

Maryville City Council
Rescheduled Regular Meeting
October 26, 2015
7:00 p.m.

The Council of the City of Maryville, Missouri, met in a regular session on Monday, October 26, 2015, at City Hall, 415 North Market Street, in said City at 7:00 p.m.

ROLL CALL

The meeting was called to order by Mayor Riedel and roll was called by the City Clerk, with the following present to-wit: Mayor Renee Riedel, Council Members, Rachael Martin, Timothy Shipley and Jason McDowell. Councilman Gerald Riggs was not present. Others present were City Manager Greg McDanel; Asst., City Manager Ryan Heiland; City Attorney Taryn Henry; Dir., Public Works C.E. Goodall, Dir., Public Safety Keith Wood; Dir., Finance Denise Town; Student Liaison Hannah Sears and City Clerk Sheila Smail.

PLEDGE TO THE FLAG

The pledge to the flag was led by Mayor Riedel.

INVOCATION

Councilman Shipley gave the invocation.

APPROVAL OF THE AGENDA

Mayor Riedel requested any changes needed to the agenda, be noted at this time. No changes were noted.

Motion was made by Councilwoman Martin, seconded by Councilman McDowell, that the agenda be approved as presented. Upon roll being called, the vote was as follows: Councilman Shipley, yea; Councilman McDowell, yea; Councilwoman Martin, yea; Mayor Riedel, yea. Motion carried.

AN ORDINANCE TO EXECUTE A WEB DEVELOPMENT AGREEMENT WITH HUE LABS FOR CERTAIN IMPROVEMENTS TO THE MOZINGO LAKE RECREATION PARK WEBSITE

The City Clerk presented a bill, Bill No. 2015'107 for an ordinance entitled:

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF MARYVILLE, MISSOURI, TO EXECUTE A WEB DEVELOPMENT AGREEMENT WITH HUE LABS FOR CERTAIN IMPROVEMENTS TO THE MOZINGO LAKE RECREATION PARK WEBSITE, MARYVILLE, MISSOURI.

In December 2014, City Council approved a Web Development Agreement in an amount not-to-exceed amount of twenty-four thousand dollars (\$24,000) with Hue Labs for the redesign of the Mozingo Lake Recreation Park website (www.mozingolake.com). Hue Labs was selected following an RFP process and interviews of qualified RFP respondents. Last January, Hue Labs began working on the website and the final product was made available to the public in April, 2015. Since that time, the website has proven to be a valuable tool for staff and has enhanced the customer experience for park patrons, particularly in regards to cabin and RV reservation.

During the initial redesign of the Mozingo website, the focus of the project was to redesign the aesthetics and functionality of the website and to create a "tool" that staff could utilize. This was accomplished primarily by fully integrating the golf website into the primary Mozingo website and by creating an online reservation system for the RV campground and cabins. However, there are still elements of park operations that can be greatly enhanced with further website improvements.

Currently, Mozingo Lake Recreation Park uses two (2) different operating systems to process park operations. The first operating system is the Mozingo website which is used to process all online reservations (RV, Equestrian RV, Cabins, Golf, and Shelters). The second system is Campground Master which is used for all "first-come, first-serve" RV bookings, tent camping bookings, Youth Camp bookings, and as the Point-of-Sale (POS) system. Given the success of the redesigned website over the past several months, it has become very inefficient and cumbersome for staff to be utilizing two (2) computer systems to process the operational activities. For example, for financial reporting, it is now required to obtain financial information from two (2) different sources and then combine into a separate and third document called the "Daily Revenue Attendance Report" that is then turned into the Finance Department. This report is submitted on a daily basis.

Another area this improvement will assist with is the reservation process. For example, every cabin or RV reservation made online has to be manually entered into the Campground Master system to avoid double bookings. Again, this process occurs on a daily basis at a minimum.

As such, staff is requesting a Web Development Agreement with Hue Labs for additional website improvements that will eliminate the need for Campground Master and fully integrate all park operations into a single operating system platform. Additional improvements will include expansion of the website functions so that first-come, first-serve RV site availability can be viewed in real-time on the website. Additionally, the website will also serve to function as the Point-of-Sale system so that all financial transactions will be processed by one system, requiring only a single report. The Scope of Work from Hue Labs is included in your packet for review.

The FY16 Mazingo Recreation Fund Budget has a budgeted line item of eight thousand five hundred dollars (\$8,500) for improvements to the Mazingo website. A "Scope of Services" from Hue Labs detailing all of the work proposed for the website was provided to Council Members. Hue Labs has proposed a fee of eight thousand four hundred seventy dollars (\$8,470) for the completion of the project in a three (3) month time frame.

Staff recommended approval of the proposed ordinance to execute a Web Development Agreement with Hue Labs for certain improvements to the Mazingo Lake Recreation Park website, in an amount not-to-exceed eight thousand four hundred seventy dollars (\$8,470.00).

Upon motion duly made, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilwoman Martin, seconded by Councilman McDowell to execute a Web Development Agreement with Hue Labs for certain improvements to the Mazingo Lake Recreation Park website, in an amount not-to-exceed eight thousand four hundred seventy dollars (\$8,470.00). Upon roll being called the vote was as follows: Councilman McDowell, yea; Councilwoman Martin, yea; Councilman Shipley, yea; Mayor Riedel, yea. Motion carried.

Said bill was then identified as Ordinance No. 7800 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk.

AN ORDINANCE TO EXECUTE A CONTRACT WITH KATYDID ROAD, LLC FOR THE SURPLUS SALE OF AN AIRCRAFT HANGAR LOCATED AT THE NORTHWEST MISSOURI REGIONAL AIRPORT

The City Clerk presented a bill, Bill No. 2015'108 for an ordinance entitled:

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF MARYVILLE TO EXECUTE A CONTRACT WITH KATYDID ROAD, LLC, FOR THE SURPLUS OF SALE OF AN AIRCRAFT HANGAR LOCATED AT NORTHWEST MISSOURI REGIONAL AIRPORT, MARYVILLE, MISSOURI

The City of Maryville, Missouri is currently the owner of a two (2) bay, t-style hangar at the Northwest Missouri Regional Airport. The hangar was acquired by the City of Maryville on December 20, 2011 from the Missouri National Guard. The floorplan of the hangar includes an office area on the north side of the hangar that provides access to two (2) separate hangar bays on the east and west sides of the building.

Since the hangar was acquired by the City, it has remained vacant and is in need of multiple renovations. In 2014, the hangar was tested for asbestos and test results came back as positive for asbestos, which lines the walls of the hangar. Additionally, the hangar roof is in need of repairs and both hangar bays are without doors. The addition of concrete aprons will also be necessary to provide access to the adjacent taxiways. The exterior of the hangar will need several windows replaced along with paint.

The City is interested in seeing to it that the property is used in a way that will be a meaningful addition to the economic and aesthetic environment of the City and the Northwest Missouri Regional Airport.

The City released an RFP in September and the bid opening was October 14, 2015. Given the current condition of the hangar, several requirements were included in the RFP

- Enter into a “Contract for Sale of Real Property” with the City of Maryville
- Conveyance of Title shall be by Quitclaim Deed
- Enter into a “Land Lease” with the City of Maryville for the hangar property
- At buyer’s expense: Asbestos in the hangar will be removed within 90 days of taking possession of the hangar and prior to occupying the structure. Asbestos abatement to be performed by a state certified and licensed company. Waste manifest to be provided to the City of Maryville and documentation of removal and safety to occupy to be provided to City of Maryville prior to occupying the hangar.
- Enter into a Hold Harmless agreement with the City of Maryville regarding asbestos and any future findings of asbestos.
- Within a year of taking possession: buyer agrees to paint exterior of hangar with color to be approved by City of Maryville prior to application.
- Within a year of taking possession: Construction of two concrete aprons at the hangar’s entrance consistent with current code.
- Within a year of taking possession: installation of working doors for both hangar entrances.
- Within a year of taking possession: repair (or replacement) of all roofing issues.

Respondents’ were also required to provide the following:

- Proposed purchase amount of the hangar
- The proposed use of the hangar & the number of users
- A description of the improvements to be made to the property
- Schedule of completing the improvements.
- Describe how Respondent will communicate and work with designated city representatives during the project.

The City received two responses and are as follows:

BIDDER	BID AMOUNT	PROPOSED USE	IMPROVEMENTS & SCHEDULE
Tommy (TJ) and Bridget Kenny Maryville, MO 64468	\$2,500.00	Store personal aircraft.	<ol style="list-style-type: none"> 1. Asbestos removal in 90 days. 2. Roof will be repaired 3. Hangar doors will be repaired or replaced and hung in working condition 4. Broken window glass will be replaced. 5. Concrete apron installed 6. Painted within 1 year 7. Electrical improvements
Doug Hawley Katydid Road LLC Maryville, MO 64468	\$3048.00	The hangar will be used to store 2 airplanes.	<ol style="list-style-type: none"> 1. Asbestos will be removed within 90 days 2. The exterior painted with approved color within 1 yr. 3. Concrete aprons installed 4. Working doors will be installed for both entrances within 1 yr. 5. Roof will be repaired within 1 yr. 6. New electrical service will be installed. 7. interior of hangar cleaned and improved

The surplus bidding resulted in two (2) bids, with the highest bid being three thousand forty-eight dollars (\$3,048.00), which would go to the General Fund. Returning the hangar to private ownership will help to improve the overall appearance of the airport and should bring in additional fuel sales revenue with the addition of two (2) airplanes that are currently not stored at the Northwest Missouri Regional Airport.

Per the City of Maryville Code Section 150.210 (Surplus and Obsolete Material), the City may dispose of surplus, worn-out or obsolete material and equipment belonging to the City in the following ways:

- Transfer to other City departments
- Returning to manufacturer or supplier
- Trading in on new equipment
- Advertising for sale
- Selling as scrap
- Junking

In this instance, the City has advertised that the property is for sale through the RFP process.

Per the requirements listed in the RFP, the purchaser of the hangar has agreed to enter into the following agreements with the City of Maryville:

- Enter into a “Contract for Sale of Real Property” with the City of Maryville
- Enter into a “Land Lease for Hangars” with the City of Maryville for the hangar property
- Enter into a Hold Harmless agreement with the City of Maryville regarding asbestos and any future findings of asbestos.

Staff recommended approval of the proposed ordinance to execute a contract with Katydid Road, LLC for the surplus sale of an aircraft hangar at Northwest Missouri Regional Airport in an amount of three thousand forty-eight

dollars (\$3,048.00). Substantial improvements are required to the hangar, including the abatement of asbestos, and selling the hangar provides a positive benefit to the City and improves the Northwest Missouri Regional Airport.

Upon motion duly made, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilwoman Martin, seconded by Councilman McDowell, to execute a contract with Katydid Road, LLC for the surplus sale of an aircraft hangar at Northwest Missouri Regional Airport in an amount of three thousand forty-eight dollars (\$3,048.00). Upon roll being called the vote was as follows: Councilwoman Martin, yea; Councilman Shipley, yea; Councilman McDowell, yea; Mayor Riedel, yea; Motion carried.

Said bill was then identified as Ordinance No. 7801 and was duly passed, adopted and was thereupon signed by the Mayor. The agreement was identified as Contract No. 2015-57.

AN ORDINANCE TO AMEND SECTION 212.220: MOZINGO PARK FEE STRUCTURE, CHAPTER 212: MOZINGO PARK REGULATIONS OF THE MUNICIPAL CODE OF MARYVILLE

The City Clerk presented a bill, Bill No. 2015'108 for an ordinance entitled:

AN ORDINANCE TO AMEND SECTION 212.220: MOZINGO PARK FEE STRUCTURE OF CHAPTER 212: MOZINGO PARK REGULATIONS, OF THE MUNICIPAL CODE OF MARYVILLE, MARYVILLE, MISSOURI.

On October 14, 2013, the City of Maryville approved Resolution No. 602 that authorized the Junior Course at Mozingo Lake Committee to oversee fundraising, design, and construction of the Watson 9 golf course at Mozingo Lake Recreation Park. Since that date, the Committee has successfully raised the necessary funds for the construction of the Tom Watson designed Watson 9 Golf Course. Construction of the golf course is complete and the only remaining items to complete are auxiliary features such as the teaching shelter, sculpture garden and landscaping. As such, staff is preparing for the opening of the Watson 9 golf course in the spring of 2016. One of the last remaining items to complete for operations is establishing green fees for the Watson 9 course.

For the past several weeks, staff has communicated with the Junior Course Foundation regarding proposed green fees. Provided below is a summary of the proposed Watson 9 fees:

Watson 9 Green Fees

	Weekday Rate	Weekend Rate	Replay Rate
Adult	\$14.00	\$16.00	\$7.00
Senior (60+)	\$10.00	\$12.00	\$5.00
Student (16+)	\$10.00	\$12.00	\$5.00
Junior (5-15)	\$5.00	\$5.00	\$3.00

Watson 9 Season Pass

Adult & Senior	\$175 (must have Sechrest 18 season pass)
Student	\$160 (\$285 for both Watson 9 & Sechrest 18)
Junior	\$110

For the season passes, only students and juniors will be able to purchase a stand-alone Watson 9 pass. Adults and seniors will be required to have a season pass to the Sechrest 18 prior to purchasing a season pass on the Watson 9. The intent behind this policy is an attempt to ensure youth golfers remain a priority for the golf course.

The proposed code also removes identified fees for punch cards. Punch card rates for both Sechrest 18 and the Watson 9 are considered promotional and should be established set administratively. Additional changes proposed to the code are to clarify or to match current operation practices. The additional changes are:

- Changing the RV reservation period from “no more than 30 days” to allowing reservations to be made up to 180 days (6 months) prior to the first day of reservation. This is a change recommended by the Mozingo Advisory Board and City Council when the website was developed and an online reservation system implemented.
- Clarification of the tent camping pricing of \$10.00 per night, per tent.
- Addition of the Phillips Shelter in the pricing chart.

Financial projections are difficult for the Watson 9 as annual rounds to be played are educated estimates at this point. However, the intent is to keep prices slightly lower than market rate initially to attract new golfers to the course. Additionally, construction on the Boulders Inn & Suites Hotel is likely to begin next spring as well causing inconvenience. As such, providing an incentive to golf while construction is occurring adjacent to the course was a consideration in establishing the proposed prices.

At this time, staff is anticipating an annual maintenance cost of approximately fifty-three thousand dollars (\$53,000). Given weather conditions and rate of play, the maintenance cost could certainly fluctuate higher or lower. Using the proposed rates above & assuming an average green fee of eleven dollars (\$11) per group, listed below is an expense to revenue round comparison:

<u>Rounds</u>	<u>Fee</u>	<u>Revenue</u>	<u>Net</u>
4,000 rounds @ \$11/round =	\$44,000		(\$9,000)
5,000 rounds @ \$11/round =	\$55,000		(\$2,000)
6,000 rounds @ \$11/round =	\$66,000		(\$13,000)
7,000 rounds @ \$11/round =	\$77,000		(\$24,000)

The City has agreed through the previously approved Memorandum of Understanding (MOU) to provide the Junior Golf Foundation ten percent (10%) of gross green fees to be used towards scholarships and equipment for the Junior Golf Program.

Staff presented the proposed rates at the October Mazingo Advisory Board and the rates were unanimously recommended for approval to the City Council. Staff has worked with the Junior Golf Foundation during this process and they are supportive of the proposed rates. Staff recommended approval of the proposed ordinance to amend Section 212.220: Mazingo Park Fee Structure, Chapter 212: Mazingo Park Regulations of the Municipal Code of Maryville.

Upon motion duly made, said bill was read by title on the first reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Upon motion duly made, said bill was read by title on the second reading, a copy of said bill having been made available for public inspection by filing the same in the office of the City Clerk more than twenty-four (24) hours prior to the meeting, and was duly passed by unanimous vote.

Motion was made by Councilwoman Martin, seconded by Councilman McDowell to amend Section 212.220: Mazingo Park Fee Structure, Chapter 212: Mazingo Park Regulations of the Municipal Code of Maryville. Upon roll being called the vote was as follows: Councilman Shipley, yea; Councilman McDowell, yea; Councilwoman Martin, yea; Mayor Riedel, yea. Motion carried.

Said bill was then identified as Ordinance No. 7802 and was duly passed, adopted and was thereupon signed by the Mayor and attested by the City Clerk.

REPORTS

I. STUDENT LIAISON

- *Trick or Treating on Campus* – Thursday, October 29, 2015, from 6:00 – 8:00 p.m., children are invited to visit the Northwest Missouri State University to Trick or Treat the Resident Halls.

II. CITY MANAGER

- *I & I Issues* – City crews continue to work on addressing the Intrusion and Infiltration (I & I) issues around Maryville. Staff is in the process of finalizing the contract with Visu-Sewer, Inc. for the 2015 Sewer Main Lining Project.
- *RFP for 2015 Sanitary Sewer Manhole Lining Project* – November 5, 2015, at 10:00 a.m., proposals will be opened for the 2015 Sanitary Sewer Manhole Lining Project and will most likely be on the November 9, 2015 Agenda. The proposal included the lining of one hundred (100) manholes with an alternate bid of up to fifty (50) more manholes to be added to the project.
- *New Pay Scale for Employees - Effective January 1, 2016* – Staff is working on putting the final touches on the new pay scale developed by Austin Peters Group Inc., and will be implemented January 1, 2015.
- *NWMSU Homecoming Parade Held* - The Northwest Missouri State University Homecoming Parade was held on Saturday, October 24, 2015, on the recently completed 4th Street Improvement Project. City Staff completed a

portion of sidewalk along 4th Street which was planned to be completed as a part of the Sidewalk Program but was done in-house in order to be completed before the Homecoming Parade.

III. CITY COUNCIL

- *Downtown Trick or Treat* – The Downtown Trick or Trick Event is scheduled for Thursday, October 29, 2015, beginning at 5:00 – 7:00 p.m.
- *West Cooper Street Improvements* – The West Cooper Street Improvement Project, which included the replacement of the storm sewer tubes along Peach Creek, was described as an esthetically pleasing change.
- *Upcoming Agenda Subjects* – The next agenda will include the discussion of holding the regularly scheduled City Council meeting the week of November 23, 2015 and discussion of the financing of the Conference Center at Mozingo Lake Recreation Park.

ADJOURNMENT

Motion was then made by Councilwoman Martin, seconded by Councilman McDowell, to adjourn the meeting. Upon roll being called, the vote was as follows: Councilman McDowell, yea; Councilwoman Martin, yea; Councilman Shipley, yea; Mayor Riedel, yea. Motion carried. Meeting was adjourned at 7:30 p.m.

Renee Riedel, Mayor

ATTEST:

Sheila Smail, City Clerk