

## **Sturgeon Board of Aldermen 11/23/20 Meeting Agenda**

**The City of Sturgeon will hold a public hearing on November 23, 2020 at 5:30pm at 303 East Station Drive To discuss the City's submission of an application for the fiscal year 2020 Community Development Block Grant (CDBG)**

**The City is proposing to demolish nine vacant and dilapidated residential structures. This hearing will start at 5:30 pm**

**Needs for Assessment for CDBG Demo Grant**

**Board of Alderman Regular Open Meeting**

**6:00pm**

**November 23, 2020 303 East Station Drive**

**Roll Call:**

**Mayor Steve Crosswhite –**

**Alderman Ashley Long -**

**Alderman Janice Butler -**

**Alderman Kyle Schultz –**

**Alderman Stan Robinson-**

**Mayor Steve Crosswhite will now lead the pledge of Allegiance**

**Guest:**

**Maintenance Department:** John Gingerich

**Police Department:** Sergeant David Kelb

**Minutes & Expenditures:**

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

Alderman \_\_\_\_\_ made a motion to accept the Regular Open and Closed Meeting Minutes October 26, 2020. The motion was seconded by Alderman \_\_\_\_\_ with \_\_\_\_\_ in favor.

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

Alderman \_\_\_\_ made a motion to approve the monthly expenditures and to pay all bills prior to the next meeting. The motion was seconded by Alderman \_\_\_\_ with \_\_\_\_ in favor.

**Old Business:**

CDBG Demo Update

Pay Star online payment button

Sewer Line Easement for proposed barber shop

**New Business:**

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

Discussion Regarding Mandatory Mask Requirement City Wide

Amend Purchasing Policy & Guidelines for the City of Sturgeon

## **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.oe.mo.gov/purch](http://www.oe.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 \_\_\_\_\_ made a motion to approve the Purchasing Policy & Guidelines for the City of Sturgeon. The motion was seconded by Alderman \_\_\_\_\_ with \_\_\_\_\_ 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

WHEREAS, the City of Sturgeon, is a dues paying member of the Mid-Missouri Regional Planning Commission; and

WHEREAS, the Mid-Missouri Regional Planning Commission is assisting the City in the completion of its Residential Demolition Community Development Block Grant Application;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Alderman of the City of Sturgeon hereby authorize the Mid-Missouri Regional Planning Commission to conduct all necessary grant administrative services required under the Community Development Block Grant, Residential Demolition Project for the lump sum amount of \$14,150.00
2. The foregoing authorization is contingent upon the City of Sturgeon being awarded a Community Development Block Grant for the Residential Demolition Project.

Adopted this 23rd day of November 2020

Mayor called for a motion to approve Resolution 11-2020. A Resolution to engage mid-Missouri Regional Planning Commission to Perform Grant Administration services on the Community Development Block Grant. Alderman \_\_\_\_\_ made a motion to approve Resolution 11-2020. The motion was seconded by Alderman \_\_\_\_\_ with \_\_\_\_\_ in favor.

Review working budget for the CDBG project

**Parks & Trees Board:**

**Fair Grounds Board:**

**Cemetery Committee:**

Jodie Rush and Chris Watson

**Planning & Zoning Commission:**

Mike Jacoby

**Recreation Center Board:**

Johnny Robinson

**City Clerk Donna Tracy:** Updates

**City Attorney Jackie Rodgers:** Updates

**Alderman Janice Butler:** Updates



**Alderman Kyle Schultz:** Updates

**Alderman Stan Robinson:** Updates

**Alderman Ashley Long:** Updates

**Mayor Steve Crosswhite:** Updates

Alderman \_\_\_\_ made a motion to adjourn seconded by Alderman \_\_\_\_\_ with all \_\_\_\_\_ in favor.

Meeting Ended: \_\_\_\_\_pm

Minutes Approved on:

ATTEST:

City Clerk Donna Tracy

Mayor Steve Crosswhite

The news media may obtain copies of this notice by contacting:

Donna Tracy, City Clerk 303 E Station Dr. Sturgeon Missouri 65284