

West Plains Civic Center Board Meeting
8:00 AM Thursday, February 23, 2017
110 St. Louis St., West Plains, MO

Members Present: Dave Thomas, David M. Gohn, Danny James, Jim Laughary and John Grisham

Staff Present: Emily Gibson, Dee Lewis

Guests Present: Community Marketing Director Todd Shanks, University/ Community Programs representative Keri Elrod and Councilwoman Brenda Smith

- I. Call to Order: The meeting was called to order at 8:02 a.m. by Chairman Dave Thomas.
- II. Agenda Approval: Motion for approval of the agenda was made by Danny James and seconded by John Grisham. Motion passed.
- III. Minutes for January 2017: A motion to approve the January minutes was made by Danny James and seconded by John Grisham. Motion passed.
- IV. Financial Statements for January 2017:
 - a. Sales Tax: Todd Shanks reported tax was currently down for January 2.06%, but for the 3 months of last year it is up.
 - b. Revenue and Expense: YTD for January is 83%. After adjusting out the sales tax, operating revenue is slightly above budget at 84% and operating expense is below budget at 73% with two months left of the fiscal year. Event profit for January 2017 is \$11,590 compared to the average monthly profit for January over the last 4 years of \$13,167. There were 36 events in January 2016 and 50 in January 2017.
 - c. Accounts Receivable: Operating loss of \$30,475 for January 2017 compared to an average operating loss of \$17,166 for January over the previous four years.
 - d. Event Reports: Expense for January the revenue was up \$4,538 and is 4% over budget. Event expense, as listed is up \$1,388.00
- V. Director's Report:
 - a. Revenue and Expense: We will be working on next fiscal budget. Some projects like pool lights, repainting the top coat of pool, etc. is just a few of the smaller projects we have talked about that would cost less than \$5,000 apiece. Usage was up because of MSU-WP Trivia Night and was well attended.
 - b. Calendar: March 8-9 will be the Small Farm Conference with two speakers this year. Next year they look to increase the size of the conference to the 2016 format with multiple sessions. Also a Geography Conference is going to be here in West Plains, hosted by MSU-WP and Dr. Rajiv R Thakur will be bringing the regional meeting in October 2017. WWE is still working for a fall date to come to the Civic Center. MSU-WP Annual True Blue Auction this year will be at the Student Rec Center as of now is set for April 7. March 31 and April 1, we will be having the Wayward Son Production of the PBR.
 - c. Marketing: Todd Shanks reported Blues Bash is set for May 13, 2017, the Old Time Music Festival is June 2-3.
- VI. University/Community Programs Report

University/Community Programs was represented by Keri Elrod she gave this month's report:

 - a. Pool and Fitness Center: Attendance was 5,802 for January with YTD was 30,048 with 305 members.
 - i. Pool membership rates: We are looking to have a slight increase in membership rates probably starting on April 1, 2017. This will help bring in more revenue to allow us to pay our lifeguards more in salary.
 - b. Events: Upcoming events will be A Thousand Cranes on March 24, The Delphi Trio on March 30, we will also be hosting the Annual Art Around Town display which includes K-8 children from area schools April 3-13 and then we have a Public Affairs Conference on April 4-7. Then of course the Old Time Music Festival June 2-3.
- VII. Old Business
 - a. Pool ballast tank repair update: The pool tank continues to be the topic we have not received a date as to when it will arrive but hopefully by March 13.
- VIII. New Business:
 - a. Water heater boiler repair/replacement: The residential water heater which heats water for the restrooms, showers, kitchens has developed a slow leak and needs to be repaired or replaced. Bill Biehl and Wood Mechanical will be tearing it down to take a look to see which way we will have to go, replace or repair.
 - b. Arena Court Use Policy: Last month we talked about the policy for the arena floor usage and Emily met with Tom Stehn on preparing a policy on the usage of the court. A policy has been prepared to restrict the court use to competitive use only and was presented to the Board. Motion for approval of the new court policy was made by Dave Thomas and seconded by John Grisham.
 - c. Review of City Ordinance 2-259: According to City Ordinance 2-259, the Civic Center Board should have seven members, currently there are six. Section B states that they do not have to live in the city limits. It will be a 3 year term. Once a recommendation is made, it will be approved by City Council.
- IX. Adjourn to Closed Session RSMo 610.021 Legal (1)
 - a. Dave Thomas called for a roll call vote to move to closed session.
- X. Adjourn to Open Session RSMo 610.021 Legal (1)
 - a. Dave Thomas called for a roll call vote to move to open session.
- XI. Next Meeting
 - a. April 27, 2017

Meeting Adjournment: A motion was made to adjourn by Dave Thomas, seconded by John Grisham. Dave Thomas adjourned the meeting at 8:48 a.m.

Dee Lewis, Secretary

ENGINEERING DEPARTMENT REPORT

March 3, 2017

Sidewalk Projects

Missouri Ave. Sidewalk – We continue work on this project that will connect the Howell Creek Shoe Factory Commons to MSU. Some portions of existing sidewalk will be utilized with repairs and upgrades bringing into compliance with ADA regulations. We also plan to install the downtown style lights and change to sidewalk on the bridge to other side to line up with rest of the work here. Many factors has affected the progress of this work.

Porter Wagoner Sidewalk – The scope of this project is along the west side of Porter Wagoner Blvd. from Gibson Ave. to People's Park. It is planned to go through a portion of Peoples Park eliminating the section next to the guard rail. A larger radius is planned at the southwest corner of the Broadway intersection to allow better traffic movement. An application for grant for this project has been approved and is discussed below.

Sidewalk Improvement Plan – Our survey crew has revisited the worst sections of our survey we did in 2011 with 4 and 5 ratings. We have identified the worst sections of these that will have to be replaced and what sections can be saved. We are currently updating the plan by projecting the amount of available funding left in the CIP tax and 5% of the Transportation Tax.

Street/Utility Projects

A new street is being constructed behind Wal Mart from the existing right-in right-out on the south side of Hwy 63 Bypass east of the Hwy 160 intersection. Travis Smith has had the grading and storm sewer done and ask us for help in bidding the curb and gutter. We agreed and are now helping with the construction of it. Bids for this work will be through the City and reimbursed through the CID in this area. Kay Dr. from Lexington to the Burke was recently upgraded with storm sewers, street widening and addition of curbs. Our department did the design, construction staking and easement acquisition on this project.

Gonzalez Engineering is the engineering firm we selected for a study of our water system. One part of this study will be an update of an existing hydraulic model. We are currently coordinating our GIS water layer with the new water model. We have purchased the software to run this model and will use it to make decisions on future water lines. Another part of the study will be assessing the capacity of the water treatment plant and recommendations for upgrades. A plant expansion will probably need to be a future project. We feel they are making good progress on this study.

Grants

A FASTLANE grant (a nationwide transportation grant similar to the TIGER grant) was submitted on December 15th for the construction of 2 railroad overpasses. These will be at Independence Dr. and Howell Ave. Some negotiations are still in process on how much the BNSF will be contributing toward this project. The Independence Dr. plans and environmental clearances are complete. The plans for Howell Ave. have begun and a meeting with MoDOT was held this week to update them on how we plan to proceed.

A TAP (Transportation Alternatives Program, formerly Enhancement Funds) grant though MoDOT was approved on December 28th, 2016. This project is planned to be bid this spring as soon as all the paperwork is completed. An agreement with MoDOT is on this month's agenda. Final plans and specifications have been submitted to for review. The acquisition of 1 permanent easement is also in process.

A RTP (Recreational Trails Program) grant has been applied for which will be for the purpose of asphaltting the existing gravel trails at Galloway Nature Park and possibly some new trails.

Miscellaneous

The Survey Crew is collecting as-built locations of new waterlines and existing sewer manholes for the purpose of updates to the GIS.

The GIS Section is working on the water system layer update discussed above and some long range planning of transportation projects. We are also assisting with the fiber network by mapping the existing system and helping plan possible expansions. We are preparing now for coordination with the next census by comparing addresses between our office, the post office and the utility records. It is our responsibility to provide a complete and current address data base to the Census Bureau.

Several easements and agreements are also being coordinated on planned projects. One of these is for the TAP grant at the old Garrett gas station. This is the only easement needed for this project. A public meeting will be held prior to the start of construction and probably some one on one meetings also.

The engineering construction crew is now working on the Missouri Ave. sidewalk project. We have pulled off this job to do some miscellaneous repairs and constructing the concrete landscape blocks for the bases of the welcome signs. Cold weather is also effecting progress on this project. The work inside the park on the TAP grant is planned to be constructed by this crew.

We have received preliminary floodplain map from FEMA on the PMR (Physical Map Revision). A 90 appeal period will began March 10th when a public meeting is scheduled (10:30 am – 1:00 pm in Council Chambers) with a FEMA representative and others relative to flood plain issues will be present. The purpose of this meeting is to inform the public of the possibility of making additional flood plain changes from what is shown on the preliminary maps.

City of West Plains

Solid Waste Transfer Station
417-256-7176

Account Summary Report

2/1/2017 - 2/28/2017

Printed: 3/1/2017 7:38:46AM

*Sanitation Dept
Council Report*

Voided tickets are excluded

Page 1 of 4

| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
|---------------------|-----------------|------------|-------------|------------------|------------|-----------------|
| A&A Quality Roofing | 1 | 0.14% | \$ 12.00 | 0.02% | 0.16 tn | 0.01% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| adams const. | 1 | 0.14% | \$ 105.00 | 0.14% | 2.50 tn | 0.10% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Armstrong | 19 | 2.69% | \$ 2,231.52 | 3.07% | 53.65 tn | 2.13% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Breckenridge apts. | 3 | 0.42% | \$ 36.00 | 0.05% | 0.55 tn | 0.02% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| C & L Roofing | 6 | 0.85% | \$ 461.58 | 0.64% | 10.99 tn | 0.44% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Carter Family Trash | 10 | 1.41% | \$ 2,606.10 | 3.59% | 62.05 tn | 2.46% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Cash | 149 | 21.07% | \$ 3,627.78 | 4.99% | 90.14 tn | 3.57% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| cureall roofing | 2 | 0.28% | \$ 106.68 | 0.15% | 2.54 tn | 0.10% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| D&S TRASH | 7 | 0.99% | \$ 1,723.26 | 2.37% | 41.03 tn | 1.63% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Dakes storage | 1 | 0.14% | \$ 60.06 | 0.08% | 1.43 tn | 0.06% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| donahue roofing | 1 | 0.14% | \$ 34.86 | 0.05% | 0.83 tn | 0.03% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| dons goodyear | 2 | 0.28% | \$ 258.30 | 0.36% | 6.15 tn | 0.24% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| downen | 5 | 0.71% | \$ 71.40 | 0.10% | 1.70 tn | 0.07% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| DRS | 4 | 0.57% | \$ 143.22 | 0.20% | 3.41 tn | 0.14% |

| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
|-------------------------|-----------------|------------|--------------|------------------|------------|-----------------|
| Dugger Trash | 50 | 7.07% | \$ 16,249.38 | 22.37% | 386.89 tn | 15.33% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Even cut lawn care | 4 | 0.57% | \$ 26.00 | 0.04% | 1.21 tn | 0.05% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Fast Trash Service, LLC | 21 | 2.97% | \$ 6,579.30 | 9.06% | 156.65 tn | 6.21% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| ffo | 2 | 0.28% | \$ 20.58 | 0.03% | 0.49 tn | 0.02% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Fineline Siding | 1 | 0.14% | \$ 25.62 | 0.04% | 0.61 tn | 0.02% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Friga tire | 4 | 0.57% | \$ 353.22 | 0.49% | 8.41 tn | 0.33% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| GRISHAM PROP. | 3 | 0.42% | \$ 72.90 | 0.10% | 1.70 tn | 0.07% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Hensons trash | 5 | 0.71% | \$ 2,233.14 | 3.07% | 53.17 tn | 2.11% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Hollis Const | 3 | 0.42% | \$ 471.24 | 0.65% | 11.22 tn | 0.44% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| HomesteadCrossing | 4 | 0.57% | \$ 118.02 | 0.16% | 2.81 tn | 0.11% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| J & D | 13 | 1.84% | \$ 727.44 | 1.00% | 17.32 tn | 0.69% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| J T Trash - dodge | 12 | 1.70% | \$ 300.72 | 0.41% | 7.16 tn | 0.28% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Koon const. | 1 | 0.14% | \$ 49.98 | 0.07% | 1.19 tn | 0.05% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| LANDSCAPE LEGENDS | 3 | 0.42% | \$ 15.00 | 0.02% | 0.21 tn | 0.01% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Larsons Farm and Lawn | 1 | 0.14% | \$ 27.72 | 0.04% | 0.66 tn | 0.03% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |

| | | | | | | |
|----------------------------|-----------------|------------|-------------|------------------|------------|-----------------|
| Ledbetter Const. | 1 | 0.14% | \$ 136.50 | 0.19% | 3.25 tn | 0.13% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Marathon | 1 | 0.14% | \$ 181.02 | 0.25% | 4.31 tn | 0.17% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Missouri State U. | 4 | 0.57% | \$ 34.00 | 0.05% | 0.44 tn | 0.02% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Mountain View | 21 | 2.97% | \$ 5,621.76 | 7.74% | 156.16 tn | 6.19% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| OMC | 4 | 0.57% | \$ 761.88 | 1.05% | 18.14 tn | 0.72% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Oregon County Public Waste | 8 | 1.13% | \$ 2,542.68 | 3.50% | 60.54 tn | 2.40% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| OWS | 18 | 2.55% | \$ 6,790.14 | 9.35% | 161.67 tn | 6.40% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Parker Home Imp. | 1 | 0.14% | \$ 12.00 | 0.02% | 0.25 tn | 0.01% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Reo mapp | 2 | 0.28% | \$ 47.88 | 0.07% | 1.14 tn | 0.05% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Richardson | 2 | 0.28% | \$ 127.26 | 0.18% | 3.03 tn | 0.12% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| RKL | 4 | 0.57% | \$ 117.84 | 0.16% | 2.76 tn | 0.11% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Service Master | 15 | 2.12% | \$ 475.08 | 0.65% | 11.17 tn | 0.44% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Simpson - Dennis Simpson | 9 | 1.27% | \$ 480.06 | 0.66% | 11.43 tn | 0.45% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| South 63 Tire | 3 | 0.42% | \$ 285.18 | 0.39% | 6.79 tn | 0.27% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| STEWART BROS. | 22 | 3.11% | \$ 2,298.24 | 3.16% | 54.72 tn | 2.17% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| TCTS | 22 | 3.11% | \$ 1,009.68 | 1.39% | 24.04 tn | 0.95% |

| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
|----------------------|-----------------|------------|--------------|------------------|------------|-----------------|
| tonys tire - pick up | 2 | 0.28% | \$ 78.96 | 0.11% | 1.88 tn | 0.07% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Trash Wagon | 57 | 8.06% | \$ 9,580.86 | 13.19% | 228.09 tn | 9.04% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| W. P. - Roll Off | 16 | 2.26% | \$ 1,714.44 | 2.36% | 40.82 tn | 1.62% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| w.p. housing | 9 | 1.27% | \$ 115.08 | 0.16% | 2.04 tn | 0.08% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| Walmart | 2 | 0.28% | \$ 596.82 | 0.82% | 14.21 tn | 0.56% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| West Plains | 141 | 19.94% | \$ 548.82 | 0.76% | 782.81 tn | 31.01% |
| Account | Number of Loads | % of Loads | Total Price | % of Total Price | Net Weight | % of Net Weight |
| West Plains Roofing | 5 | 0.71% | \$ 325.08 | 0.45% | 7.74 tn | 0.31% |
| Totals: | 707 | | \$ 72,629.28 | | 2524.26 tn | |

**STREET DEPARTMENT
MONTHLY REPORT MARCH 20, 2017**

Things we have accomplished:

- Kay dr Project complete
- Poured two more pours of Hilburn Sidewalk project.
- Continued Crack fill program for 2017 season.
- Continued cutting brush in creeks all around town.
- Continued GIS sign inventory program

Next Month's Plans:

- Start bridge inspection repair, (brush, minor wash out repairs, clean debri).
- Finish Shed work at Mower shed, City hall complex.
- Street patching as needed.
- Continue crack fill and brush cutting.
- Continue GIS sign inventory program.

**Brian Mitchell
Street Superintendent**

Mallory Prewett

From: Jason Crocker <jason.crocker@westplains.net>
Sent: Thursday, March 09, 2017 8:50 AM
To: Mallory Hawkins
Subject: FEB monthly report

Mallory,

Here is my monthly report for February.

Week one: Monthly DNR reports, first round of water samples, Submitted Major water user report for city and ODC. Did maintenance on our Polymer pumps.

Week Two: Second round water samples, R.E.Pedrotti came down to work on our SCADA system here at the plant and at Pine Tower. Also had to climb Pine tank to inspect antenna. Had all of our flow meters calibrated for annual service.

Week Three: Had to replace time switch at Cass Well, installed new belts on Poly pump, cleaned up extra stuff at cherry st well. Had class at Mt. View, turned in first round of budget numbers.

Week Four: Chain saw safety class, power washed all well sites and examined raw water line for possible leak.

Thanks,

Jason M. Crocker
Drinking Water Treatment Plant Manager
City of West Plains
P.O. Box 710
West Plains, MO 65775
Plant: (417) 255-2493
E-Mail: jason.crocker@westplains.net