

**SAVANNAH CITY COUNCIL  
TUESDAY, JANUARY 22, 2013  
CLASBEY CENTER – COUNCIL CHAMBERS  
6:30 P.M.  
CLOSED SESSION**

Mayor Ingersoll called the meeting to order in Executive Session to discuss personnel. Council members present: Don Dillman, John Parker, Joy Thompson and Vernon Townsend. Mayor Dave Ingersoll, City Administrator Jill Cornett and City Clerk Beth Kar were present.

**EXECUTIVE SESSION 610.021(3) PERSONNEL**

No motions were made during closed session. Vernon Townsend motioned to go back into open session. John Parker seconded. Motion carried on 4 aye votes.

**SAVANNAH CITY COUNCIL  
TUESDAY, JANUARY 22, 2013  
PROCEEDINGS  
REGULAR SESSION  
CLASBEY CENTER – COUNCIL CHAMBERS  
7:00 P.M.**

Mayor Dave Ingersoll presided.

Pledge of Allegiance was recited.

Council members present: Don Dillman, John Parker, Joy Thompson and Vernon Townsend. Mayor Dave Ingersoll, City Administrator Jill Cornett, Chief of Police David Vincent and City Clerk Beth Kar were present. City Attorney Ron Holliday was absent at roll call. The meeting notice was posted at City Hall on January 18, 2013. The meeting was audio recorded.

**Approve Agenda**

Vernon Townsend motioned to approve the agenda as posted. Don Dillman seconded. Motion carried on 4 yes votes.

**Minutes – January 7, 2013**

Vernon Townsend motioned to approve the minutes of January 7, 2013. John Parker seconded. Motion carried on 4 yes votes.

**Public Testimony**

No testimony.

**Mayor's Report**

Mayor Dave Ingersoll reported that City Hall's interior has been painted with green trellis paint.

**Resignation: David Brax from PUAB/Public Utility Advisory Board** – Vernon Townsend motioned to approve the resignation and send a letter of appreciation to Dr. Brax. Joy Thompson seconded. Motion carried on 4 yes votes. Mayor Ingersoll stated that there are now two openings on the Public Utility Advisory Board.

### **Police Chief's Report**

Chief of Police David Vincent reported that the St. Joseph Police Department is starting a Task Force. There is currently a Northwest Missouri drug task force. A DWI (Driving While Intoxicated) task force is starting from a grant through Mo-Dot with the St. Joe Police Department as the pass-through agency. There is no cost to the City of Savannah to join. The purpose of the task force is to help in areas where there is little manpower. The Savannah Police department needs Council's approval to participate. If there is a checkpoint in another city, Savannah officers could help out. However, responding officers would have to be off the clock and they would be paid through the Mo-Dot grant instead of from City funds. John Parker asked if it would apply to the reserve officers. Chief Vincent will check into it. The agreement to participate in the DWI Task Force is a Memorandum of Understanding. It will be on the next Council agenda. John Parker motioned to participate and to prepare a resolution for the City to join the Northwest Missouri DWI Taskforce. Joy Thompson seconded. Motion carried on 4 yes votes. Vincent reported on recent disturbances including two shootings at houses. City Administrator Jill Cornett requested that the Chief prepare this narrative on monthly activity and consider if Savannah's police force at the current size is sufficient to address the City's needs. Mayor Ingersoll asked if it isn't sufficient, what size is. Cornett asked Chief Vincent to do further research. Prior to budget cuts there was one more full time officer and office help. Chief Vincent would like to at least add back the extra officer. Ingersoll asked if the school had contacted Vincent about an officer at the schools. The City has not met with the school yet. Vernon Townsend motioned to approve the Chief's report. Joy Thompson seconded. Motion carried on 4 yes votes.

### **Toni Oesterle, Municipal CMS – Website Presentation**

Toni Oesterle and Lew Osterle were present from Municipal CMS, the apparent low bidder for the City's website. Council had asked for a presentation from the lowest bidder. Current Municipal clients in the area include Maryville, Albany, Bethany, and Smithville. Oesterle present various website features including a service request area to report street lights out, nuisance complaints and more. There is an email notification feature for updates to residents. Cornett asked if any cities have Councils download their packets off the city's websites. Some cities do. Mayor Ingersoll asked about online payments. Other cities provide the option to pay online for utilities and other items. Training to update the website takes about 1 ½ hours. GIS mapping could be added as a link to the website. Vernon Townsend asked about options like scheduling for park activities and upcoming games. Cornett asked about posting video and audio recordings of Council meetings. CMS recommends using the YouTube website for recorded video because it is free. Municipal CMS would expect up to 8 weeks to get up and running with the City's new site.

City Attorney Ron Holiday arrived at 7:40 p.m.

## **City Administrator's report**

City Administrator Jill Cornett reported:

**RECOGNITION OF JAN DILLMAN'S CONTRIBUTION TO THE ANIMAL SHELTER --** The City would like to recognize Jan Dillman for her generous contribution of time and donations of food and neutering services for the animals at the Savannah Municipal Animal Shelter. Dillman visits the shelter every day and spends time with the animals. She takes photos and posts them on the City's Facebook page in an effort to get them adopted, rather than sending them to St. Joseph Animal Shelter. She and her sisters donate their own money to have the animals neutered and vaccinated so they are a more attractive prospect for adoption. She talks to people in the community who might be good adoptive parents. Dillman has a passion for animal welfare and her volunteerism at the shelter make a positive impact on the quality of life for the animals and for the families she works with. In addition, she is a help to City staff, as she steps in and gives the animals the time and attention they need when City staff is shorthanded. The City thanks Jan Dillman for her efforts and would like to award her a proclamation. Mayor Ingersoll read and presented Jan Dillman the Proclamation of Appreciation.

**UPDATE ON WEBSITE --** Toni Oesterle of Municipal CMS is here this evening to make a brief presentation to Council and answer any questions regarding the design of a new City website. Thank you Toni Oesterle and her team for providing such an advantageous proposal to the City for a robust website that will provide lots of information to the public. The City hopes to build on it in the future to include GIS mapping and the option for online utility payments.

**PURCHASE OF UTILITY SERVER –** The City issued a request for bids to purchase a new utility server. Only one bid was received: Harland Technology Services \$5,486. This server will replace the existing utility server that collects data from the Neptune Wireless Metering System and feeds it into the City's computerized billing system. The current server has become slow and cannot handle the software upgrade that Neptune is offering. The upgrade is free and will enhance the speed of data transmission from the meters to the billing system. This will allow staff to respond more quickly to requests for information about water usage and potential leaks. Vernon Townsend motioned to approve the low bidder Harland Technologies and purchase the utility server. This was part of the budget and the cost will be split between departments. Don Dillman seconded. Motion carried on 4 yes votes.

**EMERGENCY PURCHASE ORDER TO WALDINGER FOR WELL REPAIRS --** A recent lightning strike caused the starter on the pump motor at Well #1 to quit working, leaving the City with only two wells to supply water to the treatment plant. Staff runs two wells at a time, and needs three wells to provide redundancy to ensure sufficient water supply to the City. Water plant staff responded to the problem by calling Waldinger to make an emergency repair to the starter. The cost of the parts and repairs to the starter is \$5300. This emergency purchase order was approved by the City Administrator in response to the critical situation that had to be addressed sooner than waiting for a Council meeting to approve the purchase order.

**UPDATE ON POOL CONSTRUCTION –** Bids for the Pool Construction were opened on Thursday, January 17, at City Hall. The Park Board met Thursday night to select a desired contractor. Of the eight (8) bids submitted Brooner Crane & Construction provided the lowest and most responsible bid of \$570,611. Park Board recommends the City Council approve a contract with Brooner Crane & Construction. Park Board requests two readings tonight to allow

the contractors to begin work as possible. Kevin Rost, Ellison Auxier, plus Mike Yuille and Jerry Baker, Park Board, were present to answer questions. Rost contacted St. Joe Plumbing and there was too much ice in the pool to check the main drain. There is a \$16,000 deduction which brings the cost closer to the \$550,000 engineer estimate. Yuille commented that the alternate bid #7 is the number two priority on the pool renovations: shallow end of pool and sanitation of water. Alternate bid #1, family restroom, is the second highest priority. The other alternates can be done in subsequent years using park funds. There is contingency money and Chester Baum trust money to help offset any additional costs in the renovation. Brooner would be using Continental Pool as a subcontractor. Vernon Townsend asked if this would include the entire renovation project. The answer is yes. The Parks are going to purchase the ADA lifts separately because it is cheaper. Rost will get a schedule from the contractor on an opening date for the pool. Estimated opening date for the pool would be the end of June and first of July. Vernon Townsend asked if admission fees will change. Yuille commented that fees will be discussed at the upcoming Park Board meeting.

**CONTRACT AMENDMENT TO DAVID CRANE CONSTRUCTION CONTRACT** – In September 2009, the City contracted with Crane Construction Company to provide services related to the improvements of the two north fields and north parking area of the Savannah Youth sports complex. The original contract sum was \$160,000. On November 30, 2010 both parties had signed a change order in the amount of \$51,509.00 to cover the additional services related to storm sewer work, raising the total cost of the project to \$211,509.98. This change order reflects a change in the cost, but not a change in the schedule for repayment. The amendments to the contract allows for an extension of time by eliminating the scheduled three year deadline and allowing for continued annual payments of \$35,000 per year until the total \$211,509.98 has been paid. These memorandums of understanding merely solidify the existing practices of paying off the debt without an increase in the annual payments. Park Board President Mike Yuille described that next year is the final payment. Cornett described that there is not a financial instrument such as a bank involved in annual payment to Crane. The Parks will be making their annual \$35,000 payment this month to Crane.

**UPDATE ON AUDIT** -- Michael Keenan of Cochran, Head and Vick came to City Hall last Monday to begin his on-site audit work. He indicates that the report to Council should be available by the second Council meeting in February.

**PUBLIC UTILITY ADVISORY BOARD (PUAB)** – Sister Mary Ellen resigned from the PUAB for health reasons. David Brax resigned last week due to priority conflicts. PUAB is down to three active members. Chair Denise Curran agrees there is no major business to discuss until March. Staff recommends Council reevaluate the roles and responsibility of the PUAB and determine whether to keep it going.

**REPAINTING INTERIORS -- CITY HALL & CLASBEY CENTER** -- The 2013 budget included \$7000 in expenditures for improvements at City Hall. Building Inspector Gene Grossman and the Public Works crew have scraped off old wallpaper, and bleached out mold on the walls. City staff painted City Hall. Golf course staff repainted the Clasbey Center Kitchen and Multipurpose rooms.

**SELL OLD POLICE CAR** --In Summer 2012 the City Council voted to purchase a used vehicle from the Missouri Highway Patrol to replace the 2003 Ford Police Interceptor assigned to Officer Wanda Williams. Staff had the intention to offer this old police car, along with the City Administrator's old Taurus as trade-ins for a new City Administrator's vehicle. Staff has

determined the best option for getting rid of the old police car is to accept public bids to purchase it from the City. Staff requests Council to deem this vehicle surplus property and authorize the publication of request for bids. This is Resolution 2013-1 declaring the police vehicle as surplus property.

Mayor Ingersoll reported that the Mexican restaurant El Cimarron closed. The City received notice that the restaurant had not paid its state sales tax. The next day the restaurant left the City with an outstanding water bill. Tomorrow is shut off day for any utility bills not paid. Cornett talked about the laws on collection agencies. The City cannot charge a penalty fee for collection of unpaid bills; the City has to pass an ordinance to set a penalty fee so that when the fee from the collection agency is collected, the City can get reimbursed for the fee the collection agency charges. Joy Thompson asked if it was better to use collections or small claims court. City Attorney Ron Holliday responded that there is a limit on how many times one can file in a year in small claims court. Cornett will be researching it further. John Parker talked about addressing the deposit for businesses, dependent on the type of business. Cornett would like guidance from Don Dillman on setting up different types of businesses deposits.

Don Dillman motioned to approve the City Administrator's report. Vernon Townsend seconded. Motion carried on 4 yes votes.

### **Treasurer's Report**

City Administrator Jill Cornett provided the highlights of the funds and financial reports for December. After the audit is complete the City will look at amending the budget with additions. The payment of the bills is at the end of the report. John Parker asked about the CDBG East Main expense to TREKK \$4,473.80. Cornett stated this is on the second set of bids specifications and opening. Vernon Townsend motioned to approve the Treasurer's report. John Parker seconded. Motion carried on 4 yes votes.

### **RESOLUTION 2013-1: Declaring Police Vehicle as Surplus**

This resolution declares 2003 Ford Police Interceptor vehicle as surplus property and requests it be put out for bid to sell. Don Dillman motioned to approve Resolution 2013-1. Vernon Townsend seconded. Motion carried on 4 yes votes.

### **BILLS FOR CONSIDERATION:**

Bill 2013-3 Approve a Vendor for the City's website design was read for the second reading.

### **ORDINANCE NO. 2590**

This ordinance pertains to approving Municipal CMS for the City's website. Don Dillman motioned to approve ordinance no. 2590. Vernon Townsend seconded. Vote: Dillman: aye; Townsend: aye; Parker: nay; Thompson: nay. Mayor Dave Ingersoll broke the tie by voting aye. Motion carried.

Bill 2013-4 Authorizing the Mayor to sign a contract with Brooner for the Pool Construction was read for first and second readings.

### **ORDINANCE NO. 2591**

This ordinance pertains to authorizing the Mayor to execute a contract with Brooner Construction & Crane for the construction and repairs to the Savannah Municipal Swimming Pool and facilities. Don Dillman motioned to adopt ordinance no. 2591. Joy Thompson seconded. Vote: Townsend: aye; Parker: aye; Thompson: aye; Dillman: aye. Motion carried.

Bill 2013-5 Amend Crane Construction contract was read for first and second readings.

### **ORDINANCE NO. 2592**

This ordinance pertains to authorizing a change order to an existing contract with Crane Construction Company to allow for time extensions for the repayment of the debt. Joy Thompson motioned to adopt ordinance no. 2592. John Parker seconded. Vote: Parker: aye; Thompson: aye; Dillman: aye; Townsend: aye. Motion carried.

### **Second Public Testimony:**

Mike Yuille, Park Board, thanked the City for continued support of the pool renovations.

### **COUNCIL DISCUSSION:**

John Parker received calls regarding to the City's new website. The callers did not want to spend taxpayer money on it. He stated that on December 3<sup>rd</sup> Council requested that an additional staff person be added to help with the audit. City Administrator Jill Cornett published the help wanted ad and put together a spreadsheet of qualification. City staff does not have time to train anybody presently. It was easier to rely on existing staff. City Hall has been using staff members at the golf course and paying for the staff out of the General Fund. The City does have a pile of resumes but is not moving on it right now. Parker was afraid the City may be overtaxing people at the office.

Vernon Townsend had input from a citizen about parents cutting in line at Minnie Cline and police handled the situation. He saw the City crew working on a fire hydrant on the Square.

John Parker reported that on the sewer drain/ manhole at edge of road 3<sup>rd</sup> street there is a crack in the concrete. The Public Works crew will look at it.

Don Dillman didn't have anything for discussion.

Joy Thompson attended the Park Board meeting and attended Chamber of Commerce banquet. She received calls about the City's new website and people not wanting to spend taxpayers' dollars on it. The City needs to watch its spending. She asked who is attending Great Northwest Days in Jefferson City. City Administrator Jill Cornett and Vernon Townsend are attending. Don Dillman asked the age of the people complaining about the website. It is elderly citizens on fixed income. Mayor Ingersoll receives constant complaints about the poor state of the website. Thompson receives more complaints about the City's TV station and how boring it is.

Vernon Townsend thanked Jan Dillman and her sisters for everything with helping the local animals. He would like to see Building Inspector Gene Grossman attend all Council meetings and provide updates on nuisances. Joy Thompson asked if the case on the resident at the property on south 7<sup>th</sup> had gone to court. City Attorney Ron Holliday reported the resident was fined and pleaded guilty. The Judge fined him and told him the fines were going to go up

significantly. The resident has since removed a lot of the items and is planning on removing more.

**Adjournment**

No further business to discuss. Meeting adjourned at 8:33 p.m. on a motion by Vernon Townsend and seconded by Joy Thompson. Motion carried on 4 yes votes.

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Dave Ingersoll, Mayor

ATTEST: \_\_\_\_\_  
Beth Kar, City Clerk