

Abstentions – none

Absent – none

Therefore, Chair Garritano declared the motion passed. The Executive Closed Session began at 6:43 pm.

MOTION: Council Member Jakcsy motioned to adjourn the Executive Session. Council Member Edens seconded the motion. A roll call vote to adjourn the Executive Session was taken with the following results:

Ayes –Clark, Edens, Garritano, Hopper Jakcsy, Nyhan

Nays – none

Abstentions – none

Absent – none

Therefore, Chair Garritano declared the motion passed. The Executive Session adjourned at 7:26 pm, and the regular meeting reconvened immediately thereafter.

1. Review of 2024 Administration Budget

City Administrator Thomas Lee summarized the 2024 Administration Budget and noted significant and routine items. He then opened the floor for questions. Council Member McCutchen asked about a staff position that was listed. Thomas Lee clarified details about the position. Council Member Clark asked questions about Goals and Achievements and how they are listed in comparison to previous years. Thomas Lee conversed with her as to how to make the improvement. Council Member Edens asked a question about funds budgeted for maintenance of the building. Thomas Lee explained that the line item is for routine maintenance.

MOTION: Council Member Clark made a motion to approve the 2024 Administration budget as is, with the inclusion of the 2022 goals listed, and to forward it to Council. Council Member Edens seconded the motion. All voted Aye and none opposed, and the motion passed.

2. Review of 2024 City Clerk Budget

City Administrator Thomas Lee summarized the 2024 City Clerk Budget.

MOTION: Council Member Edens made a motion to approve the 2024 City Clerk Budget. Council Member McCutcheon seconded the motion. All voted Aye and none opposed, and the motion passed.

3. Review of 2024 Court Budget

City Administrator Thomas Lee summarized the 2024 Court Budget and certain savings in the budget.

MOTION: Council Member McCutchen made a motion to approve the 2024 Court Budget. Council Member Nyhan seconded the motion. All voted Aye and none opposed, and the motion passed.

V. Public Works

A. For Information

1. No Items

B. For Action

1. Review of 2024 Public Works Operating Budget

Director of Public Works Rick Brown summarized the operating budget. Thomas Lee spoke about an additional position in public works to manage vegetation, and roadside mowing. He described a new bidding process to manage mowing expenditures, which will now be separate from the Right of Way Contracts. Rick Brown explained a new expenditure for deer culling efforts. Expenses regarding that program were explained and discussed. The group discussed budgeting the deer program as a full five-year long project, rather than voting for each step of the program from year to year. The group discussed using funds from the reserve or public safety budget, as well as options for budgeting the full project.

MOTION: Council Member McCutchen made a motion to approve the budget as proposed. Council Member Nyhan seconded the motion. Council Member Clark noted a typo on one of the line items. The correction was noted. Thomas Lee All voted in favor, and none opposed. Therefore, the motion passed.

MOTION: Council Member Jakcsy made a motion for the City Administration to provide courses of action for funding the deer management program as a full five-year project, for the Council's review. Council Member Clark seconded the motion. All voted in favor, and none opposed. Therefore, the motion passed.

2. Review of 2024 Road and Bridge Fund

Director of Public Works Rick Brown summarized the overall budget for the road and bridge fund. He summarized and compared expenditures. He opened the floor for questions. Items were discussed and clarified.

MOTION: Council Member Jakcsy made a motion to approve the 2024 Road and Bridge Fund budget. Council Member Edens seconded the motion. All voted in favor, and none opposed. Therefore, the motion passed.

3. Review of 2024 Capital Improvement Fund

City Administrator Thomas Lee summarized the setup and process of watershed erosion items listed in this fund. He also described the Main Street extension items and other highlighted projects in the budget. The progress with The Village Green project was mentioned. Rick Brown mentioned the Hwy 109 extension and its design process, as well as bridge maintenance and the need to be more proactive with the standard operations of managing bridge maintenance over a multi-year time span. Thomas Lee noted other items within. Chair Garritano opened the floor for discussion. Council Member Clark suggested buying vehicles soon. Council Member McCutchen brought up some expenditures and grants related to parks.

MOTION: Council Member Edens made a motion to recommend approval of the five-year road and bridge fund and capital improvement sales tax fund budget to Council. Council Member Clark seconded the motion. All voted in favor, and none opposed. Therefore, the motion passed.

X. Miscellaneous

- A. Council Member Clark questioned the topic of painting the guardrails on Hwy 109 south of Hwy 100. Thomas Lee explained the agreement with MODOT to paint them, the expense, and other details.
- B. Council Member Clark asked about the elevator repair. Thomas Lee explained the status of the repair and that it should be up and running tomorrow.
- C. Council Member Clark suggested that the Council Members should be supplied with computers instead of iPads if there is an equipment upgrade in the future. Council Member Jakcsy supported her statement. The group discussed the topic and preferences.
- D. Council Member Clark spoke about the seating arrangement at Council Meetings. She stated that the staff is seated with their back to the audience, and whether this could change for safety purposes. Possibilities were discussed.
- E. Council Member Clark stated that she approved of Rick Brown's idea for the extended plan for bridge maintenance.

- F. Council Member McCutchen asked for an update for the sewer lateral program. The group was updated on the status of the topic, and it was discussed and debated.

XI. Next Meeting Next Meeting: Tuesday, October 24, 2023, At 5:30 Pm

XII. Adjournment

Council Member Jakcsy put forth a motion to adjourn the meeting. Council Member Nyhan seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed and the meeting adjourned at 9:00 pm.