



**CITY OF ASHLAND  
815 EAST BROADWAY  
(SOUTHERN BOONE FIRE DISTRICT TRAINING FACILITY)  
ASHLAND, MO. 65010  
BOARD OF ALDERMEN AGENDA  
TUESDAY, DECEMBER 17, 2019  
7:00 P.M.**

Call regular meeting to order

Pledge of Allegiance

Roll Call

**CONSENT**

1. Consideration of the 12-17-2019 agenda: **Action:** \_\_\_\_\_
2. Consideration of the 12-03-2019 meeting minutes: **Action:** \_\_\_\_\_

**PUBLIC COMMENTS**

3. Anyone wishing to appear before the Board

**APPOINTMENTS**

4. Appoint Sub-Committee for Liberty Landing Subdivision
5. Appoint Downtown Beautification Committee: Lonna Trammel (SBEDC), Dawn Sapp (Schools), Tracy Titman (Chamber of Commerce), Tracy Banning (Parks and Recreation Board)

**COUNCIL BILLS**

6. Council Bill No. 2019-047, an ordinance repealing Chapter 7, Selection of Professional Services, Procurement, conflict of interest in its entirety and enacting a new Chapter 7, Selection of Professional Services, Procurement, conflict of interest of the City of Ashland Code. First reading by title only. **Action:** \_\_\_\_\_
7. Council Bill No. 2019-048, an ordinance approving the final plat of Forest Park Plat 1-A. First reading by title only. **Action:** \_\_\_\_\_

**ORDINANCES**

8. None

### RESOLUTIONS

9. A Resolution of the Board of Aldermen of the City of Ashland, Missouri, approving the legislation supporting the passage of House Bill No. 1601-Transient Guest Tax.

**Action:** \_\_\_\_\_

10. A Resolution authorizing the City Administrator to contract with Spectrum to provide the necessary telecommunications connection for the Waste Water Treatment Plant for internet and phone service. **Action:** \_\_\_\_\_

### OTHER

11. None

### DISCUSSION

12. None

### REPORTS

13. Mayor's Report

14. City Administrator's Report

15. Public Works Director Monthly Report

16. Police Chief's Report

17. City Attorney's Report

18. Board of Aldermen's Report

19. Vote to adjourn the meeting

The City of Ashland wants to make certain our meeting is accessible to all citizens. If you require any accommodations (signing, interpreter, translator, etc.) that we do not normally have at our meetings, please let Darla Sapp, City Clerk know of your needs. (if possible 48 hours in advance of the meeting)

Posted: 12-13-2019@ 9:20<sup>am</sup> 

City Hall and website: [www.ashlandmo.us](http://www.ashlandmo.us)

TUESDAY, DECEMBER 03, 2019  
BOARD OF ALDERMEN MINUTES  
7:00 P.M.

**DRAFT COPY NOT APPROVED BY BOARD**

Mayor Pro-tem Bronson called the regular meeting to order at 7:00 p.m. on December 03, 2019 at 815 East Broadway, Ashland, Missouri.

Mayor Pro-tem Bronson led in the pledge of allegiance.

Mayor Pro-tem Bronson called the roll:

Ward One: Leslie Martin-here, Danny Clay-here  
Ward Two: Jesse Bronson-here, Richard Sullivan-here  
Ward Three: Rick Lewis-here, Jeff Sapp-here

Mayor Rhorer was absent.

Staff Present: Darla Sapp, City Clerk, Lyn Woolford, Police Chief, Tony St. Romaine, City Administrator and Jeffrey Kays, City Attorney.

Mayor Pro-tem Bronson presented the agenda of December 03, 2019 for consideration. Alderman Sapp made motion and seconded by Alderman Clay to approve the agenda as presented. Mayor Pro-tem Bronson called for the vote. Motion carried.

Mayor Pro-tem Bronson presented the minutes of November 19, 2019 Board meeting for consideration. Alderman Sapp made motion and seconded by Alderman Clay to approve the minutes with the correction on page 3 that he should be included in the Mayor's statement "about the walkthrough that Alderman Sullivan and Alderman Lewis with the property owners on their concerns in Liberty Landing Subdivision with Mr. Martin." Mayor Pro-tem Bronson called for the vote with the correction. Motion carried.

Mayor Pro-tem Bronson asked if anyone wishing to appear before the Board to come to the podium and state their name and place of residence on any subject. He stated this is the only public speaking portion of the meeting. No one came forth.

Mayor Pro-tem Bronson reported under appointments is to appoint a sub-committee for Liberty Landing Subdivision. He asked that this be tabled until the Mayor was present. Alderman Sapp made motion and seconded by Alderman Clay to table this until the next meeting on the 17th. Mayor Pro-tem Bronson called for the vote. Alderman Sapp-aye, Alderman Sullivan-aye, Alderwoman Martin-aye, Alderman Clay-aye, Alderman Lewis-aye. Motion carried.

Mayor Pro-tem Bronson presented Ordinance No. 1278 for consideration. Alderman Sapp made motion and seconded by Alderman Clay to take up Ordinance No. 1278, an ordinance approving the final plat for Eagle Lakes Plat 4A. Mayor Pro-tem Bronson called for questions or comments. Alderman Sapp reported this is the second reading and was been recommended for approval by the Planning and Zoning Commission. Mayor Pro-tem Bronson called for the vote. Alderman Lewis-aye, Alderman Clay-aye, Alderwoman Martin-aye, Alderman Sullivan-aye, Alderman Sapp-aye. Motion carried.

Mayor Pro-tem Bronson presented a Resolution authorizing the approval of a contract with Axon Enterprises, Inc. Alderman Clay made motion and seconded by Alderman Sapp to take up a Resolution authorizing the approval of a contract with Axon Enterprises, Inc. Mayor Pro-tem Bronson called for questions or comments. Chief Woolford stated this is a five-year contract renewal for the body camera

licensing and cloud storage. He stated this collects police/citizen interactions for transparency and accuracy. He stated this hardware and cloud storage is used daily. He stated the cost is \$3,774.00 annually for the next five years. Chief Woolford informed the Board these recordings are used for training, response to complaints and evidence in court. Alderman Sapp stated this seems user friendly. Mayor Pro-tem Bronson called for the vote. Alderwoman Martin-aye, Alderman Sullivan-aye, Alderman Sapp-aye, Alderman Clay-aye, Alderman Lewis-aye. Motion carried.

Mayor Pro-tem Bronson presented a Resolution approving Change Order 4 for McClanahan Construction., Inc. for the wastewater treatment facility. Alderman Sapp made motion and seconded by Alderman Clay to take up a Resolution approving Change Order 4 for McClanahan Construction., Inc. for the wastewater treatment facility. Mayor Pro-tem Bronson called for questions or comments. Tony St. Romaine, City Administrator reported he met with Patrick McClanahan and the project manager yesterday at the wastewater treatment facility. He gave an update on the progress. He stated the extension is for the contract since they had unusually wet 2019 spring season. He reported the plant is nearing completion and training for the plant operations will be taking place in early January. He stated they are having difficulty getting internet to this site. He stated he is working to get cost estimates from CenturyTel and Socket. He stated Charter did a cost survey of \$16,000.00 to get fiber to the site. He stated his goal is to get this installed by January 20, 2020. Tony St. Romaine stated they would touring Brookfield wastewater treatment facility next week. He stated they would see what staffing is required. He reported that Alliance Water Resources has not replaced Russell Gerling yet and he reported that Mark would be retiring in February, 2020. He stated he is getting concerned. The Board discussed this. Mayor Pro-tem Bronson called for the vote. Alderman Lewis-aye, Alderman Clay-aye, Alderwoman Martin-aye, Alderman Sullivan-aye, Alderman Sapp-aye, Alderman Bronson-aye. Motion carried.

#### Mayor's Report:

Mayor Rhorer was not present.

#### City Administrator's report:

Tony St. Romaine reported he put a copy of his report in the packet of the project list with fifty-six items on it. He asked the Board to review this and see if they want to add anything or change the priority. He stated some items they are holding because they have a financial impact and would be discussed during the budget process. He stated they are working on a capital improvement plan as well.

Tony St. Romaine stated he received a phone call from a resident that is concerned about parking in front of post office. He stated he had a complaint of people parking there all day and taking up spaces so it makes it difficult to park and get to the post office. Lyn Woolford, Police Chief reported we have already voted to on time limit for two parking spaces in front of the post office by ordinance and are waiting on signage to be installed by the Public Works Department.

#### Police Chief's monthly report:

Chief Woolford gave an overview of October summary reports for incidents, arrest, traffic enforcement and code enforcement. He reported a stolen skid steer from Martin Equipment and an elderly resident scam of \$90,000.00. He reported he couldn't be nominated for America's Favorite Crossing Guard since he previously won it. Alderman Lewis stated he checked the website and there is someone nominated from Southern Boone Schools. He gave an overview of the U.S. 63 Intersection Safety Improvements Focus Group Meeting. He reported recommended fixes would be to close all crossovers, intersections will become right in, right out, acceleration/deceleration lanes will be added, no "J" turns planned between Route H and Ashland exit and this is scheduled for fiscal year 2021 which begins July 1, 2020. He stated the Bullard's and several farmers are not happy about this. He stated this would move more traffic congestion into Ashland. He stated the farm equipment would be a great concern as well. He stated no

solutions were given for these major concerns. He gave an overview of the police staffing, recertification and training.

City Attorney's Report:

Jeff Kays did not have a report.

Board of Aldermen's Reports:

Alderman Sullivan reported he had some complaints on Sunset Meadows entrance needing street repairs. It was reported that James Creel, Public Works Supervisor has this on the list of repairs needed. Also discussed was 5850 Charlotte Drive complaint of utility company tearing up sod in their yard. Tony St. Romaine stated he gave the contact information of Socket to the property owner to call and see if they can get this taken care of.

Alderman Sapp thanked Meco for the cookies tonight. He reported a spam e-mail incident on the city e-mail account.

Alderman Bronson reported the tree lighting is this Friday night at 6:00 p.m.. He commented on outdated commercial footage from three years ago that is currently promoting Ashland.

Alderman Sapp made motion and seconded by Alderman Clay to adjourn the meeting. Mayor Pro-tem Bronson called for the vote. Motion carried.

Darla Sapp, City Clerk

Jesse Bronson, Mayor Pro-Tem



# City of Ashland

109 East Broadway, Ashland, Missouri 65010

**Department Source:** City Administrator

**To:** Board of Alderpersons

**From:** Tony St Romaine

**Board Meeting Date:** December 17, 2019

**Re:** Amendments to Chapter 7 of the City Code of Ordinances

**EXECUTIVE SUMMARY:** Staff has prepared for Board consideration several recommended changes to Chapter 7 of the City's Code of Ordinances for the Selection of Professional Services, Procurement, and Conflict of Interest. New language in the attached revisions are shown as **Bold, Underlined**, and deletions are shown as ~~strikethrough~~.

**DISCUSSION:** The intent of these changes is to add several new sections that are needed including:

- Use of a Request for Proposals process
- Use of Procurement Cards
- Preference for Recycled & Environmentally Preferable Products
- Establishing a Debarment Process for Vendors
- Contracts involving Hazardous Materials
- Sale, Trade or Lease of Real Property
- Inventory of Fixed Assets

In addition, changes were made to clearly establish purchasing thresholds, i.e. when bids are required (open market, informal, formal advertised), and to raise the spending limit of administrative supervisory personnel from \$500 to \$1,000. Anything over that limit will require approval of the City Administrator. Budgeted funds must always be available to initiate a purchase. Approval for spending above budgeted limits will require the approval of the Board of Aldermen.

**FISCAL IMPACT:**

Short Term Impact (cost proposed legislation the next 2 years): None

Long Term Impact: None

**SUGGESTED BOARD ACTION:**

Staff recommends approval of the changes to Chapter 7 of the City's Code of Ordinance.

AN ORDINANCE REPEALING CHAPTER 7, SELECTION OF PROFESSIONAL SERVICES, PROCUREMENT, CONFLICT OF INTEREST IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 7, SELECTION OF PROFESSIONAL SERVICES, PROCUREMENT, CONFLICT OF INTEREST OF THE CITY OF ASHLAND CODE

WHEREAS, the City Administrator has reviewed Chapter 7, Selection of Professional Services, Procurement, Conflict of interest of the City of Ashland Code and has recommended the Board of Aldermen to rescind this Chapter in its entirety; and

WHEREAS, the City Administrator has created a new Chapter to be known as Chapter 7; Selection of Professional Services, Procurement, Conflict of Interest of the City of Ashland Code and has recommended to the Board of Aldermen to adopt the new chapter in its entirety; and

WHEREAS, the Board of Aldermen has reviewed the ordinance to be known as Chapter 7, Selection of Professional Services, Procurement, Conflict of interest.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND, MO. AS FOLLOWS:

Section 1. The Board of Aldermen hereby repeals Chapter 7, Selection of Professional Services, Procurement, Conflict of interest in its entirety.

Section 2. The Board of Aldermen hereby adopts the attached Chapter 7, Selection of Professional Services, Procurement, Conflict of interest to be marked as Exhibit "A".

This ordinance shall be in full force and effect from and after its passage and approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Gene Rhorer, Mayor

Attest:

\_\_\_\_\_  
Darla Sapp, City Clerk

Certified as to correct form:

\_\_\_\_\_  
Jeffrey Kays, City Attorney

**CHAPTER 7**  
**SELECTION OF PROFESSIONAL SERVICES**  
**PROCUREMENT, CONFLICT OF INTEREST**  
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**(UPDATED 12-22-14 12-17-2019)**

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**CHAPTER 7  
SELECTION OF PROFESSIONAL SERVICES  
PROCUREMENT, CONFLICT OF INTEREST**

**Article I. General**

**7.005. Definitions**

As used in this chapter, unless the context specifically requires otherwise:

- (1) "Agency" means each agency of the state and each agency of a political subdivision thereof authorized to contract for architectural, engineering and land surveying services;
- (2) "Architectural services" means any service as defined in section 327.091, RSMo;
- (3) "Engineering services" means any service as defined in section 327.181, RSMo;
- (4) "Firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying and provide said services;
- (5) "Land surveying services" means any service as defined in section 327.272 RSMo.
- (6) "Project" means any capital improvement project or any study, plan, survey or program activity of a state agency or political subdivision thereof, including development of new or existing programs. (State law reference 8.287)

**7.010. Preference to be given to Ashland and Missouri Products**

1. In making purchases the City, or any department or employee thereof shall give preference to all commodities manufactured, mined, produced or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals, when quality is equal or better and delivered price is the same or less.
2. In making purchases the City, or any department or employee thereof shall give preference to all commodities manufactured, mined, produced or grown within the City of Ashland and to all firms, corporations or individuals whose place of business is located within the city limits of Ashland when quality is equal or better and delivered price is not more than ten percent (10%) higher. To be considered as having a place of business within the city limits, the firm, corporation or individual must be able to demonstrate a substantial and continuing business presence within the city.

**7.015. Bid Proposals, Form**

All requests for bids and proposals for supplies to be purchased shall be made in general terms and by general specifications and not by brand, trade name or other individual mark, provided such article to be purchased can be definitely described

without the designation of such brand, trade name or other individual mark. All such requests and bids shall contain therein a paragraph in easily legible print, reading as follows: "By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and additional preference shall be given to commodities manufactured, mined, produced or grown within the City of Ashland and to all firms, corporations or individuals whose place of business is located within the city limits of Ashland."

#### **7.020. Roster of consultants**

1. The City Clerk will maintain a roster, classified by category of professional service, of qualified firms interested in performing professional services for the City. Names of firms will be placed on the roster upon their request, at the request of the Mayor or members of the Board of Aldermen, or when recommended by City departments.
2. Each firm meeting the following minimum qualifications shall be deemed to be a qualified firm and meeting the qualifications of the City.
  - a. Duly authorized to conduct business in the State of Missouri in their particular profession.
  - b. Professional registration by the State of Missouri, if required.
  - c. At least one staff professional assigned to each project. Adequacy of personnel will be determined on a contract-by-contract basis against the City's estimate of manpower required to perform the work in the desired time frame.
3. Each firm listed on the roster shall be responsible for maintaining a current resume describing its qualifications and experience with the City Clerk.

Data which should be included is as follows:

- a. Firm name, address, and telephone numbers.
- b. Year established and former firm names (if applicable)
- c. Types of services for which it is qualified.
- d. Names of principals of the firm and states in which they are registered, if registration is required in that profession.
- e. Names of key personnel, with experience of each and length of time in the organization.
- f. Number of staff available for assignment.
- g. Outside consultants and associates usually retained.
- h. Current projects underway and estimated cost of each.

### **7.025. Bidding Procedure for construction projects**

1. Competitive bids shall be required on all construction contracts for which more than ~~Two~~ **Five** Thousand and no/100 Dollars (\$~~2~~**5**,000.00) has been extended and prior to the hour designated for the opening of bids.
2. Bids may be submitted at any time after the project has been officially advertised or invitations extended and prior to the hour designated for the opening of bids.
  - A. Bids submitted may be withdrawn or changed at any time before the official opening.
  - B. No changes shall be permitted after bids have been opened.
  - C. Bids shall be submitted on the proposal/bid form with all accompanying papers placed in a sealed envelope addressed to the City Administrator or other person authorized to receive same and endorsed with the bidders name and title of the project.
  - D. All bids will be opened by the City Administrator or other person authorized to receive same and read aloud publicly at the proper time so that all bidders and others interested may be present as witnesses and/or to tabulate amounts.
3. After the bids have been read, the City Administrator or other person authorized to receive same shall prepare a compilation of the bids to provide to the Board of Aldermen, who shall determine to whom the bids is to be awarded. If the City has retained an engineer or other consultant in connection with the contract, that individual shall be consulted in preparing the compilation.

## **Article II. Professional Services**

### **7.100. Policy on contracts for architectural, engineering, land surveying services**

It shall be the policy of the City of Ashland to negotiate contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices.

### **7.105. City to be furnished statement of firms qualifications and performance data**

Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, the City shall encourage firms engaged in the lawful practice of their professions to annually submit a statement of qualifications and performance data to the City. Whenever a project requiring architectural, engineering or land surveying services is proposed, the City shall evaluate current statements of

qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project. In evaluating the qualifications of each firm the City shall use the following criteria:

- (1) The specialized experience and technical competence of the firm with respect to the type of services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- (4) The firm's proximity to and familiarity with the area in which the project is located.

#### **7.110. Negotiation for contract**

1. The City shall list three highly qualified firms. The City shall then select the firm considered best qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected.
2. For a basis for negotiations the City shall prepare a written description of the scope of the proposed services.
3. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The City shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the second firm, negotiations with such firm shall be terminated. The City shall then undertake negotiations with the third qualified firm.
4. If the City is unable to negotiate a contract with any of the selected firms, the City shall reevaluate the necessary architectural, engineering or land surveying services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the provisions of this chapter.

#### **7.120. State law not applicable**

The City hereby adopts the procedure set forth in this chapter in lieu of the procedures set forth in sections 8.285 to 8.291 RSMo. **The City recognizes that bids and proposals being sought using federal or state funds may require terms and conditions that conflict with this chapter. In those cases, the federal and/or state terms and conditions will apply.**

#### **7.125. Prohibition against contingent fees**

1. Each contract entered into by the Board of Aldermen for professional services shall contain a prohibition against contingent fees as follows:

“No firm shall retain a person to solicit or secure a city contract for professional services upon an agreement or understanding for a commission, percentage, brokerage, or

contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.”

2. For the breach or violation of the foregoing provision, the Mayor and Board of Aldermen shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

#### **7.130. Waiver**

The Mayor and Board of Aldermen may waive any and all afore-mentioned procedural requirements in the best interests of the City.

#### **7.135. Accounting and Legal Services**

Nothing in this Chapter shall be construed as to require competitive bidding for accounting or legal services.

#### **7.140. Purchasing of insurance policies, competitive bidding, when, renewal between bidding periods deemed extension**

Any other law to the contrary notwithstanding, no contract shall be entered into by the City to purchase any insurance policy or policies unless the contract is submitted to competitive bidding at least every six years and the contract is awarded to the lowest or best bidder. The renewal of any insurance policy during any period between submissions of the contract to competitive bidding shall not constitute a separate and distinct contract for the time covered by the renewal but shall be treated only as an extension of an existing contract. (State law reference 376.696 RSMo.)

#### **7.145. Depository for city funds, how selected**

Boards of Aldermen in cities of the fourth class, at their first regular meetings in the months of January, April, July and October of each year, may select a depository for the funds of their respective cities, for the length of time and under the rules and regulations that are provided as prescribed by ordinance therefore. The rights and duties of the parties to the depository contract are as provided in section 110.010, RSMo. The deposits shall be secured by deposit of securities as required by sections 110.010 and 110.020, RSMo. The depository shall be a banking institution doing business within the city. If such depository cannot be selected, or such satisfactory arrangements made, the boards of aldermen may invest the moneys upon the terms and under the conditions provided by law for the loaning of county and school moneys. (amended Council Bill No. 2008-037, 9-02-08)

### Article III. Procurement of Property, Equipment, or Materials

#### 7.200. Advertisement for bids required when

All purchases of ~~personal property~~ **supplies, materials, equipment or services** by the City shall be by competitive bid, except that purchases of less than Five Thousand Dollars (\$5,000.00) may be made on the open market. If the cost of any such ~~personal property~~ **purchase** is expected to be over Five Thousand Dollars (\$5,000.00) **but less than Seven Thousand Five Hundred Dollars (\$7,500.00)** then price quotes shall be informally solicited from at least three prospective suppliers, and such quotes shall be recorded and retained in the City's records for a period of five years. If the cost of any such ~~personal property~~ **purchase** is expected to exceed ~~Six~~ **Seven** Thousand **Five Hundred** Dollars (\$**6,7,500.00**), then advertisements for bids shall be inserted at least one (1) time in a newspaper of general circulation in the City of Ashland, Missouri, to appear at least one (1) week before such bids are to be opened, and bids shall also be solicited by mail from prospective suppliers. In all cases, the purchase shall be made from the lowest and or best bidder, except that the City shall have the right to reject any or all bids and then either solicit new bids or, in the case where a better price may be obtained on the open market, make the purchase on the open market, except that purchases from other government entities under the State Surplus Property Law and purchases found by the Board to be needed on an emergency basis, need not be competitively bid. (amended Ordinance No. 1009 12-02-14)

#### 7.205. Authorization for purchases

1. Any City official, officer or employee will be reimbursed for any purchase made on behalf of the City which is less than fifty dollars (\$50.00) if the City Treasurer is furnished with a receipt for the purchase promptly after the purchase and if the reimbursement is authorized by the City Administrator or an appropriate supervisor.
2. No employee of the City shall make any purchase on behalf of the City, without written authorization from the Administrative Supervisor of their Department. Administrative supervisory personnel are responsible for the proper spending of the budgets allotted to them. Department Heads must receive written approval from the City Administrator for purchases over ~~Five Hundred~~ **One Thousand** and no/100 Dollars (\$**51,000.00**).
3. The provisions of this subsection notwithstanding, the City Administrator may ~~exceed the purchase limit of Five Thousand Dollars (\$5,000.00)~~ (\$5,000.00) **enter into contracts for purchases without following a competitive bidding process or a request for proposals process** if the purchase is determined by supervisory personnel to be an emergency purchase. When an emergency purchase is made, the City Administrator will immediately submit a written report to the Mayor, Board of Aldermen **at the**

next regularly scheduled Board of Aldermen meeting. A copy of the invoice will be attached to the report and the report will explain the emergency situation in detail.

4. The Board, by Resolution, may designate those persons authorized to use charge accounts set up in the City's name. Any such Resolution shall designate the limits of the authorization. Use of charge accounts shall be subject to the provisions of subsections one and two of this section.  
(amended by Ordinance No. 1009, December 2, 2014)
5. If a project with a budget limitation is bid under this subsection and the bid of the lowest and best, responsive and responsible bidder is for more than the authorized amount, the contract may be entered into only with the specific authorization of the Board of Aldermen.
6. The total amount of all change orders executed in connection with any contract for capital or public improvements authorized by this article shall not exceed the budgeted amount without the approval of the Board of Aldermen.
7. When appropriated funds are available, the City Administrator may contract for emergency work on public improvements and for repairs of public improvements requiring prompt attention without following the competitive bidding provisions of this article.
8. The City Administrator with approval of the Board of Aldermen may establish a purchasing policy that delegates the regular purchase of goods and services to City employees subject to specific dollar thresholds and within the constraints of the approved department budget.

7.208. Bids and requests for proposals required; exceptions.

Except as otherwise provided in this article, all contracts for purchases of supplies, materials, equipment and services which have not been specifically authorized by the Board of Aldermen shall be entered into only after a competitive bidding process or a request for proposals process.

The City Administrator may enter into contracts for emergency purchases without following a competitive bidding process or a request for proposals process. "Emergency purchases" are purchases necessitated by nonrecurring emergency situations posing a substantial danger to the health, safety and welfare of the citizens or of a risk of substantial financial loss to the city unless the required supplies, materials, equipment or services are obtained as expeditiously as possible. The department head requesting an emergency purchase shall certify that the purchase is an emergency within the meaning of this section by a memorandum

which sets forth the nature of the emergency. When an emergency purchase is made, the City Administrator will immediately submit a written report to the Mayor, Board of Aldermen at the next regularly scheduled Board of Aldermen meeting. A copy of the invoice will be attached to the report and the report will explain the emergency situation in detail.

The City Administrator may enter into contracts with sole source suppliers and governmental entities without following a competitive bidding process or a request for proposals process. "Sole source suppliers" are suppliers of supplies, materials, equipment or services which are unique or which are not available from more than one (1) competitive source in the normal course of business.

The City Administrator may enter into contracts for professional and other services without following a competitive bidding process or a request for proposals process when factors such as prior experience, skills, education, local knowledge or unique knowledge are considerations in selecting the contractor. This subsection shall not apply to contracts for auditing services for the annual fiscal audit or to contracts for architectural, engineering and land surveying services.

The City Administrator is encouraged to pursue informal bidding and requests for proposals in the above categories of exceptions whenever time and business conditions permit.

#### **7.210. Cooperative purchasing**

The City Administrator or the administrator's designee is authorized to participate in cooperative purchasing programs with the United States or any agency of the United States; with the State of Missouri or any agency, municipality or political subdivision of the State of Missouri; with other states or any agency, municipality or political subdivision of any other state; or with any association of municipalities or political subdivisions; provided, that the cooperative purchasing program follows a competitive bidding process. (amended 7-15-2014, Ordinance No. 987)

#### **7.220. Request for Proposals**

The City Administrator may authorize a request for proposals process instead of a bidding process whenever the purchase of supplies, materials, equipment or services may be facilitated by such a process.

#### **7.250. Procurement Cards**

The City Administrator with approval of the Board of Aldermen may establish a procurement card policy that allows authorized card holders approved by the City Administrator to charge up to one thousand dollars (\$1,000.00) per transaction.



7.300. Recycled and environmentally preferable products.

For purposes of this section:

1. *Environmentally preferable product* means a product which by its chemical or physical nature has a less adverse impact on the environment when compared to a similar product with a different chemical or physical nature or a product whose manufacturing process is less harmful to the environment than the manufacturing process of an equivalent product.
2. *Post-consumer waste* means material generated by a consumer which has served its intended end use and has been separated or diverted from the solid waste stream for the purpose of collection, recycling and disposition.
3. *Recycled product* means a product that utilizes recycled materials or materials diverted from the waste stream, including an appropriate amount of post-consumer waste, in its manufacture and construction.

In evaluating bids and awarding contracts, the City Administrator is authorized to give preference to recycled and environmentally preferable products as follows:

1. The cost of recycled product may exceed by up to ten (10) percent the lowest priced bid on a comparable product which does not utilize recycled materials.
2. The cost of an environmentally preferable product may exceed by up to five (5) percent the lowest priced bid on a comparable product which is not environmentally preferable.

In order to qualify for recycled consideration on paper and paper products, proposed stock must meet U.S. Environmental Protection Agency recommended minimum content standards of selected papers and paper products. Standards identifying the minimum content of recovered materials and products other than paper products shall be done on a case by case basis. The City Administrator shall utilize standards established by industry organizations, federal agencies such as the Environmental Protection Agency, nationally recognized standards organizations such as the American Society for Testing and Materials and state agencies. All bidders who wish to receive a preference on products made with recycled materials must properly complete, sign and return with their bid a certification of product content.

The City Administrator is authorized to designate certain post-consumer recycled materials for use in city projects to demonstrate and encourage the use of these products. Wherever possible, markers shall be erected listing the recycled content of the products. These products shall not exceed ten thousand dollars (\$10,000.00) annually.

7.320. Debarment.

The City Administrator is authorized to debar a person from consideration for award of contracts for any of the following reasons:

1. Conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of integrity or honesty which currently, seriously and directly affects responsibility as a city contractor or vendor.
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals.
4. Deliberate failure without good cause to perform in accordance with contract specifications or within the time limit provided in the contract.
5. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one (1) or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor or vendor shall not be considered a basis for debarment.
6. The person is in arrears on any debt owed the city or has a history of being chronically in arrears on debts owed the city.
7. Any other cause so serious and compelling as to affect responsibility as a city contractor or vendor, including debarment by another governmental entity for any cause listed in this article.

The length of debarment shall not exceed three (3) years.

The City Administrator shall initiate a debarment by serving written notice of the debarment to the person the City Administrator intends to debar. The notice shall set forth the specific grounds for the debarment and advise the person of the right to appeal. The notice shall be served by registered or certified mail or by delivering a copy of the notice to the person subject to debarment or the person's agent or employee. The debarment shall take effect ten (10) days after service of the notice unless an appeal is taken to the Board of Aldermen. If an appeal is taken, the debarment shall not take effect until a final order upholding the debarment is entered by the Board of Aldermen or until the appeal is dismissed by the appellant. Within ten (10) days after service of a written notice of debarment, the person affected by the notice may file a written request for a hearing before the Board of Aldermen contesting the debarment.

The Board of Aldermen shall set the matter for hearing on the record within thirty (30) days of the receipt of a request for a hearing. At least ten (10) days notice of the hearing shall be given to the affected person and to the City Administrator. At the hearing, each party shall have the right to call and examine witnesses, introduce exhibits, cross-examine opposing witnesses and impeach any witness. Oral

evidence shall be taken on oath or affirmation. All evidence shall be suitably recorded and preserved. The technical rules of evidence shall not apply, but the Board of Aldermen may exclude evidence which is irrelevant or repetitious. Each party shall be entitled to present oral arguments or written briefs at or after the hearing.

Within ten (10) working days of receipt of the transcript of the hearing, the city shall make written findings of fact and conclusions of law and issue a final order. Findings of fact shall be based upon competent and substantial evidence found in the record as a whole. A copy of the Board of Aldermen's order, findings of fact and conclusions of law, shall be delivered or mailed to the affected person.

An appeal from the Board of Aldermen's order shall be to the circuit court pursuant to chapter 536, RSMo.

Nothing in this section shall limit the authority of the City Administrator to accept the bid which in the judgment of the City Administrator is the lowest and best bid, or to reject any or all bids or to reject a bid on grounds which could have been used to debar the bidder.

#### 7.340. Contracts involving hazardous materials.

In evaluating bids or proposals for contracts involving the transportation, handling or disposal of hazardous materials, the City Administrator and the head of the department requesting the contract shall consider the following factors:

1. The experience of the bidder in successfully completing similar projects;
2. The financial strength and stability of the bidder;
3. The ability of the bidder to provide adequate insurance to protect the city from the bidder's negligence; and
4. The history of the bidder in complying with federal and state environmental laws.

In awarding a contract involving the transportation, handling or disposal of hazardous materials, the City Administrator shall award the contract to the bidder who has been determined to be the best bidder, regardless of whether that bidder has submitted the lowest bid.

#### 7.350. Sale, trade or lease of real property.

Except as otherwise provided in this section, real property owned by the city may be sold, traded or leased only when authorized by ordinance and only after competitive bids have been obtained. The real property may be sold, traded or leased only to the person submitting the highest and best bid.

City property may be sold, traded or leased without competitive bids:

1. To any person to whom the property has a unique or enhanced value because of its accessibility, configuration, location, size or use;
2. To any adjacent property owner at fair market value as determined by an appraisal;
3. When use of the property is limited to public purposes specified by the Board of Aldermen;
4. When the sale, trade or lease is part of a settlement in a condemnation proceeding; and
5. When the Board of Aldermen determines that it is in the public interest to sell, trade or lease the property to a particular person.

Farmland owned by the city may be leased by the City Administrator with the approval of the Board of Aldermen without obtaining competitive bids and without further council authorization under the following circumstances:

1. The person seeking to lease the property conducts a farming operation adjacent to the property sought to be leased from the city;
2. The person seeking to lease the property has previously leased the property and has demonstrated good farming practices; or
3. The property was acquired by the city from the person seeking to lease the property.

#### 7.500. Fixed Asset Inventory.

Fixed assets should be capitalized only if they have an estimated life of more than 1 year following the date of acquisition and have a purchase cost of \$5,000 or more. Items which cost less than \$5,000 and/or have a life of one year or less will be expensed upon acquisition.

Purchase cost of a fixed asset includes freight, installation charges, carrying cases, adaptors and other items which are connected to the fixed asset and necessary for its operation or use.

A small tag with a fixed asset number will be issued by the City Treasurer for all items that can be reasonably tagged (physically). Said tag will be affixed to the fixed asset until such time it is declared surplus property and properly disposed of through the City Administrator as required by City ordinance.

Departments will notify the City Treasurer of any change in location or loss of a fixed asset.

Departments should exercise control over their non-capitalized fixed assets by establishing and maintaining adequate control procedures at the departmental level.

## MEMORANDUM

DATE: December 11, 2019, 2019

TO: Honorable Mayor and Board of Aldermen

FROM: Planning and Zoning Commission

RE: Recommendation from the Planning and Zoning Commission

1. The Planning and Zoning Commission recommends the approval of Forrest Park Plat 1-A for Larkin Powers, on Parcel ID # 24-600-00-03-001.00 01, to the City of Ashland Board of Aldermen.

Carrie Fischer  
Administrative Assistant

AN ORDINANCE APPROVING THE FINAL PLAT FOR FOREST PARK, PLAT NO. 1-A

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WHEREAS, the City has enacted a Subdivision Ordinance; and

WHEREAS, in accordance with the Subdivision Regulations, The Planning and Zoning Commission has recommended the approval of the Forest Park, Plat No. 1-A at their meeting on December 10, 2019; and

WHEREAS, the Board of Aldermen accepts the recommendation of the Planning and Zoning Commission.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND, MISSOURI AS FOLLOWS:

Section 1. The final plat of Forest Park, Plat No. 1-A, meets the requirements of Chapter 11, Subdivision Regulations, of the City of Ashland Municipal Code and approved for recording.

Section 2. The legal description of the subdivision is as follows: A tract of land located in the East half of the Northwest Quarter of Section 14 Township 46 North Range 12 West, Ashland, Boone County, Missouri and being part of the land described by the Warranty Deed recorded in Book 1116, Page 37 and being part of Tract 3 of the Survey recorded in Book 4874, Page 122 and all of Lot 150 of Forest Park Plat No. 1 recorded in Plat Book 53, Page 59 and being more particularly described as follows:

Beginning at the Southeast corner of said Lot 51 and with the South line thereof, S 66° 04' 15" W, 143.22 feet to the West line of said Lot 150, Thence leaving said South line and with said West line N 12° 01' 55" W, 129.15 feet: Thence leaving said West line 10.43 feet along a 125.00-foot radius, Non-tangent curve to the right, said curve having a Chord S 86° 35' 30" W, 10.43 feet to the West line of said survey recorded in Book 4874, Page 122; Thence with the West line of said survey, N 2° 52' 25" E, 19.31 feet to the South right of way line of Blue Stream Drive, as shown in said Forest Park Plat No. 1; Thence leaving said West line and with said right of way line N 89° 20' 20" E, 83.70 feet; Thence 102.56 feet along a 75.00-foot radius curve to the right, said curve having a Chord S 51° 29' 10" E, 94.75 feet; Thence 30.41 feet along a 150.00-foot radius curve to the left said curve having a Chord S 18° 07' 15" E, 30.31 feet to the point of beginning and containing 0.36 acres.

Section 3. The City Clerk is hereby instructed to have the plat recorded.

Section 4. This ordinance shall be in full force and effect after its passage and approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Gene Rhorer, Mayor

Attest:

\_\_\_\_\_  
Darla Sapp, City Clerk

Certified as to correct form:

\_\_\_\_\_  
Jeffrey Kays, City Attorney



# City of Ashland

109 East Broadway, Ashland, Missouri 65010

**Department Source:** City Administrator

**To:** Board of Alderpersons

**From:** Tony St Romaine

**Board Meeting Date:** December 17, 2019

**Re:** House Bill No. 1601 – Transient Guest Tax

**EXECUTIVE SUMMARY:** At the City's request, State Representative Sara Walsh has introduced House Bill No. 1601 that would give the City of Ashland the authority to impose a tax on the charges for all sleeping rooms in hotels or motels operated in the City. The tax would only be approved should the qualified voters in Ashland approve it.

**DISCUSSION:** Discussions with the owners of the Cartwright Technology and Industrial Park have been ongoing over the last few weeks. While Ashland currently has no hotels, the plan to be proposed by the owners will include up to four hotels. A transient guest tax rate of \$0.04 would generate approximately \$137,000 from one hotel based on an occupancy rate of 63% for a 115 room hotel at \$130/night rate. Use of this revenue stream by the City would include the promotion of tourism; growth of the region; economic development purposes and public safety purposes.

**FISCAL IMPACT:**

Short Term Impact (cost proposed legislation the next 2 years): \$0

Long Term Impact: Generation of a new revenue stream based on up to a maximum of 5% per occupied room per night.

**SUGGESTED BOARD ACTION:**

Staff recommends that the Board of Alderman approve the legislation supporting the passage of House Bill No 1601.



RESOLUTION 12-17-2019

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND,  
MISSOURI, APPROVING THE LEGISLATION SUPPORTING THE PASSAGE OF HOUSE  
BILL NO. 1601-TRANSIENT GUEST TAX

WHEREAS, at the City's request, State Representative Walsh has introduced House Bill No. 1601 that would give the City of Ashland the authority to impose a tax on the charges for all sleeping rooms in hotels or motels operated in the City. The tax would only be approved should the qualified voters in Ashland approve it.

WHEREAS, discussions with the owners of the Cartwright Technology and Industrial Park have been ongoing over the last few weeks. The plan to be proposed by the owners will include up to four hotels.

WHEREAS, the City currently has no hotels. Use of this revenue stream by the City would include the promotion of tourism; growth of the region; economic development purposes and public safety purposes.

NOW, BE IT RESOLVED that the Board of Aldermen of the City of Ashland hereby approves the legislation supporting the passage of House Bill No. 1601-Transient Guest Tax.

Given under my hand and corporate seal of the City of Ashland, Missouri, this 17<sup>th</sup> day of December 2019.

\_\_\_\_\_  
Gene Rhorer, Mayor

Attest:

\_\_\_\_\_  
Darla Sapp, City Clerk

SECOND REGULAR SESSION

# HOUSE BILL NO. 1601

100TH GENERAL ASSEMBLY

---

INTRODUCED BY REPRESENTATIVE WALSH.

3307H.011

DANA RADEMAN MILLER, Chief Clerk

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## AN ACT

To amend chapter 94, RSMo, by adding thereto one new section relating to transient guest taxes.

---

*Be it enacted by the General Assembly of the state of Missouri, as follows:*

Section A. Chapter 94, RSMo, is amended by adding thereto one new section, to be  
2 known as section 94.1014, to read as follows:

94.1014. 1. (1) **The governing body of any city of the fourth classification with  
2 more than three thousand seven hundred but fewer than four thousand inhabitants and  
3 located in any county of the first classification with more than one hundred fifty thousand  
4 but fewer than two hundred thousand inhabitants may impose a tax on the charges for all  
5 sleeping rooms paid by the transient guests of hotels or motels situated in the city or a  
6 portion thereof. The tax shall not be more than five percent per occupied room per night.**

7 (2) **The tax shall not become effective unless the governing body of the city, at a  
8 state general or primary election, submits to the voters of the city a proposal to authorize  
9 the city to impose a tax under this section, and the voters approve the tax.**

10 (3) **The tax shall be in addition to the charge for the sleeping room and all other  
11 taxes imposed by law. The tax shall be stated separately from all other charges and taxes.**

12 (4) **The proceeds of the tax shall be used by the city for the promotion of tourism;  
13 growth of the region; economic development purposes; and public safety purposes  
14 including, but not limited to, equipment expenditures, employee salaries and benefits, and  
15 facilities for police, firefighters, or emergency medical providers.**

16 2. **The ballot for authorization of the tax shall be in substantially the following  
17 form:**

EXPLANATION — Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted from the law. Matter in bold-face type in the above bill is proposed language.

18           **Shall \_\_\_\_\_ (name of the city) impose a tax on the charges for all sleeping**  
19           **rooms paid by the transient guests of hotels and motels situated in \_\_\_\_\_**  
20           **(name of the city) at a rate of \_\_\_\_\_ percent for the promotion of tourism,**  
21           **growth of the region, economic development, and public safety?**

22                    **YES**            **NO**

23

24           **If a majority of the votes cast on the proposal by qualified voters approve the proposal, the**  
25           **tax shall become effective on the first day of the second calendar quarter following the**  
26           **election. If a majority of the votes cast on the proposal by qualified voters opposed the**  
27           **proposal, the tax shall not become effective unless and until the proposal is again submitted**  
28           **to the voters of the city and is approved by a majority of the qualified voters voting**  
29           **thereon.**

30           **3. As used in this section, "transient guest" means any person who occupies a room**  
31           **or rooms in a hotel or motel for thirty-one days or less during any calendar quarter.**

✓



# City of Ashland

109 East Broadway, Ashland, Missouri 65010

**Department Source:** City Administrator

**To:** Board of Alderpersons

**From:** Tony St Romaine

A handwritten signature in black ink, appearing to read "Tony St Romaine", is written over the "From:" line.

**Board Meeting Date:** December 17, 2019

**Re:** Wastewater Treatment Plant – High Speed Data & Phone

**EXECUTIVE SUMMARY:** The contract for the Wastewater Treatment Plant currently nearing completion did not include the telecommunications connection for internet and phone. All of the interior network wiring is in place, however it is the City's responsibility to arrange for a connection to a local provider.

**DISCUSSION:** Staff has contacted the three local providers – Spectrum (formerly Charter), Centurylink and Socket to determine availability and cost of providing service. The only company to respond with a firm, fixed price was Spectrum. Their cost is \$16,961, however, they have agreed to absorb \$8,000 of this cost leaving the City with the remaining balance of \$8,961. This cost would be charged to the Wastewater Treatment Plant project.

**FISCAL IMPACT:**

Short Term Impact (cost proposed legislation the next 2 years): \$8,961

Long Term Impact: Monthly service cost for data and phone (TBD)

**SUGGESTED BOARD ACTION:**

Staff recommends approval to contract with Spectrum to provide the necessary telecommunications connection for the Wastewater Treatment Plant for internet and phone service.

RESOLUTION 12-17-2019

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO CONTRACT WITH SPECTRUM TO PROVIDE THE NECESSARY TELECOMMUNICATIONS CONNECTION FOR THE WASTEWATER TREATMENT PLANT FOR INTERNET AND PHONE SERVICE

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND, MISSOURI AS FOLLOWS:

WHEREAS, the Wastewater Treatment Plant currently under construction, nearing completion did not include the telecommunications connection for internet and phone; and;

WHEREAS, all of the interior network wiring is in place, however, it is the City's responsibility to arrange for a connection to a local provider.

WHEREAS, the City Administrator contacted three local providers: Spectrum, Centurylink and Socket to determine availability and cost of providing service. The only company to respond with a firm, fixed price was Spectrum at a cost of \$8,961.00 to the City. The City Administrator recommends approval to contract with Spectrum to provide the necessary telecommunications connection for the Wastewater Treatment Plant for internet and phone service.

WHEREAS, The Board of Aldermen agrees with the determination of the City Administrator.

WHEREAS, The City Administrator is hereby authorized to contract with Spectrum to provide the necessary telecommunications connection for the Wastewater Treatment Plant for internet and phone service.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Gene Rhorer, Mayor

Attest:

\_\_\_\_\_  
Darla Sapp, City Clerk

## Tony St. Romaine

---

**From:** Piller, Justin S <Justin.Piller@charter.com>  
**Sent:** Tuesday, December 03, 2019 12:21 PM  
**To:** Tony St. Romaine  
**Subject:** City of Ashland Missouri -- Spectrum Enterprise

Good afternoon Tony,

It was my pleasure speaking with you, earlier. I want to let you know you will be working with me directly, my number is below. Per our conversation I wanted to make sure that you had our pricing and information we discussed earlier. I look forward to following up with you to discuss your decision. I have enclosed my direct contact information and some additional specifications for your records. I would be glad to assist you in any way I can. Feel free to contact me at your earliest convenience.

A Site Survey was completed on your location: 850 Richardson Dr, Ashland, MO 65010  
Completed on 6/24/2019 for \$16,961

Spectrum will absorb only \$8,000 of the costs. You will be responsible for the remaining balance.

Costs for services are below.

### SBPP-Data - HIGH-SPEED DATA (HSD) PRODUCTS:

**Current Rate Card Pricing:**

*Internet —200x10m--\$119.99 per month*

*Internet Ultra—400x20m--\$199.99 per month*

*Internet MAX—1,000x35M--\$\$299.99 per month*

*Available speeds and pricing will vary based on your service area.*

*Additional charges for static IPs (<\$15/IP/Mo) & Business Wi-Fi (\$4.99/mo.)*

*Additional NOTE: Change one service type will move all service in that account to current pricing.*

---

### SBPP-Phone

Business Phone -- \$49.99/mo each

*Additional NOTE: Change one service type will move all service in that account to current pricing.*

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*Installation \$99.00*




Please feel free to reach out if you have any additional questions. I look forward to hearing from you.

















Look into our other [Solutions: Hosted Voice](#), [Phone PRI & SIP Trunking](#), [Fiber Internet Access](#), [HD Television](#)

Best Regards,

**Justin Piller** | Strategic Account Representative  
D: 972-537-5467  
Spectrum Enterprise

CITY ADMINISTRATOR'S REPORT - 12/17/2019

-  0% complete
-  In process
-  100% complete

PROJECT LIST		Status	Key Person Responsible	Priority	Status
Alliance (sewer) agreement exp. Apr 2020	Renegotiate lease with Alliance		City Administrator	1	
Ashland Municipal Complex, Inc (non-profit)	Approved by BOA on 11/12/2019		City Counselor	1	
Banking Services - Develop RFP	RFP for banking services to be developed and advertised. Recommend adjustments to the Board agenda outline for efficiency and improved citizen input during Resolution & Ordinance discussion.		City Treasurer	1	
Board Agenda process			City Administrator/City Clerk	3	
BoCo Road Maintenance Agreement	Review agreement with BoCo re: maintenance of roads in and around the incorporated limits of the City.		Public Works Director	2	
Bonding requirements for yard /landscape bonds	Re-write policy with consideration for increasing the monetary requirements.		City Administrator	2	
Broadway Overpass Improvements	Develop plan and work with MoDOT for improvements of Broadway Overpass (beautification, lighting, pedestrian safety)		Public Works Director	3	
Broadway resurfacing	Obtain proposal for Broadway mill & overlay (City portion) to be performed in conjunction with MoDOT overlay in Spring of 2020.		Public Works Director	1	
Budget Calendar	Develop detailed budget calendar for 2021 budget approval process.		City Treasurer	1	
Capital Improvement Plan	In process. Projects will be considered as part of the budget process.		City Treasurer	1	
Cartwright Technology & Industrial Park	Reviewing the applicability of various economic development incentives for the development of this area.		City Administrator	1	
Charter City	Review and present a case for Ashland to become a Charter city once population (confirmed by 2020 census) exceeds 5,000.		City Administrator	2	
Citizen satisfaction survey	With the assistance of a qualified firm, develop a Citizen Satisfaction Survey to measure the degree of satisfaction that the community has with the City in a wide variety of areas – streets, public safety, refuse collection, utilities, growth, planning, parks, recreation facilities, etc. Compare results with similar size Missouri cities. Questions should also be included to ask for the community's level of support on any major proposed initiatives that the Board may consider proposing.		City Administrator	1	
City Hall Design/Build	Agreement with PBA approved on 10/15/2019. Awaiting property donation prior to beginning design work.		City Administrator	1	
City Hall Lease (exp. Apr. 2020)	Renegotiate lease with Westhoff Rentals		City Administrator	1	
City Map Updates	Work with BoCo and/or MMRPC to update City street and Ward maps		City Administrator	2	

In process

In process

		This project will require significant input from the Board, community and City staff in order to determine the City's Vision and Mission, along with specific measurable objectives to achieve the needed results.	City Administrator	2	
City strategic plan		Develop RFP for new City website.	City Administrator	2	
City website		Chapter 3 (Vision, Goals & Objectives) reviewed by City Administrator & P&Z in Nov, 2019 with Todd Streller. Looking to complete the plan in early 2020.	City Administrator	1	
Comprehensive Plan Update		Broadway Beautification Task Force approved by Board on 10/15/2019. Appointments to be made by December, 2019.	City Administrator	1	
Downtown beautification		Monitor progress on sale of lots, build-out, etc.	City Administrator	1	
East Ashland Plaza		Continue to work with REDI, SBEDC and key community partners such as the School District, Chamber, Parks Board, etc.	City Administrator	2	
Economic development strategy		Work with BoCo to establish more robust GIS capabilities for the City of Ashland.	City Administrator	3	
GIS		Develop plan for roadway and lighting improvements along Henry Clay Blvd (curb and gutter, stormwater, shoulder, sidewalk, street lamps, pavement, pedestrian safety, etc.)	Public Works Director	3	
Henry Clay Blvd Overhaul		Agreement with gWorks approved by BOA on 10/15/2019. Working to establish a date for installation and training.	City Treasurer	1	
Implement purchasing module		Work with MDC and Park Board for design of recreational area/fishing access (ADA dock, restroom, trail, parking lot, lighting).	Public Works Director	3	
Lakeview Park Improvements		Work with Rep. Walsh to establish state legislation authorizing Ashland to initiate a ballot initiative for approval of a transient guest tax.	City Administrator/City Counselor	1	
Lodging Tax		Obtain proposal for Main St resurfacing (to be completed after YMCA and East Ashland Plaza construction).	Public Works Director	3	
Main Street Resurfacing		Advertise for a graduate of an accredited MPA (Masters in Public Administration) program to begin a 2 year fellowship under the direction and guidance of the City Administrator. Applications are due no later than 11/29/2019	City Administrator	1	
Management Fellowship Program		Purchase and install new restroom at City Park. Complete repairs of ball field. Address erosion issues in parking lot and playground areas.	Public Works Director	2	
Parks Improvements		Extension of Perry Ave to connect with Industrial Blvd at East Ashland Plaza.	City Administrator/Public Works Director	1	
Perry Ave Extension		Complete Personnel Manual for approval by BOA.	City Administrator	2	
Personnel manual		Review and recommend changes to Chapters 9, 10, 11 & 12 of the City Code. Work through P&Z.	City Administrator	2	
Planning & Zoning Code Revisions - 9, 10, 11 and 12		Preliminary design for division of park sent to two property owners on 11/21/2019 for input.	City Administrator	2	
Pocket Park					

In process

Appts 12/17

HB 1601

TEAP not approved



Procurement process	Review and re-write Chapter 7 (Selection of Professional Services) of the City's Code.	City Administrator	2	
Public Works Policy and Procedure Manual	Develop policy and procedure manual to coincide with City Personnel manual	Public Works Director	2	
Refuse Collection Agreement	Review agreement with Republic for refuse collection services.	City Administrator	1	
RFQ for Engineering Services - On Call	Develop RFP for on-call engineering services.	City Administrator	1	
Roundabout (Broadway/Henry Clay)	Preliminary design approved at 11/5/19 BOA meeting. Project moves on to MoDOT ROW negotiation and acquisition with affected property owners.	City Administrator	1	
Sale of surplus land parcels	Contract for real estate broker approved by BOA on 11/5/2019 with South County Realty. Four (4) parcels to be listed for sale.	City Administrator	2	
Snow Policy	Develop snow policy including the designation of snow routes within the City where parking will be prohibited following a 2" snowfall.	Public Works Director	2	
Supplemental Budget Request	Develop a form for departments to complete that justifies the need for capital items or personnel during the 2021 budget process.	City Treasurer	1	
Tax Increment Financing	Resolution approved for adopting procedures for accepting bids & proposals on 10/15/2019. Ordinance establishing TIF Commission approved 11/5/2019. Ordinance for establishing criteria for the evaluation of TIF applications in development.	City Administrator	1	
Utility Policy & Procedures	Review and update hut-off policy, deposits, transfers when home sold.	City Administrator	1	
USDA Facility Loan	Apply for financing for construction of new City Hall complex.	City Treasurer	1	
Wastewater Treatment Plant	Monitor completion, punch lists etc. Visit Brookfield WWTP on December 10, 2019 to review their operational methods and staffing requirements.	City Administrator/Public Works Director	1	
YMCA	Contract for purchase of community recreational services approved by BO on 11/5/2019. Site plan for YMCA scheduled for P&Z review in Dec 2019.	City Administrator	2	

**Public Works Report**  
**Ashland City Council Meeting**  
**12/17/2019**

**Completed Projects**

- Holiday decorations installed on light poles and in park
- Main & Broadway Storm Water Repairs
  - APW staff completed paving portion on 11/20/2019

**In Progress Projects**

- Hunters Bend gravel improvements
  - APW staff will begin improvements of road next week
- Main St Sidewalk Project
  - Issues discovered with sidewalk grade (not within ADA compliance specifications).
  - MECO Engineering has notified contractor of issues.
- Winter Road Maintenance
  - APW currently treating roads and plowing snow as needed

**Upcoming Projects**

- Street Sign replacement
  - Signage is needed for Lakeview Estates and Broadway (parking), along with various street signs that have been stolen from their posts.
  - Boone County Public Works (BCPW) is checking that the Boone County Commissioners have approved the sign agreement between City of Ashland and BCPW.
  - Once verified, BCPW will begin to manufacture the needed signs, which APW will install upon receipt.
- Subdivision Acceptance Inspections
  - APW anticipates beginning inspections during week of 12/16/2019
- Storm Water repairs in 100 block E Liberty Ln
  - Issues with backyard pooling and drainage
  - Awaiting engineer reports (previously completed) to review with homeowner
- Seasons Ridge curb, sidewalk, and storm water drainage repairs
  - Work delayed due to equipment and weather issues
  - Will resume as issues are addressed
- Sarah Dr bridge repairs
  - Awaiting Professional Engineering Report from Allstate Consultants

**From:** Olivia Tyson <admin@laubermunicipal.com>  
**Sent:** Friday, December 6, 2019 10:22 AM  
**Subject:** Update on Medical Marijuana



LAUBER MUNICIPAL LAW, LLC  
*Serving those who serve the public*

UPDATE ON MEDICAL MARIJUANA

The Department of Health and Senior Services has just announced the schedule for issuing licenses to medical marijuana facilities for growing, manufacturing, transporting, and of course, selling medical marijuana.

According to the DHSS press release "Medical marijuana facility license issuance is expected to occur on the following schedule:

- Testing facilities: approximately December 19, 2019
- Transportation facilities: approximately December 23, 2019
- Cultivation facilities: approximately December 26, 2019
- Infused Products Manufacturing facilities: approximately January 10, 2020
- Dispensary facilities: approximately January 24, 2020
- Seed to Sale: January 31, 2020"

It is clear from this announcement that very soon cities can expect to see the first legal marijuana on the streets of our cities. Already we are seeing interactions between local police and medical marijuana users. Although technically there is no legal medical marijuana in Missouri at this time, there are thousands of individuals who have been issued cards authorizing them to possess quantities of medical marijuana. This has caused a great deal of confusion.

Missouri's cities' preparation for this new era is uneven. While some cities have enacted comprehensive ordinance changes to accommodate the new reality, others have only done part of the necessary work and others have done none. The cities that have done nothing seem to be relying on the belief that since they will not have a medical marijuana facility in town they will not have an issue, or perhaps they are assuming that State law will take care of the issue. Neither is true. Regardless of whether you have a facility or not there will be residents of your community who will possess medical marijuana. **So far the General Assembly has done nothing on the issue.** This means that **enforcement falls entirely on local officials and local law enforcement.** For example, if someone is smoking marijuana on a public street, unless there is a local ordinance, nothing can be done. Sheriff's deputies and the Highway Patrol have no authority in this regard.

If you have not done so already, please accept this as a gentle reminder to update your ordinances. If you have done some changes, be sure that you have covered all the bases. Your legislation should cover three main areas. First, you should **amend your zoning.** Even if you do not believe that you will have a facility, your **zoning should provide for where medical marijuana facilities can be located.** Failure to do so now could mean that the city would not be able to choose a proper location when a facility does come. Second, you need to enact changes in your business code. What are the rules for facilities in your town? Third, you need to **amend your criminal codes.** The old ordinances on possession of marijuana may now be invalid since they prohibit marijuana altogether while state law allows it in certain

instances. You need to consider what will be done about people who consume in public, people who do not carry their i.d. cards, and under what circumstances can people drive with marijuana in their car. In the past, when there was a problem with a local ordinance you could still prosecute the person in the state courts. As mentioned above, that is not an option for marijuana.

Please review the current status of your ordinances. If you need assistance in writing or updating medical marijuana ordinances or providing training for your personnel, we would be happy to help.



LAUBER MUNICIPAL LAW, LLC

*Service, since we serve the public.*

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CITY OF ASHLAND  
CANDIDATE FILING NOTICE

BEGINNING TUESDAY, DECEMBER 17, 2019 AT 8:00 A.M. ANY QUALIFIED PERSON WISHING TO HAVE HIS OR HER NAME ON THE APRIL 07, 2020 BALLOT AS A CANDIDATE FOR ONE OF THE FOLLOWING OFFICES MUST FILE WITH THE CITY CLERK AT ASHLAND CITY HALL AT 109 EAST BROADWAY BY 5:00 P.M., TUESDAY, JANUARY 21, 2020.

CITY OF ASHLAND

OFFICES

TERMS

MAYOR  
ALDERMAN-WARD ONE  
ALDERMAN-WARD TWO  
ALDERMAN-WARD THREE

TWO YEARS  
TWO YEARS  
TWO YEARS  
TWO YEARS

DARLA SAPP, CITY CLERK

Publish: December 4<sup>th</sup>, December 11<sup>th</sup>, 2019, January 8<sup>th</sup>, January 15<sup>th</sup> 2020