# A G E N D A WORK SESSION MEETING City of Moberly November 21, 2022 6:00 PM

## **Requests, Ordinances, and Miscellaneous**

- 1. Update To The Tourism Advisory Commission Application.
- 2. Appointment To The Housing Authority Board.
- 3. A Request For A Stop Sign At The Intersection Of Chandler And Bertley St.
- 4. A Request From Radmer Construction LLC For City Properties To Build In-Fill Housing.
- 5. Review Of Housing Assistance Program For Police Department.
- <u>6.</u> Splash Pad Change Order.

Agenda Item: Update To The Tourism Advisory Commission Application.

**Summary:** The tourism committee has struggled with the existing scoring format. Having limited funding levels (\$1,000 & currently \$4,000 total funds) tied directly to the scoring caused a dilemma when the board believed an application should receive the full amount of requested funds, but there was no way to determine level of performance in all 7 categories, especially hotel nights when hotels are full the majority of the time. There are seven categories where a score of between 0 - 5 could be selected, it was subjective based on the board members opinion. If a quality, tried and tested event did not score all 5's, the funding was diminished drastically, though the event might be bringing in out of town day trippers, but not hotel nights.

The commission felt like the seven categories should be revised to a "yes" or "no" box, and voted to revised the application format to send to council for review and hopefully approval. If 5 or more of the categories were marked yes, the applicant could be approved **up to** the full \$1,000. If they were able to check 4 boxes yes, the applicant could be approved for **up to** 50% of requested funding. If less than 4 boxes were checked yes, they were not eligible for any funding. Its important to clarify that the funding levels are not an automatic amount, the scoring only establishes the cap on what could be approved. Final amounts would require a recommendation from the Tourism Specialist, review and recommendation from the Tourism Board and final approval by council.

As all applicants have to meet with the Tourism Specialist prior to presenting to the commission, and the Specialist is more aware of the events coming up, tourism has recommended that that the tourism specialist complete the form while meeting with the applicant. They can discuss/confirm they are selecting the correct answer and submit that form to tourism with a recommendation for or against approval, and if approved, with a recommended level of funding for the tourism commission to discuss and vote on. These would be reviewed at the allowed quarterly meetings for a final recommendation to go to the Council for final approval

**Recommended Action:** Direct staff to bring to the December 5<sup>th</sup> Council meeting for final approval.

Fund Name: N/A

Account Number: N/A

Available Budget \$: N/A

ATTACHMENTS:		Roll Call	Aye	Nay
Memo	Council Minutes	Mayor		
Staff Report	Proposed Ordinance	MSJeffrey		
X Correspondence	Proposed Resolution			
Bid Tabulation	Attorney's Report	Council Member		
P/C Recommendation	Petition	M S Brubaker		
P/C Minutes	Contract	M S Kimmons		
Application	Budget Amendment	M S Kyser		
Citizen	Legal Notice	M S Lucas		
Consultant Report	Other		Passed	Failed
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Name of Organization:	Date:
Contact Person:	Telephone:
Address:	Date of Event:
Name of Event:	Met with Tourism Specialist Yes No
How Event Promotes Tourism in Moberly	
What are the specific, measurable Tourism benefits	s your event or capital project produces?
How does your event promote tourism, convention	
How does your event attract non-residents?	
If your application were accepted, how would the to marketing budget)	ourism funds granted be used? (If marketing, fill out itemized
Financial Statement (See Attached)	
Staten	nent of Assurances
Any funds received under this grant will be used for and representations in this application are true and c	r the purposes described in this application. The figures, facts, correct to be best of my knowledge.
Name (Please Print):	

Signature: \_\_\_\_

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Date:	Title or Office He	3	

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# **Detailed Budget**

vent:		
Date of Event:	Date of Application:	
ponsor:		
	Actual Last Year 20	
	OR First Annual Budget	Estimated Present Year 20
	\$	\$
Income (Estimated)		
Rental Booths		
Entry Fees/ Gate Receipts		
Donations/ Sponsorships	\$	\$
T-Shirts and Souvenirs		<u> </u>
Food and Drinks, Etc.		
Moberly Tourism Grant		
Other: (Explain)		
Expenses (Itemized)		
Advertising *		
T-Shirts and Souvenirs Food,		
Drinks, Etc.		
Labor Costs		
Entertainment Supplies		
Postage		
Rentals		
Insurance		
Payout, awards, prizes, contest		
winnings		
Other (Explain)		[

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**Total Expenditures** Estimate Value of In-Kind Services (Explain)

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\*If marketing grant application, fill out itemized marketing budget sheet.

# Itemized Budget of Marketing Grant Funds

(Grant column should match grant dollars in detailed budget) (Total cost should match Advertising dollars in detailed budget)

Item	Description	Total Cost	Grant
A			
G			η.
	TOTAL		

Approval Tourism Chairperson:

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Name of Organization:	
Contact Person:	Phone:
Address:	Date of Event:
Amount of Award:	Date Granted:
	Summary of Event
Attendance:	Moberly Hotel/Motel Rooms Used:
Average Stay (# of nights):	
If Moberly motels sold out, list other acc	commodations that attracted overnight visitors:
Comments:	
Describe the general impact this event ha	ad on the Moberly Community:
Describe the Success of this event"	

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## **Profit and Loss Summary of Event**

#### Income (Estimated)

#### **Estimated Present Year 20**

Rental of Booths Entry Fees/ Gate Receipts Donations/ Sponsorships T-Shirts and Souvenirs Food and Drinks, Etc. Moberly Tourism Grant Other: (Explain)

#### **Total Income**

Expenses (Itemized) Advertising T-Shirts and Souvenirs Food, Drinks, Etc. Labor Costs Entertainment Supplies Postage Rentals Insurance Other (Explain)

#### **Total Expenditures**

Estimate Value of In-Kind Services (Explain)

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Please use the space below for any additional information. Examples of promotional materials must also be submitted with Summary of Event form.

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To the best of my knowledge, the information given to the Moberly Tourism Committee	
concerning the above event is factual. I understand that the Moberly Tourism Committee may	
require receipts verifying expenditures.	

Signed \_\_\_\_\_\_ Title \_\_\_\_\_

Date

Failure to complete this form within 90 days of the above event may result in denial of funds for future events. Mail this form the to City of Moberly Tourism Commission, 101 West Reed, Moberly, MO 65270, Attention: Moberly Tourism Commission.

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City of moberly!

#### MOBERLY TOURISM COMMISSION

#### **GRANT APPLICATION**

#### PROJECT SCORE SHEET

Date: \_\_\_\_\_

Chamber of Commerce Representative:

Name of Event:

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Name of Organization:

Evaluation Factors	Yes	No
Quantify expansion of tourism in Moberly		
Positive Community Impact to Moberly		
Quality and Uniqueness of proposed Project		
Positive Economic Impact to Moberly		
Stability of Management and capacity		
Evidence of Community Support		
Overnight Hotel Stays, Retail, Restaurant		
tal		

#### The following values are assigned to each numeric spread:

- 5 or more Yes, Tourism can recommend up to 100%
- 4 Yes Tourism can recommend up to 50%
- 3 or less no funding

Agenda Item:	Appointment To The Housing Authority Board.
Summary:	In October 2022 Board member Mary Brink term has expired on the Moberly Housing Authority Board. Mary Brink would like to be reappointed to the board for a 4-year term.
Recommended Action:	Direct staff to bring to the December 5 <sup>th</sup> Council meeting for final approval.
Fund Name:	N/A
Account Number:	0
Available Budget \$:	0

TACHMENTS:		Roll Call	Aye	Nay
Memo	Council Minutes	Mayor		
Staff Report	Proposed Ordinance	MSJeffrey		
Correspondence	Proposed Resolution			
Bid Tabulation	Attorney's Report	Council Member		
P/C Recommendation	Petition	M S Brubaker		
P/C Minutes	Contract	M S Kimmons		
Application	Budget Amendment	M S Kyser		
Citizen	Legal Notice	M S Lucas		
Consultant Report	Other		Passed	Failed

# Housing Authority of the City of Moberly

WS #2.

MAILING ADDRESS P.O. BOX 159 MOBERLY, MO 65270-0159 EXECUTIVE DIRECTOR: DONNA DUNWOODY

November 8, 2022

Honorable Jerry Jeffrey City of Moberly, Missouri 101 W Reed Moberly MO 65270

Dear Mayor,

The term for Mary Brink expired at the end of October 2022 as a Board Commissioner for the Moberly Housing Authority.

Mrs. Brink has been a faithful and conscientious board member who has expressed interest in serving another four-year term. She rarely misses a board meeting and is always prepared to conduct business when the meeting starts. She earned the respect of the other commissioners who elected her as their chair of the commissioners for a year. Please find enclosed a letter from Mrs. Brink expressing her interest.

The Housing Authority is asking for your consideration to reappoint Mary Brink for another four-year term which would expire October 2026. If you have any questions, please contact me at 263-2287.

Sincerely,

Donj(

Donna Dunwoody, PHM Executive Director

Moberly Towers 205 Farror Street L.W. Case Apartments 220 Taylor Street

660-263-2287 Fax: 660-263-4282 TDD: 660-263-2295



Allendale ManorCountryview GardenApartmentsApartments23 Kehoe Avenue23 Kehoe Avenue660-263-3950FAX: 660-263-5509TDD: 660-263-229



Mary Brink 216 5 Clark Moberly MO 65270

November 8, 2022

Honorable Mayor City of Moberly 101 West Reed Moberly MO 65270

Dear Mayor:

My term as a Board Commissioner for the Moberly Housing Authority expired October 2022. The Housing Authority provides a needed service for the low income families, elderly and people with disabilities and handicaps in this community. I do believe that in a way, I help people by being a commissioner. I am interested in serving another four-year term. I am a conscientious board member and have taken my duties seriously and attend the meetings faithfully.

The Housing Authority is in support of another term if you were to consider me for that appointment. If you have any questions, please contact me at 660-676-6633.

Sincerely,

Mary Brit

Mary Brink

City	of Moberly
City	<b>Council Agenda Summary</b>

Agenda Item:	A Request For A Stop Sign At The Intersection Of Chandler And Bertley St.
Summary:	The City received a request for a stop sign at the intersection of Chandler and Bertley St. from a resident. The Police checked department records for reported accidents for the intersection of Bertley and Chandler and Bertley and Porter Streets. Between October 1997 and present, a total of four accidents have been reported to the Police Department involving either of these two intersections. The accident rate coupled with the traffic flow for these two intersections do not support adding traffic control measures to either intersection.
Recommended Action:	Review/Discussion.
Fund Name:	N/A
Account Number:	N/A
Available Budget \$:	N/A

ATTACHMENTS:		Roll Call	Aye	Nay
Memo Staff Report Correspondence	Council Minutes Proposed Ordinance Proposed Resolution	Mayor MSJeffrey		
<ul> <li>Bid Tabulation</li> <li>P/C Recommendation</li> <li>P/C Minutes</li> <li>Application</li> <li>Citizen</li> <li>Consultant Report</li> </ul>	Attorney's Report Petition Contract Budget Amendment Legal Notice x Other <u>Request/report</u>	Council Member MSBrubaker MSKimmons MSKyser MSLucas		Passed Failed

#### WS #3.

## **Chandler and Bertley Streets Intersection Stop Sign Request**

From: Michaelle Cleeton <m\_cleeton@hotmail.com> Sent: Friday, October 21, 2022 12:23 PM To: Shirley Olney <shirleyo@cityofmoberly.com> Subject: Chandler and Bertley Streets Intersection Stop Sign Request

October 21, 2022

To Whom It May Concern:

I recently moved into a property on Chandler Street. I immediately noticed that there are no stop signs at any of the intersections. Traffic coming from the other direction, doesn't stop or yield.

I'm concerned for the safety of any children that might be playing near the street. At one point, I have been made aware of one accident since I moved in.

Please consider installing stop signs on one of the two streets at the intersection. Thank you for your attention to this matter.

Sincerely,

Michaelle Cleeton 515 Chandler Street Moberly, MO 65270 (660) 651-9998 City of



Police Department Professional, Proactive Policing Troy Link Chief of Police 264th Session FBI Academy

300 N Clark Street Moberly, MO 65270 Phone: 660-263-0346 Fax: 660-263-8540

10-25-2022

**RE:** Request for Stop Signs

On October 21, 2022, Michelle Cleeton, contacted the City of Moberly's City Manager's office requesting traffic control measures (stop signs) be installed at the Bertley and Chandler Street intersection. This is currently an uncontrolled intersection, meaning no traffic control is present. Drivers approaching such an intersection must ensure it is safe for them to enter the intersection by checking for on-coming vehicles before proceeding into and through these types of intersections.

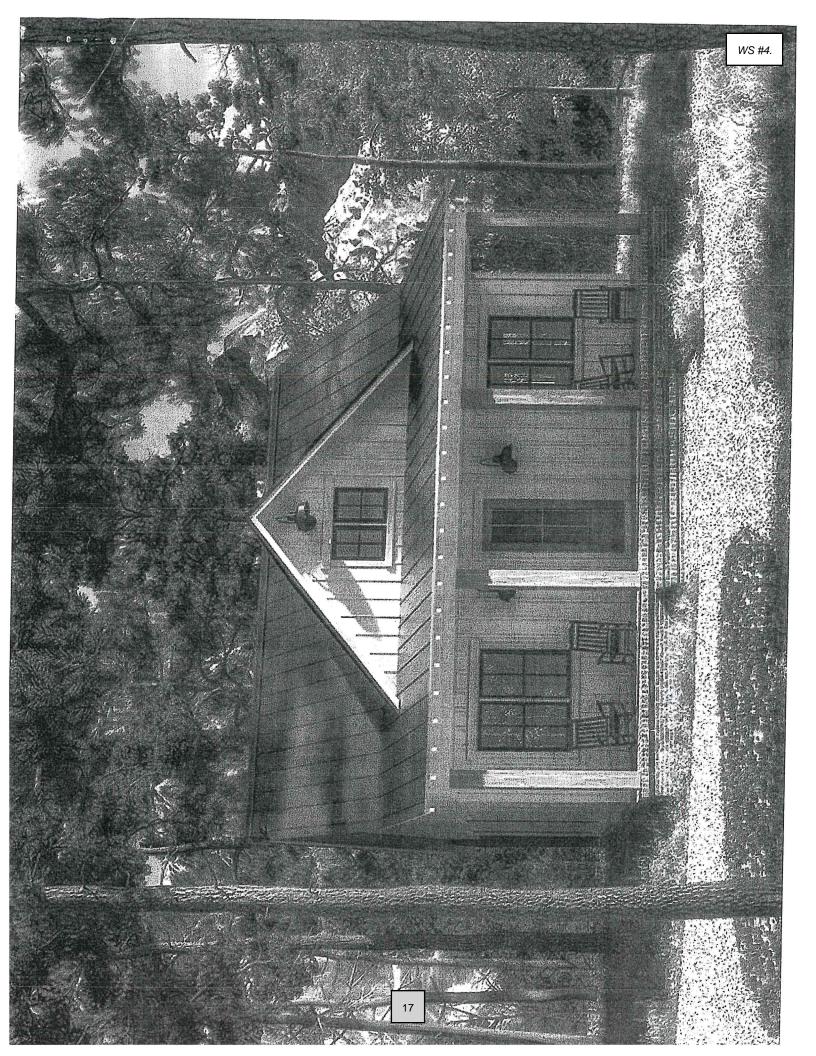
I checked department records for reported accidents for the intersections of Bertley and Chandler and Bertley and Porter Streets. Between October 1997 and today, a total of four accidents have been reported to the Moberly Police Department involving either of these two intersections. The accident rate coupled with the low traffic flow for these two intersections do not support adding any traffic control measures to either intersection.

Respectfully, 1

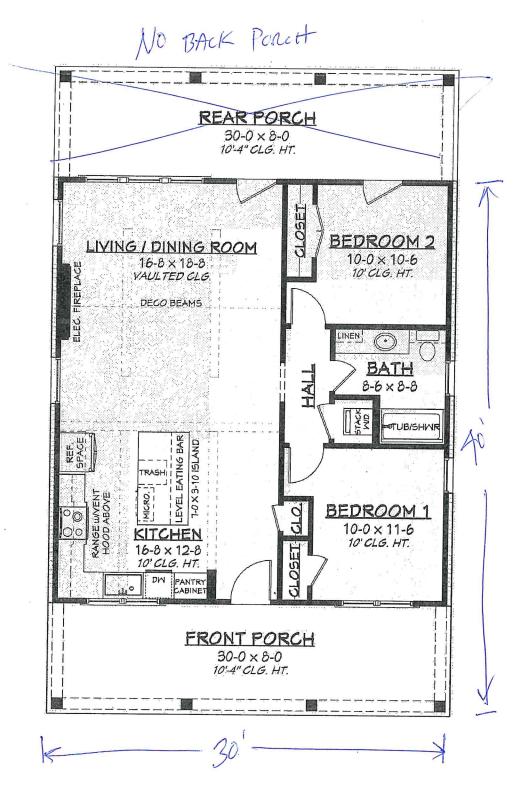
Chief of Police Troy Link

Agenda Item:	A Request From Radmer Construction LLC For City Properties To Build In- Fill Housing.
Summary:	Eric Radmer of Radmer Construction LLC has requested 2 city properties for In-Fill Housing. 707 S 5 <sup>th</sup> St. and 504 Gilman St. are the 2 properties he has requested. Attached are a drawing of the proposed house.
	Direct staff to bring forward to the December 5, 2022 regular City Council meeting for final approval.
Fund Name:	N/A
Account Number:	N/A
Available Budget \$:	N/A

ATTACHMENTS:		Roll Call	Ауе	Nay
Memo Staff Report Correspondence	Council Minutes Proposed Ordinance Proposed Resolution	Mayor MSJeffrey		
Bid Tabulation     P/C Recommendation     P/C Minutes     Application     Citizen	Attorney's Report Petition Contract Budget Amendment Legal Notice	Council Member MSBrubaker MSKimmons MSKyser MSLucas		
Consultant Report	<u>x</u> Other <u>Request</u>		Passed	Failed



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# City of Moberly<br/>City Council Agenda SummaryAgenda Number:<br/>Department:PoliceDouble:Date:November 21, 2022

Agenda Item: Review Of Housing Assistance Program For Police Department.

Summary: Resolution R826 dated August 5, 2019, established the Moberly Housing Assistance Program for commissioned police officers and communication officers to receive 250.00 dollars for housing assistance and 50.00 dollars for utility assistance. This was done to help retain and recruit both officers and dispatchers to the Moberly Police Department. The need to increase our efforts to retain and recruit police offices and dispatchers has not diminished but competition to recruit and retain has increased substantially. The current resolution does not provide for new officers or dispatchers that reside in Randolph County but outside the city limits of Moberly to receive the housing assistance. Moberly Police request Resolution R826 be amended to allow these employees to become eligible to receive the monthly housing assistance beginning in December 2022. Currently the Police department has five employees this would positively effect. Four police officers and one communication officer. Cost to add these five employees to the current budget year is \$8,750.00.

### **Recommended Action**

neral Fund

Account Number: 100.007.5108 and 400.000.5108

Available Budget \$: \$79,200.00 and \$16,800.00

ATTACHMENTS:	Roll Call	Ауе	Nay
Memo       Council Minutes         x       Staff Report       Proposed Ordinance         Correspondence       Proposed Resolution         Bid Tabulation       Attorney's Report	Mayor M S Jeffrey Council Member		
P/C Recommendation       Petition         P/C Minutes       Contract         Application       Budget Amendment         Citizen       Legal Notice	M S Brubaker M S Kimmons M S Lucas M S Kyser		
Consultant Report Other		Passed	Failed

# BILL NO: <u>**R826</u>**</u>

# RESOLUTION NO: R826

## A RESOLUTION AUTHORIZING A HOUSING ASSISTANCE PROGRAM FOR COMMISSIONED POLICE OFFICERS AND CIVILIAN COMMUNICATIONS OFFICERS IN THE CITY OF MOBERLY.

WHEREAS, the City Council believes that in order to retain and recruit police officers and communications officers to the city police department steps must be taken in addition to offering existing pay and benefits; and

WHEREAS, the Moberly City Council believes it is best for the community that police officers and communications officers live locally; and

WHEREAS, city staff recommends the adoption of a Housing Assistance Program for Commissioned Police Officers and Civilian Communications Officers as follows:

# HOUSING ASSISTANCE FOR COMMISSIONED POLICE OFFICERS AND CIVILIAN COMMUNICATIONS OFFICERS

#### Eligible Employees

- Commissioned Police Officers (CPOs) and Civilian Communications Officers (CCOs) who, as of August 1, 2019, reside in Moberly, Missouri or Randolph County will receive a monthly \$250.00 housing assistance stipend (the "stipend").
- After August 1, 2019, new employees hired as a CPO or a CCO must reside in Moberly, Missouri to receive the stipend.
- If an existing CPO or CCO moves into Moberly after August 1, 2019 then that employee shall receive the stipend beginning the next August 1.
- If an employee moves into Randolph County from Moberly after August 1, 2019 then that employee will no longer receive the stipend.
- Existing employees as of August 1, 2019 who do not live in Moberly or Randolph County have until August 1, 2020 to move into Randolph County and receive the stipend.

#### Utility Stipend

Beginning August 1, 2019 CPOs and CCOs who reside within the City of Moberly shall receive a monthly \$50.00 stipend to assist with the payment of their utility expenses.

#### Residency

- Employees must provide proof of residency before receiving either stipend.
- Employees must annually on or before August 1 of each year provide proof of residency to continue to receive the stipend(s).

- WS #5.
- Proof of residency can be established by the employee's utility bills (cable, electric, water, etc.) or a rental or mortgage payment (with address noted). The bill must be in the employee's name or spouses name.
- The Chief of Police shall receive and approve all stipend requests and residency documentation

#### Payment of Stipend

Monthly stipend payments shall be included in the employee's paycheck on the second pay period of each month. The stipend payment shall be treated as income. Employees shall notify the Chief of Police within thirty (30) days if they no longer qualify for a stipend payment.

**NOW, THEREFORE**, the Moberly, Missouri, City Council hereby approves the Housing Assistance program as outline herein and authorizes the City Manager to begin immediate implementation of said program. In addition, the City Council directs that the Housing Assistance program approved herein be included in the City of Moberly Personnel Policies and Procedures Manual, 2019 Revision.

**RESOLVED** this 5<sup>th</sup> day of August, 2019, by the Council of the City of Moberly, Missouri.

Presiding Officer at Meeting

**ATTEST:** 

DK Dulloway

City Clerk

# Agenda Number: Department: Police Date: August 5

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WS #5.

Date: August 5, 2019

Agenda Item:	A Resolution Authorizing A Housing Assistance Program For Commissioned Police Officers And Civilian Communications Officers In The City Of Moberly.
Summary:	A resolution authorizing the creation and implementation of a housing assistance program for Commissioned Police officers and civilian communication officers for the City of Moberly Police Department. The resolution would provide housing assistance and utility assistance for employees who qualify for the program.
Recommended Action:	Approve this resolution
Fund Name:	Housing assistance
Account Number:	100.007.5108 and 400.000.5108
Available Budget \$:	73,200.00 16,800.00

City of Moberly

City Council Agenda Summary

ATTACHMENTS:		Roll Call	Ауе	Nay
Memo _x_ Staff Report Correspondence Bid Tabulation	Council Minutes     Proposed Ordinance     x Proposed Resolution     Attorney's Report	Mayor M S Jeffrey Council Member		
<ul> <li>P/C Recommendation</li> <li>P/C Minutes</li> <li>Application</li> <li>Citizen</li> <li>Consultant Report</li> </ul>	Petition Contract Budget Amendment Legal Notice Other	M S Brubaker M S Kimmons M S Davis M SKyser	Passed	Failed

Agenda Item:	Splash Pad Change Order.
Summary:	Attached is a change order from Irvinbilt relating to simplification of the electrical controls for the bollard (turns splash pad on and off during operational hours) and the automatic valve that allows for recirculation of water returning from the splash pad to the pump house during operational hours and closes outside of operational hours. Water's Edge reviewed the change order to verify reasonableness.
Recommended Action:	Move forward to the December 5, 2022 meeting for approval.
Fund Name:	Parks – Capital Improvement
Account Number:	115.041.5502
Available Budget \$:	\$185,132.04

TTACHMENTS:		Roll Call	Aye	Nay
Memo	Council Minutes	Mayor		
Staff Report	Proposed Ordinance	M S Jeffrey		
_ Correspondence	Proposed Resolution			
Bid Tabulation	Attorney's Report	Council Member		
P/C Recommendation	Petition	M S Brubaker	•	
P/C Minutes	Contract	M S Kimmons	S	
Application	Budget Amendment	M S <b>Kyser</b>		
Citizen	Legal Notice	M S Lucas		
Consultant Report	X Other: Change Order		Passed	Failed

DATE OF ISSUANCE November 10, 2022

EFFECTIVE DATE Upon final signature

OWNER	City of Moberly		
CONTRACTOR Irvinbilt Constructors, Inc.			
Contract:	Tannehill Park Spray Ground		
Project:	Fannehill Park Spray Ground		
OWNER's Contract No.		ENGINEER's Contract No. 21-520	
ENGINEER: V	Water's Edge Aquatic Design, LLC		

You are directed to make the following changes in the Contract Documents that decrease the Contract price \$1,230.00. Supporting documents have been previously provided.

• Omit specified VFD managed control system and replace it with system with more basic control components. Differenced in costs between them allows for a credit to the Owner of \$1,230.00.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:	
Original Contract Price: <u>\$ 599,700.00</u>	Original Contract Times: Substantial Completion: <u>May 27, 2022</u> Ready for final payment: <u>June 26, 2022</u>	
Net Increase from previous Change Orders: <u>\$ 21,388.35</u>	Net change from previous Change Orders: Substantial Completion: <u>0 days</u> Ready for final payment: <u>0 days</u>	
Contract Price prior to this Change Order: <u>\$ 621,088.35</u>	Contract Times prior to this Change Order: Substantial Completion: <u>May 27, 2022</u> Ready for final payment: <u>June 26, 2022</u>	
Net <b>decrease</b> for this Change Order: <u>\$ 1,230.00</u>	Net increase this Change Order: Substantial Completion: <u>0 days</u> Ready for final payment: <u>0 days</u>	
Contract Price with all approved Change Orders: <u>\$ 619,858.35</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>May 27,2022</u> Ready for final payment: <u>June 26,2022</u>	

**RECOMMENDED:** ACCEPTED: By: By: By: ENGINEER (Authorized Signature) CONTRACTOR (Authorized Signature) Date: November 10, 2022 Date: Date:

**APPROVED:** 

**OWNER** (Authorized Signature)

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.