

**ROLLA CITY COUNCIL WORKSHOP  
MEETING MINUTES  
MONDAY, MAY 13, 2013; 5:30 P.M.  
ROLLA CITY HALL COUNCIL CHAMBERS  
901 NORTH ELM STREET**

**Presiding:** Mayor William S. Jenks, III

**Council Members in Attendance:** Rhonda Sue Myers, Greg Sawyer, Steven Leonard, Kelly Long, Susan J. Eudaly, Don Morris, Lou Magdits, Jim Williams, Brian Woolley, Tony Bahr, and Fran Mazanec

**Council Members Absent:** Monty Jordan

**Department Directors in Attendance:** Parks and Recreation Director Scott Caron, Community Development Director John Petersen, Fire Chief Robert Williams, Public Works Director Steve Hargis, and Finance Director Steffanie Rogers

**Other City Officials in Attendance:** City Administrator John Butz, Communications Director Scott Grahl, Codes Administrator Steve Flowers, and City Clerk Carol Daniels

Following a light dinner, Mayor William S. Jenks, III called the workshop to order at approximately 5:30 p.m. and indicated this would be an informal Council meeting.

Mayor Jenks recalled that Mr. Jon Hartley, of Hartley's Climate Control, addressed the Council during its May 6, 2013, meeting, and commented about the City's policy regarding building permits. He then turned the floor over to City Codes Administrator Steve Flowers.

**I. Overview of City Building Permit Process:** Regarding Mr. Hartley's comment about streamlining the building permit process via the City's website, Mr. Flowers explained there are several questions that need to be asked to complete the application. In particular, the correct address and other information are vital to complete the permit process. Mr. Flowers said an over the counter permit can usually be provided in a short time. He emphasized how important owner verification is to the building permit process.

Mr. Flowers then detailed the inspection process of water heaters. He explained what could occur if the unit is not properly installed.

Unless the water heater is being moved or replaced, Mr. Flowers told the Council a permit is not required for a service call.

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**I. Overview of City Building Permit Process (continued):** Regarding emergency repairs/replacement outside of the City's normal working hours, Mr. Flowers indicated it is not a problem as long as the contractor or property owner applies for a permit and notifies the City within two business days following the repair or installation.

Councilman Williams entered the meeting at approximately 5:56 p.m.

Mr. Flowers then entertained questions from the Council and then left the meeting at approximately 6:02 p.m.

Responding to a question about how to deal with non-compliant and repeat violators, City Administrator John Butz said the City could be aggressive and the Police could issue citations.

The Council's consensus seemed to be that homeowners should be educated about the City's building permit requirements. Mayor Jenks suggested the City newsletter should include that information.

**II. Sustainability of Parks and Recreation:** City Administrator John Butz began by explaining to the Council that the City's sales tax revenue has virtually remained the same, since the economic recession a few years ago. Approximately one-third or one-fourth of the Parks Department revenue comes from the Park tax. The Park operations had been receiving a subsidy of about \$450,000 from the City's General Fund. Mr. Butz noted the benefits of the early retirements are being realized and in the 2013/2014 budget, the amount realized should be even more. Mr. Butz informed the Council that none of the playgrounds is ADA (Americans with Disability Act) compliant and, except for donated playground equipment, none has been purchased since 1996. He said The Centre is funded by the sales tax, which sunsets at the end of December 2013. By that time, The Centre's reserves are estimated to be between \$3.5 million to \$4 million.

Parks and Recreation Director Scott Caron provided an overview of the City's park system. Of the 326.18 acres of total parkland, he noted that 248 acres are developed. He indicated he would have no issue selling the undeveloped/underutilized parkland that has an unrestricted dedication. He pointed out, however, there is not a lot of opportunity to gain from selling the undeveloped parks. The Council suggested City staff obtain market values for the undeveloped parks so the City can establish an idea of their value.

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**II. Sustainability of Parks and Recreation (continued):** Mr. Caron then provided a five-year comparison review of the parks revenues and expenses and then entertained questions, and comments from the Council.

Mr. Caron informed the Council that East Central College (ECC) currently rents The Centre's meeting rooms, which generates approximately \$25,000 per year.

Mr. Butz informed the Council that staff has talked with engineers about conducting a study to see if it would be possible to add more classrooms above the gymnasium. The estimated cost of the study is \$17,000 and ECC has offered to pay one-half of those costs.

Mr. Caron said the cause of the decline of revenue at The Centre was primarily caused by three factors; (1) the economy; (2) Missouri S&T's construction of a fitness center for its students, and; (3) the opening of Anytime Fitness.

Should the Council decide to submit to the voters the possibility of reauthorizing the Park Sales Tax, Mr. Butz outlined the following possible options:

(1) One-eighth cent covering operating support with no funding for improvements/upgrade. Mr. Butz noted that one-eighth cent would generate approximately \$450,000 - \$470,000, which would be split between traditional park amenities/operations and recreation center operating support.

(2) One-fourth cent dropping to one-eighth cent (5-7 years) would cover operating costs with specific upgrades. Mr. Butz explained this would provide additional capital funding dedicated totally for the park system (i.e., playground improvements, restrooms, parking lots, ball fields).

Under either scenario, Mr. Butz stated the City would still need to make an operating transfer from the General Fund to the Park Fund for park operations, but it would be in the sustained \$100,000 - \$200,000 range rather than the traditional \$400,000 - \$450,000 range.

**III. Local Use Tax Issues/Internet Sales (ETC Survey Feedback):** Due to time constraints, this item was not discussed.

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**IV. Adjournment**

Having no further business, the meeting adjourned at 7:59 p.m.

Minutes respectfully submitted by City Clerk Carol Daniels.

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CITY CLERK

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MAYOR PRO-TEMPORE

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