

West Plains Civic Center Board Meeting  
8:00AM Thursday, May 24, 2018  
110 St. Louis St. West Plains, MO

Members Present: Dave Thomas, Heather Kamps, Jim Laughary, and Joanne White

Staff Present: Emily Gibson and Eryn Walters

Guests Present: MSU-WP University and Community Programs Director Brenda Polyard, City Administrator Tom Stehn, West Plains Community Marketing Director Todd Shanks, and Missouri State University-West Plains Chancellor Dr. Drew Bennett

- i. Call to Order: The meeting was called to order at 7:57 a.m. by Dave Thomas
- ii. Agenda Approval: Motion for approval of the agenda was made by Joanne White and seconded by Heather Kamps. Motion passed.
- iii. Minutes for April 2018: A motion to approve the April minutes was made by Jim Laughary and seconded by Joanne White. Motion passed.
- iv. Financial Statements for April 2018:
  - a. Sales Tax: Tom Stehn reported tax for the month of May compared to May FY18 is down 12.46% and YTD tax is up 3.15%.
  - b. Revenue and Expense: Operating revenue is above budget at 14%. Operating expense is at budget at 8%. There were 29 event during April 2017 and 40 events during April 2018.
  - c. Accounts Receivable: Operating Loss of \$20,060 for April 2018 compared to an average operating loss of \$12,952 for April over the previous four years.
  - d. Event Reports: Event revenue for April was up \$2,952 and is 8.5% above budget. Event expense, as listed is down \$43 and is below budget.
- v. Director's Report:
  - a. Usage: Emily discussed the different events that took place during the month of May which included multiple graduation ceremonies and the Howell-Oregon Electric Cooperative Annual Meeting.
  - b. Calendar: Upcoming events at the Civic Center include the Old Time Music Festival, multiple theater performances during the month of June, the West Plains Car Club Car Show, and gearing up for the International Country Gospel Music Association scheduled for July.
  - c. Marketing: Todd Shanks talked about the upcoming Old Time Music Festival and that there are quite a few more vendors that will be in attendance compared to the previous year.
- vi. University/Community Programs Report:

MSU-WP University and Community Programs Director Brenda Polyard presented this month's report:

  - a. Pool and Fitness Center: Attendance for April was 4,619 and YTD was at 38,969 and 244 members.
  - b. Events: Brenda discussed the upcoming Board of Governors meeting as well as basketball and volleyball camps that will be taking place over the summer.
  - c. Additional Notes: Brenda mentioned that this will be Dr. Bennett's last meeting as Chancellor and the incoming Chancellor, Dr. Lawler, should be attendance for the June 2018 meeting.
- vii. Old Business:
  - a. Parking Lot: The parking lot project is still in progress. The street department was complimented on their working with and around the different needs for parking with the different events that have happened and will happen. Emily is working with Jeff Hanshaw on the lighting that will be put in for the new parking lot.
- viii. New Business:
  - a. New Rates: The Civic Center will be increasing their commercial hourly rates for their meeting rooms from the current price of \$20/hr to \$25/hr. The hourly rate for police services will be increase to \$20 for FY19 and increase to \$25 for FY20. A \$2.00 convenience will be implemented for event tickets sold by the Civic Center and mailed out to patrons; this fee will only be incurred by those who ask to have their tickets mailed to them.
  - b. Next meeting is scheduled for June 28, 2018.

Meeting Adjournment: A motion was made to adjourn by Heather Kamps, seconded by Jim Laughary. Dave Thomas adjourned the meeting at 8:35 a.m.

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Eryn Walters, secretary



## ENGINEERING DEPARTMENT REPORT

June 8<sup>th</sup>, 2018

### Sidewalk Projects

**Missouri Ave. Sidewalk** – This job has been completed. The ramp to the bottom of the creek has not been filled in due to additional work of vegetation and sediment removal. Discussions have been had on leaving it as a permanent access.

**Porter Wagoner Sidewalk Phase 2** – Maggi Construction has made significant progress on this job. Engineering construction crew is rerouting existing sidewalks in Peoples Park where this job ends. Survey crew is doing daily inspections, pay logs, construction staking and field concrete testing on this job.

**Sidewalk Improvement Plan** – The in-house version of this plan is complete. Plans are to have public meetings for input on additional repair work and future sidewalks. The 4 & 5 rated sections of this plan is currently under contract for repairs. The remaining section of ratings 2 & 3 also need additional repairs but to a lesser extent.

### Street/Utility Projects

Construction plans are in process for a portion of County Road 6460 from Worley to Garner Blvd. This is currently being maintained by the county but we plan to get them to help us improve it for us taking over maintenance.

Plans are prepared for improvements of Howard Ave. between Paula Dr. and Ginger Dr. We are going to replace the existing drainage pipes with a larger concrete box culvert and reconstruct the road over it.

A new connector street is being planned between Bratton Ave. and Olden St. on the east side of the Middle School. This is a part of the Howell Ave. railroad overpass project that we wanted to do in-house. Contacts with property owners have been made concerning right-of-way. We believe we'll have good cooperation and will be starting design of the new street and bridge soon. We currently have an engineering firm to do design of this bridge and a replacement bridge on St. Louis. Survey crew is doing the data collection on both these street jobs and we will do the design of the new street. Storm water/Right-of-Way crew will be doing land/easement acquisition on both jobs. In addition to the bridge designs our engineering consultant will also be doing a channelization plan of Howell Creek and the North Fork to Independence Dr. Some study of the South Fork is also planned.

Garfield Ave. between West Main and Broadway is being designed as a complete street. The scope of this project will include reducing the width, adding bike lanes and improving all crosswalks to meet ADA standards. Complete streets is a transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation.

The right-in right-out project on the bypass near Hirsh Feed has been selected to be put back out for bid. With some rearranging of MoDOT funding it was determined that this project could be contracted. We have been coordinating with MoDOT and have this job out for bid currently.

### Grants

We have preliminary approval on a grant for a possible buyout program of 5 heavy damaged properties along the creeks in town and for a 100% funding grant for the purpose of construction of 1 of 4 storm water regional retention basins. This is for the North Fork of Howell Creek on the north side of Milwood Subdivision. We also have preliminary approval on the remaining 3 retention basins which lay on the upper reaches of Galloway and South Fork of Howell Creek and Burton Branch.

A TAP (Transportation Alternatives Program, formerly Enhancement Funds) grant though MoDOT was approved for the Porter Wagoner Sidewalk Phase 2 mentioned above.

A RTP (Recreational Trails Program) grant has been approved which will be for the purpose of paving the existing gravel trails and some new trails at Galloway Nature Park. We received approval in February at a required training on the grant administration. The MSU LWCF grant was also announced for funding at that training. We currently have an agreement with MSU to transfer the 17 acres on the north side of Galloway Nature Park to the West Plains Improvement Authority in return for in-kind labor towards this LWCF grant. By doing this transfer in this way we can use the value of that property towards matching funds for future LWCF or RTP grants.

A LWCF grant is being applied for this year for upgrade to People's Parks and possibly construction of a splash pad.

### Miscellaneous

The Survey Crew is collecting as built data on the Porter Wagoner Sidewalk and other work previously mentioned.

The GIS Section has been working upgrading out server needed to make intranet and internet mapping better fit the current way it is being used. We are also helping supplying the necessary paperwork for the FEMA claim. Additionally we have the hydrologic water model from the water study and are preparing the Census data that we will be supplying for the upcoming survey.

The Storm water/Right of Way crew have been assisting in grant preparations mentioned above and assisting on the paperwork for the Porter Wagoner Sidewalk job.

The engineering construction crew is recently completed the Missouri Ave. sidewalk and is currently doing the work mentioned above.

We continue work on the PMR (Physical Map Revision) for our new floodplain map. The 90 day appeal period ended January 15<sup>th</sup> and is now in revision stage at FEMA. We will received new maps hopefully within a few months for approval by City Council.



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## SANITATION & RECYCLE MONTHLY REPORT

The Refuse Disposal crews transported 151 loads, 3,668 tons of waste to Hartville Landfill for the month of May.

They also averaged 6.86 loads per day with a weight average of 24.29 tons

The recycle markets are slowly on the decline with all the tariffs on overseas countries it has a big effect on the markets since they are the biggest buyers of recycle materials



**STREET DEPARTMENT  
MONTHLY REPORT JUNE 18,2018**

**Things we have accomplished:**

- GoCat parking lot graveled and berm seeded and mulched.
- Poured concrete footing, foundation and creek stabilization for sewer crossing at WWTP.
- Lots of Patching.
- Cleared brush in creeks and removed debris from Thornburgh bridge to Arlee home fashion area appx. 1.5 miles.

**Next Month's Plans:**

- Finish soft ball field concrete sidewalk and ADA parking pad.
- Continue Civic center parking lot reconstruction and sidewalk project.
- Street patching as needed.
- Street sign work and start crosswalk, Parking lot striping work.

Brian Mitchell  
Street Superintendent





## Mallory Snodgras

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**From:** Jason Crocker <jason.crocker@westplains.net>  
**Sent:** Thursday, June 07, 2018 8:25 AM  
**To:** 'Mallory Snodgras'  
**Subject:** May monthly report

Mallory,  
Here is the monthly report for may.

Week one: First round of water samples, fiber crew was here all week to trench fiber, had some maintenance issues at plant. Mowed

Week two: Second round of water samples, Got metal for cherry st roof, installed roof for new cherry st building, Mowed

Week three: Water complaint at 1061 west 6<sup>th</sup> st started framing the soffit for cherry st well house, mowed

Week four: Council meeting, Smith and Edwards came to fix water leak in clear well pit, driver training for dillins CDL, mowed

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



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**2018 May Updates for City Council - Welcome Center**  
**2018 June City Council Meeting**

There were a total of 744 visitors thru the welcome center in May 2018, compared to 685 in May 2017.

West Plains Events and Activities Facebook page is up to **2015** 'LIKES' up from **1924** last month.

Donahue roofing repaired the roof.

A group of students from the 2018 senior class planted flowers and cleaned outside at the center. The grounds look very nice.

The summer quarterly event calendars were mailed out to 463 West Plains businesses.

100 West Plans information packets were prepared for the West Plains Car Club's Annual Car Show in June.

