

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council
FROM: Mari E. Macomber, City Manager ^{MEM}

SESSION DATE: May 12, 2008
TIME: 5:30 p.m.
PLACE: Second Floor Conference Room

AGENDA:

- **Parliamentary Procedures**
- **2008 Street Program**
- **Fire Truck Demonstration**
- **Newsletter Review – May 9, 2008**

PARLIAMENTARY PROCEDURES

At the last City Council Study Session the Council spent time discussing meeting protocol. To help move this discussion further and give the City Council the tools you need to properly conduct a meeting, we have asked Dr. Barry Poyner, Communications faculty member. Some of the classes taught by Dr. Poyner include classical rhetoric, parliamentary procedure, and public speaking. We are so very fortunate to have Dr. Poyner available to meet with us and to take time from his schedule to work with us on Parliamentary Procedure.

Parliamentary procedure is the commonly accepted way in which a group of people come together, present, discuss and make decisions. Many organizations use parliamentary procedure in their decision making process. In addition, the use of parliamentary procedures is an effective way to bring people together to discuss issues and make decisions in a fair, consistent manner. If done correctly, it also helps to maximize the time given of each person attending and participating in the meeting.

It is intended that this session will give the City Council and other committee leaders the basic knowledge of parliamentary procedures to help each hold more efficient and effective meetings.

Included in this Packet is a summary of what are parliamentary procedure and a letter that was sent out inviting several other individuals to attend this training opportunity.

Recommended Action: It is recommended that the City Council participate in the training session prepared by Dr. Poyner and then use the information in all future meetings of the City Council.

2008 STREET PROGRAM

Each year staff reviews the street program with the Airport and Transportation Commission and then the City Council prior to bid letting. Following is a summary report of the major street projects the City intends to complete in the 2008 construction season and a tentative list of the streets slated for concrete and asphalt pavement repairs. The final list will be developed based upon actual bids since the funding for both the concrete and asphalt repair programs are based on an annual allocation of \$550,000. The current list is slightly over the budget amount by almost \$10,000.

Recommended Action: It is recommended that the City Council review the list of major projects and the street lists and ask questions regarding the program.

FIRE TRUCK DEMONSTRATION

In December the City Council voted to purchase a 1996 E-One 105' platform truck from Brindlee Mountain Fire Apparatus, LLC in the amount not to exceed \$339,200. This decision was based upon staff recommendation to purchase a used ladder truck meeting the desired specifications to meet current city needs. A new truck was going to cost the City more than double the amount proposed for the used truck and with the need to purchase other trucks that are used on a day-to-day basis it made good sense to acquire a newer truck at a lower cost with the features needed to meet our needs. The truck was purchased with 13,204 miles on it.

We took possession of the truck weeks earlier and are ready to unveil the truck to the City Council and community.

The truck will be set up outside of City Hall on McPherson Street where staff will conduct a demonstration of the truck.

Recommended Action: It is recommended that the Council meet outside of City Hall to watch the demonstration.

NEWSLETTER REVIEW – May 9, 2008

Enclosures

What is Parliamentary Procedures?

Letter to Participants

Study Session Report from Public Works Director

What is Parliamentary Procedure?

Definition

Parliamentary procedure, often used interchangeably with "parliamentary law," is more correctly defined as parliamentary law in combination with the *rules of order* that a given assembly or organization has adopted.

Parliamentary law is:

- rules of the game of democracy.
- rules that govern procedures by which civil and criminal laws are made and adopted.
- rules and customs that govern deliberative and decision-making assemblies and organizations.

The term *rules of order* refers to written rules of parliamentary procedure formally adopted by a group of people or by an organization. These rules relate to the orderly transaction of business in meetings and to the duties of officers in facilitating the conduct of business. Written rules of order help ensure that the organization functions smoothly and that questions about procedure can be resolved quickly and fairly. An organization's rules of order may include bylaws, standing rules, policy manuals, and other rules.

Objectives

Parliamentary procedure

- establishes the purpose and structure of organizations;
- defines membership classifications, rights, and obligations; and
- defines rules and procedures for conducting business.

Principles

Parliamentary law is based upon

- the will of the majority;
- the right of the minority to be heard;
- protection of the rights of absentees;
- courtesy and justice for all; and
- consideration of one subject at a time.

From the National Association of Parliamentarians website:

<http://parliamentarians.org/index.php>

"Used with permission from The National Association of Parliamentarians®."

Letter sent to key City employees, City Commission Chairs of ATC, LPRC, P&Z, Watershed Management Commission, and City Funded Partners – KREDI and Kirksville Tourism

May 5, 2008

Dear:

Your presence is requested at a Parliamentary Procedures guidance session in the City Hall Council Chambers at 5:30 p.m. on Monday, May 12, 2008. We are very fortunate to have obtained the services of Dr. Barry Poyner, parliamentarian on staff at Truman State University.

The City Council, the appointed committee and board chairpersons, and a few city employees are requested to attend. Dr. Poyner will provide guidance on various aspects of Robert's Rules of Order, such as making and amending motions, as well as Sunshine Law requirements.

The City desires to keep people involved with meeting notices, the order of meetings and meeting minutes well informed of all laws and procedures.

We appreciate your presence on May 12.

Sincerely,

Martha Rowe
Mayor

vlb

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Street Program Update-May 2008

STUDY SESSION MEETING DATE: May 12, 2008

CITY DEPARTMENT: Public Works Department

PREPARED BY: John Buckwalter, Director of Public Works/City Engineer

This memorandum provides an updated status of planned and ongoing street improvement projects for the 2008 construction season.

Emmett Street: April rains have delayed final landscaping for this project. It has seen increased use as the spring baseball season begins to pick up.

Jefferson Street: Trabue, Hansen and Hinshaw (THHinc.) of Columbia have completed the final design for this project. Bids will be opened on April 29. There were four bids from three contractors. The low bid was from Mihalevich Concrete Construction for a concrete pavement at \$761,549.38. This is over the estimate and budget of \$664,401, but the project is of such importance that a budget adjustment has been recommended to permit construction to begin by June 1. The project is to be substantially complete with 90 calendar days. Council is scheduled to consider the contract at its May 5 meeting.

Cable Street: Survey work to support the design of Cable Street between Industrial Road and Baltimore has been completed. Plans are being prepared by the Engineering Department, and are at the 80% stage at this time. This project is still scheduled for the 2008 construction season, and is budgeted at \$260,000. An updated estimate is being completed based on the recent bids of Jefferson and other projects.

2008 Program: Council is scheduled to discuss the 2008 street program during the May 12 Study Session and preparation of final plans and bid documents should follow quickly. Lists of proposed, contracted, work for asphalt and concrete streets are attached. The current estimates are \$369,346 for asphalt overlay and milling and \$190,246 for concrete pavement repair, curb, and gutter. This total of \$559,592 is within 2% of the budgeted figure of \$550,000 and will be refined after Commission and Council input. In-house work on concrete patching, permanent pothole repair, and storm drainage work began on April 28, and will continue thru the summer.

2008 ASPHALT PAVEMENT REPAIR

STREET	FROM	TO
NORTHTOWN ROAD	Osteopathy	Business 63
BROOK DRIVE	Hwy 63	Dead End
WASHINGTON STREET	E. Edge of Elson	W. Edge of Marion
PARK PLAZA	E. Edge of 63	E. Edge of Highland
MISSOURI STREET	W. Edge of Decker	1431 feet west of Decker
RTE. P LIFT STATION DRIVE	S. Edge Rte. P	Dead End East
BROADLAWN	Monte Carlo	Cul-De-Sac
HIGHLINE	Park Plaza	Cul-De-Sac
RTE P LIFT STATION EXTENTION	S edge of Drive	Dead end South
LEWIS STREET	S. edge of Randolph	North edge of Normal
LEWIS STREET	S. edge of Patterson	N. edge of
UNIT PRICE		
SUB TOTALS		
PROJECT TOTAL		\$369,346
SUBURBAN DRIVE	Hwy 63	Monte Carlo