

**Please Note:** The Council Meeting will be conducted at Rolla City Hall but physical participation will be limited per CDC guidelines. Citizens are encouraged to watch the proceedings live on Fidelity Cable Channel 16 or through the Fidelity YouTube link at <https://www.youtube.com/channel/UCffrfbYSQqtuhOAVkCCyieA>

**COUNCIL PRAYER**

Ministerial Alliance

**AGENDA OF THE ROLLA CITY COUNCIL**

**Monday, March 1, 2021; 6:30 P.M.**

**City Hall Council Chambers**

**901 North Elm Street**

**PRESIDING: MAYOR LOUIS J. MAGDITS, IV**

**COUNCIL ROLL: RACHEL SCHNEIDER, TERRY HIGGINS, MATTHEW CROWELL, ANN MURPHEY, LISTER B. FLORENCE, JR., DAVID SCHOTT, JODY EBERLY, JOHN MEUSCH, CARROLYN BOLIN, MARIE ALLEN, CHRISTINE RUDER, AND DEANNE LYONS**

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**PLEDGE OF ALLEGIANCE**

Councilperson Ann Murphey

**I. CONSENT AGENDA**

A) Consider Approval of the City Council Minutes of:

- 1) City Council Meeting – February 1st, 2021
- 2) City Council Closed Session Meeting – February 1st, 2021
- 3) City Council Meeting – February 16th, 2021

**II. PUBLIC HEARINGS**

**III. ACKNOWLEDGMENTS and SPECIAL PRESENTATIONS**

- A. Citizen Award Presentation to Judy Terry (Fire Chief Ron Smith & Police Chief Sean Fagan)
- B. Jeff Schramm and Ben Sitzes St Patrick’s Board: Community briefing on St. Patrick’s Day Festivities.

**IV. REPORT OF MAYOR and COUNCIL/REPORTS OF BOARDS AND COMMISSIONS/CITY DEPARTMENTS**

- a. Environmental Services Department Monthly Report – January 2021
- b. Building Codes Monthly Report – January 2021
- c. Parks Financial Analysis – January 2021
- d. Police Department Monthly Report – January 2021
- e. Animal Control Division Report – January 2021
- f. Rolla Planning and Zoning Commission Minutes for February 9th, 2021
- g. The Centre Health & Rec Complex Monthly Income Statement – January 2021

**V. OLD BUSINESS**

- A. Conditional Use Permit (CUP) to allow an “Arsenals and Munitions Storage” in the M-2, Heavy Manufacturing District at 4060 Hy-Point North (Zon20-03) (City Planner Tom Coots) –**Final Reading**

**VI. NEW BUSINESS**

- A. Pete Ramsel: Diamond Apartments and Weylin Watson: Gilmore & Bell, P.C. Introduction to Diamond Apartments project. (**Discussion**)
- B. **Ordinance** to permit the Rolla Police Department to apply for free traffic safety grants thought MDOT. (Police Chief Sean Fagan) **First and Final**
- C. **Ordinance** authorizing the Mayor to execute an agreement with the Missouri Department of Corrections for renewal of work release program. (City Engineer Darin Pryor) **First Reading**

**VII. CLAIMS and/or FISCAL TRANSACTIONS**

- A. **Motion** to award A&E services for a new Animal Shelter to Shelter Planners of America/Archer Engineering and Ordinance authorizing the Mayor to enter into a contract with same. (City Administrator John Butz) **Motion/ First Reading**
- B. **Motion** to award bid for purchase and installation of Vehicle Exhaust Removal System to Air Cleaning Technologies \$25,600. (Fire Chief Ron Smith) **Motion**
- C. **Motion** to award bid to Wayde’s Equipment for zero turning radius diesel mower \$15348.45. **Motion** (Parks Director Floyd Jernigan)

**VIII. CITIZEN COMMUNICATION**

A) Open Citizen Communication

- 1. Steve Leonard, Nick Barrick, and Dan Byington: Reference Pine Street St Patrick’s Day Festivities

**IX. MAYOR/CITY COUNCIL COMMENTS**

- A. **Ordinance** extending the emergency proclamation (City Administrator John Butz) **First Reading**
- B. **Notice of Public Hearing** on March 15, 2021 regarding the redevelopment of Diamond Apartments, formerly Oak Tree Apartments.

**X. COMMENTS FOR THE GOOD OF THE ORDER**

**XI. CLOSED SESSION**

NONE

**XII. ADJOURNMENT**

**ROLLA CITY COUNCIL MEETING MINUTES  
MONDAY, FEBRUARY 1, 2021; 6:30 P.M.  
ROLLA CITY HALL COUNCIL CHAMBERS  
901 NORTH ELM STREET**

**Presiding:** Mayor Louis J. Magdits, IV

**Council Members in Attendance via Zoom Videoconferencing:** David Schott

**Council Members in Physical Attendance:** Rachel Schneider, Lister Florence, Christine Ruder, Terry Higgins, Matthew Crowell, Ann Murphey, Carrolyn Bolin, Jody Eberly, John Meusch, and Marie Allen

**Council Members Absent:** Deanne Lyons.

**Department Directors in Attendance via Zoom Videoconferencing:** Community Development Director Steve Flowers, Public Works Director Steve Hargis, and Recreation Centre Director Marci Fairbanks.

**Department Directors and Other City Officials in Physical Attendance:** City Administrator John Butz, Fire Chief Ron Smith, City Engineer Darin Pryor, City Clerk Lorri Thurman, Police Chief Sean Fagan, Environmental Services Director Brady Wilson, and City Planner Tom Coots

Mayor Magdits called the meeting to order at approximately 6:30 p.m. and asked Councilperson Terry Higgins to lead in the Pledge of Allegiance.

**I. CONSENT AGENDA**

**A motion was made by Bolin and seconded by Schneider to approve the consent agenda as submitted. A voice vote on the motion showed the following: Ayes: 11, Nays: none, Absent: 1**

The consent agenda consisted of the following:

**I. CONSENT AGENDA**

- A) Consider Approval of the City Council Minutes of:
- 1) City Council Meeting - January 4<sup>th</sup>, 2021
  - 2) City Council Meeting - January 19<sup>th</sup>, 2021
  - 3) City Council Closed Session Meeting - January 19<sup>th</sup>, 2021

**II. PUBLIC HEARINGS**

NONE

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**III. ACKNOWLEDGMENTS and SPECIAL PRESENTATIONS**

NONE

**IV. REPORT OF MAYOR and COUNCIL/REPORTS OF BOARDS AND COMMISSIONS/CITY DEPARTMENTS**

- a. Environmental Services Department Monthly Report – December 2020
- b. Building Codes Monthly Report – December 2020
- c. Parks Financial Analysis – FY ending Sept 2020 and December 2020
- d. Parks Advisory Commission Minutes for January 11<sup>th</sup>, 2021
- e. Police Department Monthly Report – December 2020
- f. Animal Control Division 2020 Year End Report – December 2020
- g. Rolla Municipal Court Monthly Report – November & December 2020
- h. Development Review Committee Minutes for January 19<sup>th</sup>, 2021
- i. Rolla Planning and Zoning Commission Minutes for January 12<sup>th</sup>, 2021

**V. OLD BUSINESS**

**A. Ordinance to extend Facial Covering Ordinance (City Administrator John Butz) Final Reading**

City Administrator John Butz spoke to Council regarding proposed Ordinance 4596 that would extend the facial covering mandate from February 2<sup>nd</sup> to March 17<sup>th</sup>. He stated renewed community focus and effort has seen the number of active positive cases dropped from 600+ to under 200 over the last 6 weeks. Vaccine rollout has been slower than anticipated but the CDC is advising facial coverings and other safety measures be maintained.

City Counselor Lance Thurman read the following proposed ordinance for final reading, by title. ORDINANCE NO 4596: AN ORDINANCE AMENDING ORDINANCE NO. 4595 IN THE CITY OF ROLLA, MISSOURI. EXTENDING THE FACIAL COVERING REQUIREMENT IN THE CITY OF ROLLA. After a lengthy discussion, a motion was made by Eberly and seconded by Allen to accept the ordinance as written, extending the facial covering mandate to March 17<sup>th</sup>. A roll call vote yielded the following results: Ayes: Eberly, Allen, Murphey, Schneider, Ruder, and Schott. Nays: Bolin, Meusch, Higgins, Crowell, and Florence. Absent: Lyons.

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Further discussion was had about a possible second motion and it being dependent on the withdrawal of the previous 2<sup>nd</sup> motion. Allen declined the withdrawal of her motion. Ordinance failed.

- B. **Ordinance** adopting Appendix D of the 2018 International Fire Code and amending Section 14-1 of the Rolla City Code. (Rolla City Fire Chief, Ron Smith) **Final Reading**

Chief Ron Smith explained to Council that Fire Administration was unaware that the ordinance adopting International Fire Code 2018 (approved January 1<sup>st</sup>, 2019) didn't include Appendix D. Appendix D is a vital document for planning and fire safety operations pertaining to fire lanes and access issues and has already been used as a guiding documentation since 2000.

City Counselor Lance Thurman read the following proposed ordinance for its final reading, by title. ORDINANCE NO 4597: AN ORDINANCE AMENDING SECTION 14-1 THROUGH 14-3 OF THE ROLLA CITY CODE, AND ADOPTING APPENDIX D OF THE 2018 INTERNATIONAL FIRE CODE. A motion was made by Crowell and seconded by Bolin to adopt Appendix D. A roll call vote yielded the following results; Ayes: Schneider, Florence, Ruder, Bolin, Higgins, Murphey, Schott, Crowell, Meusch, Allen, and Eberly. Nays: none. Absent: Lyons. Ordinance passed.

- C. **Ordinance** to approve a minor subdivision at 1600 Old Wire Outer Road. (City Planner, Tom Coots) **Final Reading**

City Planner Tom Coots described for Council, a plot of Land at 1600 Old Wire Outer Road that is zoned for commercial and could be subdivided into 2 lots.

City Counselor Lance Thurman read the following proposed ordinance for its final reading, by title. ORDINANCE NO 4598: AN ORDINANCE TO APPROVE A MINOR SUBDIVISION FINAL PLAT OF OUTER ROAD PARK. (SUB 20-04) A motion was made by Bolin and seconded by Eberly to approve the subdivision. A roll call vote showed the following results; Ayes: Schott, Meusch, Higgins, Bolin, Schneider, Ruder, Allen, Murphey, Crowell, Eberly, and Florence. Nays: none. Absent: Lyons. Ordinance passed

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- D. **Ordinance** to approve a minor subdivision at 809 and 811 Black Street. (City Planner, Tom Coots) **Final Reading**

City Planner Tom Coots described for Council the need for the reorganization of two plotted lots located at 809 and 811 Black Street.

City Counselor Lance Thurman read the following proposed ordinance for final reading, by title. ORDINANCE NO 4599: AN ORDINANCE TO APPROVE THE MINOR SUBDIVISION FINAL PLAT OF DALTON'S DIVISION. (SUB 20-03). A motion was made by Crowell and seconded by Eberly to approve the subdivision. A roll call vote showed the following results; Ayes: Ruder, Murphey, Higgins, Schneider, Allen, Bolin, Crowell, Meusch, Florence, Schott, and Eberly. Nays: none. Absent: Lyons. Ordinance passed.

- E. **Ordinance** authorizing a contract with Hutchinson Recreation and Design for inclusive playground. (Parks Director Floyd Jernigan) **Final Reading**

Parks & Recreation Director, Floyd Jernigan spoke to council about the recent bid awarded to Hutchinson Rec/Miracle for an all-inclusive playground in Ber Juan Park. An all-inclusive playground is designed for all youth ages and abilities. Council had already determined that \$150,000 of this project would come from the Park Funds budget with the other \$50,000 coming from Park Land Reserve.

City Counselor Lance Thurman read the following proposed ordinance for final reading by title. ORDINANCE NO 4600: AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF ROLLA, MISSOURI TO EXECUTE ON BEHALF OF THE CITY OF ROLLA, MISSOURI A CONTRACT AGREEMENT BETWEEN THE CITY OF ROLLA, MISSOURI, AND HUTCHINSON RECREATION AND DESIGN, LAKE ST. LOUIS, MISSOURI. A motion was made by Bolin and seconded by Schneider to authorize the contract. A roll call vote showed the following results; Ayes: Murphey, Allen, Bolin, Schneider, Ruder, Meusch, Higgins, Eberly, Florence, Schott, and Crowell. Nays: none. Absent: Lyons. Ordinance passed.

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**VI. NEW BUSINESS**

**A. Ordinance to amend City Personnel Rules (City Administrator John Butz) First Reading**

City Administrator John Butz explained to Council that the City last reviewed the City of Rolla Personnel Rules in 2018. From time to time, issues arise that justify review and modification. The proposed ordinance amends four provisions dealing with nepotism and potential conflict of interest, garnishment, personnel records, and minor police vehicle accidents.

City Counselor Lance Thurman read the following proposed ordinance for its first reading by title. ORDINANCE NO: AN ORDINANCE AUTHORIZING THE AMENDMENT OF THE CITY OF ROLLA PERSONNEL MANUAL, DATED OCTOBER 1, 2018.

**B. Ordinance to amend City Code Sections 27-98 & 27-110 relating to parking. (City Engineer Darin Pryor) First Reading**

City Engineer Darin Pryor explained to Council that a request from the Rolla Police Department had been received to change a 30-minute parking spot in front of the VIPS office (on Pine Street) to Police Parking Only. Doing so would assist in better efficiency for call response from that division.

City Counselor Lance Thurman read the following proposed ordinance for its first reading by title. ORDINANCE NO: AN ORDINANCE AMENDING SECTIONS 27-98 AND 27-110 OF THE GENERAL ORDINANCES OF THE CITY OF ROLLA, MISSOURI KNOWN AS THE CODE OF THE CITY OF ROLLA, MISSOURI AND ENACTING NEW SECTIONS 27-98 AND 27-110 IN LIEU THEREOF RELATING TO PARKING.

**VII. CLAIMS and/or FISCAL TRANSACTIONS**

**VIII. CITIZEN COMMUNICATION**

Open Citizen Communication - Mayor Magdits opened the floor to anyone wishing to address the Council.

- A. Debbie Crutcher – Ward 4: Encouraged more thoughtfulness of the perceived tone when addressing the community’s response in regards to the facial covering mandate.

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- B. William Hahn – 593 Sycamore: Requested clarification on how much of the Ordinance was no longer in affect and expressed concern for the removal of restrictions that had demonstrated such effectiveness.

**IX. MAYOR/CITY COUNCIL COMMENTS**

- A. Fire Chief Ron Smith advised that the lack of an emergency declaration might affect the city's ability to access funds from the state for reimbursement of costs obtained from the purchase of PPE supplies and other needs.

**X. COMMENTS FOR THE GOOD OF THE ORDER**

**XI. CLOSED SESSION**

Pursuant to RSMo. 610.021, Section 12 – the Council will discuss the following in Closed Session: Sealed proposal/negotiated contract.

- XII. Closed Session Action:** City Counselor Lance Thurman reported the Council discussed an issue of contract negotiations. No final action was taken.

The Council reconvened into open session at approximately 8:42 PM

**XIII. ADJOURNMENT**

Having no further business, the meeting adjourned at approximately 8:42 PM

Minutes respectfully submitted by City Clerk Lorri Thurman.

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CITY CLERK

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MAYOR

**FEBRUARY 1ST, 2021**

I.A.6

**ROLLA CITY COUNCIL MEETING MINUTES  
TUESDAY, FEBRUARY 16TH, 2021; 6:30 P.M.  
ROLLA CITY HALL COUNCIL CHAMBERS  
901 NORTH ELM STREET**

**Presiding:** Mayor Louis J. Magdits IV

**Council Members in Attendance via Zoom Videoconferencing:** Marie Allen, Deanne Lyons, Matthew Crowell, and Lister Florence Jr.

**Council Members in Physical Attendance:** Terry Higgins, Jody Eberly, John Meusch, Carolyn Bolin, Christine Ruder, Rachel Schneider, Ann Murphey, and David Schott.

**Council Members Absent:** None.

**Other City Officials and Department Directors in Attendance via Zoom Videoconferencing:** Community Development Director Steve Flowers, Finance Director Steffanie Rogers, Environmental Services Director Brady Wilson, and Parks & Rec Director Floyd Jernigan

**Department Directors and City Officials in Physical Attendance:** Rolla City Fire Chief Ron Smith, City Engineer Darin Pryor, City Planner Tom Coots, City Administrator John Butz, and Police Chief Sean Fagan

A member of the Rolla Ministerial Alliance opened the meeting with prayer.

Mayor Magdits called the meeting to order at approximately 6:30 p.m. and asked Councilperson Matthew Crowell to lead in the Pledge of Allegiance.

**I. PUBLIC HEARINGS**

A. Conditional Use Permit (CUP) to allow an “Arsenals and Munitions Storage” in the M-2, Heavy Manufacturing District (Zone 20-03) (City Planner Tom Coots) -**First Reading**

City Planner Tom Coots informed Council of a company, 2nd Amendment Wholesale, who is looking at the former FedEx Building at 4060 Hy-Point North. Council would have to approve a Conditional Use Permit (CUP) since their business would be acting as a storage facility for ammunition.

Mayor Magdits opened the Public Hearing at 6:43 p.m.

No property owners were present who owned property within 185 feet of this property that wanted to speak for or against the permit.

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No property owners were present who owned property further than 185 feet from the property that wanted to speak for or against this permit. Councilwoman Allen passed along an email of support for this application from Roy Schweikhardt in Ward 5 who was unable to attend the public hearing.

Eric Jensen of 2<sup>nd</sup> Amendment Wholesale spoke of the desire to become more centralized to reduce shipping time to their customers. He also indicated the size, price, and safety precautions already in place make this specific building appealing.

Mayor Magdits closed the public hearing at 6:55 p.m.

City Counselor Lance Thurman read the following proposed ordinance for first reading by title. ORDINANCE NO : AN ORDINANCE TO AUTHORIZE THE ISSUANCE OF A CONDITIONAL USE PERMIT TO THE PROPERTY KNOWN AS 4060 HY-POINT NORTH FOR THE USE OF "ARSENALS AND MUNITIONS STORAGE" IN THE M-2, HEAVY MANUFACTURING DISTRICT. (2<sup>ND</sup> AMENDMENT WHOLESALE)

**II. SPECIAL PRESENTATIONS**

- A. Citizen Award Presentation to Judy Terry (Fire Chief Ron Smith & Police Chief Sean Fagan) Due to inclement weather, this award was postponed for a later date.
- B. Life Saving Award Presentation to Patrol Officer Jeremy Ward (Police Chief Sean Fagan)

Chief Fagan explained to Council that while still in field training, Officer Ward responded to an overdose victim. After 3 doses of Narcan and over ten minutes of persistent CPR, the life of this victim was saved.

- C. RMU 1st Quarter Report (Rodney Bourne, RMU General Manager)

RMU General Manager Rodney Bourne advised that the RMU business office was open again for normal business traffic. Upon completion of the first quarter of Fiscal year 2021, Operating revenues are down \$344,937 as compared to last year. Operating Expenses are up (\$432,899) for the same period resulting in tan Operating income of (\$936,973), which is up (\$777,836). When combined with miscellaneous income and expenses, RMU experienced a Net Income of \$7,697,047, which is up \$7,635,202 as compared to the first quarter of fiscal year 2020 primarily due to the recent sale of assets to Ameren.

Mr. Bourne also explained the reasoning for the rolling black outs in other parts of the nation and what consumers can do now to help keep costs down.

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**III. OLD BUSINESS**

**A. Ordinance to amend City Personnel Rules (City Administrator John Butz) Final Reading**

City Administrator John Butz advised Council that since the last review of the City Personnel Rules in 2018, some issues have surfaced that justify further review and modification. The proposed ordinance amends four provisions dealing with nepotism and potential conflict of interest, garnishment, and personnel records.

City Counselor Lance Thurman read the following proposed ordinance for final reading by title. ORDINANCE NO 4602 : AN ORDINANCE AUTHORIZING THE AMENDMENT OF THE CITY OF ROLLA PERSONNEL MANUAL, DATED OCTOBER 1, 2018. A motion was made by Schneider and seconded Murphey to accept the amendments. A roll call vote showed the following results: Ayes: Crowell, Schott, Ruder, Schneider, Higgins, Murphey, Lyons, Bolin, Meusch, Florence, Eberly, and Allen. Nays: none Absent: none.  
Ordinance passed.

**B. Ordinance to amend City Code Sections 27-98 & 27-110 relating to parking. (City Engineer Darin Pryor) Final Reading**

City Engineer Darin Pryor advised that a request from the Rolla Police Department to change a 30 minute parking spot in front of the VIPS office on Pine Street to Police Parking Only. Doing so would allow for a more efficient response time for our VIPS Officers.

City Counselor Lance Thurman read the following proposed ordinance for final reading by title. ORDINANCE NO 4601 : AN ORDINANCE AMENDING SECTIONS 27-98 AND 27-110 OF THE GENERAL ORDINANCES OF THE CITY OF ROLLA, MISSOURI KNOWN AS THE CODE OF THE CITY OF ROLLA, MISSOURI, AND ENACTING NEW SECTIONS 27-98 AND 27-110 IN LIEU THEREOF RELATING TO PARKING. A motion was made by Bolin and seconded by Meusch to accept the amendment. A roll call vote showed the following results: Ayes: Eberly, Allen, Murphey, Bolin, Schneider, Ruder, Meusch, Higgins, Lyons, Crowell, Schott, and Florence. Nays: none. Absent: none. Ordinance passed.

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**IV. NEW BUSINESS**

**New Animal Shelter Strategy (City Administrator John Butz) Discussion/Award**

City Administrator John Butz spoke to Council about a possible two-phase plan towards funding, building, and completing the new animal shelter that included preparing the land, (located on 7 acres on Lions Club Dr. approaching Hwy 72), and building the shell of the shelter with the money that has been raised thus far. Phase 2 would include fundraising and soliciting for in-kind services towards the completion of the inside. Council members were encouraged to take these next couple of weeks to talk to their constituents and consider awarding A&E services for a new animal shelter to Shelter Planners of America/Archer Engineering.

**V. CLAIMS and/or FISCAL TRANSACTIONS**

NONE

**VI. MAYOR/CITY COUNCIL COMMENTS**

Councilperson Schneider relayed a message from the St. Pats Board that they would speak on March 1<sup>st</sup> about the upcoming St. Patrick's Day festivities.

Councilman Florence encouraged everyone to recycle.

Councilperson Lyons brought to the attention of Council, a last minute resolution that came to her via email shortly after the start of the meeting. Since it was not on the agenda, it could not be discussed at length but there is an option to consider it at the March 1<sup>st</sup> meeting.

**FEBRUARY 16TH, 2021**

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**VII. CITIZEN COMMUNICATION**

**(A) Open Citizen Communication:** Mayor Magdits opened the floor to anyone wishing to address the Council.

Victoria Culver – 2143 Vichy Road: Asked how the properties West of Highway 63 are affected by the University extension and if eminent domain was used to purchase the houses. Mayor Magdits responded that eminent domain has not been used to purchase any of the residential properties.

**VIII. COMMENTS FOR THE GOOD OF THE ORDER**

**IX. CLOSED SESSION**

NONE

**XI. ADJOURNMENT**

Having no further business, the meeting adjourned at approximately 8:24 p.m.

Minutes respectfully submitted by Rolla City Clerk Lorri Thurman.

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CITY CLERK

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MAYOR

**FEBRUARY 16TH, 2021**

I.A.11



**CITY OF ROLLA  
CITY COUNCIL AGENDA**

**DEPT. HEAD:** Ron Smith, Fire Chief

**ACTION REQUESTED:** Presentation

**ITEM/SUBJECT:** Citizen Award – Judy Terry

**BUDGET APPROPRIATION:** N/A

**DATE:** March 1, 2021

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The City of Rolla Fire & Rescue in conjunction with the City of Rolla Police Department are pleased to present a Citizens Award to Judy Terry, American Red Cross of Rolla.

For the last 19 years, Judy has served as the Phelps County/City of Rolla Regional Volunteer for the American Red Cross. As part of her responsibilities with the Red Cross, Judy works to provide fire victims with hope after experiencing the tragedy of a fire.

Through the Red Cross, she works to provide housing, clothing, and food to each victim regardless of the circumstances.

She has responded and continues to respond to fires at all hours of night, in all weather conditions, for all types of people with many of them emotionally and physically injured.

She has shown compassion and made a noticeable impact for the Citizens of Rolla by also volunteering at the following organizations.

First Assembly of God – Shelter Food Service  
AARP Tax Aid Service – Volunteer  
Meals on Wheels – Volunteer  
Rolla Nutrition Site – Volunteer  
GRACE – Volunteer

It is with great honor we present to Ms. Terry a Citizen's Award through the gifting of Challenge Coins from the City of Rolla Fire & Rescue and the City of Rolla Police Department.

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ITEM NO. III. A. 1



**JANUARY MATERIALS COLLECTED & SHIPPED  
FROM RECYCLING CENTER**

(Based on Calendar Year)

Material	Jan 2021	Dec 2020	Jan 2019	Year-to-Date 2021	Year-to-Date 2020	Yearly Total 2020
Cardboard	104.0 ton	157.5 ton	125.0 ton	104.0 ton	125.0 ton	1,567.4 ton
Newspaper	40.0 ton	38.5 ton	37.5 ton	40.0 ton	37.5 ton	443.9 ton
High Grade Paper	22.0 ton	0.0 ton	43.0 ton	22.0 ton	43.0 ton	65.0 ton
Aluminum	0.0 ton	1.9 ton	0.0 ton	0.0 ton	0.0 ton	19.0 ton
Steel Cans/Scrap Metal	4.5 ton	7.3 ton	5.5 ton	4.5 ton	5.5 ton	59.7 ton
Plastic	10.0 ton	10.1 ton	21.1 ton	10.0 ton	21.1 ton	114.0 ton
Glass	19.0 ton	18.0 ton	18.0 ton	19.0 ton	18.0 ton	283.5 ton
Batteries	0.0 ton	0.0 ton	0.0 ton	0.0 ton	0.0 ton	0.8 ton
Electronic Waste	3.6 ton	0.0 ton	3.7 ton	3.6 ton	3.7 ton	45.3 ton
Household HW	0.0 ton	0.0 ton	0.0 ton	0.0 ton	0.0 ton	0.0 ton
<b>TOTAL</b>	<b>203.1 ton</b>	<b>233.2 ton</b>	<b>253.7 ton</b>	<b>203.1 ton</b>	<b>253.7 ton</b>	<b>2,598.6 ton</b>

**SERVICES PROVIDED**

Type of Service	Jan 2021	Dec 2020	Jan 2019	Year-to-Date 2021	Year-to-Date 2020	Yearly Total 2020
Special Pick-ups	65	65	57	65	57	911
Paper Shredding	11.0 hours	3.5 hours	5.5 hours	11.0 hours	5.5 hours	61.2 hours
Reported Trash Nuisances	0	8	36	0	36	156
Households Dropping Off Hazardous Waste	39	29	86	39	86	804

**DISPOSAL TONNAGE**

(Sanitation Division)

Material	Jan 2021	Dec 2020	Jan 2019	Year-to-Date 2021	Year-to-Date 2020	Yearly Total 2020
Refuse	1,180.1 ton	1,375.3 ton	1,278.6 ton	1,180.1 ton	1,278.6 ton	15,987.6 ton

K.a.1



**Management Report  
FISCAL YEAR 2021**

January 2021

BUILDING PERMITS ISSUED	JANUARY FY 2021		JANUARY FY 2020		YTD FY 2021		YTD FY 2020		Δ CHANGE FY 20 - FY 21	
	#	Value	#	Value	#	Value	#	Value	# ISSUED	\$ VALUE
PERMITS ISSUED	23		34		116		123			
Electric, Plumbing, etc. Only	12		14	\$	42	\$	51	\$		-5.7%
Single Family Detached	1	\$ 273,420	-		2	\$ 525,820	2	\$ 131,136		-17.6%
Single Family Attached			-		-		-			0.0%
Duplexes			2	\$ 637,200	-		4	\$ 1,175,300		
3-or-4 family			-		1	\$ 492,700	-			-100.0%
5-or-more family			-		-		1	\$ 440,000		-100.0%
Hotels, Motels			-		-		-			
Other nonhousekeeping shelter			-		-		-			
Amusement, social, recreational			-		-		-			
Churches, other religious			-		-		-			
Industrial			-		-		1	\$ 650,000		-100.0%
Parking garages			-		-		-			
Service stations, repair garages			-		-		-			
Hospitals, institutional			-		-		-			
Offices, banks, professional			-		1	\$ 614,100	-			
Public Works, utilities			-		-		-			
Schools, other educational			-		-		-			
Stores, customer			-		-		-			
Towers, antennas			-		-		-			
Signs, attached and detached	1	\$ 1,450	5	\$ 28,500	14	\$ 90,000	8	\$ 34,450		75.0%
Residential addition, remodel	6	\$ 134,700	5	\$ 27,500	21	\$ 303,500	28	\$ 266,638		-25.0%
Commercial addition, remodel	3	\$ 143,100	7	\$ 987,303	11	\$ 353,100	18	\$ 2,978,103		-38.9%
Residential garage, carport			-		-		-			
Demolition, single family			-		-		-			
Demolition, 2-family			1	\$	22	\$	6	\$		266.7%
Demolition, 3-or-4 family			-		-		1	\$		-100.0%
Demolition, 5-or-more family			-		-		-			
Demolition, all other			-		-		-			
Total Residential Units	1		4		5		22			100.0%
EST. CONSTRUCTION COSTS		\$ 552,670		\$ 1,680,503		\$ 745,101	22	\$ 1,109,236		-32.8%
Building Permit Fees		\$ 3,308		\$ 6,572		\$ 2,383,220		\$ 5,875,627		-59.4%
FEES		\$ 7,358		\$ 14,447		\$ 34,245		\$ 18,722		-25.8%
								\$ 53,422		-35.9%

INSPECTIONS PERFORMED	JANUARY FY 2021		JANUARY FY 2020		YTD FY 2021		YTD FY 2020		Δ CHANGE FY 20 - FY 21	
	#	Value	#	Value	#	Value	#	Value	# ISSUED	\$ VALUE
Building Inspections	129		129		402		557			-28%
Electrical Inspections	91		91		268		424			-37%
Excavation Inspections	0		0		0		0			
Plumbing Inspections	57		57		174		270			-36%
Mechanical Inspections	31		31		110		161			-32%
Code Inspections	206		206		642		756			-15%
Nuisance Inspections	56		56		194		424			-54%
Business License Inspections	22		22		39		40			-3%
<b>TOTAL INSPECTIONS</b>	<b>592</b>		<b>592</b>		<b>1013</b>		<b>2632</b>			<b>-62%</b>

IV.b.1





PARK FINANCIAL ANALYSIS (UNAUDITED) - JANUARY

DESCRIPTION	November-19	November-20	December-19	December-20	January-20	January-21	PREVIOUS YTD	CURRENT YTD	FY 20-21
							ACTUAL	ACTUAL	BUDGET
<b>Administration</b>									
Revenue									
Reimbursements/donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses									
Personnel	\$ 11,244.54	\$ 10,778.66	\$ 15,749.61	\$ 20,936.23	\$ 15,212.68	\$ 10,803.59	\$ 50,172.29	\$ 51,708.90	\$ 176,500.00
Supplies	\$ 99.06	\$ 100.05	\$ 98.56	\$ 256.60	\$ 83.21	\$ 114.61	\$ 280.83	\$ 471.26	\$ 2,150.00
Services	\$ 1,196.76	\$ (478.79)	\$ 10,944.91	\$ 17,649.48	\$ 8,286.98	\$ 6,444.25	\$ 24,378.53	\$ 24,093.95	\$ 38,010.00
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
<b>Total Expenses</b>	\$ 12,540.36	\$ 10,399.92	\$ 26,793.08	\$ 38,842.31	\$ 23,584.87	\$ 17,362.45	\$ 74,831.65	\$ 76,274.11	\$ 216,760.00
<b>Administration Revenue over Expenses</b>	\$ (12,540.36)	\$ (10,399.92)	\$ (26,793.08)	\$ (38,842.31)	\$ (23,584.87)	\$ (17,362.45)	\$ (74,831.65)	\$ (76,274.11)	\$ (216,760.00)
<b>Maintenance</b>									
Revenue									
Reimburse/Donation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses									
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Maintenance Revenue over Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Parks</b>									
Revenue									
Charges for Services	\$ 30.00	\$ -	\$ 15.00	\$ -	\$ -	\$ 940.00	\$ 245.00	\$ 990.00	\$ 1,500.00
Cemetery Burial Fees	\$ 1,600.00	\$ 1,360.00	\$ 2,190.00	\$ 2,330.00	\$ 550.00	\$ 3,300.00	\$ 6,220.00	\$ 11,510.00	\$ 17,500.00
Reimburse/Donation	\$ 250.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 789.31	\$ 950.00	\$ 789.31	\$ 6,000.00
Pavillion Reservation	\$ (40.00)	\$ (5.00)	\$ -	\$ -	\$ 75.00	\$ -	\$ 90.00	\$ 135.00	\$ 3,000.00
Eugene Northern Rentals	\$ 1,680.00	\$ 770.00	\$ 1,400.00	\$ (80.00)	\$ 2,550.00	\$ 990.00	\$ 5,730.00	\$ 3,150.00	\$ 10,000.00
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ 3,520.00	\$ 2,125.00	\$ 3,605.00	\$ 2,250.00	\$ 3,275.00	\$ 6,019.31	\$ 13,235.00	\$ 16,574.31	\$ 38,000.00
Expenses									
Personnel	\$ 41,286.09	\$ 33,164.30	\$ 50,331.83	\$ 42,565.87	\$ 48,227.54	\$ 24,143.38	\$ 169,311.97	\$ 132,769.15	\$ 534,590.00
Supplies	\$ 2,134.32	\$ 2,764.41	\$ 2,537.51	\$ 2,255.46	\$ 2,472.52	\$ 2,951.54	\$ 9,087.28	\$ 9,857.42	\$ 35,400.00
Services	\$ 1,647.51	\$ 13,362.95	\$ 1,241.81	\$ 713.54	\$ 10,765.18	\$ 18,138.63	\$ 28,677.28	\$ 39,344.55	\$ 64,530.00
Maintenance	\$ 5,686.79	\$ 7,618.54	\$ 5,586.90	\$ 3,374.43	\$ 8,344.87	\$ 7,235.93	\$ 29,887.66	\$ 23,371.89	\$ 106,200.00
<b>Total Expenses</b>	\$ 50,754.71	\$ 56,910.20	\$ 59,698.05	\$ 48,909.30	\$ 69,810.11	\$ 52,469.48	\$ 236,564.19	\$ 205,343.01	\$ 740,720.00
<b>Parks Revenue over Expenses</b>	\$ (47,234.71)	\$ (54,785.20)	\$ (56,093.05)	\$ (46,659.30)	\$ (66,535.11)	\$ (46,450.17)	\$ (223,329.19)	\$ (188,768.70)	\$ (702,720.00)

IV.c.1

PARK FINANCIAL ANALYSIS (UNAUDITED) - JANUARY

DESCRIPTION	November-19	November-20	December-19	December-20	January-20	January-21	PREVIOUS YTD	CURRENT YTD	FY 20-21
							ACTUAL	ACTUAL	BUDGET
<b><u>Rolla Dog Park</u></b>									
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reimburse/Donations/Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Rolla Dog Park Revenue over Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>Splashzone</u></b>									
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ -	\$ 140.00	\$ 150.00
Reimburse/Donations/Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00
Resale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00
Passes	\$ -	\$ 7.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101.82	\$ 7,500.00
Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.00	\$ 150.00	\$ -
Misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Concessions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94.50	\$ 40.00	\$ 94.50	\$ 20,000.00
<b>Total Revenue</b>	\$ -	\$ 7.56	\$ -	\$ -	\$ -	\$ 234.50	\$ 300.00	\$ 486.32	\$ 72,700.00
<b>Expenses</b>									
Personnel	\$ 652.22	\$ -	\$ 651.96	\$ 341.68	\$ 1,276.18	\$ -	\$ 3,126.32	\$ 781.41	\$ 19,800.00
Supplies	\$ 823.83	\$ 1,023.55	\$ 654.87	\$ 727.64	\$ 663.35	\$ 1,016.78	\$ 2,315.65	\$ 3,679.33	\$ 39,800.00
Services	\$ 7.60	\$ 466.89	\$ 230.32	\$ 55.29	\$ 529.98	\$ 430.29	\$ 1,039.54	\$ 1,087.06	\$ 93,400.00
Maintenance	\$ 250.00	\$ -	\$ -	\$ 118.93	\$ 1,294.47	\$ -	\$ 2,044.47	\$ 369.77	\$ 14,100.00
<b>Total Expenses</b>	\$ 1,733.65	\$ 1,490.44	\$ 1,537.15	\$ 1,243.54	\$ 3,763.98	\$ 1,447.07	\$ 8,525.98	\$ 5,917.57	\$ 167,100.00
<b>Splashzone Revenue over Expenses</b>	\$ (1,733.65)	\$ (1,482.88)	\$ (1,537.15)	\$ (1,243.54)	\$ (3,763.98)	\$ (1,212.57)	\$ (8,225.98)	\$ (5,431.25)	\$ (94,400.00)
<b><u>Outdoor Recreation</u></b>									
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ 31.00	\$ 200.00
Reimburse/Donation	\$ 666.45	\$ 668.00	\$ 480.00	\$ 465.00	\$ 310.00	\$ 80.00	\$ 2,181.45	\$ 2,568.00	\$ 22,000.00
Recreation Program Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Resale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ballfield User Fees	\$ 2,354.00	\$ -	\$ 8.00	\$ 965.00	\$ 4,042.00	\$ 2,184.00	\$ 6,494.00	\$ 3,214.00	\$ 28,000.00
Bating Cage Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Concessions	\$ 80.26	\$ -	\$ 190.25	\$ -	\$ -	\$ 252.55	\$ 1,924.51	\$ 1,690.55	\$ 13,000.00
<b>Total Revenue</b>	\$ 3,100.71	\$ 668.00	\$ 678.25	\$ 1,430.00	\$ 4,352.00	\$ 2,517.55	\$ 10,599.96	\$ 7,503.55	\$ 63,200.00
<b>Expenses</b>									
Personnel	\$ 249.56	\$ 4,758.02	\$ 2,851.60	\$ 9,910.82	\$ 5,608.15	\$ 3,922.83	\$ 12,228.50	\$ 24,123.73	\$ 125,980.00
Supplies	\$ 388.80	\$ 637.20	\$ 53.11	\$ 942.01	\$ 51.82	\$ 104.51	\$ 1,554.02	\$ 5,509.18	\$ 25,500.00
Services	\$ 49.57	\$ 1,373.22	\$ 13.11	\$ -	\$ 804.31	\$ -	\$ 2,589.90	\$ 1,756.61	\$ 20,475.00
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.00	\$ -	\$ 300.00
<b>Total Expenses</b>	\$ 687.93	\$ 6,768.44	\$ 2,917.82	\$ 10,852.83	\$ 6,464.28	\$ 4,027.34	\$ 16,437.42	\$ 31,389.52	\$ 172,255.00

IV.C.2

PARK FINANCIAL ANALYSIS (UNAUDITED) - JANUARY

DESCRIPTION	Outdoor Rec Revenue over Expenses					January-21 (1,509.79)	January-20 (2,112.28)	December-20 (9,422.83)	December-19 (2,239.57)	November-20 (6,100.44)	November-19 2,412.78	FY 20-21 BUDGET (109,055.00)
	Actual	Actual	Actual	Actual	Actual							
Total Operating Revenues	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Operating Expenses	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>OPERATING REVENUES OVER EXPENSES</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Operating Recapture %</i>	10.07%	4.71%	3.69%	4.71%	3.71%	0.12	0.07	0.07	0.07	0.07	0.08	0.13
<i>Operating Recapture %</i>	10.35%	4.85%	3.72%	4.85%	3.74%	0.12	0.07	0.07	0.07	0.07	0.08	0.13
<b>WI/INTEREST</b>												
<b>OTHER REVENUES</b>												
Real Estate Taxes	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Sales Tax	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Intergovernmental	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Interest Income	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Contribution to General Fund	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>TOTAL OTHER REVENUES:</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>CAPITAL EXPENSES</b>												
Leases Purchases	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Equipment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Vehicles	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Grounds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Major Parks Improvements	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>TOTAL CAPITAL EXPENSES:</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Revenues (operating + other)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Expenses (operating + capital)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>TOTAL REVENUES OVER EXPENSES</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

IV.C.3



# Rolla Police Department Monthly Report

## YTD 2021

### Calls for Service

"Calls for Service" refers to the general daily activity of the officers - and dispatchers, in some situations - of the Rolla Police Department, as recorded in the Computer Aided Dispatch (CAD) system. Each incident handled by one or more of those individuals, whether in response to a citizen's request for assistance, self-initiated by an officer, or scheduled, is recorded as a single "Call for Service". Call types are assigned based on the initial circumstances presented to the dispatcher and, therefore, should not be considered a reflection of the full nature of the call. "Calls for Service" should also not be mistaken for "Reports Taken".

<u>Description</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD</u>	<u>2020 YTD</u>	<u>% Increase</u>
Abandoned/Recovered Property	20												20	14	42.86%
Abandoned Vehicle	16												16	8	100.00%
Accident - Fatality	0												0	0	#DIV/0!
Accident - Injury	21												21	13	61.54%
Accident - Leave The Scene	13												13	12	8.33%
Accident - No Injury	48												48	33	45.45%
Accident - Private Property	12												12	24	-50.00%
Accident - Road Blocked	6												6	7	-14.29%
Adult Abuse	0												0	0	#DIV/0!
Alarm LE	74												74	46	60.87%
Animal Bite/Attack	2												2	1	100.00%
Animal Control	79												79	89	-11.24%
Arson	0												0	0	#DIV/0!
Assault	7												7	11	-36.36%
Assist Agency Non-LEA	85												85	57	49.12%
Assist Citizen	10												10	6	66.67%
Assist LEA	28												28	10	180.00%
Assist Motorist	32												32	16	100.00%
Benevolent Fund	0												0	11	-100.00%
Bomb Threat	0												0	1	-100.00%
Building Lockout	0												0	0	#DIV/0!
Burglary	20												20	19	5.26%
Business/Building Check	303												303	123	146.34%
Call for Police	77												77	53	45.28%
Check Well Being	96												96	66	45.45%
Child Abuse	1												1	1	0.00%
Child Exploitation/Pornography	0												0	0	#DIV/0!
Commitment Order (Muni)	0												0	0	#DIV/0!
Confidential Investigation	0												0	0	#DIV/0!
Conservation Violation	0												0	0	#DIV/0!
Court	3												3	14	-78.57%
Crossing Guard (Officer coverage)	7												7	2	250.00%
CWB 911 Hangup	237												237	213	11.27%
Death	0												0	1	-100.00%
Destruction of Property	16												16	9	77.78%
Disturbance-Fireworks	0												0	0	#DIV/0!
Disturbance-Liquor	2												2	2	0.00%
Disturbance-Other	62												62	77	-19.48%
Domestic Violence	32												32	27	18.52%
Driving While Intoxicated	6												6	8	-25.00%
Drown/Water Rescue	0												0	0	#DIV/0!
Drug Paraphernalia	13												13	13	0.00%
Escort - Bank	0												0	0	#DIV/0!
Escort - Courtesy	12												12	11	9.09%
Escort - Funeral	10												10	7	42.86%
Exparte Violation	5												5	2	150.00%
Field Interview	34												34	52	-34.62%
Fight	4												4	4	0.00%
Fingerprints	1												1	5	-80.00%
Follow-up	175												175	99	76.77%
Foot Patrol	0												0	0	#DIV/0!
Forgery-Counterfeiting	0												0	0	#DIV/0!
Fraud - Checks/Credit Card	11												11	23	-52.17%
Harassment	12												12	9	33.33%
Hotel/Motel Check	0												0	0	#DIV/0!
Identity Theft	1												1	0	#DIV/0!
Information Request	204												204	185	10.27%
Intoxicated Person	7												7	7	0.00%
Juvenile Complaint	5												5	7	-28.57%
Keep the Peace/Standby	2												2	12	-83.33%
Kidnapping	0												0	2	-100.00%

IV.d.1

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2020 YTD	% Increase
Leave without Pay	0												0	4	-100.00%
Liquor Violation	0												0	0	#DIV/0!
Littering/Dumping	0												0	3	-100.00%
Loitering	8												8	8	0.00%
Lost or Stolen Property	6												6	3	100.00%
Loud Noise Complaint	22												22	22	0.00%
Malicious Mischief	1												1	1	0.00%
Mask Ordinance Violation	4												4	0	#DIV/0!
Mental Health	35												35	26	34.62%
Missing Person	5												5	1	400.00%
Narcotics Violation	22												22	31	-29.03%
No Business License	0												0	0	#DIV/0!
Open Door	13												13	4	225.00%
Overdose	23												23	2	1050.00%
Paper Service	12												12	38	-68.42%
Prisoner Transport	1												1	5	-80.00%
Property Damage-Non Criminal	2												2	1	100.00%
Prowler	3												3	3	0.00%
Public Indecency	0												0	0	#DIV/0!
Public Relations	1												1	4	-75.00%
Pursuit	0												0	1	-100.00%
Rape - Sexual Assault	0												0	0	#DIV/0!
Robbery	0												0	1	-100.00%
Runaway	2												2	4	-50.00%
Search Warrant	1												1	0	#DIV/0!
Vacation/Security Check	6												6	45	-86.67%
Selective Enforcement	0												0	3	-100.00%
Sewer Alarm	0												0	0	#DIV/0!
Sex Offenses	4												4	3	33.33%
Shots Fired	5												5	4	25.00%
Soliciting	0												0	2	-100.00%
Stabbing	0												0	1	-100.00%
Stabbing or Shooting with Injury	0												0	0	#DIV/0!
Stalking	0												0	0	#DIV/0!
Stay Home Order	0												0	0	#DIV/0!
Stealing	82												82	82	0.00%
Stolen Vehicle	12												12	4	200.00%
Suspicious Activity	77												77	80	-3.75%
Suspicious Package/Item	1												1	0	#DIV/0!
SWAT Callout	0												0	0	#DIV/0!
Tampering	8												8	5	60.00%
Telephone Harassment	9												9	8	12.50%
Tow Sticker Expired	6												6	6	0.00%
Traffic Complaint	113												113	96	17.71%
Traffic Stop	244												244	167	46.11%
Trespassing	17												17	25	-32.00%
Try to Contact	7												7	16	-56.25%
Vehicle Identification	86												86	46	86.96%
Vehicle Lockout	2												2	1	100.00%
Vehicle Repossession	7												7	7	0.00%
Veterinary Call	4												4	6	-33.33%
Weapons Violation	1												1	1	0.00%
<b>Totals</b>	<b>2,663</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,663</b>	<b>2,182</b>	<b>22.04%</b>

### Part I Crimes

Calls that result in written reports are processed through the department's Records Management System (RMS) and ultimately reported to the MSHP and FBI. Beginning in 2020, we transitioned from the FBI's Uniform Crime Report (UCR) method, which counted only the most serious crime from each incident, to the National Incident-Based Reporting System (NIBRS), which counts each of the offenses per incident separately. NIBRS is now considered the FBI's standard method of reporting. The FBI has historically classified eight of the most serious offenses as "Part I Crimes":

	<u>Criminal Homicide</u>	<u>Rape</u>	<u>Robbery</u>	<u>Felony Assault</u>	<u>Burglary</u>	<u>Larceny</u>	<u>Auto Theft</u>	<u>Arson</u>	<u>Total</u>
Last Month	0	1	0	2	5	44	1	0	53
YTD 2021	0	1	0	2	5	44	1	0	53
2020	1	11	1	93	156	712	59	1	1034
2019	0	16	6	87	164	604	46	5	928
2018	0	30	7	84	102	547	34	5	809
2017	0	18	14	80	114	593	32	5	856
2016	0	11	8	62	112	534	33	3	763

*Entry into building w/ intent to commit a crime*  
↓  
*Theft of personal property*

*Taking personal property by force*

IV.d.2

## ANIMAL CONTROL MONTHLY TOTALS

January 2021

### ANIMALS IMPOUNDED

	Canine	Feline	Other Domestic	Wildlife	Monthly Total	2021 YTD Total	2020 YTD Total
City of Rolla	12	3	0	6	21	21	26
Rolla Area Rural Areas))	3	0	0	0	3	3	2
Newburg Area	0	0	0	0	0	0	0
Doolittle Area	0	0	0	0	0	0	0
Edgar Springs Area	0	0	0	0	0	0	0
St. James Area	0	0	0	0	0	0	0
Ft. Leonard Wood (Mil)	0	0	0	0	0	0	1
Other Law Enf. Agencies	0	0	0	0	0	0	0
<b>Monthly Total</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>24</b>		
<b>2021 YTD Total</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>6</b>		<b>24</b>	
<b>2020 YTD Total</b>							<b>29</b>
<b>Total Phelps County</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>

### ANIMAL DISPOSITION

	Canine	Feline	Other Domestic	Wildlife	Monthly Total	2021 YTD Total	2020 YTD Total
Animals Adopted ①	3	0	0	0	3	3	10
Animals Claimed	10	0	0	0	10	10	9
Euthanized(III/Injured)	0	0	0	0	0	0	0
Euthanized(Dangerous)	1	2	0	0	3	3	2
Euthanized(Un-Placed)②	0	0	0	0	0	0	0
Deceased on Arrival	0	1	0	5	6	6	3
Transferred to Rescue ③	0	0	0	0	0	0	2
Wildlife Relocated	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	3
<b>Monthly Total</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>22</b>		
<b>2021 YTD Total</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>5</b>		<b>22</b>	
<b>2020 YTD Total</b>	<b>22</b>	<b>4</b>	<b>0</b>	<b>4</b>			<b>30</b>

### ADDITIONAL STATISTICS

	Monthly Total	2021 YTD Total	2020 YTD Total
Adoption Rate (① +③)÷(①+②+③)	100.00%	100.00%	100.00%
PR Programs	0	0	1
Calls for Service	50	50	75
Written Warnings	0	0	0
Citations	2	2	2
Total Incinerator Hours	53	53	35

IV.e.1





**MINUTES**  
**ROLLA PLANNING AND ZONING COMMISSION MEETING**  
**ROLLA CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, FEBRUARY 9<sup>TH</sup>, 2021**

**Presiding:** Don Brown, Chairperson

**Commission Members Present:** Russell Schmidt, Walte Bowe, Janece Martin, Jody Eberly, Kevin Crider, Monte Shields, Steven Shields

**Commission Members Absent:** Robert Anderson

**City Officials in Attendance:** Tom Coots, *City Planner*, Madelyn Brown, *Administrative Assistant*, Darin Pryor, *Public Works*.

**I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, January 12<sup>th</sup>, 2021. **Chairperson Don Brown approved the minutes as printed and distributed.**

**II. REPORT ON RECENT CITY COUNCIL ACTIONS:**

**1. SUB20-03 Dalton's Division:** A request for a minor subdivision to reorganize two platted lots into two differently oriented residential lots located at 809/811 Black Street. **This request was approved by City Council on January 19<sup>th</sup>, 2021.**

**2. SUB20-04, Outer Road Park:** A request for a minor subdivision to subdivide a platted lot into two commercial lots located at 1600 Old Wire Outer Road. **This request was approved by City Council on January 19<sup>th</sup>, 2021.**

**III. OLD BUSINESS:** NONE

**IV. PUBLIC HEARING:**

**1. CUP21-01, 4060 HyPoint North:** A request for a conditional use permit to allow an "Arsenals and Munitions Storage" use in the M-2, Heavy Manufacturing District at 4060 HyPoint North.

**Tom Coots** opens by introducing applicant **Eric Jensen** from 2<sup>nd</sup> Amendment Wholesale, who has joined the meeting via Zoom. **Jensen** plans to purchase a lot located at 4060 HyPoint North that used to house the old FedEx building and has now been vacant for 4 years. 2<sup>nd</sup> Amendment Wholesale is an organization located out of North Dakota and under Rolla zoning code, would be classified as Arsenals and Munitions Storage. The company is a distributor for guns and ammunition, but no explosive materials are proposed to be stored in their location. The property is currently zoned M-2 Heavy Manufacturing, and the surrounding areas are also M-2, with a house north about couple hundred feet from the building. **Coots** explains that their use complies with district regulations and likely has no

IV.f.1

adverse impact on traffic. The property provides for adequate parking, loading, utility, and drainage facilities. A Conditional Use Permit (CUP) is required for the proposed use, and this particular type of use is only allowed in areas zoned as M-2. **Coots** suggests to commissioners a list of conditions to be considered along with the approval of the CUP, such as: the CUP shall only be for the applicant, expansion will require approval by the commission, CUP shall be limited to storage, distribution, transfer, wholesale, and no retail sales should take place without amendment to the CUP along with review and approval by the Planning Commission, copies of AFT licenses be submitted and security fences and systems to be maintained.

**Chairperson Don Brown** questioned why the CUP would be needed for this organization since FedEx, the previous inhabitant, also shipped guns and ammunitions, while retail locations like Walmart, Dickey Bub, and Academy Sports are also not required to obtain a CUP in order to sell guns and ammunition. **Coots** clarified that the applicant's building falls under the Arsenal and Munitions category due to the building's primary use being specifically for housing weapons and ammunition, whereas FedEx would just handle and distribute packages every so often. **Brown** asked if the CUP would be transferable if a similar company were to buy out the building. **Coots** expressed that the CUP would not be transferable as the new company may not be ran the same and some of the conditions listed may not apply to them. **Russ Schmidt** asked how many employees the business operates with. **Brown** and **Coots** responded with upwards of 30 employees.

**Schmidt** asked if the CUP would cause any other issues or burdens to the company. **Coots** explained that the conditions could be considered burdens as they are additional conditions than what is outlined in the zoning code. The purpose of the conditional use permit is to look closely at the use and determine whether or not any other conditions should be required in order for them to operate in that area. **Jody Eberly** asked if the premises would require an inspection by the fire department, or if Fire Chief, **Ron Smith**, was familiar with this situation, and if so, what kind input he had. **Coots** noted that the building already has an existing fire suppression and sprinkler system, which resolved all of **Smith's** concerns. There is not a concern about explosion due to the use. **Coots** also mentioned that **Chief Smith** will be present at the City Council meetings to answer any questions pertaining to fire safety.

**Brown** opened the Public Hearing.

Applicant **Eric Jensen** was available for questions via Zoom. **Walt Bowe** asked how he intends to manage after-hours security. **Jensen** explained that the location is secured with a motion detecting system that triggers an alarm immediately if any movement is sensed. The same alarm will siren off with the installed glass breaks and door breaches, which also secure the building in addition to the outside security fence. **Jensen** voiced that he has not had any issue with break-ins or security at their location in North Dakota and with Rolla having such a low crime rate, it doesn't raise concern. **Jensen** confirmed that even when the electricity is out, the alarms are still active since they are on cellular backup. If the power goes out, they immediately receive a notification as well.

**Jensen** explained that 2<sup>nd</sup> Amendment Wholesale does not offer any retail or manufacturing services and they only intend to use the building for wholesale and warehousing purposes. **Jensen** explained why his company had chosen Rolla to relocate to. Rolla is located in the center of the United States, and would provide optimal shipping opportunities, particularly with FedEx being their primary carrier and conveniently having location in the same vicinity. The building is presently set up to allow for distribution purposes and semi traffic, so it was ideal for what they needed to expand their company. **Jensen** found that employment opportunity to hire factory type workers was optimal, and the price was also attractive for the building itself. **Jensen** informed commissioners that they have already signed a contract on the building and put in a cash offer that the seller has already accepted, so the only way that the building does not get purchased by their company is if the CUP permit does not get approved.

**Brown** asks for any additional comments or questions from the audience or commissioners. Seeing none, **Brown** closed the Public Hearing.

*A motion was made by Janece Martin, seconded by Monte Shields to recommend approval of the request for a Conditional Use Permit with the conditions listed in the staff report to allow an "Arsenals and Munitions Storage" use in the M-2, Heavy Manufacturing District at 4060 HyPoint North. A roll call vote on the motion showed the following: Ayes: Bowe, Crider, Eberly, Martin, Monte Shields, Steven Shields and Schmidt. Nays: None. Absent: Anderson. The motion passes unanimously.*

V. NEW BUSINESS:

NONE

VII. OTHER BUSINESS / REPORTS FROM COMMITTEE OR STAFF:

**1. Major Thoroughfare Plan:** Discussion regarding updates to the Major Thoroughfare Plan and the University Avenue realignment.

**Coots** opens the discussion to note that the Major Thoroughfare Plan has to be amended in order for the University Drive Realignment Project to move forward. **Coots** introduces **Darin Pryor** from *Public Works* to go over details of the University Drive Realignment Project. **Pryor** explains that the project will include a 4 lane facility with a median to relocate University Drive with a roundabout connecting to Highway 63. **Brown** asks if **Steve Hargis**, *Director of Public Works*, would agree that this is the best design for the project. **Pryor** confirms Hargis is in agreement with the design and noted that **Hargis** was successful with the extension of Highway 72, so he is confident that University Drive will be a home run. **Pryor** expressed that once the project is complete, we will be left with a nice facility. The University will be providing all landscaping and hardscapes that will make the general entrance to the City of Rolla and the campus itself more aesthetically pleasing. **Brown** asked **Pryor** when a completion date was expected. **Pryor** explained that they will begin opening bids come mid-march and that the plan has to get through two City Council readings, so with the current timeline they expect it to be complete by May of 2022. **Brown** asked if the original University Drive will still exist, and if the project will impede traffic from West 10<sup>th</sup> street to 63. **Pryor** clarified that the set of existing signals

IV. f.3

will be removed and the university plans to widen the pedestrian underpass at that location so students are able to walk under 63. **Schmidt** asked how students will access the nearby parking lot. **Pryor** explained that students will come up 13<sup>th</sup> street off of 63 and up Spring Avenue into the parking lot. **Bowe** asked if everyone was in agreement that inserting a large roundabout was the best way to handle the entrance at the 12<sup>th</sup> street vicinity on 63. **Pryor** advised that there have been many extensive meetings with highway admin, including roundabout experts, and their explanation made him comfortable with the idea. The consultant presented a few different roundabout and signal models, and this particular roundabout sequence came together better than the signal. **Pryor** believes that this is their best chance at success with this project. **Kevin Crider** asked if anyone had expressed concern for heavy commercial traffic causing issues near Highway 63. **Pryor** explained that the roundabout will be much larger than the typical roundabouts we currently have in the city. There will be significantly larger dual lanes. One requirement is to be able to fit a 150 super load. 63 is a designated route for super loads so it had to be designed to accommodate that. **Crider** asked if it will be dual or single lane. **Pryor** said that it will be partial single and partial dual.

**Coots** explains that updating the Major Thoroughfare Plan would allow for the University Drive project to move forward. However, while the plan is being amended it may be a good idea to update the plan to be more in sync with reality and other adopted plans. **Coots** explains that the Major Thoroughfare Plan was adopted in 2000 with the Comprehensive Plan, which was updated in 2005. The Rolla West Plan was adopted in 2006, which includes several roads and classifications of roads, but the Major Thoroughfare Plan was not re-adopted with those roads included. The Major Thoroughfare Plan was revised again in 2008 to add another proposed route north of town. Since 2008, there have been many changes, such as the Highway 72 Extension, which was slightly different than what was shown on the Major Thoroughfare Plan. The updated Major Thoroughfare Plan would correct the plan to align with adopted plans and completed and in-progress projects.

**Coots** explains that the Major Thoroughfare Plan also categorizes roads as arterials, collectors, or local streets. MoDOT's functional classification divides it into principle arterials, minor arterials, minor collectors, major collectors, and local streets. The difference between MoDOT's plan and the Major Thoroughfare Plan is that MoDOT's is based on traffic levels today. The Major Thoroughfare Plan shows where we expect to be in the future. **Coots** asks commissioners if they would like to match MoDOT's classifications, or continue with what is currently in place.

**Eberly** pointed out that some roads on the Major Thoroughfare Plan have been completed, and others are incomplete. Since the City is getting closer to completing the Rolla TDD plan, she wanted to know the chances of the other planned roads being completed. **Coots** explained that it was adopted in 2006 and considering that it has been at least 15 years since, and things have grown much slower than he believes was anticipated, it is a good observation to say that some of this is too far out. **Coots** suggest that it may be possible if someone with deep pockets wanted to build something major like a Westside Marketplace and could convince the state to build another interchange, then see some of the other roads may be needed. Until then, it will probably take a long time at this rate. **Pryor** mentions

that he would have never believed that Westside Marketplace would be built in the hole that it was prior to its construction. **Pryor** expresses that 20 years is a long time, and even though all the roads may not be possible in 20 years due to funding, any of them are capable of happening within 20 years.

**Coots** explained the various proposed changes to the Major Thoroughfare Plan map. **Coots** explained that the map will be revised based on the comments received and presented again at a future meeting.

**Brown** since no other questions or comments. Hearing none, the meeting was adjourned.

**VII. CITIZEN COMMENTS:**

**NONE**

**Meeting adjourned: 6:45 p.m.**

**Minutes prepared by: Madelyn Brown**

**NEXT MEETING:**

**March 9<sup>th</sup>, 2021**

IV. 9.5



**The Centre Rolla's Health & Recreation Complex**  
**Income Statement**  
**For the 4 Months Ending**  
**January 31, 2021**

	<u>Period To Date</u>	<u>PTD Budget</u>	<u>Variance</u>	<u>Year To Date</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>Members:</b>						
New	193	120	61%	354	350	1%
Cancelled	85	70	-21%	162	300	46%
Net	<u>108</u>	<u>50</u>	<u>116%</u>	<u>192</u>	<u>50</u>	<u>284%</u>
Total Members	1,807	2,400	-25%	1,807	2,400	-25%
<b>Revenues</b>						
<b>Rental &amp; Other:</b>						
Miscellaneous Income	\$0	\$0	\$0	\$2,706	\$0	\$2,706
	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,706</u>	<u>0</u>	<u>2,706</u>
<b>Member Services:</b>						
Membership Dues	16,161	35,427	(19,266)	85,980	117,925	(31,945)
Guest Fees	5,288	1,000	4,288	8,926	1,000	7,926
	<u>21,449</u>	<u>36,427</u>	<u>(14,978)</u>	<u>94,905</u>	<u>118,925</u>	<u>(24,020)</u>
<b>Fitness:</b>						
Special Programs	36	0	36	1,237	0	1,237
	<u>36</u>	<u>0</u>	<u>36</u>	<u>1,237</u>	<u>0</u>	<u>1,237</u>
<b>Ancillary:</b>						
Swim Programs/Outdoor Pool	4,680	3,650	1,030	13,872	11,300	2,572
General Medical Integration	0	1,063	(1,063)	0	1,063	(1,063)
Recreation	850	6,525	(5,675)	1,414	19,629	(18,216)
Café	0	650	(650)	117	2,600	(2,483)
Pro Shop	125	354	(229)	125	1,180	(1,055)
Personal Training/Pilates	285	2,700	(2,415)	285	8,100	(7,815)
Children's Area	69	0	69	69	0	69
Cash to Accrual Adjustment	(8,636)	0	(8,636)	(8,636)	0	(8,636)
	<u>(2,627)</u>	<u>14,942</u>	<u>(17,569)</u>	<u>7,245</u>	<u>43,872</u>	<u>(36,627)</u>
<b>Total Revenue</b>	<b>18,857</b>	<b>51,369</b>	<b>(32,512)</b>	<b>106,093</b>	<b>162,797</b>	<b>(56,704)</b>
<b>Expenses</b>						
Salaries & Burden	74,615	78,736	4,121	264,776	258,533	(6,243)
Other Employee Expenses	3,761	1,615	(2,146)	13,731	6,460	(7,271)
General Supplies & Services	393	1,265	872	1,936	5,060	3,124
Program Supplies	375	326	(49)	375	981	606
Environmental Supplies	720	3,031	2,311	5,943	12,124	6,181
Cost of Goods Sold	60	671	611	60	2,518	2,458
Minor Equipment	369	1,327	958	1,706	5,308	3,602
Repairs & Maintenance/Service Contracts	4,838	9,835	4,997	11,662	39,340	27,678
Marketing & Collateral	1,924	2,996	1,072	4,835	11,984	7,149
Utilities	18,591	19,041	450	52,050	76,164	24,114
Bank Fees & Miscellaneous	492	1,804	1,312	888	7,216	6,328
CAM, Taxes & Fees	3,778	3,850	72	5,578	15,400	9,822
<b>Total Expenses</b>	<b>109,918</b>	<b>124,497</b>	<b>14,579</b>	<b>363,541</b>	<b>441,088</b>	<b>77,547</b>
<b>Net Operating Income</b>	<b>(91,061)</b>	<b>(73,128)</b>	<b>(17,933)</b>	<b>(257,448)</b>	<b>(278,291)</b>	<b>20,843</b>
Management Fees	8,000	10,000	2,000	30,896	30,000	(896)
<b>Net Income (Loss)</b>	<b>(99,061)</b>	<b>(83,128)</b>	<b>(15,933)</b>	<b>(288,344)</b>	<b>(308,291)</b>	<b>\$19,947</b>
<b>Ancillary Services Net Income (Loss)</b>						
Swim Programs/Outdoor Pool (Net)	(\$6,090)	(\$2,902)	(\$3,188)	(\$24,901)	(\$12,762)	(\$12,139)
Recreation (Net)	(\$733)	\$1,958	(\$2,691)	(\$1,958)	\$5,888	(\$7,846)
Café (Net)	\$0	\$227	(\$227)	\$117	\$908	(\$791)
Pro Shop (Net)	\$65	\$106	(\$41)	\$65	\$354	(\$289)
Personal Training/Pilates (Net)	(\$6,375)	\$945	(\$7,320)	(\$7,759)	\$2,835	(\$10,594)
Children's Area (Net)	\$69	(\$2,719)	\$2,788	\$69	(\$6,072)	\$6,141
<b>Total Ancillary Services Net Income (Loss)</b>	<b>(\$13,064)</b>	<b>(\$2,385)</b>	<b>(\$10,679)</b>	<b>(\$34,367)</b>	<b>(\$8,849)</b>	<b>(\$25,518)</b>

IV. 9.1







**CITY OF ROLLA  
CITY COUNCIL AGENDA**

**DEPARTMENT:** Community Development

**ACTION REQUESTED:** Final Reading

**SUBJECT:** Conditional Use Permit (CUP) to allow an "Arsenals and Munitions Storage" use in the M-2, Heavy Manufacturing District at 4060 Hy-Point North (ZON20-03)

**MEETING DATE:** March 1, 2021

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**Application and Notice:**

Applicant - Eric Jensen of Second Amendment Wholesale  
Owner - Ryan Buchanan of ECapital MO Industrial I LLC  
Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Rolla Daily News; signage posted on the property; information available on city website

**Background:**

The applicant currently operates from a location in Grand Forks, North Dakota. The applicant seeks to expand their guns and ammunition wholesale distribution business to a more central location in the country to reduce shipping time. The applicant has selected the former FedEx building as a suitable location, being near I-44, centrally located, fire sprinkled, and meeting their other needs. The applicant does not engage in retail sales, manufacture any products, or store explosive materials. The business is primarily conducted online to provide wholesale goods to retailers.

The former FedEx building has been listed for sale for about 4 years.

**Property Details:**

Current zoning - M-2, Heavy Manufacturing  
Proposed use - Wholesale gun and ammunition (Arsenals and Munitions Storage and Manufacture)  
Land area - About 8.7 acres  
Building area - About 50,000 sq. ft.

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Hy-Point North and on State Hwy V, both local streets. The existing driveway is from Hy-Point North.  
Sidewalks - There are no existing sidewalks in the area.  
Utilities - The property is already served by all needed utilities.  
Drainage - Additional detention may be needed if the facility is ever expanded.

V. A. I

**Comprehensive Plan:** The Comprehensive Plan indicates that the subject property is appropriate for industrial uses.

**Discussion:** The zoning code does seem to classify the proposed use as “Arsenals and Munitions Storage and Manufacture”. The intent seems to be that such uses can include the storage of explosive and dangerous materials. However, the applicant does not plan to use the property for any storage of explosives or manufacture any goods. In reality, the site will operate similar to a warehouse, with trucks bringing goods to and from the site. The applicant states that the site will be protected by various security measures including cameras and alarms. The site is already secured by a security fence.

Given the scale of the operation, it may be reasonable to assume that the level of traffic will be much less than the traffic generated from the former FedEx use. The applicant states that the site would employ upwards of 30 people in total. Retail sales are not proposed. The subject property is zoned M-2, Heavy Manufacturing and is surrounded by zoned M-2. The nearest residence is located over 300 feet from the building.

The building does have a dry fire suppression system. The system should be adequate for the proposed use, including the storage of ammunition. Bullets, etc. are not explosive or volatile. In extreme heat bullets simply “pop” rather than shoot or cause an explosion. The premises will be subject to inspection by the Rolla Fire Department.

If the Conditional Use Permit is approved, the following conditions are recommended as conditions of approval:

1. The Conditional Use Permit is granted only to Second Amendment Wholesale and any subsidiary organizations
2. Any expansion of the facilities will require approval of an amended Conditional Use Permit.
3. The Conditional Use Permit is limited to permitting the storage, distribution, transfer, wholesale, etc. of firearms, ammunition, and accessory products. No on-site retail sales is permitted without approval of an amended Conditional Use Permit.
4. A copy of all required ATF licenses must be submitted for the files.
5. Security fencing and systems must be maintained for the duration of the use.

**Planning and Zoning Commission Recommendation:**

The Rolla Planning and Zoning Commission conducted a public hearing on February 9, 2021 and voted 7-0 to recommend approval of the request with the conditions suggested in the staff report.

**Prepared by:** Tom Coots, City Planner  
**Attachments:** Ordinance

V. A. 2

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AUTHORIZE THE ISSUANCE OF A CONDITIONAL USE PERMIT TO THE PROPERTY KNOWN AS 4060 HY-POINT NORTH FOR THE USE OF "ARSENALS AND MUNITIONS STORAGE" IN THE M-2, HEAVY MANUFACTURING DISTRICT. (2<sup>ND</sup> AMENDMENT WHOLESALE)**

**(CUP21-01)**

**WHEREAS**, an application for a Conditional Use Permit (CUP) was duly filed with the Community Development Department requesting that the City of Rolla issue a Conditional Use Permit for the property currently known as 4060 Hy-Point North for the use of "Arsenals and Munitions Storage" in the M-2, Heavy Manufacturing district; and

**WHEREAS**, a public notice was duly published in the Phelps County Focus for this according to law which notice provided that a public hearing would be held at Rolla City Hall, 901 N. Elm, Rolla, Missouri; and

**WHEREAS**, the City of Rolla Planning and Zoning Commission met on February 9, 2021 and recommended the City Council approve the issuance of the proposed Conditional Use Permit; and

**WHEREAS**, the Rolla City Council, during its February 16, 2021 meeting, conducted a public hearing concerning the proposed Conditional Use Permit to hear the first reading of the attached ordinance;

**WHEREAS**, after consideration of all the facts, opinions, and evidence offered to the City Council at the hearing by those citizens favoring the said Conditional Use Permit and by those citizens opposing said permit, the City Council found the proposed Conditional Use Permit would promote public health, safety, morals and the general welfare of the City of Rolla, Missouri, and would be for the best interest of said City;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AS FOLLOWS:**

**SECTION 1:** That the Basic Zoning Ordinance No. 3414, Chapter 42 of the Code of the City of Rolla, Missouri which zoning ordinances adopts zoning regulations, use districts, and a zoning map in accordance with the Comprehensive Plan is hereby amended by authorizing the issuance of a Conditional Use Permit for the use of "Arsenals and Munitions Storage" in the M-2, Heavy Manufacturing district on property currently known as 4060 Hy-Point North, and as described as follows:

Land situated in the State of Missouri, County of Phelps, described as follows:

All of Lot 1 of Hy-Point Industrial Park North Plat No. 2, Rolla, Missouri, except lands described in Corporation Warranty Deed recorded in the Phelps County Records as Document Number 2004-4999.

**SECTION 2:** That, as a condition of approval of this ordinance, this Conditional Use Permit will be subject to the following conditions:

1. The Conditional Use Permit is granted only to Second Amendment Wholesale and any subsidiary organizations.
2. Any expansion of the facilities will require approval of an amended Conditional Use Permit.
3. The Conditional Use Permit is limited to permitting the storage, distribution, transfer, wholesale, etc. of firearms, ammunition, and accessory products. No on-site retail sales is permitted without approval of an amended Conditional Use Permit.
4. A copy of all required ATF licenses must be submitted for the files.
5. Security fencing and systems must be maintained for the duration of the use.

**SECTION 3:** This ordinance shall be in full force and effect from the date of passage and approval. As of the date of passage and approval, the applicant is under contract to purchase said property. If the purchase of the property is not complete within 180 days of the passage and approval of this ordinance, the ordinance shall be null and void.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AND APPROVED BY THE MAYOR THIS 1ST DAY OF MARCH, 2021.**

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

V.A.4

CITY OF ROLLA  
CITY COUNCIL AGENDA

DEPARTMENT HEAD: John Butz, City Administrator

ACTION REQUESTED: Discussion

ITEM/SUBJECT: Review of Oak Tree Apartments Renovation

BUDGET APPROPRIATION: N/A                      DATE: March 1, 2021

\*\*\*\*\*

**COMMENTARY:**

The 80 unit Oak Tree Apartments off Forum Dr. is an affordable housing rental project built in 1994 and partially underwritten by MHDC (MO Housing Development Commission) through tax credits. Approaching 30 years in age, the project applied for and has received a commitment for MHDC rehabilitation tax credits. The Rolla IDA approved a Resolution of Intent to issue tax-exempt bonds (up to \$6,000,000) in 2019 contingent on MHDC approval. IDA revenue bonds are secured by an obligation of the owner through rental income (no financial obligation by the City or IDA). The development team will introduce this project in anticipation of a public hearing and authorization by City Council at the March 15<sup>th</sup> Council Meeting (the public hearing is an IRS requirement).

VI. A. 1

## **NARRATIVE DESCRIPTION Oak Tree Apartments, Rolla**

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Please consider the enclosed primary accelerated credit application a formal request for 4% credits in the amount of \$341,880 (federal) and \$165,000 (state) for the referenced 80-unit 1994 tax credit syndicated family preservation project located in Rolla, MO. Additional sources include a bond construction loan in the amount of \$5,879,037 bearing interest of 3% amortized over 35 years for a term of 15 years. This model contemplates pricing of the credits at \$.885 and \$.680



### **Overview**

This 80 unit preservation project will result in the rehabilitation of existing residential units and an office/maintenance building. This project was originally funded by MHDC in 1994. This application is supported by a preservation letter issued by MHDC. This development has operated well beyond the required 15 year compliance period and its major products/systems/and finishes have exceeded their useful life period. Short of an award of 2020 credits, this development owner will request to opt out of the affordability period and these family units will be removed from the affordable program.

### **Development Characteristics/Community Impact:**

This proposed 80 unit preservation project is located in a **qualified census tract** at 2005 Forum Drive in Rolla, Phelps County, MO. The site is located in a concentrated area of multi-family developments mixed with single family and light commercial in the northeastern portion of Rolla. Forum Dr. is a well-traveled north/south connector street offering high marketing visibility. History has proven that this development maintains high occupancy rates with very little investment in advertising. It is only in recent past that the occupancy levels have dropped due to financial constraints limiting the ability to update the units to marketable condition.

The proposed renovations will result in an immediate improvement to the outdated unit interiors. Some of the interior improvements include in-unit washer/dryer equipment, a dishwasher, and a 2<sup>nd</sup> full bath in the 3



bedroom units. Common area improvements include an outside shelter, playground, picnic area, a water splash feature for the children, a dog park, and updated community space.

The Physical Needs Assessment fully supports the need for preservation. It has been determined through this assessment that most of the major products and systems have met or exceeded their useful life expectancy and must be replaced. Roofs and windows desperately need to be replaced. Both are allowing rain to enter the units.

Overall the age of this 25-year-old development and the outdated amenities play a key role in the diminished effectiveness that it has in the current market place. If it were not for the preservation dollars offered through the Low Income Housing Tax Credit program and accompanying tax exempt bonds, this development will be converted to market rate housing thereby removing 80 affordable family units from the Rolla community.

Local construction trades will be given the opportunity to participate in this \$3.2MM contract. Local suppliers will be used to generate local sales tax. Locals will be hired at a wage of \$15 per hour to manage and maintain the development once constructed.



**Market Study Characteristics Proving Need**

Post-rehab, rental rates for two-bedroom units will range from \$345-\$595 mo and three- bedroom units will range from \$395-\$675 mo.

The market analyst notes several units are in poor condition resulting in an elevated vacancy rate.

In 2018 the total number of renter households in the PMA was 7,734. The majority of renter households are concentrated in the lowest income cohorts with 68% of renter households earning \$40,000 or less.

Approximately 29.8% of the households in the QCT had incomes below the poverty level.

The comparable properties reported vacancy rates on average of 0.8%

The proposed 2 bedroom rents at 50% AMI offer a 37.5% rent advantage

The proposed 3 bedroom rents at 50% AMI offer a 40.0% rent advantage

The proposed 2 bedroom rents at 60% AMI offer a 25.0% rent advantage

The proposed 3 bedroom rents at 60% AMI offer a 25.0% rent advantage

The overall capture rate is 5.1%.

There are 1,578 renter households that income-qualify to reside at the property.

### **Supportive Services**

This family housing plan provides a unique multi-family rental plan to the Rolla community that combines affordable rent with life-enrichment supportive services. This development team believes a housing plan should include more than bricks and mortar. For this vulnerable population of low-income residents who live a paycheck away from homelessness, we believe in providing support services on site that will empower individuals living in poverty, promote social and community connections, and encourage self-sufficiency as residents age in place.

The residents will be served by RAOK service coordination staff located in the spacious clubhouse. RAOK will make services available to each resident through posted hours in the clubhouse, printed literature, and personal interaction. A detailed service plan has been included.

### **Development Team Characteristics:**

The development team consists of professionals with many years of experience in all facets of affordable housing development. Not only is the development team formidable, most are either MBE or WBE owned and operated enterprises.

3 Diamond Development, with over 20 years of experience in affordable housing, will serve as the Developer and General Partner. 3 Diamond Development has assembled a team of experienced professionals to bring this transaction to a successful close. Many are qualified MBE and WBE companies.

(WBE) HRM Services, LLC, Debra Giffin Sole Member, serves as the development consultant and property manager. Ms. Giffin has over 20 years of experience in affordable housing development, construction management, and property management. Currently HRM provides affordable housing services to over 3500 units in the Midwest. The firm has extensive experience with the low-income housing tax credit and HOME financing programs.

(WBE) Holden Law Offices; Natalie Riley, Managing Member, brings years of Rural Development program experience to the team as she has closed numerous RD deals over the years. Mrs. Riley's experience is invaluable as we continue to preserve Missouri's aged affordable housing.

(MBE) Midwest Land Title and its principals offer knowledge and experience in real estate closings, escrow and construction disbursements, title searches and examinations.

(MBE) Thurman Brooks, CPA, has been providing cost certification/accounting services to the affordable housing industry for nearly five years.



(MBE) Walquist Engineering has been providing survey and engineering services to various Missouri developers with a reputation for solid performance.

### **Housing Priorities**

Preservation in a QCT

### **Economic Impact**

Senior projects are an especially wise use of tax dollars because of Medicaid savings as a result of reduced nursing home use. We only wish we could give a value to the quality of life and then the number (the savings) would be off the chart. Following COVID please at least consider what more senior LIHTC units would have meant to our seniors. We are proposing to build 36 senior units. Of those, 40% of seniors are detoured from nursing homes due to special services, home health services afforded our tenants. Thus, 9 or 10 units annually will utilize our apartments vs. a Medicaid-funded nursing home bed. The average annual nursing home costs the state \$29,871 per bed. Conversely, the annual LIHTC allocation per apartment is \$7,773. The difference is a staggering \$22,098 per unit. Multiplying this savings by 15 units shows an annual savings to the state of \$331,470. LIHTC with services, fair housing and universal design makes aging in place possible. The concept is simple, but so necessary to quality of life and staying at home which translates to the majority of our seniors staying in their apartments for an extended period of time – ages of 80 to 85 is easily achievable.

This same Medicaid savings can be demonstrated for other segments of our population many of which are handicapped and/or on disability. We have hundreds of LHITC units that are providing affordable housing to homeless, handicap and/or disabled persons. Most of which are living on welfare supplemented by Medicaid.

### **Community Impact**

Rolla has a proven need for affordable housing units as is supported by the enclosed market study and by city and state letters of support included with this application. Also of note is the strong wait lists referenced on adjoining properties.

This housing plan not only provides much needed shelter to Rolla citizens but also the services needed to support their plan for success.

Local construction trades will be given the opportunity to participate in this \$3.2MM contract. Local suppliers will be used to generate local sales tax. Locals will be hired at a wage of \$15 per hour to manage and maintain the development once constructed.

### **Financial Feasibility:**

Our application includes a commitment for construction financing from Dwight Capital in the amount of \$3,120,000 and an IDA Resolution in the principal amount not to exceed \$6,000,000. Tax credit equity and the TE Bond perm loan provide the long-term financial needs of the redevelopment. This development qualifies under the Preservation and QCT priorities and is thereby eligible for the 30% boost in eligible basis.

MHEG is committed to accelerated federal pricing of \$.885 and \$.68 and 10 year stream pricing of \$.885 and \$.58

VI.A.5

## **Narrowing the Digital Divide**

This development team contemplates the HUD Broadband Rule wherein HUD requires the installation of broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing. The development plan includes installation of Cat6 cabling to meet the HUD rule.

## **Readiness To Proceed**

Architectural Plans are currently 70% complete and the development team is on standby and ready to make the Oak Tree preservation project a priority. **The development team feels confident that upon receiving a Conditional Commitment from MHDC we can move this project to a successful construction closing in 180 days or less.**

## **Closing**

Our development team understands the Commission's request to bring development costs in at the lowest possible level. We have what we believe to be a comprehensive rehab scope while keeping the construction costs at a reasonable level of \$39,900 per unit and total development costs at \$102,487 per unit.

We certainly understand that MHDC during their review of the various applications, and in its effort to fund as many projects as possible may find it necessary to use the resources at its disposal as those resources dictate. We therefore understand and agree to any funding structure that allows for a feasible 2020 funding of this application.

This development team and the city of Rolla look forward to your favorable response to this application.



10/23/2020

## Scope of Work

Project: **DIAMOND APTS.**  
 Owner: 3 diamond development ll.  
 Contractor: TBD  
 Funding: MHDC  
 Architect Job #: 3809 Agency Job#: TBD

**Property Summary:** Address: 2005 Forum Drive, Rolla MO 65401  
 County: Phelps  
 Approx. Year Constructed: 1995  
 Total Rentable Units: 80  
 Bldg. Type: 2-story, 8-plex, walk-up  
 Number of Bldgs.: 11  
 Approx. # of parking space: 120  
 Acres: 4.5  
 Office Phone: 573-364-3030  
 Manager: Kara Koons

**Unit Summary:**

Type	Quantity	sqft ±	Bedrooms	Bathrooms	sf Totals
2br	40	731	2	1	29,240
3br	40	905	3	2	<u>36,200</u>
					rentable sf 65,440
Community Bldg.	1	2,120			<u>common sf 2,120</u>
					total sf 67,560

**Scope of Work with Estimated Cost:**

Work Item:	Quantity:	Est. Unit Costs:	Est. Cost:	Notes
<b>Site Work:</b>				
Provide asphalt parking and drive repair as needed (3,200 SF x 5%)		3,004	3,004	
Seal asphalt drive and parking areas		7,900	7,900	
Stripe parking lot after repair and seal (verify color of acc. spaces & cross walk with municipality) (114 Typ.+ 6 Acc. spac Spaces		1,044	1,044	
Install Accessible reserve parking signage (6)		600	600	
Remove and replace existing project monument sign and treated wood post at each entrance		1,500	1,500	
Provide landscaping per allowance		3,322	3,322	
Provide overall finish grading & reseed disturbed ares, provide positive drainage away from all buildings 5% sope min. for first 10'-0" (Install downspout leaders as required)		0	0	
Remove existing and install vinyl dumpster enclosure (per site plan & site details)		14,950	14,950	
Trim existing trees withing 10'-0" of bldgs; clean up existing yard waste		0	0	
Remove existing and install new pedestal mounted mailboxes and concrete pads w 2% max. slope in any direction. Size as required for accessible approach		15,000	15,000	
Demo existing swimming pool, concrete deck, and associated pumps. Cap utilities.		4,000	4,000	
Demo 1/2 of existing tennis court and install new playground w/ surface mulch, edge protection & park bench (3 pieces of equipment)		8,000	8,000	
Seal 1/2 of existing tennis court, stripe for basketball, install (1) new goal & park bench		10,000	10,000	
Install new playground including 2 pieces of equipment, fall protection surface and edging		2,000	2,000	
Install new splash pad/park area including 2 water features		0	0	
Install new 20' x 20' pavilion with accessible BBQ Grill, and 2 accessible picnic tables		12,000	12,000	
Install new 1,000 sf dog run incl.: chain-link fence w/gate, pet waste stations, park bench		8,000	8,000	
<b>Concrete:</b>				
Install 60" wide concrete sidewalks to public right-of-way and to create accessible routes		28,230	28,230	
Replace damaged sidewalks/curbwalks		25,000	25,000	
Construct wheelchair accessible curb ramps		8,000	8,000	
<b>Building Exteriors:</b>				
Remove existing and install new prefinished aluminum gutters, downspouts and splash blocks		14,700	14,700	
Remove existing and install new vinyl siding		82,500	82,500	
Remove existing and install new vinyl soffit and fascia		49,120	49,120	
Replace roofing with 30 year roof and add ridge vents		128,700	128,700	
Install additional blown-in attic insulation (R38- MIN)		23,451	23,451	
Replace metal entry doors: 45 min. door, frame, peep, threshold & hardware(deadbolt lever pass)		365	58,400	
Install apt. signage		70	56,500	

2/22/2021  
 VI.A.7

Remove existing and install new energy star vinyl windows	108,208	108,208
<b>Interiors:</b>		
Provide general demo; doors, trim, cabinets, plumbing, hvac, appliances, etc.	20,208	20,208
Remove existing and install new entry doors at Units; door, frame, peep hole (2 peep holes at UFAS Units), thresholds (provide accessible thresholds at UFAS Units) & hardware (oil rubbed bronze, deadbolt & lever handle hardware, strike plate and closer)	0	0
Remove and replace all interior doors per door schedule, includes frame & hardware (oil rubbed bronze, lever handle hardware, strike plate and hinges)	115,590	115,590
Install new doorstops (round wall mounted)	2	1,040
Remove and replace baseboard trim with white 5 1/4" primed white pine base	40,500	40,500
Remove existing and install new cultured marble window sills	0	0
Remove existing and install new wire shelving throughout	8,800	8,800
Provide drywall repairs/textures (match existing type, thickness and finish, walls and ceilings) (MR drywall at damp walls)	129,600	129,600
Provide painting at all interior walls, ceilings, doors (all 6 sides) and trim (low voc) (one color/one sheen)	81,000	81,000
Intall new vinyl plank flooring throughout	236,160	236,160
Remove existing and install new 1" vinyl mini-blinds	12,780	12,780
Remove and replace kitchen cabinets (base, wall, countertop, sink, plumb lines, faucet shut-offs, backsplash, side splash and c-shaped pull hardware)	226,400	226,400
Remove and replace bathroom vanity cabinets (base, countertop, sink, faucets and shut-offs)	17,600	17,600
Remove and replace, towel bars, shower rods, wall mounted toilet paper holders and vanity mirrors	30,753	30,753
Remove and replace refrigerators with energy star model		
Install new dishwawsher (energy star model)		
Remove existing and install new ranges (with grease shield at rear and side walls as required) (front control, self-cleaning style at all UFAS Units) provide and install anti-tip bracket at rear of all ranges	80 units complete	201,252
Remove existing and install new range hoods @ UFAS Units (match existing venting over range), install new micro-hoods @ tpyical units and provide countertop microwaves at UFAS Units		
Provide and install new clothes washer and dryer (front loading in UFAS Units)		
<b>HVAC:</b>		
Remove existing and install new heat pumps and disconnects		
Install new (energy star) heat pumps (8.2 HSPF, 15.0 seer), disconnects and new line sets		
Remove existing and install new energy star digital thermostats (thermostats in UFAS Units shall be 44" Max. A.F.F.)		
Level existing concrete pads prior to installing new heat pumps	80 units complet	289,170
Remove existing and install new registers/diffusers/return grills		
Remove existing and install new bath exhaust fans & duct to exterior with energy star efficient fan (wire w/ bath light on timer switch)		
Clean existing HVAC ducts & plenums, verify duct size and air flow are appropriate for HVAC system		
Install new dryer box, duct and louver		

**Plumbing:**

Remove existing and install new comfort height toilets with water sense label (1.28 GPF) toilets w/ elongated bowl  
Remove existing and install new tub/showers, controls, water sense showerhead, diverter and drain at all tub/showers (provide handheld showerhead and roll in shower at UFAS Units)  
Install new 36" shower in 3-br Units, including water sense showerhead, diverter and drain  
Provide and install new dishwashers, kitchen and bathroom sinks, shut-offs, etc. (lavatory sink faucets are to be water sense labeled)  
Install new clothes washer boxes and water piping to existing water supply  
Install new plumbing as required for new dishwashers to be fully functional  
Replace yard hydrants  
Contractor to jet and video all sewer lines connecting buildings with public sewer and to submit a report to the owner & architect. Repair/replace lines if required per current building codes  
Remove existing and install new water heaters and disconnects  
Install downspout leaders as req'd to assure positive drainage away from bldgs.

80 units complete 381,254

**Electrical:**

Remove existing and install new switch and receptacle covers (white)  
Remove existing and install new energy star light fixtures and led bulbs  
Remove existing and install new GFCI outlets in kitchens, baths and exteriors  
Remove existing and install new hardwired smoke detectors with battery back up in each unit (install per manufacturers written instructions)  
Install new TV cable, phone and data lines at all living rooms and bedrooms (verify locations with owner)  
Remove existing and install new flush mount ceiling fan/light combos in all living rooms and bedrooms  
Install new speed control switch for ceiling fans in UFAS Units  
Provide new electrical circuit and receptacle for new dishwasher installations  
Provide new electrical circuit and receptacles for new washers and dryers  
Raise electrical receptacles in UFAS Units to be 15" min. to bottom of receptacle as required  
Remove and replace existing entry light and breezeway lighting, provide fixture submittal for approval with electrical submittal  
Install new hardwired smoke/strobe detector with battery back up and doorbell with a visually signaling device in (2) audio/visual units; install per manufacturers written instructions (see site plan for location of a/v units)

80 units complete 312,552

**Provide (4) UFAS Apt. (see also all general items above for typ. Apts.)**

General demo/construction for clearances  
Install new blocking and grab bars at the back wall and side wall of toilet  
Install new handheld showerhead with lever slide control, 60" flex hose and side bar (bottom of slide bar at 48" a.f.f.)  
Install new remote switches for hood fan/light  
Install new pipe wrap at kitchen and bath sinks  
Install new wall-hung vanity sink and wall hung lav at bathroom per plans  
Reinstall electrical panel so that top breakers are below 48" a.f.f. as required  
Install new front loading, accessible, clothes washer and dryer

In all other pricing from above categories

**Community Bldg:**

General demo/reconstruction for clearances and reconfigured layout  
Remove existing and install new entry doors, including frame and accessible thresholds & acc. hardware  
  
Replace interior doors per door schedule (include frame & hardware)  
Install new door stops (round wall mounted)  
Remove existing base trim and replace with new 4" vinyl base trim (color to be selected by owner)  
Provide painting at all interior walls, ceilings, doors (all 6 sides) and trim (low voc) (one color/one sheen)  
Provide drywall repairs/textures as needed (match adjacent wall finish)  
Install new vinyl plank flooring (waterproof) throughout bldg.  
Remove existing and install new vinyl energy star windows  
Replace window sills with new cultured marble sills and primed pine apron, repair existing drywall returns if damaged during sill replacement  
Install new countertop for computer workstations  
Remove and replace existing water heater and associated piping, electrical disconnect & drain pan  
Replace clothes washer boxes and associated piping  
Replace dryer boxes/vents  
Remove existing and install new comfort height toilets with water sense label (1.28 GPF) toilets w/ elongated bowl  
Replace vanity faucet with water sense labeled (1.28 gpm) lever type faucet and shut-off valve  
Replace bath vanities, (base and cultured marble countertop with integral bowl)  
Install new blocking and grab bars at the back wall and side wall of toilet  
New electrical switches and receptacle covers (white)  
Install new light fixtures with LED bulbs  
Provide & install new dishwasher @ kitchenette  
Provide & install new countertop microwave @ kitchenette  
Provide & install new energy star refrigerator @ kitchenette  
Provide & install new permanent folding table  
Provide & install new kitchenette cabinets (base, wall, countertop & new c-shaped pull hardware)  
Install new exit signs & emergency lighting  
Install hardwired strobe/smoke detectors with battery backup

In all other pricing from above categories

Bonds and Permits

Subtotal 24,182  
Tax 2,802,970  
-

General Requirements	\$	166,727
Builders Overhead	\$	55,576
Builders Profit		166,727
<b>Total</b>	<b>\$</b>	<b>3,192,000</b>

per apt. cost 39,900

CITY OF ROLLA  
CITY COUNCIL AGENDA

DEPARTMENT HEAD: Chief Sean Fagan

ACTION REQUESTED: 1<sup>st</sup> & Final Reading

ITEM/SUBJECT: MoDOT Grant Authorization Form

BUDGET APPROPRIATION (IF APPLICABLE): \$ N/A

DATE: March 1, 2021

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Commentary:

The attached form authorizes the City of Rolla Police Department to apply for traffic grants through the Missouri Department Of Transportation (MoDOT). The grants are 100% funded by MoDOT, so there is no cost to the City of Rolla. This authorization form is simply a formality required annually by MoDOT before approval may be granted.

Some of the things that can be obtained through these grant funds, if approved, are: overtime funding for DWI enforcement/checkpoints and "Hazardous Moving Violation" enforcement (speeding, etc.); radars; trailers and vehicles; etc.

Recommendation:

Motion to approve an ordinance allowing the Mayor and City Clerk to sign an authorization form on behalf of the City of Rolla to permit the Rolla Police Department to apply for free traffic safety grants through the Missouri Department of Transportation.

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ITEM NO.

VI. B. 1



Highway Safety Division  
P.O. Box 270  
Jefferson City, MO 65102  
1-800-800-2358 or 573-751-4161

## CITY COUNCIL AUTHORIZATION

On March 1, 2021, the Council of Rolla, Missouri held a meeting and discussed the City's participation in Missouri's Highway Safety Program.

It is agreed by the Council that the City of Rolla will participate in Missouri's Highway Safety Program.

It is further agreed by the Council that the Chief of Police will investigate the financial assistance available under the Missouri Highway Safety Program for Traffic Enforcement and report back to the Council his/her recommendations. When funding through the Highway Safety Division is no longer available, the local government entity agrees to make a dedicated attempt to continue support for this traffic safety effort.

**DATE:** \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CITY CLERK**

VI.B.2



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF ROLLA, MISSOURI TO EXECUTE ON BEHALF OF THE CITY OF ROLLA, MISSOURI, A CERTAIN AGREEMENT BETWEEN THE CITY OF ROLLA, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION PERTAINING TO GRANTS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AS FOLLOWS:

Section 1: That the Mayor of the City of Rolla, Missouri be and is hereby authorized and directed to execute, on behalf of the City of Rolla, Missouri, an agreement between the City of Rolla, Missouri, and the Missouri Department of Transportation, a copy of said agreement being attached hereto and marked Exhibit A.

Section 2: That this ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AND APPROVED BY THE MAYOR THIS 1<sup>ST</sup> DAY OF MARCH, 2021.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY COUNSELOR

VI. B.3



**CITY OF ROLLA  
CITY COUNCIL AGENDA**

**DEPARTMENT HEAD: Darin Pryor**

**ACTION REQUESTED: Ordinance First Reading**

**ITEM/SUBJECT: South Central Correctional Center  
Supervised Work Release Program Agreement**

**BUDGET APPROPRIATION (IF APPLICABLE) DATE: 3/1/21**

\*\*\*\*\*

**COMMENTARY:**

The attached ordinance authorizes the Mayor to enter into a renewal of our supervised work release program between the Missouri Department of Corrections and the City of Rolla.

The City of Rolla employs up to eight offenders from the South Central Correctional Center to perform manual tasks in both our public works and parks departments. We have participated in the work release program with the Missouri Department of Corrections since 2005 and have been very pleased with the program.

We are not currently receiving any offenders due to Covid but are hopeful we will resume the program in the future.

Staff recommends approval of this ordinance.

VI.C.1

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF ROLLA, MISSOURI TO EXECUTE ON BEHALF OF THE CITY OF ROLLA, MISSOURI A CERTAIN AGREEMENT BETWEEN THE CITY OF ROLLA, MISSOURI AND MISSOURI DEPARTMENT OF CORRECTIONS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AS FOLLOWS:

Section 1: That the Mayor of the City of Rolla, Missouri be and is hereby authorized and directed to execute on behalf of the City of Rolla, Missouri a Supervised Work Release Program Agreement between the City of Rolla, Missouri and Missouri Department of Corrections, a copy of said agreement being attached hereto and marked Exhibit "A".

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AND APPROVED BY THE MAYOR THIS 15<sup>th</sup> DAY OF MARCH 2021.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY COUNSELOR

VI.C.2

EXHIBIT A

Project # 21708281



South Central Correctional Center  
Supervised Work Release Program Agreement  
Between  
The Missouri Department of Corrections  
Division of Adult Institutions  
2729 Plaza Drive  
Jefferson City, MO 65102  
And  
City of Rolla  
901 N. Elm St.  
3rd Floor City Hall  
Rolla, Missouri 65401

**Introduction**

1. The Missouri Department of Corrections, Division of Adult Institutions, South Central Correctional Center (SCCC) and the City of Rolla ("Contractor") desire to enter into a Supervised Work Release Program Agreement, for the sole purpose of providing an offender the opportunity to gain work skills. The requirements outlined herein, as agreed to by the parties, are intended to enhance the individual offender's work skills and knowledge of productive habits prior to his release from institutional confinement. In addition to the terms and conditions set forth and agreed to herein, the ACC Warden under the jurisdiction of the Division of Adult Institutions shall develop standard operating procedures. Accordingly, the parties agree that any exceptions, additions and/or deletions to the General Terms and Conditions of this agreement shall be signed, attached and made part of this agreement, subject to final approval by the Director, Department of Corrections and/or designee.
  - 1.1 While work release programs are beneficial to the involved offenders, such programs shall not adversely affect any statewide economic growth or industry. Further, work release programs are neither intended to result in the displacement of employed civilian workers, nor to utilize offender labor to perform work in skilled employment positions which would require certification or licensing.

**General Terms and Conditions**

2. In consideration of the mutual agreements contained herein, the parties agree to establish a Supervised Work Release Agreement under the following terms and conditions. Accordingly, it is understood that:
  - 2.1 Effective March 1, 2021 through February 28, 2022 a binding agreement shall exist, wherein SCCC agrees to furnish laborers ("an offender work crew") to the Contractor. This agreement shall not extend beyond the termination date unless amended in a manner that conveys the intent of both parties to continue such services. Therefore, the parties agree that renewal or any change to this agreement as a result of statute, rule, regulation or court order adopted after the effective date of this agreement shall be accomplished by written and signed amendment between the parties. Upon the mutual agreement of both parties, this agreement may be renewed for two (2) additional one-year periods, or any portion thereof.
  - 2.2 This agreement is not intended to create any rights, liberty interest nor entitlements in favor of any incarcerated offender. The agreement is intended only to set forth the rights and responsibilities of the parties hereto. It is the express intention of the parties hereto that any entity, other than the parties hereto, receiving services or benefits under this agreement shall be deemed an incidental beneficiary only.

- 2.3 All the Contractor's employees, and other individuals acting under either party's control, shall at all times observe and comply with all applicable state statutes, state agency rules, regulations, guidelines, internal management policy and procedures, and general orders of either party that are applicable, current, or hereafter adopted, regarding operations and activities in and about all state property. Personnel shall assist with enforcement of Inmate Rules by reporting violations to the SCCC Warden/designee and not obstructing the Missouri Department of Corrections or any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe correctional environment. Both parties agree that they may develop communication procedures, which will facilitate the routine operation of the work detail as well as ensure adequate response to unforeseen or emergency events.
- a. All Contractor employees who will supervise the offenders must be 21 years of age or older and submit to and pass a background investigation conducted by the Missouri Department of Corrections or its designee. The contractor and its employees understand and agree that the Department shall complete criminal background records checks every year for those employees that have the potential to have contact offenders.
  - b. No individual employed by the Contractor having direct contact with offenders (work crews) shall currently or within the past two years have been released and/or under the supervision of any federal, state or local authority for a criminal offense. Expenses incurred for background investigations shall be the responsibility of the Missouri Department of Corrections.
  - c. The Contractor shall cooperate with the SCCC regarding mandatory Department Orientation and Training of all assigned offender work crew supervisors prior to actually assuming job assignments, tasks, and duties outlined herein.
- 2.4 The Department has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer on offender or offender on offender sexual harassment, sexual assault, sexual abuse and consensual sex.
- a. Any contractor or contractor's employee who witnesses any form of sexual misconduct must immediately report it to the SCCC Warden or Work Release Coordinator. If a contractor or contractor's employee fails to report, or knowingly condones sexual harassment or sexual contact with or between offenders the Department may cancel the agreement, or, at the Department's sole discretion, require the contractor to remove the employee from supervising offenders under the agreement.
  - b. Any contractor, or its employee, who engages in sexual abuse shall be reported to law enforcement agencies and licensing bodies, as appropriate.
- 2.5 Regarding all property assigned and/or belonging to the Contractor, the Missouri Department of Corrections shall not be liable in the event of loss, shrinkage or damage of any materials, equipment, supplies or items of value.
- 2.6 All records deemed necessary and appropriate by the Missouri Department of Corrections within customary legal limits shall be provided by the Contractor as mutually agreeable. Such records shall also be made available for audit by the Missouri Department of Corrections' Internal Auditor and/or the Missouri State Auditor.

- 2.7 The SCCC Work Release Coordinator and/or designee of the SCCC Warden shall coordinate and monitor the progress and activities of the program, and coordinate all oversight activities, as well as attend meetings relating to the program as deemed necessary.
- 2.8 As may be applicable, the placement of offenders, their assignment, transfer, movement and/or dismissal from any segment of the program shall be at the sole discretion of the SCCC Warden and/or designee. Accordingly, targeted offenders (offender work crew participants) shall be received, accepted and assigned under the following conditions:
- a. Classification and assignment of offenders shall be under the control of the SCCC.
  - b. On an annual basis and as mutually agreeable, employees who supervise offender workers shall be provided training and orientation deemed appropriate, based on the service to be provided pursuant to this agreement.
  - c. The Contractor, working in concert with the SCCC, agrees to provide continuous surveillance and monitoring of all offender work crew activity while on work assignment. Immediate notification of any unusual events or behavior observed by designated supervising employees and/or its designees, which may indicate a threat to public safety or continued operation of the work detail shall be directed to the SCCC Warden, SCCC Chief of Custody, SCCC Work Release Coordinator, and/or their designees. The parties herein agree that guidelines set forth in section 217.360 RSMo shall be communicated to their agency staff, and that any suspicion or feedback of a possible infraction shall be documented and copied immediately to the SCCC Warden and/or designee.
  - d. A staffing ratio of at least one (1) supervising staff person to ten (10) offenders, or less, shall be maintained at all times while on work detail.
  - e. If required and/or deemed necessary, SCCC shall provide individual radios to the escorting correctional staff in an effort to assist in maintaining adequate surveillance and improve communications throughout the work shift. All communication equipment must be maintained in operable condition throughout the work shift.
  - f. The parties agree that work locations for offenders shall be limited to the buildings and/or grounds comprising a work site and restricted to those areas associated with the subject program and services. Any and all offender absences from authorized and assigned work locations must be reported to the SCCC Control Center immediately.
  - g. While on work detail assignment, all offenders, their work location, the vehicles utilized for transportation of offender work crews, and all areas accessible by offenders shall be subject to search by an appropriate correctional authority.
  - h. Offenders assigned to work crews shall not be involved with the burning of any materials whatsoever. In addition, offenders are not to be involved with use or handling of any explosive.
  - i. Offenders assigned to work crews shall not operate trucks, automobiles or any other motor vehicle requiring a Missouri Driver's License. Offenders shall not be allowed to ride in the bed of any truck during transportation.
  - j. The parties agree to conduct themselves in accordance with Missouri Department of Corrections Policy D2-11.10 (See Attachment 1- Staff Conduct) regarding all work

activities, professional conduct and supervisory relationship involving work crew offenders.

- k. Offender contact with members of the general public must be kept to a minimum. The designated supervisor must strictly monitor any direct or indirect contact with the public at all times.
- l. Work crew numbers ("detail size") shall be as outlined herein and assigned dependent on volume of work, productivity and security requirements. The Contractor shall provide 48 hours prior notification regarding any required change in the detail size. SCCC agrees to make every effort to accommodate the needs of the Contractor; however, the SCCC Warden and/or designee shall maintain the right to adjust work crew size for safety and security reasons. This decision shall be final and without recourse.
- m. All offenders must be in possession of a current Missouri Department of Corrections offender identification card.
- n. The SCCC Warden and/or designee shall provide work crew participants appropriate state issued clothing to include t-shirts, boxer underwear, gray shirts, gray trousers, socks, boots. For offenders performing duties outdoors during winter months, the SCCC Warden and/or designee should provide work crew participants with winter gear including gloves, a coat and a stocking cap. Any additional gear deemed necessary by work crew supervisors shall be provided by the contractor and must be approved in advance by the Department of Corrections.
- o. Incidents involving offender workers requiring medical attention shall be reported to the SCCC Warden and/or designee immediately. Routine and non-emergency medical needs shall be managed by correctional staff and referred to the on-site SCCC Medical Administrator and/or designee. Emergency medical needs shall be managed utilizing either on-site SCCC Medical Services or community resources, whichever is determined to be prudent under the circumstances or in lieu of prevailing health care practices. In either instance, the Contractor staff shall accompany/assist, maintain, watch over and/or supervise offender workers until relieved by SCCC correctional staff. In all instances, the SCCC Warden and/or designee and the SCCC Medical Administrator must be notified immediately when the health and welfare of any offender worker is questionable. Accident reports shall be submitted to the SCCC Safety Manager within 24 hours of any incident.
- p. The SCCC Warden and/or designee shall direct that on-site meals are prepared within SCCC and provided at the work site, including a beverage, for the offender workers. No unauthorized food or drink, including intoxicants and/or substances of abuse shall be provided to offender work crew members. All serving utensils provided by either agency shall be monitored, inventoried, retrieved and secured following individual meals.
- q. The SCCC Warden agrees to replace workers upon receipt of notice from the Contractor supervisors. Replacement workers will be dependent upon availability of eligible candidates. Offenders absent for limited periods will not be replaced.
- r. The Contractor shall provide all equipment and supplies required by its staff and offender work crewmembers under supervision for the provision of all services outlined herein. Equipment and supplies shall include, but may not necessarily be limited to, all materials, cleaning supplies, tools and machine parts, repair of equipment and/or



replacement, insect repellent and/or replenishment of supplies necessary to perform the assigned task.

- s. The Contractor will provide safe working conditions. The Contractor will provide all needed repair and maintenance for all tools, equipment or machinery used by offender workers. The Contractor shall provide training, instruction and supervision for all offender workers in the safe and appropriate use and handling of all materials, supplies, tools, equipment, machinery and facilities used to perform all worker assignments. Retraining and additional supervision shall be provided as necessary to insure the safety of workers and the public. The Contractor shall provide documentation of all training to the SCCC Warden and/or designee within five (5) working days following completion of any training program (class) or retraining.

**Specific Terms and Conditions**

- 3. The parties herein agree that services shall be provided on an as needed, if needed basis, with the exception of designated state holidays, and other times as may be deemed in the best interest of either party.
  - 3.1 SCCC will provide up to eight (8) offenders for the work agreement. However, the number of offenders assigned at any given time shall be dependent on the availability of qualified offenders and shall be at the discretion of the SCCC Warden.
  - 3.2 Offenders will be assigned to the following shifts:
    - Monday through Thursday, 7:00 a.m. – 3:30 p.m., with a thirty (30) minute lunch break.
  - 3.3 Services provided may be interrupted when security or emergency situations occur within the institution or the State of Missouri. The SCCC Warden shall have the sole discretion as to whether these situations require the interruption of offender work release.
  - 3.4 Offenders assigned to the Contractor work agreement will engage primarily in various duties to include:
    - Ground Maintenance:
      - Landscaping, mowing, weed trimming, tree trimming, and brush clearing
      - Litter pickup
      - Sidewalk clearing to include snow and ice removal
    - Janitorial:
      - Cleaning and maintaining restrooms in city owned buildings to include:
        - City Parks
        - City Fire Stations
        - City Sewer Treatment Plants
        - Maintenance Sheds
    - Building Maintenance:
      - Painting and minor repair

- Machinery Repair:
    - Maintain, lubricate, and re-fuel weed trimmers, lawnmowers, and chainsaws
  - Other:
    - Wash and detail city vehicles
    - Assist with minor construction projects
- 3.5 Offenders will be assigned to work at various locations within the City of Rolla to include city parks and city owned properties.
- 3.6 The Contractor agrees to transport offender work crew participants to and from the worksite on a daily basis, exclusive of state and/or federal holidays, except in those times where emergencies preclude the availability of workers.
- 3.7 The Contractor shall notify SCCC Control Center at least twenty-four (24) hours in advance of any shift cancellation.
- 3.8 Transportation staff shall sign a daily out count showing the number of offender workers received in the morning and the number of offender workers returned to SCCC in the evening. A copy of the out count shall be retained by SCCC.
- The Contractor will count offenders and report back to SCCC Control Center between the hours of 10:30 a.m. and 11:00 a.m.

**Payment & Invoice**

4. Payment and Invoice processing shall be subject to the following:
- 4.1 Payment of taxes, FICA, and any statutorily required employee benefits shall be the responsibility of the Contractor.
- 4.2 Neither agency shall be responsible for additional displacement expenses of the other as a result of this cooperative effort. Displacement expenses are defined as those expenses associated with travel, meals, lodging, communications and/or other expenses resulting from work requirements and/or attendance at one or more training events.
- 4.3 The Contractor agrees to pay the Missouri Department of Corrections in accordance with the following schedule:
- The Contractor will compensate offender workers \$9.38 per eight (8) hour shift. Offenders shall be compensated \$9.38 for any shift under four (4) hours in duration, including the cancellation of a shift once offenders have been delivered to a work site. No shift shall exceed eight (8) hours.
- 4.4 The Contractor shall submit time cards by the second business day of every month to the SCCC.
- 4.5 Upon receipt of the invoice sent from the Department, the Contractor shall pay the invoice within thirty (30) calendar days. In the event the Contractor is a Missouri state government

agency, SAM II vendor number E931422700-0 shall be utilized for payment processing. Payments shall be sent to the Missouri Department of Corrections, Offender Finance Office, P.O. Box 1609, Jefferson City, Missouri, 65102.

**Renewals, Amendments and Termination**

5. This agreement contains the entire agreement and understanding between the parties and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written. No modification, amendment, renewal, extension or other alteration of this agreement shall be effective unless mutually agreed upon in writing by the parties. No breach of any term, provision or clause of this agreement shall be deemed waived or excused unless such waiver of consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach of other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach. The Missouri Department of Corrections shall have the right, at its sole option, to renew the agreement. Unless otherwise amended in writing and approved by both parties, it is agreed to by the parties that this agreement shall terminate on the part of all parties in any of the following events:
- a. At 11:59 p.m. on February 28, 2022.
  - b. By failure of the Contractor and/or its staff to abide by all Missouri Department of Corrections rules and regulations.
  - c. Upon thirty (30) days written notice of intent to cancel by either party, without cause.

***Signed and agreed hereto:***

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Louis J. Magdits, IV - Mayor  
City of Rolla

Date

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Michele Buckner, Warden  
South Central Correctional Center  
Missouri Department of Corrections

Date

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Jeff Norman, Director  
Division of Adult Institutions  
Missouri Department of Corrections

Date

VI.C.9

ATTACHMENT 1

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MISSOURI DEPARTMENT OF CORRECTIONS  
DEPARTMENT  
PROCEDURE MANUAL

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D2-11.10 Staff Member Conduct

Effective Date: July 24, 2016

Signature on File

George A. Lombardi, Department Director

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I. **PURPOSE:** This procedure has been developed to provide staff members with a guideline of professionalism and appropriate conduct.

A. **AUTHORITY:** Sections 217.040 and 217.175 RSMo

B. **APPLICABILITY:** All staff members of the department.

II. **DEFINITIONS:**

A. **Avoidable Contact:** Any contact with an offender, or ex-offender, or the significant other or family member of an offender that is not authorized as a responsibility of the staff member's position. Avoidable contact includes, but is not limited to:

1. unauthorized oral or written communication,
2. business or social interaction, and
3. other overly familiar act with an offender that includes, but is not limited to,
  - a. giving unauthorized gifts of any nature,
  - b. name calling,
  - c. teasing,
  - d. horseplay,
  - e. joking,
  - f. carrying messages, or
  - g. sharing personal information.

B. **Chief Administrative Officer (CAO):** The highest ranking individual at the worksite and in accordance with the CAO reference document available in the department's computer system. Exception: Staff members at the worksite who do not report to the worksite CAO will be accountable to the deputy or assistant division directors or central office section heads who are in their chain of command.

C. **Discrimination:** Unfair treatment of a staff member based on a protected characteristic such as race, color, ancestry, national origin, sex (including sex-specific conditions such as pregnancy and childbirth and treatment based on non-conformance with sex-stereotypes), age (40 and above), religion, disability, genetic information, sexual orientation, political affiliation, labor organization membership or veteran status.

D. **Ex-Offender:** An offender who has been released from all supervision of any division of the department.

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- E. Family:** For the purpose of this procedure, family shall include:
- a. spouse,
  - b. parents or step-parents and their spouses,
  - c. siblings and their spouses,
  - d. children or step-children and their spouses,
  - e. grandparents or step-grandparents and their spouses,
  - f. grandchildren or step-grandchildren,
  - g. aunt,
  - h. uncle,
  - i. niece,
  - j. nephew, and
  - k. cousin.
- F. Harassment:** Unwelcome verbal, nonverbal, or physical conduct that offends, denigrates, or shows hostility toward an individual or group based on race, color, ancestry, national origin, sex (including sex-specific conditions such as pregnancy and childbirth and treatment based on non-conformance with gender-stereotypes), age (40 and above), religion, disability, genetic information, sexual orientation, political affiliation, labor organization membership or veteran status.
- G. Immediate Family:** For the purpose of this procedure, immediate family shall include:
1. spouse,
  2. parents or step-parents and their spouses,
  3. siblings or step-siblings and their spouses, and
  4. children or step-children and their spouses.
- H. Offender:** Any individual under the custody or supervision of any division of the department, including any person confined in a community supervision center.
- I. Significant Other:** A person who is in a romantic relationship with the offender such as a boyfriend, girlfriend or fiancé.
- J. Staff Member:** Any person who is:
1. Employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and are paid by the State of Missouri's payroll system;
  2. contracted to perform services on a recurring basis within a department facility (i.e., medical services, mental health services, education services, substance abuse services, etc.) pursuant to a contractual agreement and has been issued a permanent department identification card;

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3. a volunteer in corrections;
4. a student intern;
5. issued a permanent department identification card or special access in accordance with the department procedure regarding staff member identification.

**K. Working Days:** Monday through Friday except holidays.

**III. PROCEDURES:**

**A. PROFESSIONAL PRINCIPLES OF CONDUCT**

1. In order to pursue organizational excellence staff members are expected to adhere to the following professional principles of conduct:
  - a. strive toward excellence in the day to day work activities;
  - b. treat all persons respectfully, fairly, honestly and with dignity;
  - c. perform duties responsibly;
  - d. empower and assist other staff members to perform their jobs in a responsible manner;
  - e. accept and respect the differences in people;
  - f. work as a team member;
  - g. make ethical decisions and act in an ethical manner;
  - h. hold themselves and all other staff members accountable for their actions;
  - i. abide by the laws;
  - j. be truthful in reports, interviews, during investigations or inquiries and in other dealings with the public and staff members;
  - k. be familiar with and adhere to:
    - (1) the respective job components and job expectations established through the performance appraisal system;
    - (2) the policies and procedures relating to job functions;
    - (3) the employee handbook;
    - (4) the department procedure regarding employee standards;
  - l. to represent to the public the highest moral, ethical, and professional standards and must accept as a condition of employment a code of personal conduct beyond that of a staff member in the private sector or some other public sector positions;
  - m. to create by attitude, dress, language and general demeanor a working environment free from actual or implied discrimination or harassment; and

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- n. report inappropriate or retaliatory actions, misconduct, offender or resident abuse, and sexual contact by staff members and offenders or residents to appropriate personnel.
2. All staff have the expectation to protect our citizens, provide property supervision and management of offenders, and to use state resources efficiently and effectively.
3. Supervisors have a higher responsibility as a leader in our department to acknowledge each employee as an individual and to treat them with courtesy, understanding, and respect.

**B. UNAUTHORIZED CONTACT WITH OFFENDERS AND EX-OFFENDERS**

1. Any of the requirements of this procedure concerning an ex-offender will be effective for one year from the date the offender leaves supervision.
2. Staff members must maintain professional relationships with offenders.
3. Staff members must not knowingly have avoidable contact with:
  - a. an offender,
  - b. an offender's family,
  - c. an offender's legal guardian and spouse,
  - d. an offender's significant other, or
  - e. an ex-offender (this does not include staff members who are ex-offenders).
4. A staff member must provide written notification to the CAO the next day he<sup>1</sup> reports to duty with copies to all supervisors in the chain of command when he:
  - a. discovers that a family member is an offender,
  - b. discovers that a person with whom he has a pre-existing personal relationship becomes an offender,
  - c. discovers that a person with whom he has a personal relationship is an offender or ex-offender, or the immediate family, significant other, legal guardian, or spouse of an offender or ex-offender,
  - d. knowingly has unauthorized contact with an offender, ex-offender, or the immediate family, or significant other, legal guardian, or spouse of an offender, whether at work or outside the worksite; for example, when an offender calls a staff member at home, and
  - e. holds a second job or performs volunteer work which brings him into contact with offenders or ex-offenders, the offender's immediate family, legal guardian, or spouse in accordance with the department procedure regarding secondary employment or volunteer work.
  - f. The CAO will ensure that a copy of this written notification is placed in the employee's working file and official file.
5. Staff members must avoid disclosing any personal information about themselves or other staff to offenders or ex-offenders.

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<sup>1</sup> All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

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6. Staff members must not give his or a fellow staff member's home or personal cellular telephone number or address to an:
  - a. offender, ex-offender or their
    - (1) immediate family,
    - (2) significant other,
    - (3) legal guardian, or
    - (4) spouse.
7. Staff members must not, except as authorized in the normal course of duty, receive from or give anything to:
  - a. an offender, ex-offender or their
    - (1) immediate family,
    - (2) significant other,
    - (3) legal guardian, or
    - (4) spouse.
8. Staff members shall not remove from, or bring into, any area under jurisdiction of the department any property, message, or any other item for an offender without proper authorization of the division director or designee.
9. The division director or designee may, upon request of a staff member, allow contact between the staff member and an offender, ex-offender or his family, significant other, legal guardian or spouse of an offender, if such contact does not conflict with, compromise, or threaten the operations and mission of the department or the confidentiality of information maintained by the department.
  - a. The division director or designee will provide the staff member with written directions concerning such contact. This will include any reasonable limits or restrictions on any contact approved and with the requirement that if the staff member becomes aware the offender is violating his probation, parole, or conditional release conditions, he will immediately report it to the CAO. If the CAO is not available immediately, the report must be made no later than 24 hours of awareness.
    - (1) Any staff member who fails to follow the limitations or restrictions may be subject to disciplinary action.

**C. REPORTING CRIMINAL MISCONDUCT**

1. Staff members who are arrested or charged with a criminal offense must immediately notify the CAO or highest ranking staff member available. In this context, immediately means as soon as possible, but no later than the beginning of the next shift worked by the staff member.
2. Staff members are required to report arrests and charges for any felony or misdemeanor, including city or county ordinances, except for minor traffic violations. The written report must be submitted before the end of the next shift worked.



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- a. Alcohol or drug related charges and driving while suspended or revoked are not minor traffic violations and must be reported.
  - b. Staff members must report a citation or arrest for a traffic violation that occurs while operating a state vehicle.
  - c. Custody staff members must report the suspension, revocation, or expiration of his motor vehicle operators or chauffeurs license.
  - d. Noncustody staff members whose job requires operating a vehicle, must report the suspension, revocation or expiration of the motor vehicle license that is required.
3. Staff members who are on leave at the time of an incident (or soon thereafter) must provide the written notification as soon as possible, but no later than 3 working days after the event.
- a. The CAO will determine whether the staff member will be required to report to the worksite.
  - b. A staff member who is on leave, other than administrative leave, will be compensated for the time spent at the worksite required to prepare the written account.
4. Upon request, staff members must provide written authorization to the CAO to obtain copies of law enforcement reports and other documents concerning the incident. Failure to do so will be considered the same as failure to cooperate with an investigation.
5. Staff members must notify the CAO in writing about court appearances related to the charge in advance of the court appearance, whenever possible. If advance notification is not possible, staff members must report it as soon as possible, but no later than 3 working days after the court appearance.
- a. The staff member must notify the CAO in writing of the outcome of each court appearance, (i.e. dismissal of charge, change of charge, inclusion of additional charges, findings and disposition, continuance and date of next appearance).
  - b. The staff member must provide the CAO with a written account of the final disposition of the charge; including any plea that results in a suspended imposition or execution of sentence. The staff member must submit this account before the close of the next working day.
  - c. Upon receipt of a report that a staff member has been arrested or charged, the CAO will promptly notify the division director or designee. The CAO will provide updates as needed to the division director or designee as he receives updates.

**D. REPORTING MISCONDUCT**

1. Staff members having knowledge of any instances of offender or resident abuse or sexual contact with an offender or resident shall immediately report such to the inspector general in accordance with the department procedures regarding offender physical abuse and offender sexual abuse and harassment.
2. Staff members must immediately report any misconduct through the appropriate chain of command. If there is reason to believe that any staff member in the chain of command may be involved in the alleged misconduct, the staff member should report the matter to the next highest level of management in the department.
3. Staff members shall report actual or attempted theft of department property or the property of others.
4. Staff members shall report any unauthorized possession of state property, loss or damage to state property or the property of others, or endangering state property or the property of others through carelessness.

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5. Staff members shall report any neglect of job responsibility by staff members which may jeopardize the safety and security of the work place.

**E. REPORTING MISMANAGEMENT**

1. A copy of Section 105.055 RSMo will be posted in locations where it can reasonably be expected to come to the attention of all staff members of the department.

**F. ADMINISTRATIVE ACTION ON PENDING FELONY VIOLATIONS**

1. Upon arrest for a felony charge, the staff member may be placed on administrative leave in accordance with the department procedure regarding administrative leave.
2. If formal felony charges are filed, the staff member may be placed on suspension pending disposition of the charges in accordance with the department procedure regarding suspension.

**IV. REFERENCES:**

A.	Section 105.055 RSMo
B. 931-3469	Administrative Proceedings Warning
C. D1-8.6	Offender Physical Abuse
D. D1-8.13	Offender Sexual Abuse and Harassment
E. D2-9.2	Suspension
F. D2-11	Employee Standards
G. D2-11.1	Secondary Employment or Volunteer Work

**V. HISTORY:**

A. Original Effective Date:	05/08/89
B. Revised Effective Date:	04/23/90
C. Revised Effective Date:	09/15/93
D. Revised Effective Date:	04/20/99
E. Revised Effective Date:	05/15/00
F. Revised Effective Date:	04/06/08
G. Revised Effective Date:	05/23/09
H. Revised Effective Date:	12/17/09
I. Revised Effective Date:	10/05/13
J. Revised Effective Date:	07/24/16





**CITY OF ROLLA  
CITY COUNCIL AGENDA**

**DEPARTMENT HEAD: John Butz, City Administrator**

**ACTION REQUESTED: Award-1<sup>st</sup> Reading**

**ITEM/SUBJECT: New Animal Shelter Strategy**

**BUDGET APPROPRIATION: \$125,000**

**DATE: March 1, 2021**

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**COMMENTARY:**

Following the very generous donation by Mr. Bob Eck in 2013 for “animal care” (\$441,000), the city performed a needs assessment and feasibility analysis on replacing our nearly 50 year old “dog pound”. That report suggested building a 6,000 square foot facility with total construction costs of \$1.6 M with site work and parking. In addition “soft costs” -- AE fees, civil, soil testing, survey, and FF&E - would add another 20% (plus land). It was also estimated that operating costs for a new facility could increase from \$150,000 per year to \$200,000 depending on services and volunteer support.

In late 2020 the City solicited architectural engineering services to design a new facility. The team of Shelter Planners of America and Archer Engineering is recommended as the most qualified team to do a two-phased approach. Phase 1 would consist of the design and construction of a 6,000 SF shell building. Phase 1 A&E services would include pre-design, final design, construction documents, bidding, and construction administration for the complete project. Phase 1 would also include earthwork and grading, site utilities, under slab utilities, building foundation, and a pre-engineered metal building. In Phase 2 the City would serve as General Contractor in finishing out the interior of the building for occupancy including electrical, plumbing, walls/drywall, HVAC, kennels and FF&E as donated funds or volunteer services are made available – which could take multiple years to complete.

The proposed site is on 7 acres owned by the City of Rolla on Lions Club Dr. approaching Hwy 72 (east of the Rolla Rural Fire Dept).

**Recommendation:** Award of A&E services for a new animal shelter to Shelter Planners of America/Archer Engineering and First Reading

VII. A. 1

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF ROLLA, MISSOURI TO EXECUTE ON BEHALF OF THE CITY OF ROLLA, MISSOURI A CONTRACT AGREEMENT BETWEEN THE CITY OF ROLLA, MISSOURI, AND SHELTER PLANNERS OF AMERICA OF ARLINGTON, TEXAS/ARCHER ENGINEERING OF ROLLA, MO.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AS FOLLOWS:

**Section 1:** That the Mayor of the City of Rolla, Missouri be and is hereby authorized and directed to execute on behalf of the City of Rolla, Missouri a Contract Agreement between the City of Rolla, Missouri and Shelter Planners of America of Arlington Texas/Archer Engineering of Rolla, Mo, a copy of said agreement being attached hereto and marked Exhibit A.

**Section 2:** That this ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AND APPROVED BY THE MAYOR THIS 15TH DAY OF MARCH, 2021

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY COUNSELOR

VII . A. 2



"Shelter Planners of America"®

January 19, 2021

Mr. John Butz  
City Administrator  
901 N. Elm St.  
Rolla, MO 65402

RE: Proposal for Architectural and Engineering Services for  
Rolla, MO New Animal Shelter

Dear John:

Shelter Planners of America, herein after referred to as SPA, is pleased to submit the following proposal for Architectural and Engineering services to The City of Rolla hereafter referred to as the Owner.

## GENERAL INFORMATION

1. The proposed project is to design and construct a new animal shelter located at the 1600 Block of Lion's Club Drive, Rolla, MO.
2. Shelter Planners of America prepared a Needs Assessment Study and prepared a Conceptual Design for the project for the Owner in 2015. However, due to cost and a number of other factors, the size of the project will be reduced to 6,000 SF and designed to be expandable.
3. The estimated construction cost to construct the shell building and finish out the interior of the building and associated Site Work is approximately \$1,325,000 to \$1,500,000 (6,000 SF x \$225/SF or \$250/SF). We understand the project will be constructed in phases because the Owner only has \$750,000 at this time. The goal is to get the shell building constructed and then finish out the interior as additional funds are available. It is expected the construction cost for the shell building and associated soft cost will be within the Owner's current available funds of \$750,000. The Owner intends to use a "Pre-engineered" metal building for the shell building.
4. The Owner intends to be their own General Contractor to enable them the flexibility of constructing the project over time as funds become available. For the Shell Building it is anticipated the Owner will contract directly for the following categories of work; 1. Earthwork & Grading 2. Site Utilities 3. Underslab Plumbing and Electrical 4. Building Foundation 5. Pre-Engineered Metal Building.

## PROPOSED BASIC SERVICES

Basic Services – Will include Pre-Design, Schematic Design, Design Development, Construction Documents, Bidding Phase and Construction Administration, including normal structural, mechanical and electrical engineering. These are briefly outlined as follows:

### PRE-DESIGN PHASE

1. SPA will review the original Needs Assessment and Conceptual Design to familiarize themselves with the previous work.
2. Prepare a list of questions to send to the Owner to collect certain information regarding animal intake, disposition, staffing, and operating cost since the previous Needs Assessment study in 2015.

3. Michael Barnard will lead a programming meeting with the Owner via telephone/internet conference using "Go-To-Meeting" to review the current data and discuss SPA's recommendations on how to reduce the size of the project down to the desired 6,000 SF.
4. Prepare a revised Building Space Program to get down to 6,000 SF and a corresponding Opinion of Probable Construction Cost for the new shelter based on the actual cost of similar projects and adjusted for 2021 costs.
5. Attend telephone/ internet conference using Go-to-Meeting to review the Revised Building Space Program with the Owner and then revise the document as needed. One round of revisions is anticipated.

## **SCHEMATIC DESIGN PHASE**

1. Based on the approved Building Space Program prepare a preliminary Site Plan and Floor Plan. The initial Floor Plan is a single-line drawing showing the size and layout of the facility and all the room locations to scale. The Site Plan will show the building, the parking, service drive and sidewalks.
2. Michael Barnard will present the Schematic Design to the Owner in a virtual meeting via "Go-To-Meeting".
3. Based on approved initial Floor Plan including any requested adjustments, prepare a preliminary Floor Plan and Site Plan. The Floor Plan will show wall thickness and show all walls, doors, windows, dog runs, cat cages, other equipment, cabinets, floor slopes and drains, and plumbing fixtures and cabinets.
4. Prepare Animal Equipment outline specifications, cut sheets and photographs of various animal housing and other equipment and present to the Owner for selection.
5. Prepare the 3-dimensional exterior design and present to the Owner via Go-To-Meeting.
6. Prepare Schematic Design Package as described in the AIA Standard Form of Agreement Between Owner and Architect consisting of Architectural Drawings and Outline Specifications for review and approval by the Owner.
7. Provide an updated Opinion of Probable Cost based on our experience with recent built shelters.

## **DESIGN DEVELOPMENT PHASE**

1. Based on approved Schematic Design documents and any required adjustments, prepare Design Development Drawings and specifications as described in the AIA Standard Form of Agreement Between Owner and Architect. All drawings to be prepared in Revit. Design Development drawings will be as follows: Floor Plans at 1/4" scale, showing all walls, doors, windows and cabinets. Roof Plan, Elevations, Ceiling Plans, Preliminary Foundation Plan, and Roof Framing Plan, and Preliminary Lighting Plan, Power Plan, Plumbing Plan and HVAC Plans for the project.
2. Update 3-dimensional colored rendering of the exterior if needed.
3. Prepare written preliminary specifications identifying all materials to be used on the project.
4. Present drawings to Owner using "Go-To-Meeting". Two Meetings Included in Design Development phase.
5. Prepare a detailed Opinion of Probable Cost prepared by a 3<sup>rd</sup> party Cost Estimator.

## **CONSTRUCTION DOCUMENTS PHASE**

1. Based on approved Design Development documents and any required adjustments, prepare Construction Documents consisting of drawings and specifications, sealed and signed in sufficient detail for permitting, bidding, and construction.
2. Present Construction Documents to Owner using "Go-to-meeting". Two meetings included.



## **BIDDING PHASE (For the Shell Building)**

1. Answer Bidders' questions during bidding phase related to the bidding for the Shell Building.
2. Issue Addenda to the Construction Documents as needed.
3. Review and give written comment on any proposed "Value Engineering" changes that may be proposed by the Contractor that may affect the shell Building.
4. Since the Owner is serving as their own General Contractor, we have not included all the services normally outlined in the AIA Standard Form of Agreement.

## **CONSTRUCTION PHASE (For the Shell Building)**

1. Review and act upon Sub-Contractor's submittals regarding the Shell Building.
2. Review construction photos provided by Owner and make comments and provide guidance each month during the Construction Phase.
3. Assist Owner by answering reasonable Sub-Contractor's questions and/or RFIs during construction related to the shell Building.
4. Review and give written comment on any proposed "Value Engineering" changes that may be proposed by the Contractor that may affect the shell Building.

## **ADDITIONAL SERVICES**

1. Additional Services as outlined in the AIA Standard Agreement such as: Civil Engineering, including utility connections, Development Plan approved from the City if required, Landscape Design, Interior Design, security system design, audio visual system design, and signage design.
2. Civil Engineer; To be provided by Archer-Elgin as a sub-consultant to SPA and include paving design, grading design, stormwater design, and on site utility design.
3. Revisions to previously approved documents or changes to previous instruction from the Owner.
4. Trips to Rolla, MO during design or construction phases.
5. Design of furnishings and loose equipment.
6. Bidding and Construction Phase services as outlined in the AIA Standard Form of Agreement that are not specifically listed above.
7. Bidding and Construction Phase Services beyond the initial Shell Building construction.

## **COMPENSATION**

1. Basic Services as outlined above will be performed for a Fee of One Hundred and Ten Thousand Dollars (\$110,000).

The compensation for each phase of the proposed Basic Services shall be as follows:

Pre-Design Phase	\$5,000
Schematic Design Phase	9,000
Design Development Phase	37,000
Construction Documents Phase	37,000
Bidding or Negotiating Phase	7,000

<u>Construction Phase</u>	15,000
Total	\$110,000

2. Additional Service of Civil Engineer will be performed for a fee of Twelve Thousand Eight Hundred Dollars. (\$12,800)
3. If the Owner authorizes any other Additional Services in writing in advance, they will be performed at the following dollar/hour rates:

Shelter Architect	\$185	Bill Meade
Veterinary Consultant	165	Jed Ford, DVM
Shelter Consultant	140	Michael Barnard, ACO
Shelter Consultant	125	Tom McCarty
Project Manager	105	
Project Coordinator	85	
CAD Draftsman	60	
Clerical	50	

For Additional Services of consultants, a multiple of one and one-tenth (1.10) times the amount billed to the Consultant for such services.

Invoices will be forwarded to the Owner at the beginning of each month for the portion of service completed in the prior month. Payment will be due within thirty (30) days.

## REIMBURSABLES

Reimbursable expenses such as the costs of printing, plotting, courier services will be invoiced at the same rate as they are charged to SPA. SPA will charge a flat fee of \$2,500.00 per trip to Rolla, MO (if any are needed) for travel expenses, which will cover airfare, hotel, rent car, airport parking, mileage to airport, travel time and other related travel expenses.

## PROVIDED BY OWNER

1. Detailed dimensioned survey of site prepared by a registered public land surveyor including boundaries, existing improvements, existing site utilities, topography at 1'-0" intervals, spot grades and existing tree locations, species and sizes, etc. drawn in AutoCAD 2016 or newer format.
2. Geotechnical Study prepared by a qualified geotechnical engineer to be used by the structural engineer in designing the foundation. It is noted that this has already been provided.
3. Payment of governmental fees, such as City Plan review fees, and Inspection fees etc.
4. Provide certain information regarding animal intake, disposition of animals, staffing, and operating cost since 2015.

## CONSULTANTS

SPA's proposal is based on the following consultants to complete the team:

Structural, Plumbing, Electrical, Mechanical, and Civil Engineering	Archer-Elgin. Rolla, MO (573) 364-6362
3 <sup>rd</sup> Party Cost Estimating	Blundall Associates, Inc. Fort Wayne, IN (260) 489-8444

## SCHEDULE

It is anticipated that the schedule for the project would be approximately as outlined below but is subject to many variables.

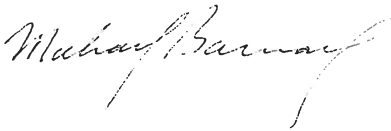
Pre-Design	1 Month
Schematic Design	1 Month
Design Development	1 Month
Construction Documents	2 Months
Bidding Phase	2 Months
Construction Phase	4 Months

## FORMAL AGREEMENT

This proposal is based on the formal agreement being the AIA® Document B104™– 2017 Standard Abbreviated Form of Agreement Between Owner and Architect. This proposal will become an attachment to the Agreement. Please note we are certified by the National Council of Architectural Registration Boards (NCARB) and we have applied for Architectural License in Missouri. We cannot actually commence work until this process is complete, but it usually only takes a short time.

Once again, SPA is pleased to provide this proposal for your consideration. Please contact us if you have any questions. Let us know when you are ready and we can prepare the formal agreement for signature.

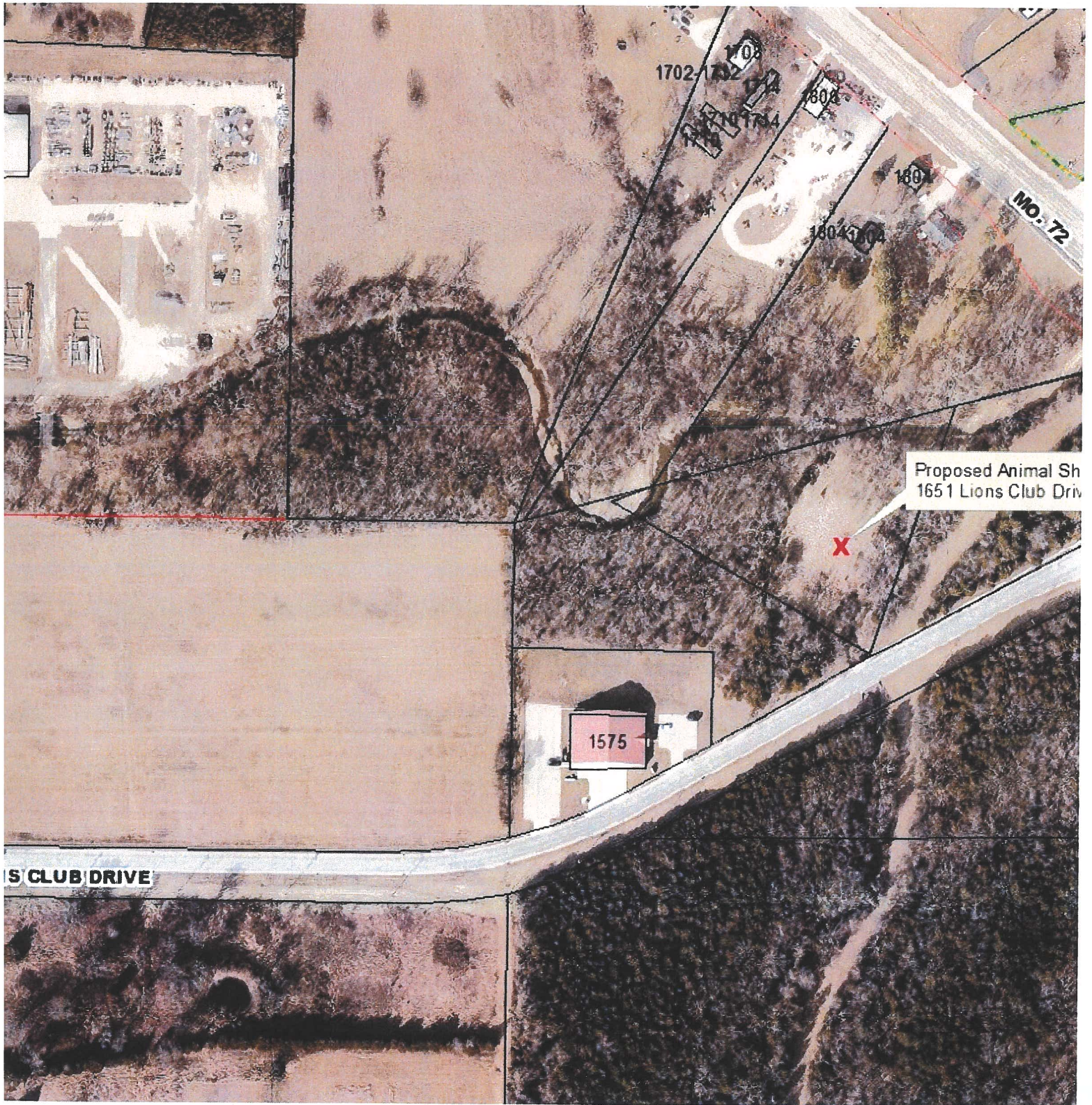
Sincerely,



Michael Barnard  
President  
Shelter Planners of America

N P1653 /Rolla MO/ Proposal for Architectural Services for a new Animal Shelter for Rolla, MO 1-19-21



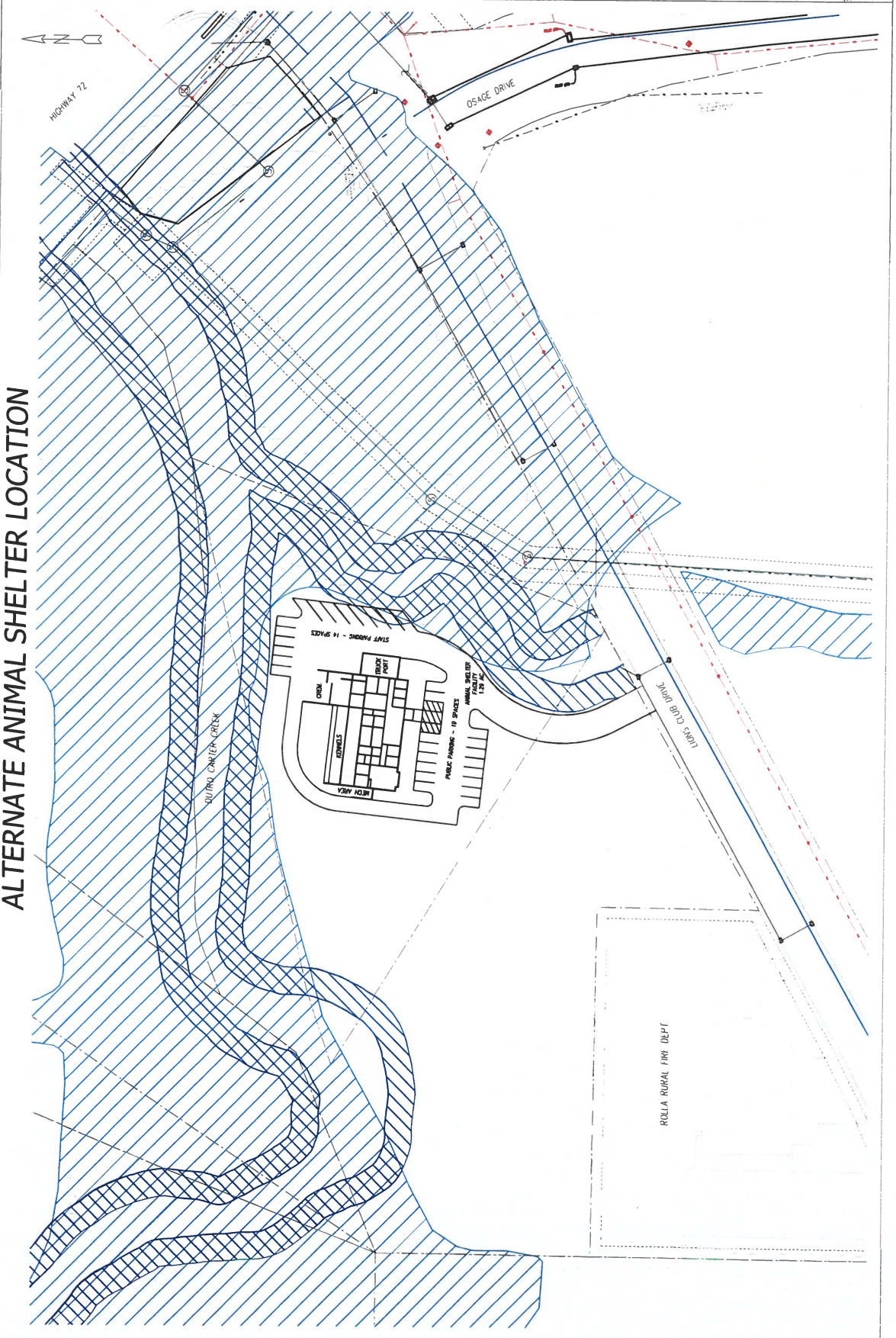


VII.A.8



# ALTERNATE ANIMAL SHELTER LOCATION

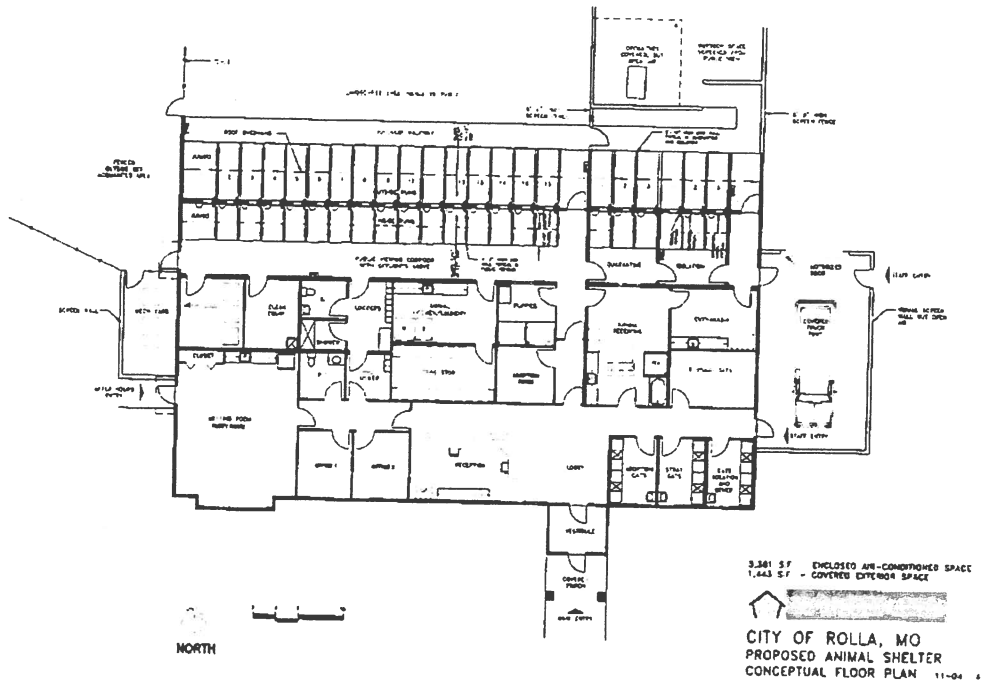
<b>City of Rolla</b> Department of Public Works 901 North Elm Street Phone: 573-364-8559 www.rolla-mo.gov		<b>City of Rolla Public Works Department</b> Alternate Animal Shelter Location
Designer: ACM Date: 12-14-16	Drawn: ACV Scale: as shown	Checked: SLH Pol. No.:
Rev. Description Date	Rev. Description Date	Rev. Description Date



9.A.III

# NAMING OPPORTUNITIES

EXTERIOR BUILDING	\$500,000
RECEPTION AREA	\$100,000
MEETING ROOM/PARTY ROOM	\$60,000
ADOPTION ROOM	\$50,000
EXAMINATION ROOM	\$50,000
PUPPY ROOM	\$45,000
OUTSIDE/GET ACQUAINTED	\$30,000
OFFICES (2)	\$25,000
FRONT LANDSCAPING	\$25,000
DOG RUNS (22)	\$5,000 each
CAT CAGES (16)	\$1,500 each
TREE/BENCHES	\$500 each
BRICK PAWS	\$100 each



For more information or to make a charitable donation for the construction of a new community animal shelter, please contact Sue Eudaly (573-465-2703) or Judy Cavender (573-261-1050) of the steering committee, or mail your tax deductible donation to:

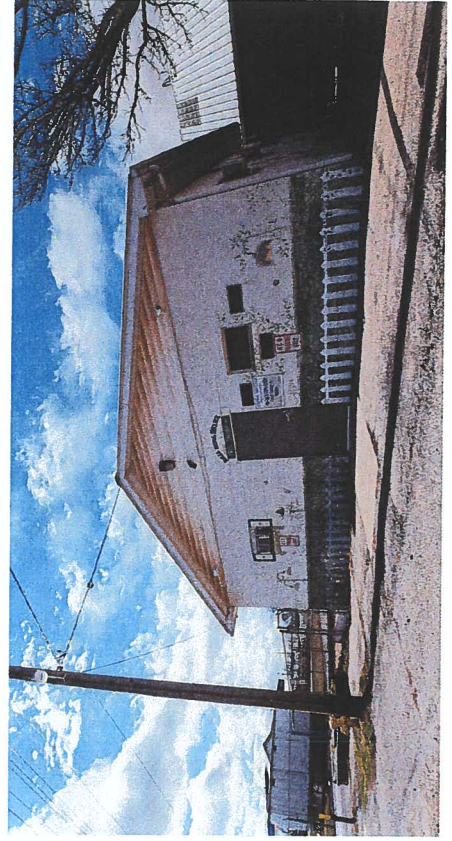
MERAMEC REGIONAL COMMUNITY FOUNDATION  
 c/o S.A.V.E.- New Animal Shelter Capacity Fund  
 #4 Industrial Drive · St. James, Missouri 65559

JAT.A.10



## ROLLA ANIMAL SHELTER CAMPAIGN

[saverollaanimals.org](http://saverollaanimals.org)



### FIND OUT MORE:

*To donate, send cash or check to:*

Meramec Regional  
Community Foundation  
c/o S.A.V.E. — New Animal  
Shelter Capacity Fund  
#4 Industrial Drive  
St. James, Missouri 65559  
(Donations accepted through  
website and Facebook)

### Campaign Contacts:

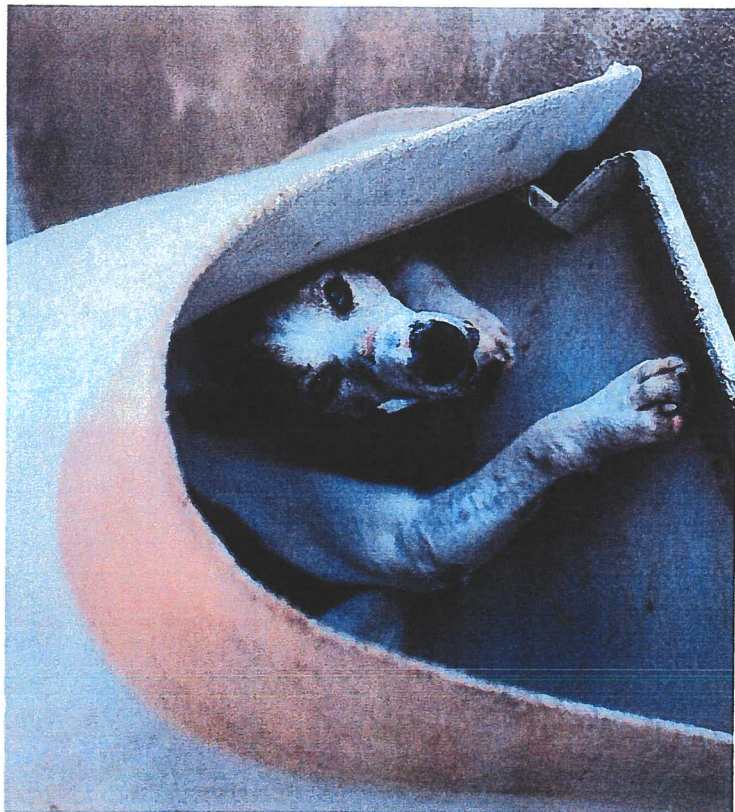
Sam O'Keefe, Rolla  
Animal Shelter Campaign  
okeefesam@gmail.com  
  
John Butz, Rolla City  
Administrator  
jbutz@rollacity.org  
573-426-6948

 /rollasheltercampaign

[saverollaanimals.org](http://saverollaanimals.org)

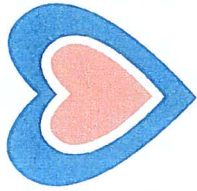
VII. A. 11







# WHAT IS NEEDED:

Approximately **6,500** square feet  Inside housing and kennel runs

A minimum **22** dog kennels  Adoption and get-acquainted rooms to promote increased adoptions

Quality ventilation system  Proper drainage systems for more thorough cleaning  A minimum 16 cat cages

 Veterinary Support/ Services at the facility  Quarantine areas for intake (separate for dogs/cats)

[saverollaanimals.org](http://saverollaanimals.org)

For the past 45 years, the Rolla Animal Shelter has served the Phelps County region with a facility that becomes more inadequate each year. Staff and volunteers at the Rolla Animal Shelter have made the most of an increasingly bad situation. Despite receiving positive scores for the shelter staff's efforts and the quality of animal care itself, the Missouri Department of Agriculture frequently cites the facility for its lingering deficiencies. The current facility is simply too small to meet our needs as we continue to grow and the quality of the building is below our standard of excellence as a community.

Over the years the staff has added temporary structures, repaired an out of date and inefficient HVAC system, and spent countless hours cleaning a facility designed for fewer animals. The building has poor curb visibility, which discourages adoptions and returns to owners. The flow patterns for staff and the public are poor and there are no separate intake or play areas indoors for people to meet animals.



**S.A.V.E.  
FINANCIAL STATEMENT  
AS OF JANUARY 31, 2021**

**Cash Donations**

2012 Yearly Total Cash Donation	\$ 441,502.10
2013 Yearly Total Cash Donations	\$ 2,498.00
2014 Yearly Total Cash Donation	\$ 4,814.00
2015 Yearly Total Cash Donations	\$ 3,483.00
2016 Yearly Total Cash Donations	\$ 60,833.65
2017 Yearly Total Cash Donations	\$ 54,578.36
2018 Yearly Total Cash Donations	\$ 68,224.08
2019 Yearly Total Cash Donations	\$ 65,312.53
2020 Yearly Total Cash Donations	\$ 12,831.48
<b>Total Yearly Donations To-Date</b>	<b>\$ 714,077.20</b>

**Interests**

2013 Total Interest	\$ 10,465.93
2014 Total Interest	\$ 2,270.14
2015 Total Interest	\$ 2,206.25
2016 Total Interest	\$ 1,944.84
2017 Total Interest	\$ 2,503.68
2018 Total Interest	\$ 3,409.89
2019 Total Interest	\$ 6,078.06
2020 Total Interest	\$ 3,340.10
<b>Total Yearly Interest To-Date</b>	<b>\$ 32,218.89</b>

**Total Donations and Interest To-Date** **\$ 746,296.09**

**Disbursements:**

Personnel (Intern)	\$ 1,295.84
Copying/Production/Credit Card/Postage/Travel	\$ 3,198.10
Engineering/Consultants	\$ 17,476.99
Fund Raising/Special Events	\$ 3,429.01
Returned donations	\$ 158.55
Administration Fees - Other Expenses	\$ 3,771.71
<b>Total Disbursements</b>	<b>\$ 29,330.20</b>

<b>Total Income To-Date</b>	<b>\$ 746,296.09</b>
<b>Total Disbursements To-Date</b>	<b>\$ (29,330.20)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 716,965.89</b>

NOTE: S.A.V.E. Campaign Goal - 1.5 million

VII. A. 13  
2/9/2021



**CITY OF ROLLA  
CITY COUNCIL AGENDA**

**DEPT. HEAD:** Ron Smith, Fire Chief

**ACTION REQUESTED:** Motion

**ITEM/SUBJECT:** Vehicle Exhaust Removal System

**BUDGET APPROPRIATION:** \$30,000

**DATE:** March 1, 2021

---

On February 24, 2021, the City of Rolla Fire & Rescue received two bids for the purchase and installation of a Vehicle Exhaust Removal System for Fire Station 2 located at 400 West 4<sup>th</sup> Street. This system is designed to remove toxic diesel fumes in an effort to reduce the risk of cancer for firefighters.

In 2017, a study commissioned by the National Institute for Occupational Safety and Health, recommended fire stations should be equipped with diesel exhaust extraction systems, and to encourage regular use, even when firefighters are conducting routine running of the apparatus during equipment checks.

As part of the study: "more than 95% of diesel exhaust particulate is less than 1 micrometer in size and is respirable. Because of their small size, diesel exhaust particles can be inhaled deeply into the lungs and even into the bloodstream." The tests revealed that just after the diesel engine-powered equipment was started in the bay, exhaust appeared to be flowing into the living quarters.

The Vehicle Exhaust Removal System will be installed at Fire Station 2 with plans for installation at Fire Station 1, as budget funds are available.

- 1) Air Cleaning Technologies – Plymovent System - \$25,600
  - a. Includes options one and two.
  - b. Option three for carbon monoxide detector is declined.
  - c. Clean Air Concepts, MagneGrip - \$34,360 – No options bid.

On February 27, 2019, the City of Rolla Fire & Rescue received a memorial bequeathment of \$10,000 from the estate of Chester & Evelyn Baker of Rolla MO. Mr. Baker was a 1955 Civil Engineer graduate of Missouri Science & Technology; he was employed by the U.S. Geological Survey in Rolla for his entire working career. After discussion with the trustee and family, it was determined to use these funds to help purchase the Vehicle Exhaust Removal System in order to provide a long-term solution to prevent the exposure of Firefighters to cancer causing carcinogens through diesel exhaust. The family will be invited to a ribbon cutting once the project is completed with a plaque installed to commemorate The Baker Family's generosity.

**Recommendation:** Motion to award bid for \$25,600 from Air Cleaning Technologies for purchase and installation of a Plymovent Vehicle Exhaust Removal System.

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ITEM NO. VII . B . 1

**BID PROPOSAL**

To: City of Rolla/City Clerk  
 City of Rolla Fire & Rescue  
 Exhaust Removal System  
 P.O. Box 979  
 Rolla, MO 65402

To Whom It May Concern:

1. The undersigned, having familiarized himself with the "Instructions to Bidders", and the form of this "Bid Proposal", hereby proposes to furnish the Exhaust Removal System at the following price(s): **Bid must be received by February 24, 2021, 10 a.m.**

Description	Price
One Exhaust Removal System – See attached Bid Specifications  To Include 60 feet sliding balancer track, with 3 magnetic grabber nozzles. <i>→ 3-20FT. TRACKS</i>  3 hp TEV style fan 208-230V, 3 phase fan 8 inch inlet with 10 inch outlet.  Operational control box for 3 hp fan. 3 – <u>on board</u> wireless transmitters Wireless receiver  Include Equipment, Installation, lodging, travel, supports, bracing, spiral ductwork & Fittings, Exhaust back draft rain cap, tailpipe modifications, freight, and labor fees for install into Fire Station 2, 400 West 4 <sup>th</sup> Street.	25,600 <sup>00</sup>
<u>Optional System Monitor</u> : Shall be an optional feature to monitor the system and advise when a preset number of emergency runs or run time on the system have accrued.	N.A.
<u>Optional No Airflow Alarm</u> : Shall be an optional feature to monitor the system and advise when the exhaust fan is not functioning properly.	N.A.
<u>Optional Carbon Monoxide Alarm</u> : Shall be an optional feature to monitor the carbon monoxide levels inside the apparatus bay area. <i>→ CO &amp; NO2</i>	<995 <sup>00</sup> >
<b>TOTAL BID</b>	26,595 <sup>00</sup>

2. Bidder agrees to furnish the service as specified above at the price(s) specified above within 60 days from the award of bids by the City of Rolla.
3. In submitting this bid, the bidder understands the City of Rolla reserves the right to reject or accept any and/or all bids or any portion thereof.

VII.B.2

Name of Bidder: Air Cleaning Technologies, Inc.

Address: 221 OAK ST. BONNER SPRING MS 38802

Phone: 913-422-0091

Submitted By: Rory Smith Title: PRESIDENT

Date: 2/22/2021

**BID PROPOSAL**

To: City of Rolla/City Clerk  
City of Rolla Fire & Rescue  
Exhaust Removal System  
P.O. Box 979  
Rolla, MO 65402

To Whom It May Concern:

1. The undersigned, having familiarized himself with the "Instructions to Bidders", and the form of this "Bid Proposal", hereby proposes to furnish the Exhaust Removal System at the following price(s): **Bid must be received by February 24, 2021, 10 a.m.**

Description	Price
One Exhaust Removal System – See attached Bid Specifications  To Include 60 feet sliding balancer track, with 3 magnetic grabber nozzles.  3 hp TEV style fan 208-230V, 3 phase fan 8 inch inlet with 10 inch outlet.  Operational control box for 3 hp fan. 3 – on board wireless transmitters Wireless receiver  Include Equipment, Installation, lodging, travel, supports, bracing, spiral ductwork & Fittings, Exhaust back draft rain cap, tailpipe modifications, freight, and labor fees for install into Fire Station 2, 400 West 4 <sup>th</sup> Street.	\$34,360.00
Optional System Monitor: Shall be an optional feature to monitor the system and advise when a preset number of emergency runs or run time on the system have accrued.	See Statements regarding bid specs
Optional No Airflow Alarm: Shall be an optional feature to monitor the system and advise when the exhaust fan is not functioning properly.	See Statements regarding bid specs
Optional Carbon Monoxide Alarm: Shall be an optional feature to monitor the carbon monoxide levels inside the apparatus bay area.	See Statements regarding bid specs
<b>TOTAL BID</b>	<b>\$34,360.00</b>

2. ANY EXCEPTIONS TO THE BID SPECIFICATION MUST BE SUBMITTED ON A SEPARATE SHEET.

VII.B.4

3. Bidder agrees to furnish the service as specified above at the price(s) specified above within 90 days from the award of bids by the City of Rolla.
4. In submitting this bid, the bidder understands the City of Rolla reserves the right to reject or accept any and/or all bids or any portion thereof.

Name of Bidder: Rossmann Enterprises, Inc. DBA Clean Air Concepts

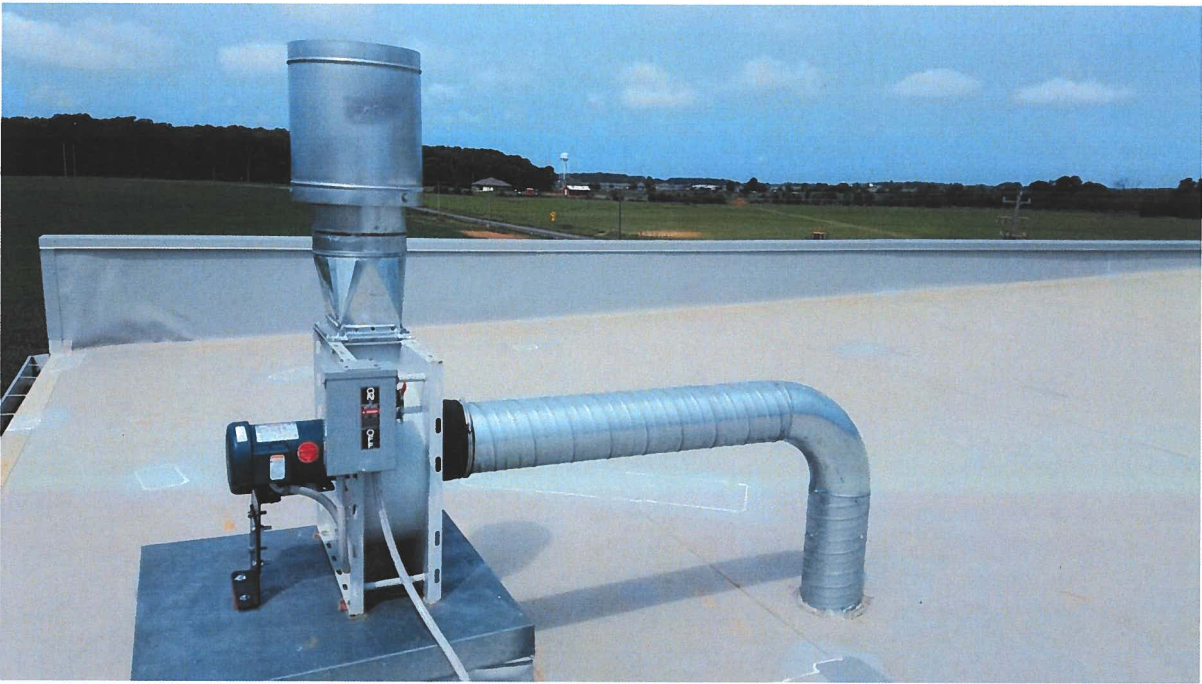
Address: 11449 Deerfield Road, Cincinnati, Ohio 45242

Phone: 513-489-4440

Submitted By: Wm Rossmann Title: President

Date: 02/19/2021





VII. B. 6



**CITY OF ROLLA  
CITY COUNCIL AGENDA**

DEPARTMENT HEAD:      Floyd Jernigan,                      ACTION REQUESTED: Bid Award  
   Parks and Recreation Director

ITEM/SUBJECT: Park Mower

BUDGET APPROPRIATION (IF APPLICABLE) \$17,000                      DATE: March 1, 2021

\*\*\*\*\*

**COMMENTARY:**

The following bids were received Feb. 24, for a 2021 zero turning radius diesel mower, with a 60-inch mower deck. This will replace a 2016 mower. Mowers typically have a 5-7 year life cycle with us, primarily due to mowing 218 acres of parkland and trails weekly, and being used for the cemetery's 40 acres. This particular mower will be used in the cemetery as those mowers are on a 5-year rotation. Due to Prop P help, we've been able to replace two-thirds of our mowing fleet. Notice to bid was advertised locally and bid specs mailed directly to 21 regional vendors. We spec out diesel due to better fuel efficiency and longevity. The used mower will be transferred to the Airport. Older mowers from the Airport will be sold on Gov Deals when surplus.

Company	Model	Price
Wayde's Equipment Steeleville, MO	2021 Kubota ZD1211-60 – zero turning radius diesel mower	\$15,348.45
Crown Power & Equipment Jefferson City, MO	2021 Kubota ZD1211-60 – zero turning radius diesel mower	\$15,476.31
Rosebud Tractor Linn, MO (late submittal)	2021 72267 – 60 zero turning radius diesel mower	\$15,662.65
Heritage Tractor Rolla, MO	2021 Z994R - 60 – zero turning radius diesel mower	\$16,245.66
J&S Small Engine Repair LLC Rolla, MO	2021 Diesel Z 938233 – zero turning radius diesel mower	\$16,706.82



ITEM NO. VII. C. 1

Staff recommends approving the low bid of Wayde's.

ITEM NO. VII.C.2

# ST. PAT'S STRONG GROUP

Nick Barrick, Dan Byington, Steven Leonard

Saturday, March 13, 2021

## 1. Mobile Stage & Sound System

by [Offtrackevents.com](http://Offtrackevents.com)

Apex 2016 24x16 stage

## 2. Schedule of Music

8AM-10 AM - KKID Live Remote

10AM - 11:30AM - Karaoke Competition

12PM - 2PM - Local Band

2:30PM-5:30PM - Band-Machine Gun Symphony (80's/90's Rock)

## 3. Extra Event

A. Crossfit Competition (ie: strong man competition)

B. 10x20 Canned Beer & Mixed Drink Tent Only

C. Sidney's Barbecue Mobile Smoker

## 4. Additional Requirements

A. Watkins Portable Restrooms x 12 (deliver before event, pick up after event; same day)

B. Sanitation Department/Dumpsters - 4 x 4yd Dumpsters

C. Nick Barrick Hand Sanitizer Stations x 6 & Health Signage

D. Rolla Police 10AM-6PM - 4-6 police officers

E. Rolla Fire & Rescue 10AM-6PM - 4-6 officers

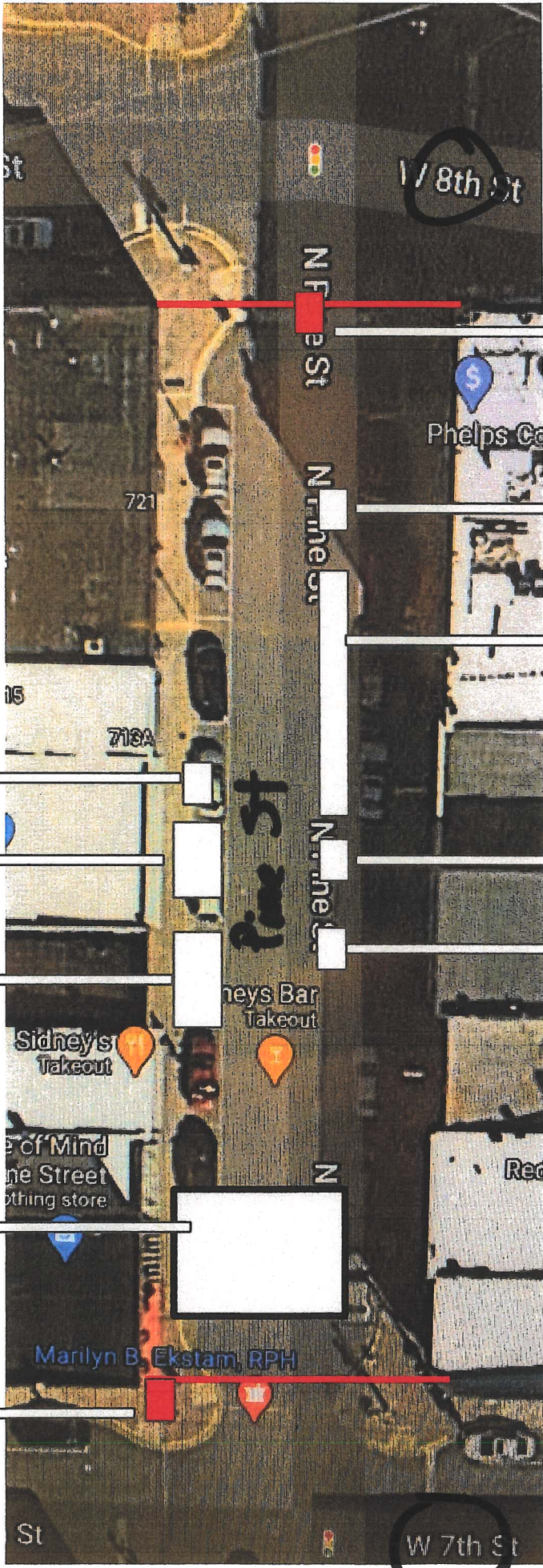
F. Mobile Fencing TBD

G. Catering permit from liquor control

H. City, County & Health permits

I. Jenks Long General Liability Insurance

VIII. A. 1



ID CHECK  
ENTRANCE

SANITIZE  
STATION

12 PORTABLE  
RESTROOMS

DUMP

BBQ

FOOD &  
DRINKS

SANITIZE  
STATION

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**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE EXTENDING THE EMERGENCY PROCLAMATION IN THE CITY OF ROLLA AND ENCOURAGING THE CITIZENS OF THE CITY OF ROLLA TO CONTINUE TO IMPLEMENT THE MITIGATION STRATEGIES LAID OUT BY THE CENTERS FOR DISEASE CONTROL AND THE NATIONAL INSTITUTE OF HEALTH.**

**WHEREAS:** the novel coronavirus disease (COVID-19) is considered an infectious, highly contagious communicable and dangerous disease and on March 11, 2020 was declared by the World Health Organization to be a pandemic; and

**WHEREAS:** on March 13, 2020 the President of the United States declared the outbreak of COVID-19 in the United States constitutes a national emergency; and

**WHEREAS:** on March 13, 2020 Governor of the State of Missouri, Mike Parson, signed Executive Order 20-02 declaring a State of Emergency in Missouri in response to COVID-19; and

**WHEREAS:** On March 30, 2020 the City Council enacted Ordinance No. 4546 which declared a state of emergency in the City of Rolla through June 30, 2020; and

**WHEREAS:** On March 30, 2020 the City Council also enacted Ordinance No. 4547 which issued a Stay at Home Order in the City of Rolla through May 11, 2020 with the exception of “essential activities” and “essential businesses”; and

**WHEREAS:** On April 3, 2020 Missouri Governor Parsons issued an Executive Stay-at-Home Order for the State of Missouri through April 24 and reissued through May 4, 2020; and

**WHEREAS:** On Monday, May 4, 2020 the Rolla City Council unanimously approved Ordinance No. 4554 to encourage the safe re-opening of all businesses in Rolla, Missouri with limited restrictions;

**WHEREAS:** On Monday, June 1, 2020 the Rolla City Council approved Ordinance No. 4565 to continue to encourage the safe re-opening of all businesses in Rolla, Missouri with limited restrictions;

**WHEREAS:** On Monday, June 15, 2020 the Rolla City Council approved Ordinance No. 4566 to extend the safe re-opening of all businesses through July 21, 2020;

**WHEREAS:** On Monday, July 20, 2020 the Rolla City Council approved Ordinance No. 4567 to extend the safe re-opening of all businesses through September 9, 2020;

**WHEREAS:** On Tuesday, September 8, 2020 the Rolla City Council approved Ordinance No. 4574 to extend the safe re-opening of all businesses through December 22, 2020;

**WHEREAS:** As of November 20, 2020 the Phelps County Health Department reported successive days of active positive cases in excess of 515, 40 cumulative deaths, and a positivity



rate in excess of 16%. In addition inpatient bed capacity in central Missouri was at 29%. Rolla Public Schools reported 43 active cases of students and faculty with S&T reporting 61 active cases;

**WHEREAS:** On November 23, 2020, following a public hearing, City Council enacted Ordinance No. 4591 to impose facial coverings with targeted occupancy limitations on certain activities;

**WHEREAS:** On February 1, 2021, City Council chose not to extend mandatory COVID requirements including facial coverings and repealed the City's emergency declaration;

**WHEREAS:** As of February 23, 2021 the MO DHSS Dashboard is reporting active positive cases of 40, 121 cumulative deaths, and a positivity rate of 9.5%. Inpatient bed capacity in central Missouri is 47% according to the MO DHSS Dashboard; and

**WHEREAS:** pursuant to RSMo 77.530 the Rolla City Council in cooperation with the Phelps County Health Department has the authority to issue reasonable quarantine orders and restrictions for the prevention and abatement of contagious diseases, including the authority to require the wearing of facial coverings and to limit the assembling of persons within the city and the closing of businesses and amusements, and conversely the orderly re-opening of such gatherings and businesses with reasonable pandemic-mitigation strategies.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AS FOLLOWS:**

**Section 1:** A State of emergency remains in the City of Rolla and shall remain as long as the State of Missouri is under a pandemic emergency declaration unless terminated earlier or extended further by separate action by the Rolla City Council.

**Section 2:** By declaring said emergency the City Council may conduct emergency public meetings with as much public notice as feasible to allow for the full participation of council members and the public via telephone, facsimile, internet or any other voice or electronic means.

**Section 3:** The Mayor shall have the power to:

- a) Close or restrict any and all sections or portions of City offices; buildings or properties under the City's control;
- b) Suspend any and all meetings or hearings of any board, commission, or other meetings at the City;
- c) Call special meetings of the City in the most efficient and practical means available by audio, video or other electronic means provided public notice is given and public access is provided.
- d) Waive administrative and budgeting requirements that impede the delivery of essential city services;
- e) Authorize any actions necessary to promote health and suppress disease, including quarantine subject to timely notification to the City Council;
- f) Impose curfews and to close any business that poses an unnecessary health risk.

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**Section 4:** The City Administrator as Personnel Officer shall have the authority to implement all reasonable means to ensure the timely delivery of essential services including the authority to approve modified work schedules, shifts, overtime, furloughs and other actions to support and maintain a healthy and productive workplace.

**Section 5:** The City Council of the City of Rolla, Missouri hereby adopts the mitigation strategies laid out by the centers for disease control, and the Council authorizes the City to actively disseminate and educate on these strategies on behalf of the City of Rolla to the general public, to local business community and any other member of the community impacted by COVID-19.

**Section 6:** The City Council of the City of Rolla, Missouri further strongly recommends the general public adhere to CDC recommendations to help mitigate the transmission of COVID-19 in the Rolla.

**Section 7:** The City Council further realizes that the recommendations may change as more information is learned about the transmission and mitigation of COVID-19 and authorize the City to further encourage and educate on new strategies as they become available at: <https://www.nih.gov/health-information/coronavirus> and <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**Section 8:** This Ordinance shall be in full force and effect from and after its passage and approval by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AND APPROVED BY THE MAYOR THIS 15th DAY OF MARCH 2021.**

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

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