

Pleasant Hill City Council  
Regular Council Meeting  
January 11th, 2020 – 7:00 p.m.  
212 Cedar St. Pleasant Hill, MO 64080

Present

Mayor: Mark Guffey

Council Members: J. W. Hanes, John King, and Tria Cartner

Staff: Shelby Teufel, Kristen Ayers, Robert Driscoll, Jessica Elliott, Amy Johnson, and Justin Wieberg

Legal Counsel: Sarah Carnes

Press: None

Public: Megan Klotz and Cathay Gilbert

Mayor Guffey called the meeting to order at 7:00 p.m. Jessica Elliott called the roll of officials. A quorum was declared.

A motion was made by CM King to approve the regular agenda, seconded by CM Hanes Cartner. Vote as follows: CM King aye, CM Hanes aye, CW Cartner aye motion carried.

#### 1. Presentation

Mayor Guffey presented Lee Hicks with a plaque and read a proclamation, thanking Hicks for 20 years of dedicated service and many achievements within the organization.

#### Consent Agenda

2. 12/14/20 - Regular Council Minutes

3. Budget Amendment 21-10 Yuille Field Fence

4. Budget Amendment 21-11 A Budget Amendment to Recognize Donations Received and Expended in the Police Department

5. Budget Amendment 21-12 A Budget Amendment to Reallocate Capital Projects Funding to FY 2021 for the 163rd Street Project

6. October - Financial Report

A motion was made by CM King to approve the consent agenda, seconded by CW Cartner.

Vote as follows: CM King aye, CW Cartner aye, CM Hanes aye, motion carried.

#### Items For Consideration

7. Bill No. 2021-01 - Consideration of a Bill to place a question before the voters of the City as to whether the City Charter should be amended to appoint a person to fill the incomplete term of an elected city official when a vacancy occurs in an elected city office.

City Administrator Shelby Teufel presented Bill No. 2021-01 in response to a discussion between Council and staff regarding vacancies on October 26th when Councilman Scott Todd resigned. Teufel explained that currently Section 17 of the Cities charter requires a special election be called to fill a vacancy which can be a lengthy process and creates many difficulties such as:

- All current Council members must be present to create a quorum
- Deprives citizens of adequate representation inherent to Council operations.
- Creates additional cost to call a special election to fill a vacancy (approximately \$7,000)

Teufel further explained that Council expressed the desire to allow the voters to decide whether to continue requiring a special election or to allow Council to make an appointment to fill the vacancy until the next April general election.

Mayor Guffey remarked on the need to fill vacancies in order to provide adequate Council representation to the residents of Pleasant Hill. Guffey added that this is the second consecutive Council that has had a vacancy. Guffey also noted other instances that could contribute to vacancies, such as a natural disaster, however felt the need to be proactive to ensure the voters had the say so in allowing Council to make the decision to approve Council to make an appointment for the vacancy. CA Teufel added that a press release would go out to the public to ensure voters are informed. CM King added that more than one release should go out to the public to ensure voters have the ample notification of why the question is on the ballot. CA Teufel agreed. A motion was made by CM Hanes to approve Bill No. 2021-01 as presented, seconded by CM King.

Roll call vote as follows: CM Hanes aye, CM King aye, CM Cartner aye. Motion carried.

8. Bill No. 21-02 - Consideration of a bill amending Chapter 10 of the City Ordinances to include a time period for reapplication after a business license revocation or voluntary license forfeiture in lieu of hearing

City Administrator Shelby Teufel presented Bill No. 21-02 outlining that currently City code does not have a time parameter for application of a business license after a license has been revoked. Bill No. 21-02 will establish a twelve month suspension period before a business license can be re-submitted. Teufel added that this scenario should not happen very often. Legal Council Sarah Carnes added that passing this ordinance would prevent businesses owners who have been revoked from coming in the next day to reapply and provide a parameter for staff once a business license is revoked. A motion was made by CM Hanes to approve Bill No. 21-02 as presented, seconded by CW Cartner.

Roll call vote as follows: CM Hanes aye, CW Cartner aye, CM King aye. Motion carried.

9. Park Signage Presentation

Parks and Facilities director Justin Wieberg presented a park signage campaign in response to the November 23rd, 2020 joint City Council/Park Board meeting. Wieberg noted that in 2018 the Park Board began discussing ideas to increase awareness and utilization of City parks. The goal was to create signage consistent with the City's branding. The Historic District Design Committee came up with a design for signage in the downtown area and the goal is to mirror that City's current branding. Wieberg presented a replica of what the signage would look like. Mayor Guffey suggested signs to the Sports Complex and engaged the school district in cost

sharing for those signs. Guffey also inquired about MoDOT for signage along 7 Highway. Wieberg responded that he hopes the design will be accepted. CW Cartner asked how many signs would need to be erected along 7 Highway. Wieberg responded that approximately 4-5 would need to be placed. CM King asked how long it would take to have the signage and the replacement cost for each sign. Wieberg responded that the actual signage would be longer lasting and that the replacement cost would be nominal. CM King recommended a replacement schedule for signage.

#### 10. Budget Amendment 2021-09

Finance Director Amy Johnson presented Budget Amendment 2021-09 recommending an increase in funding of the first phase of park signage from \$4,960.00 to \$9,600.00.

A motion was made by CM Hanes to approve Budget Amendment 2021-09 as presented, seconded by CM King.

Vote as follows: CM Hanes aye, CM King aye, CW Cartner aye. Motion carried.

#### 11. Facility Condition Assessment Overview

Parks and Facilities Director Justion Wieberg presented an overview. The assessment was conducted through a cooperative bid process between Dude Solutions and Bureau Veritas and included interior and exterior assessments, capital improvements and planned maintenance estimates.

Facilities assessed:

- Booth Building
- City Hall
- Community Building
- Depot
- Memorial Building
- Parks Maintenance Shop
- Pine Street Building (Old Fire Station)
- Police Station
- Public Works Shop
- Recreation Complex
- Skelly Station
- Street Barn/Animal Shelter

The presentation broke down each facility by:

- Current yearly expenses
- Immediate needs
- Replacement value
- Total additional funding needs over (10 yrs)

Council and staff discussed shared costs between buildings managed by Community Betterment, revenue from rented spaces, and long term maintenance. CA Teufel reported that per the presentation, the needs far out-way what is being dedicated to maintenance and capital

improvements, noting that only \$30k was budgeted for building maintenance this year, but the assessment suggests approximately \$301,178 is the actual cost of maintenance and necessary capital improvements. Teufel suggested that Council begin to think about additional funding and/or the sale of buildings not critical to daily operations to allow more funding for critical use/improvements, adding there are certain buildings cherished to the community that will need to remain. Teufel stated this is the start of the conversation for Council to begin thinking about coming back with suggestions to staff at some point down the road. Mayor Guffey stated that regardless, we are not breaking even and it seems like there could be a better balance, and look at ways to mitigate costs. Council thanked Wieberg for his hard work and time put into his presentation.

Other:

12. Police Chief Robert Driscoll reported a calm holiday season, noting very few disturbances.

13. Assistant City Administrator Kristen Ayers provided an update on behalf of Public Works Director Tony Bakken who was not able to attend due to a water main break. The update was in reference to complaints of potholes on 163rd St, noting that Public Works has been patching the holes, but they get immediately torn up. Bakken has been in contact with the City's contracted engineers and a grant funded project to repair the road is on track for a June 1st start date. Council asked staff to draft communication to the public and provide signage regarding the upcoming repair work so that residents are aware the City is working to repair the road.

There being no further business to come before the City Council, CM King made a motion to move to closed session at 8:15 p.m., seconded by CW Cartner.

Roll call vote as follows:

CM King aye, CW Cartner aye, CM Hanes aye, motion carried.

Present for closed session: Mayor, all Council, Kristen Ayers, and Shelby Teufel

No action was taken in the closed session. CM King made a motion to move back to open session at 9:05 p.m., seconded by CM Cartner. Roll call vote as follows Cartner: aye, King: aye, and Hanes: aye. Motion carried.

There being no further business before the Council, the Mayor adjourned the meeting at 9:05 pm.

Approved:

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Mayor, Mark Guffey

Attest

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City Clerk, Jessica Elliott