

Board of Alderman Regular Open Meeting

6:00pm

November 23, 2020 303 East Station Drive

Roll Call:

Mayor Steve Crosswhite – yes

Alderman Ashley Long - yes

Alderman Janice Butler - yes

Alderman Kyle Schultz – yes

Alderman Stan Robinson- yes

Mayor Steve Crosswhite will now lead the pledge of Allegiance

After the Public Hearing:

Mayor Crosswhite asked for a motion to amend the Agenda he would like the discussion on the mask mandate ordinance. Moved to the front of the meeting. Alderman Stan Robinson made a motion to move the mask mandate discussion to the front of the Agenda. The motion was seconded by Alderman Kyle Schultz with four in favor.

The Mayor spoke about what the mask mandate would do to help with the covid-19 he strongly believes it is the best choice is to pass the Ordinance. After much discussion. Alderman Ashley Long made a motion to create an Ordinance stating the City of Sturgeon is under a mask mandate starting as soon as possible and lasting for thirty days. The motion was seconded by Alderman Janice Butler.

Roll Call Vote:

Alderman Stan Robinson no Alderman Kyle Schultz no

Alderman Ashley Long yes Alderman Janice Butler yes this is a tie the Mayor will now break the tie. Mayor Crosswhite voted yes a special meeting is set for Wednesday November 25 at 6:00pm to pass the Mask Mandate Ordinance.

Maintenance Department: John Gingerich told the Council All Clear did more sewer work when they were in Sturgeon then they originally planned on now the invoice is for \$33,750.00. He would like Council to vote to pay them the money for the extra work they did. Alderman Stan Robinson made a motion to pay All Clear \$33,750.00 for the work they did. The motion was seconded by Alderman Kyle Schultz with four in favor.

He also asked that Council make a motion to let him go out for bids for dress up work. Alderman Kyle Schultz made a motion to go out for bids for dress up work. The motion was seconded by Alderman Stan Robinson with four in favor.

He also wanted to say a special thanks for all who helped with the new road to the burn pile. Darrin Arends, Zane Arends, Stan Robinson for all the work they did and all the equipment they let the City borrow.

He also said he did take a lot a scrape to the have it recycled and they got a check for \$1,864.20.

Police Department: Sergeant David Kelb gave his police report and asked if there were any questions.

Approval of the Regular Open and Closed Meeting Minutes October 26, 2020.

Alderman Stan Robinson made a motion to accept the Regular Open and Closed Meeting Minutes October 26, 2020. The motion was seconded by Alderman Ashley Long with four in favor.

Approval of the monthly expenditures and to pay all bills prior to the next meeting.

Alderman Ashley Long made a motion to approve the monthly expenditures and to pay all bills prior to the next meeting. The motion was seconded by Alderman Stan Robinson with four in favor.

The Mayor did explain we needed to update the Purchasing Policy and Guidelines Section 3.7 this will enable the City to work directly with Regional Planning Commission.

Alderman Ashley Long made a motion to update the Purchasing Policy and Guidelines Section 3.7. The motion was seconded by Alderman Janice Butler with four in favor.

Along with this the City needs to pass the Resolution 11-2020. A Resolution to engage Mid-Missouri Regional Planning Commission to perform grant administration services on the community development block grant, residential demolition project for the City of Sturgeon, Missouri.

Alderman Ashley Long made a motion to pass Resolution 11-2020 the motion was seconded by Alderman Stan Robinson with four in favor.

Pay Star online payment button is now on the web site the staff is now learning to use the Pay Star program.

Sewer Line Easement for proposed barber shop is now in Damon Robinson hands and he is reviewing the document. Once it is reviewed than it will be signed and recorded.

Open and Review request for proposals-CDBG Demo Grant Asbestos Inspection

City of Sturgeon Request for Proposals Asbestos Inspection Service

The City of Sturgeon requests proposals for a Missouri certified asbestos inspector to assist in a demolition project to be funded in part with a Community Development Block Grant. The project consists of the demolition of nine vacant dilapidated residential structures:

1. 415 East Smith
2. 200 East Canada
3. 105 West Patton
4. 202 East Rollins
5. 307 West Smith
6. 109 North Rochford
7. 204 East Davis
8. 214 East Davis
9. 209 West Wall

Maps identifying the locations of the structures and pictures of the structures can be seen at the City Office in Sturgeon.

Inspection services shall include the identification of any and all materials that may need abatement and proper disposal to conform to all applicable Missouri Department of Natural Resources (MO DNR) regulations.

Information provided to the city must include:

1. The specialized experience and technical competence of the firm with respect to asbestos assessment and inspection services and related work. The firm must be currently licensed and remain licensed with MO DNR until project completion.
2. Past performance of firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules.
3. Knowledge of and compliance with MO DNR, reporting, and notification documents.
4. Cost of services should be calculated on a per unit basis.
5. References from previous clients of related work with the firm within the past five years.
6. Copy of current MO DNR Asbestos Inspection license

Alderman Ashley Long made a motion to approve the monthly expenditures and to pay all bills prior to the next meeting. The motion was seconded by Alderman Stan Robinson with four in favor.

The Mayor did explain we needed to update the Purchasing Policy and Guidelines Section 3.7 this will enable the City to work directly with Regional Planning Commission.

Purchasing Policy & Guidelines for the City of Sturgeon

1. Goals

This policy has been designed to ensure that the guidelines set by the Board of Aldermen with regard to the expenditure of public funds are met by all City departments. If these policies are adhered to, the City will receive the maximum value for each public dollar spent.

The basic goals of the City's purchasing policy are:

- To comply with the legal requirements of public purchasing;
- To assure vendors that impartial and equal treatment will be afforded to all who wish to do business with the City;
- To receive maximum value for each public dollar spent;
- To provide City departments with required goods and services at the time and place needed in the proper quantity and quality;
- To purchase only goods and services for which funds have been approved.

If the procedures and guidelines established in this policy are followed, each department will efficiently manage, control and plan their available resources to meet present and future departmental needs and help the City meet these goals.

2. General Guidelines

These general guidelines should be considered administrative rules and regulations, and are to be adhered to by all departments in the procurement of goods and services. The City Clerk should be responsible for overseeing the application and adherence to this policy and will issue clarifications as needed.

- 2.1 Local Buying - It is the desire of the City to purchase from local vendors whenever possible. This can be accomplished by ensuring that local vendors are included in the competitive bid process. The City of Sturgeon has a responsibility to its residents to ensure that the maximum value is obtained for each public dollar spent. The departments shall identify local vendors who offer the particular goods or services being sought, and those local vendors shall be placed on the vendor list maintained in each department.
- 2.2 Planning - Planning for purchases shall be done on both a short-term and long-term basis. Planning will cut down on the number of trips required to obtain materials and minimize the amount of clerical and supervisory time spent on documenting purchases. The purchasing process begins with the preparation of the annual budget.
- 2.3 Sales Tax - The City is exempt from paying all local sales tax. The City Clerk's office can provide the necessary exemption documents to any vendor upon request.
- 2.4 Personal Purchases - Employees are prohibited from using their position or the City's name to purchase items for their own personal use.

3. Purchasing Guidelines

This policy establishes guidelines regulating the degree of formality to be followed in the purchase of goods and services, depending on the costs of the items to be purchased.

The Splitting of purchases into smaller orders to avoid these requirements is strictly prohibited. Good documentation and using extra caution to ensure that all vendors are treated fairly is in the City's best interest.

- 3.1 Small Purchase Procedures - \$500 or less
Department heads shall designate employees who will be allowed to make purchases and to provide internal control procedures to ensure that all purchases are for legitimate public purposes and that purchases are accounted for. Department heads may place restrictions on employee's authority to purchase items.
- 3.2 Informal Purchase Procedures - \$501 to \$4,999
Department heads must obtain three (3) or more quotations for the goods or services required that will cost \$501 - \$4,999. Quotations can be done by 1 of 4 options: telephone, email, mail or fax. Bids received from vendors must be in written form and returned to the department by mail, fax or email. Informal written bids do not require formal advertising and a public notice of bid opening shall not be required. The department head will approve the purchase awarding it to the lowest responsible bidder. A contract must be obtained between the vendor and City prior to obtaining any goods or service, such contract shall be provided and reviewed by the City Clerk or City Attorney.
- 3.3 Formal Bids - Purchases \$5,000 and above
Department heads anticipating the purchase of goods or services exceeding \$5,000 in value shall prepare specifications based upon standards appropriate to meet the City's needs and following the formal bid process. Bids must be submitted on forms prepared by the departments.

The award will normally be made to the low bidder meeting specifications. However, there may be instances when accepting the low bid is not in the best interest of the City. When such a situation arises, it is incumbent upon the department head to thoroughly document the reasons why the low bidder should be disqualified or not selected. The City reserves the right to select a vendor based upon past service and experience with the vendor. A contract must be obtained between the winning vendor and City prior to obtaining any goods or service, such contract shall be provided and reviewed by the City Clerk or City Attorney.

- 3.4 Formal Bid Process
Upon the approval of the Board of Aldermen, the department will prepare and mail to qualified vendors the bid package consisting of an invitation to bid, specifications, and bid form.

The City Clerk will prepare the bid notice and publish it in a local newspaper. All bid notices shall explicitly indicate that the City reserves the right to accept or reject any bid when it is determined in the best interest of the City to do so. All bids shall be sealed and filed with the City Clerk at or prior to the time on the date stated in the notice. Formal bids will only be accepted in a sealed envelope or package. Formal bids will not be accepted by fax, email or any other electronic means except in extreme circumstances.

All bids shall be opened at the specified time designated on the date stated in the bid notice and shall be publicly read by the Mayor or his/her designee. Any bids arriving after the designated bid opening day and time will be noted and the bid will remain unopened. The department from which the bid invitation was issued will be responsible to have one person from that department attend the bid opening to witness and record the bids as they are opened and read. The City Clerk will prepare a written tabulation of all bids.

3.5 Bid Evaluation Process

Initial evaluation of bids received, whether oral or written, shall be conducted by the Board of Aldermen. The Board of Aldermen shall:

- Determine acceptability of bids received. Examine the ability, capacity and skill of the bidder to perform the contract or provide the service required;
- Review the quality of performance of previous contracts or services;
- Verify bid bond included (if required);
- Verify required information, i.e. literature, samples, etc provided
- Determine lowest and best bid meeting specifications;
- Determine the ability of the bidder to provide future maintenance and service for the use of the contract subject

No bid award on purchases over \$5,000 is final until formally approved by the Board of Aldermen.

3.6 Emergency Purchases

The bid procedures outlined in this policy may be waived under emergency conditions when the department operations would be severely hampered. When the need for an emergency purchase occurs, the department head will notify the Mayor who will give verbal approval of the transaction and furnish advice as to the best source of the item(s) sought. The Mayor is authorized to order emergency purchases up to a limit of \$10,000. Any emergency purchases exceeding that amount will require the verbal consent of two aldermen.

3.7 Notwithstanding other terms and provisions of this Purchasing Policy and Guideline to the contrary, the City may contract directly with a Regional Planning Commission with which the City is a member for various services that are offered by the Regional Planning Commission in an amount less than \$25,000 without following formal bidding or receiving other quotations upon majority approval of the Board of Aldermen

4. Cooperative Procurement Programs

Department heads are encouraged to use cooperative purchasing programs sponsored by the State of Missouri. Cooperative purchasing can prove advantageous to the City by taking advantage of the large quantity purchases made by State government. Purchases made through these programs have met the requirements of competitive bidding and require the approval of the department head and mayor. Department heads are encouraged to check with the State regarding cooperative procurement contracts in effect prior to making any large purchases.

A current list of all commodities and products available on the State Cooperative Purchasing Program is available on line at www.oa.mo.gov/purch. Departments are also authorized to purchase items from the State Surplus Property unit in Jefferson City.

5. Professional Services

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, engineers, certified public accountants, planners and other professional people who, in keeping with the standards of their discipline, will not enter in to a competitive bidding process.

A Request for Proposal (RFP) can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. When an RFP for professional services is approved, a limited number of qualified professionals known to the City will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City's needs. In securing professional services, it is the primary goal of the City to obtain the services of a professional who has a proven record of providing, in a professional way, those services required. A contract will be negotiated with the professional deemed to best meet the City's needs.

This policy and procedure was adopted by the Board of Aldermen on November 23, 2020 and will remain in effect until amended or cancelled by action of the Board of Aldermen. A copy of this policy shall be retained on file by the City Clerk's office and a copy was provided to each city department.

The Mayor called for a motion to approve the Purchasing Policy & Guidelines for the City of Sturgeon. Alderman Ashley Long made a motion to approve the Purchasing Policy & Guidelines for the City of Sturgeon. The motion was seconded by Alderman Janice Butler with four in favor.

Approve the Resolution to denote our selection of Grant Administrator for the CDBG Demo Grant

RESOLUTION 11-2020

A RESOLUTION TO ENGAGE MID-MISSOURI REGIONAL PLANNING COMMISSION TO PERFORM GRANT ADMINISTRATION SERVICES ON THE COMMUNITY DEVELOPMENT BLOCK GRANT, RESIDENTIAL DEMOLITION PROJECT FOR THE CITY OF STURGEON, MISSOURI

WHEREAS, the City of Sturgeon has requested that the Mid-Missouri Regional Planning Commission assist the City in the completion of the Missouri Department of Economic Development, Community Development Block Grant for the Residential Demolition Project; and

WHEREAS, being a recipient of a Community Development Block Grant entails significant state and federal regulatory compliance on the part of the City; and

WHEREAS, the Community Development Block Grant Program requires the designation of a Project Administrator to assist with this compliance; and

WHEREAS, the Community Development Block Grant Program will provide the source of funding to pay for grant administrative services; and