

TUESDAY, DECEMBER 15, 2020
BOARD OF ALDERMEN MINUTES
7:00 P.M.

Mayor Sullivan called the regular meeting to order at 7:00 p.m. on December 15, 2020 via zoom.

Mayor Sullivan gave the invocation.

Mayor Sullivan led in the pledge of allegiance.

Mayor Sullivan informed the Board that Alderwoman Martin resigned her position yesterday. He informed the Board he would be working on fulfilling her term. He stated he would be bringing an appointment before the Board. He stated he was appreciative of Alderwoman Martin's service over the years and her willingness to serve as Mayor Pro-tem.

Tony St. Romaine, City Administrator stated four weeks ago Claire Melvin, Administrative Assistant took a job in Columbia and we posted the announcement in the paper and on social media. He stated we received a lot of applications and has hired Leslie Martin. He turned the floor over to Lelande Rehard, Assistant City Administrator he informed the Board that they received twenty applications and all were good applications. He informed the Board Jon Sanders, Treasurer and he interviewed five of applicants and it took them a while to come to a decision. He stated they offered the job to Leslie Martin and she accepted. Mayor Sullivan stated he checked with MML on this and they recommended she resign immediately. Mayor Sullivan stated he would like to appoint Alderman Sapp as Mayor Pro-tem to serve the remainder of the term. He stated he has talked with Alderman Sapp and he is willing to accept this appointment. Alderman Sapp called for a point of order we need to open the meeting first. Mayor Sullivan stated we would do this under appointments.

Mayor Sullivan called the roll:

Ward One: Leslie Martin-absent, Bryan Bradford-here
Ward Two: Melissa Old-here, Stephanie Bell-here
Ward Three: Rick Lewis-here, Jeff Sapp-here

Staff Present: Darla Sapp, City Clerk, James Creel, Public Works Supervisor, Jeff Kays, City Attorney, Dan Vandevoorde, Building Inspector, Lelande Rehard, Assistant City Administrator and Tony St. Romaine, City Administrator.

Mayor Sullivan presented the minutes of the December 01, 2020 Board meeting for consideration. Alderman Bradford made motion and seconded by Alderman Sapp to approve the minutes as presented. Mayor Sullivan called for the vote. Motion carried.

Mayor Sullivan presented the agenda for adjustments. Being none, he called for the motion to approve the agenda. Alderman Bradford made motion and seconded by Alderwoman Bell to approve the agenda as presented. Mayor Sullivan called for the vote.

Mayor Sullivan stated there are no scheduled comments.

Mayor Sullivan appointed Alderman Sapp to serve as Mayor Pro-Tem for the remainder of this term. Mayor Sullivan called for the vote. Alderwoman Old-aye, Alderwoman Bell-aye, Alderman Bradford-aye, Alderman Lewis-aye, Alderman Sapp-abstained.

Mayor Sullivan presented Council Bill No. 2020-045, an ordinance approving the final replat of Middleton Crossing Plat 3A. Alderman Sapp made motion and seconded by Alderman Bradford to take up for consideration Council Bill No. 2020-045 and ordinance approving the final replat of Middleton Crossing Plat 3A. Mayor Sullivan called for the staff report. Tony St. Romaine, City Administrator reported the Planning and Zoning Commission reviewed this and recommended the approval. He stated a copy of the plat is in the packet. Mayor Sullivan stated this is at the corner of Middleton Drive and Liberty Lane. Mayor Sullivan called for comments from the public. Mayor Sullivan called for comments or questions from the Board. Alderman Lewis questioned if this was a boundary change or what. Alderman Sapp reported it is the combination of Lot 11 and 14. He stated it would become lot 11A. Mayor Sullivan called for the vote. Alderwoman Old-aye, Alderwoman Bell-aye, Alderman Bradford-aye, Alderman Lewis-aye, Alderman Sapp-aye. Motion carried.

Mayor Sullivan presented a letter of resignation from Cecil Payne and Greg Batson from the Planning and Zoning Commission. He stated we have two vacancies and he is working on getting those positions filled. Alderman Sapp made motion and seconded by Alderman Bradford to accept the resignation from Cecil Payne and Greg Batson. Mayor Sullivan called for the vote. Alderwoman Old-aye, Alderwoman Bell-aye, Alderman Bradford-aye, Alderman Lewis-aye, Alderman Sapp-aye. Motion carried.

Mayor's Report:

Mayor Sullivan informed the Board that the CARES Act funding was denied for the Optimist Pool. He stated he would be meeting with the Park Board to split the cost of the Optimist Pool loss. Mayor Sullivan reported the sign issue on South Winds has been taken care. He encouraged everyone to remind citizens of the mask mandate. He stated there was concerns from local businesses of this not being followed. He stated the Police Department does not enforce this it is through the Boone County Health Department.

City Administrator's Report:

Tony St. Romaine, City Administrator stated he shared his report with Lelande and Dan so they can add and update projects. He discussed the USDA loan process for the new City Hall but looks like we probably will not be closed on by the end of the year. Tony St. Romaine reported they have a draft calendar on the Budget for fiscal year 2022 and the capital improvement projects. He stated that Lelande has been working with the department heads on their wish list. Tony St. Romaine stated they had a kick off meeting on the Downtown Beautification last week. He stated we would probably have virtual meetings with the community and stake holders on what improvements they would like to see downtown. He informed them Carrie Fischer is compiling the inventory of all downtown businesses within the downtown boundary. He stated this way they could get an idea of how long a business have been there and what vacant buildings we have. He stated this special business district would require funding and would be set up as a non-for profit. He updated the Board on getting a GIS system for documenting the water lines and other infrastructure. He stated that Lelande is working on that project with the department heads. He stated there is great value of this type of system. Tony St. Romaine stated that he had a meeting with MoDot and the County Commissioners on the Perry Avenue extension and closing off the Hwy 63 and Liberty Lane. He stated this is a safety issue. He gave an overview of the SCEAP grant for engineering services for inflow and infiltration. He reported they would be doing three interviews this week. He stated this is a \$50,000 grant with the City matching 20%. He stated they should make their selection by Friday. Tony St. Romaine stated they have been working with the USDA for the financing for the new City Hall. He stated he is frustrated. He stated they said it was unlikely we would be able to close on this until the end of January 2021. He stated he needs to meet with Mr. McKinney on this and we will need to modify the closing date. He informed the Board the website is in the final process of quality control and we should have it completed by next month. Tony St. Romaine stated the Lakeview park improvements has been on the list for some time. He reported Richardson Construction donated a parcel of land and there is a small parcel at the north end of lake (.8 of an acre tract) that we need to acquire. He stated he has met with the property owners and they presented him with a couple of proposals. He stated after we acquire the whole lake we could apply

for Missouri Department of Natural Resources for funding for a new parking lot and fishing area. He stated his intent is to bring it back to the Board. He stated they are looking how to fund the acquisition.

Dan VandeVoorde, Building Inspector and Plan Reviewer discussed adopting the ICC Building Codes. He stated we are currently using 2012 edition and he hopes to update to 2015 or 2018 codes. He stated this is better in line with the area community. He stated this is a process to get the community involved and have their input. He stated his goals are to hire a full time civil engineer in house to review civil projects within the city to eliminate the third party review. He also stated there will be a need to hire a part time on call building inspector to fill in when the he is off for any reason. He stated they are exploring options to updating software for permitting, plan review, code enforcement. He stated they had a preliminary consultant with Dudesolutions on their software called smartgov. He stated they would have a more in depth demo in January. He stated it would allow citizens to apply for building permits and check the status on line. He stated it would have a citizen portal for code enforcement and allow them to follow-up on the progress made. -look at addresses to follow-up to see if progress has been made.

Tony St. Romaine, City Administrator stated we would also be looking to update our financial and utility software in next year's budget. He stated it is out of date and takes three or four days to get a response to issues. He informed the Board that we have been approved for CARES Act funding for \$20,000 to \$22,000 dollars for expenses due to covid.

Mayor Sullivan questioned if there was any openings on the Downtown Beautification Task Force. Tony St. Romaine stated he would check on this.

City Attorney's Report:

Jeff Kays, City Attorney had no report.

Public Works Director monthly report.

James Creel, Public Works Director gave an update on an issue with the Sarah Drive bridge improvements. He stated the company should be back next Monday or Tuesday to fix the issue. He stated once that is done the Public Works Department will paint the curb and that project will be complete. He reported on subdivision infrastructure inspections being completed for East Ashland Plaza and Liberty Landing Plat 7. He stated they are still working on getting the salt spreader on Dan Vandevorde's, Building Inspector truck to help plow during working hours. He informed the Board that he would working on stormwater run off and drainage through the winter months. James Creel stated they are doing routine maintenance on the park and still waiting on the approval for the grant from Department of Natural Resources on the lighting for the recycling center. He reported the Holiday decorations are completed. He gave an overview of upcoming projects. He stated MoDot declined the request for the City to install new blinkerstop stop signs at Main and Broadway intersection. He stated MoDot has plans to paint new crosswalks and stop bars at this intersection during Route M overlay in 2021. He informed the Board they also plan to make improvements to crosswalk ramps for ADA compliance by December 2022.

Alderman Sapp questioned if before we do inspection and acceptance of infrastructure the street signs have to be installed. The Board discussed whose responsibility it was to install the street name signs, stop signs and other regulatory signs. James Creel and Tony St. Romaine stated it is common practice that the Municipality does this. Mayor Sullivan stated possibility not issuing occupancy permits if there are not street signs installed. Mayor Sullivan stated this could have been a big issue. James Creel and the Board discussed street name signs and slow production due to not being able to get material. He stated if this is an issue then we need to look at another vendor for these signs.

Alderman Sapp stated the e-mail had derogatory statements that was untrue. He stated he supports the Public Works Department and they do a great job. Mayor Sullivan stated that he appreciated Alderwoman Old for reaching out and responding to the e-mail. Alderwoman Bell asked that this e-mail be forwarded to her.

Alderwoman Old asked that James Creel share the list of storm water projects they are going to work on. James Creel stated he put together a list and e-mail to them. He stated we have some sales tax money to help address these issues. He stated in the capital improvement plan there will various larger scale projects.

Mayor Sullivan stated we need to brace ourselves for the overflow of boxes due to Christmas. He questioned the possibility of Republic Services putting a third bin in for next week. The Board discussed the camera's at the recycling center and issues with them. Mayor Sullivan stated the biggest issue is people not breaking down their boxes. Tony St. Romaine, City Administrator discussed some issues they were having previously with the camera's at the recycling center. Mayor Sullivan asked that James Creel get the City of Ashland account representative at Republic and get the extra bin expedited. Alderwoman Bell suggested a sponsor for the extra bin. Dan Vandevoorde stated possibility a construction dump trailer would work. The Board also discussed Christmas tree disposal.

Board of Aldermen's Reports:

Alderwoman Old asked that we establish a formal process and procedure for parades that are not city organized. Tony St. Romaine, City Administrator stated this year the traditional parade was not approved and we had to do a reverse parade. He stated some citizens got out of joint about this and flooded facebook. He stated hopefully this is not going to happen again. He stated the Parks Board has held the Christmas parade for many years.

Alderwoman Bell stated the parade had an incredible constant line of cars for over an hour. She stated this was a Christmas miracle. She thanked the Public Works Department and City Staff in getting this parade done. She stated the turn out showed what the community wanted.

Alderman Lewis stated the traffic jam at the parade was the best traffic jam he has been in. He congratulated them for putting it together.

Alderman Bradford reported pot holes/wash boarding on the driveway by the post office drop box on the City Lot on Bass Street and Redbud Lane.

Alderman Sapp stated he would like to point out the filing for candidate for Alderman began today. He asked the City Clerk for an update on filing. The City Clerk reported two had filed in Ward Three and one candidate had filed in Ward One.

Mayor Sullivan echoed the comments on the parade. He thanked the Ashland Police Department, Public Works Department and the Park Board for their work on the organizing the parade. He stated that himself and Tony worked the background for the parade but it took everyone to pull it off as a team. He also thanked the Sapp's for being Mr. and Mrs. Claus.

Mayor Sullivan called for additional comments by the public or staff comments.

Mayor Sullivan called for public comments.

Lisa Sobczak stated she agreed with Alderwoman Bell on the parade. She said just to drive by that parade was an air of celebration which we have not seen for a long time. She stated next year lets do it bigger and better.

Mayor Sullivan informed the Board that he would be doing a virtual reading event on Christmas Eve. He wished everyone a Merry Christmas and a Happy New year.

Mayor Sullivan called for adjournment.

Alderman Sapp made motion and seconded by Alderman Bradford to adjourn the meeting. Mayor Sullivan called for the vote. Motion carried.

Darla Sapp, City Clerk

Richard Sullivan, Mayor