

Council Tour of City Facilities - Minutes
Saturday, April 28

Council Members present: Crayton, Janku, Skala, Wade, Nauser, and Hoppe

Absent: Mayor Hindman

City Manager Bill Watkins and other city staff members were present.

7:45 a.m. Meet at Police Building – Chief’s conference room (7th Street entrance)

*Coffee/Bagels available

Orientation/review Council processes

City Manager Bill Watkins welcomed everyone to this morning’s orientation and thanked Council for taking time from their Saturday morning to tour various city facilities. Mr. Watkins indicated that several city facilities were omitted from the tour; such as, airport, landfill and MRF (not operating) and the Health Facility which is closed on Saturday. However, he indicated that if any Council person wanted a tour of any of these facilities to let us know, and it could be scheduled at a future date/time.

Mr. Watkins presented the attached power point presentation which covered the following areas: a review of city process and Council procedures, protocol for Council requests and the Council’s calendar for the next 6 months.

Mr. Watkins reviewed the rules pertaining to the use of e-mail and the difficulties with the Sunshine Law. The City Manager nor the Mayor can poll the Council. Polling the Council is just like a meeting and that is problematic for the city.

The City Clerk reviewed the city’s travel policy and the forms associated with travel. She stated that the main issue is to provide as much advance notice to the City Clerk as possible so pre-travel paperwork can be processed. She pointed out that there is no city credit card for city travel, so more advance notice allows for pre-payment of expenses.

She indicated that the two most popular conferences that have been attended by past Council members include the National League of Cities Conference (NLC) and the Missouri Municipal League (MML) Conference.

Ms. Amin also reviewed the allowable expenses (only city related expenses) for city travel. She indicated that the meal limits are shown on the form and stressed the importance of receipts. Following the conference, Ms. Amin processes the expense report.

Ms. Amin indicated that she also orders office supplies for Council members.

Mr. Wade asked about the approval process for whether or not a conference is acceptable.

The City Manager indicated that's a Council decision.

Mr. Wade stated he would like to attend a Community Development Society of America conference in June.

Mr. Watkins stated that staff is beginning to prepare the operating budget for FY2008 and indicated if there are items Council wants included in the "operating" budget of the Mayor/Council to contact Sheela. He also indicated that the Council will be receiving the CIP plan on Monday.

Mr. Watkins clarified that the CVB is participating in a "test" project for a city travel credit card.

Mr. Watkins indicated that quarterly travel reports are prepared by the Finance Department and, if Council is interested, those reports can be forwarded to Council.

Mr. Janku summarized the Council's role in the vision process – citizen driven, Council serves as "observers" of the process.

Mr. Watkins reviewed the Council's calendar for the next 6 months.

Tour Police Building – tour led by Chief Boehm.

Board Bus and drive by Wabash and Fire Administration Projects

As we drove north on Tenth Street, Mr. Watkins pointed out the water line work being completed along Walnut Street.

Mr. Glascock described the renovations being done at the Wabash station which includes adding a wing on the back side of the building (historical building). The estimated completion date is July.

Chief Markgraf described the improvements being made to Fire Station No. 1 (constructed about 10 years ago) which includes the addition of a fourth bay. The project is being funded through a ¼ cent sales tax approved by the voters.

The bus traveled past the Fire Administration building. Mr. Watkins directed the Council's attention to the Ameren site, which is located across Orr Street. He indicated the site is scheduled for cleanup next year. The city has had discussions with the Ameren folks about acquiring the site following the cleanup. He indicated the site may be a location we could use to compliment the transit facility.

Mr. Glascock described the Wabash renovations. He pointed out a canopy would be constructed and extend outward to protect transit passengers from the weather. He indicated they're also looking at alternative transportation hub and ways to include as part of the non-motorized project.

Tour Grissum Building/review future plans for expansion

Mr. Glascock stated that the Grissum Building was the operations center for Public Works and home to five divisions – Fleet, Street, Solid Waste, Storm water, and Sanitary Sewer. The central location makes communication and sharing of equipment easier among the divisions. He pointed out the power plant which is located near the Grissum Building and W/L desire to buy him out.

The question is whether or not we stay centralized and, if so, how much.

Tour Power Plant - Tad Johnson, Power Production Superintendent, led the tour of the power plant.

Tour Heuchan Building/Water and Light Operations Complex - Dan Stokes led the tour of the Heuchan Building.

Tour Animal Control Facility - Stephanie Browning led the tour of the Animal Control facility.

The Council drove by the site of future fire station number 9 at Providence/Blue Ridge on their way to the WWTP.

Tour Wastewater Treatment Plant - Joel Gambill, WWTP Superintendent, led the tour of the wastewater treatment plant. Following lunch at the WWTP, the Council returned to downtown Columbia.

Tour adjourned at 1:35 p.m.