



**CITY OF ASHLAND  
815 EAST BROADWAY  
(SOUTHERN BOONE FIRE DISTRICT TRAINING FACILITY)  
ASHLAND, MO. 65010  
BOARD OF ALDERMEN AGENDA  
TUESDAY, JANUARY 07, 2020  
7:00 P.M.**

Call regular meeting to order

Pledge of Allegiance

Roll Call

**CONSENT**

1. Consideration of the 1-07-2020 agenda: **Action:** \_\_\_\_\_
2. Consideration of the 12-17-2019 meeting minutes: **Action:** \_\_\_\_\_

**PUBLIC COMMENTS**

3. Anyone wishing to appear before the Board

**APPOINTMENTS**

4. Appoint members to the Downtown Beautification Committee

**COUNCIL BILLS**

5. None

**ORDINANCES**

6. Ordinance No. 1279, 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.  
**Action:** \_\_\_\_\_
7. Ordinance No. 1280, an ordinance approving the final plat of Forest Park Plat 1-A.  
**Action:** \_\_\_\_\_

**RESOLUTIONS**

8. None

**OTHER**

9. Sarah Drive Bridge engineering report and recommendation to restrict access on the bridge to vehicles weighing less than 10,000 lbs.

### DISCUSSION

10. None

### REPORTS

11. Mayor's Report
12. Police Chief's Report
13. City Attorney's Report
14. Board of Aldermen's Report
15. 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: 1-3-2020@

11:05  
mm  
D

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

TUESDAY, DECEMBER 17, 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 17, 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 James Creel, Public Works Supervisor.

Mayor Pro-tem Bronson presented the agenda of December 17, 2019 for consideration. Alderman Clay made motion and seconded by Alderman Sapp to approve the agenda as presented. Mayor Pro-tem Bronson called for the vote. Motion carried.

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

Dan VandeVoorde 401 Billy Joe Sapp stated he sent an email on November 8 to his Alderman Representatives with no response on the storm water issue. He stated he has battled a storm water issue since 2010. He stated he has met with Tony St. Romaine about how the City was going to proceed. He stated he has requested materials for a fence and has not heard anything back. Alderman Sapp stated he has not responded back because he had no new information. Mr. VandeVoorde stated he has been unable to sell his house because of the storm water issue. He stated since he has heard no response he came to meeting to get some action. Alderman Sapp reported he would investigate this and get back to Mr. VandeVoorde. Tony St. Romaine, City Administrator stated that Allstate Consultants did a study that basically outlined four options, one with a cost of \$100,000.00 which we do not have the funds for. He stated this storm water issue was created by the developer not the City.

Mayor Pro-tem Bronson reported under appointments is to appoint a sub-committee for Liberty Landing Subdivision. Mayor Pro-tem Bronson suggested the appointment of Alderman Sullivan, Alderman Sapp and himself to serve on this sub-committee. Alderman Clay made motion and seconded by Alderman Lewis to appoint Alderman Sullivan, Alderman Sapp and Alderman Bronson to this sub-committee. Mayor Pro-tem Bronson called for the vote. Alderman Sapp-aye, Alderman Sullivan-aye, Alderwoman Martin-aye, Alderman Clay-aye, Alderman Lewis-aye, Alderman Bronson-aye. Motion carried.

Mayor Pro-tem Bronson presented appointments to the Downtown Beautification Committee: Lonna Trammel (SBEDC), Dawn Sapp, (Schools) Tracy Titman (Chamber of Commerce) and Tracy Banning (Parks and Recreation Board) to serve on the Downtown Beautification Committee. Alderman Clay made motion and seconded by Alderman Lewis to approve the appointments as presented. 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 Pro-tem Bronson presented Council Bill No. 2019-047 for consideration. Alderman Sapp made motion and seconded by Alderman Clay to take up 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 First reading by title only. Mayor Pro-tem Bronson called for questions or comments. Mayor Pro-tem Bronson called for the vote. Alderman Sapp-aye, Alderman Sullivan-aye, Alderwoman Martin-aye, Alderman Clay-aye, Alderman Lewis-aye, Alderman Bronson-aye. Motion carried.

Mayor Pro-tem Bronson presented Council Bill No. 2019-048 for consideration. Alderman Sapp made motion and seconded by Alderman Clay to take up Council Bill No. 2019-048, an ordinance approving the final plat of Forest Park 1-A. First reading by title only. Mayor Pro-tem Bronson called for questions or comments. Alderman Sapp reported this is a realignment of a lot to better connect to the street on the neighboring property. He stated the Planning and Zoning Commission recommended approval. 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 Pro-tem Bronson presented 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. Alderman Sapp made motion and seconded by Alderman Clay to take up 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. Mayor Pro-tem Bronson called for questions or comments. Tony St. Romaine, City Administrator reported that Representative Walsh is proposing a Bill on Transient Guest Tax on behalf of the City. He explained this would give the City the authority to impose a tax on the charges for sleeping rooms in hotels or motels operated in the City limits. He stated the tax would have to be voted on by the citizens. He informed the Board that Cartwright Technology and Industrial Park have been having discussions on making a sports and entertainment area that would also have up to four hotels/motels. He explained a transient tax rate of 0.04 would generate approximately \$137,000.00 from one hotel based on an occupancy rate of 63% for a 115 room hotel at \$130.00 night rate. He stated the 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. He stated we would then need to place this on the November ballot for a vote. He asked the Board of Aldermen to approve the legislation supporting the passage of House Bill No. 1601. Mayor Pro-tem Bronson called for the vote. Alderwoman Martin-aye, Alderman Sullivan-aye, Alderman Sapp-aye, Alderman Clay-aye, Alderman Lewis-aye, Alderman Bronson-aye. Motion carried.

Mayor Pro-tem Bronson presented 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. Alderman Clay made motion and seconded by Alderman Sapp to approve the resolution. Mayor Pro-tem Bronson called for questions or comments. Tony St. Romaine reported this item was removed from the bid packet and we need internet service within 30 to 35 days to start up the wastewater treatment facility. He stated he reached out to local providers, Spectrum, Centurylink and Socket to determine availability and cost for providing the service. He stated Centurylink never showed up or contacted him back. He stated Socket came back with a quote of \$900.00 a month. He reported that Spectrum quoted \$16,961.00 but has agreed to absorb \$8,000.00 of this cost leaving the City with the

remaining balance of \$8,961.00. He stated this cost would be charged to the wastewater treatment plant project. He stated the interior network wiring is in place but it is the City's responsibility to arrange for a connection to a local provider. He stated he is hoping to get this cost reduced. Alderman Sapp stated he appreciated Mr. St. Romaine's negotiations and continued negotiation skills. Mayor Pro-tem Bronson called for the vote. Alderman Clay-aye, Alderman Lewis-aye, Alderwoman Martin-aye, Alderman Sullivan-aye, Alderman Sapp-aye, Alderman Bronson-aye. Motion carried.

Mayor's Report:

Mayor Pro-tem Bronson reported the Mayor was unable to be here tonight.

City Administrator's report:

Tony St. Romaine stated he updated the report he gave them at the last meeting and included some status updates. He stated one of the priority issues is Alliance Water Resources and the sewer agreement. He stated he is concerned about the staffing since they have not replaced Russell Gerling and the retirement of Mark in February. He stated Shawn Middendorf stated they have a couple of employment offers out there. He stated they visited the Brookfield, Missouri plant to see what it takes to run a plant. He stated Stephen Lyn of Allstate Consultants reported Brookfield had three full time operators and he felt like two employees would be sufficient since it will require minimal labor since the plant pretty much runs itself and we are outsourcing the lab testing. He stated that it would cost \$100,000.00 to equip the lab. He stated Alliance would run the wastewater treatment facility for now and we will re-negotiate when the contract runs out.

He reported they have put out request for proposals for banking services. He stated this has not been bid out for several years. He stated that Jon Sanders, Treasurer developed a scope of services and we should have them by the second week of January.

Tony St. Romaine reported that MoDot has rejected the bids again for the resurfacing of Broadway that was to start in the Spring of 2020.

He reported they are working on a budget calendar and the intent is to have a capital improvement plan for the next five years. He stated the budget process would start in January for the 2020/2021 Budget year.

He stated that Cartwright development is reviewing incentives, such as tif, Chapter 100, tdd, cid, sales tax abatement. He stated they would be meeting in January again on this.

Tony St. Romaine stated a citizen's satisfaction survey on how citizens perceive services by departments is a number one priority. He stated this is a way to get some input and try to improve our services.

He stated the city hall land donation is still in the works. He stated he is re-negotiating our lease with Dave Westhoff.

He updated the Board on the comp plan being drafted by Streiler Planning. He stated we have a draft of three chapters and the final chapter should be done in late January.

He reported the Downtown Beautification Committee also requires seven other members. He stated he has been reaching out to people to acquire these additional members.

Tony St. Romaine reported that East Ashland Plaza has sold seven of the twelve lots and would start the construction of the roundabout on Route Y and Eastside Drive in 2020.

He stated the purchasing module has been ordered.

He reported the management fellowship program did not receive any applications. He stated during the budget process they would be discussing reorganization.

Tony St. Romaine reported we did not get the TEAP grant for the extension of Perry Avenue.

He informed the Board we are going to request for proposals for on call engineering within the next couple of months.

He stated the Henry Clay and Broadway roundabout next steps are right of way negotiations.

He reported the land parcels have been listed with South County Realty. He stated there is interest in the commercial lot behind City Hall.

He discussed the supplemental budget requests forms the department heads will be using.

Tony St. Romaine reported we would be reviewing the utility policy and procedures. He stated they would be looking at the deposit amounts and sewer impact fees.

Tony St. Romaine asked the Board for any items they would like to have discussed. Alderman Bronson discussed recycling. Tony St. Romaine stated he would put this out on the citizen satisfaction survey. They also discussed the lawn waste disposal service.

Alderman Bronson also felt the City website needs to be mobile friendly. Tony St. Romaine stated he is getting prices on this for the next budget year.

Public Works Director monthly report:

James Creel stated his report was in the packet. He reported they worked on the holiday decorations for a solid week. He reported the Public Works Department went to a training conference in Springfield, Missouri. He stated we need to look at a bucket truck in the future instead of borrowing Hartsburg truck. He stated Hunters Bend gravel improvements will begin next week. He stated Boone County Public Works will help them with their motor grader since the City's motor grader is not big enough for this job. He reported the Main Street Sidewalk Project has issues that were discovered with the sidewalk grade in a section. He stated the Meco Engineering has contacted the contractor. Don Jenkins from Meco Engineering stated this has already been completed. He stated the final change order and pay request has been sent to the Hannibal office and will be sent to the City soon. James Creel reported 104 man hours for the last snow event. He stated he would start doing inspections for the three or four developers that have requested acceptance of their subdivision to start the warranty periods.

Police Chief's report:

Chief Woolford reported he included in the packet an update on medical marijuana from Lauber Municipal Law. He stated he highlighted areas we need to look at. He stated the enforcement falls entirely on local officials and local law enforcement; City needs to amend the zoning to provide for where medical marijuana facilities can be located; amend criminal codes. He stated the City needs to consider what will be done about people who consume in public, people who don't carry their id cards and what circumstances can people drive with marijuana in their car. He stated the CBD is not regulated by the state. The Board discussed this and Tony St. Romaine stated we would discuss this at the second meeting in January since he will not be at the next meeting.

City Attorney's Report:

Jeff Kays was absent.

Board of Aldermen's Reports:

Alderman Lewis reported a sidewalk buckling at 501 Redwood Drive.

Alderman Sullivan stated he received a complaint on the road condition at the entrance of Sunset Meadows. He also discussed the yard on Charlotte Drive that Socket dug up and has not repaired yet. Tony St. Romaine stated he gave the information to the resident.

Alderman Lewis thanked Alderman Sullivan for the train rides he gave during the Tree Lighting event at the Park.

Alderman Clay made motion and seconded by Alderman Lewis 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**  
**TABLE OF CONTENTS**  
**(UPDATED ~~12-22-14~~ 12-17-2019)**

**Article I. General**

7.005. Definitions	Pg. 2
7.010. Preference to be given to Ashland and Mo. products	Pg. 2
7.015. Bid Proposals, Form	Pg. 2
7.020. Roster of Consultants	Pg. 3
7.025. Bidding Procedure for construction projects	Pg. 4

**Article II. Professional Services**

7.100. Policy on contracts for architectural, engineering, land surveying services	Pg. 4
7.105. City to be furnished statement of firms qualifications and performance data	Pg. 4
7.110. Negotiation for contract	Pg. 5
7.120. State Law not applicable	Pg. 5
7.125. Prohibition against contingent fees	Pg. 5
7.130. Waiver	Pg. 6
7.135. Accounting and Legal Services	Pg. 6
7.140. Purchasing of insurance policies, competitive bidding, when renewal between bidding periods deemed ex- tension	Pg. 6
7.145. Depositary for city funds, how selected	Pg. 6

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

7.200. Advertisement for bids required when	Pg. 6
7.205. Authorization for purchases	Pg. 7
<b><u>7.208 Bids and requests for proposals required; exceptions</u></b>	Pg. 8
7.210. Cooperative purchasing	Pg. 8
<b><u>7.220. Request for Proposals</u></b>	
<b><u>7.250. Procurement cards</u></b>	
<b><u>7.300. Recycled &amp; environmentally preferable products</u></b>	
<b><u>7.320. Debarment</u></b>	
<b><u>7.340. Contacts involving hazardous materials</u></b>	
<b><u>7.350. Sale, trade or lease of real property</u></b>	
<b><u>7.500. Fixed asset inventory</u></b>	

**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 (\$~~25~~**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. Depositary 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 depositary 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 depositary 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 depositary shall be a banking institution doing business within the city. If such depositary 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 (\$~~5~~**1**,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.

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

---

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





**THE CITY OF ASHLAND, MISSOURI**

To: Board of Aldermen

From: Tony St Romaine, City Administrator

Subj: Report for January 7, 2020 Meeting

Date: January 2, 2020

In addition to the attached spreadsheet which shows (in bold) items which have been acted upon since the last Board meeting, there are three additional items that I need to bring to your attention as follows:

1. **Sara Drive Bridge.** Following an inspection of the visible deteriorating bridge conditions by James Creel, Public Works Director, the City contracted with Allstate Consultants to provide an engineering report along with recommendations. A copy of this report is attached for your information. Based on their conclusions and recommendations (Page 4). I would recommend that we restrict access on the bridge to vehicles weighing less than 10,000 lbs. until such time as the bridge can be replaced (cost estimate \$85,195). This would still accommodate regular traffic, but would prevent trash trucks, school buses, 18-wheelers, etc. from using the bridge. If the Board agrees, the City will purchase the necessary signage and send out notifications to area organizations to notify them of the future planned change.
2. **Ashland Commons Development.** We have a planned work session with P&Z for 6:00 p.m.. January 14<sup>th</sup> to discuss the plans for this development. You are welcome and encouraged to attend. This development will be located next to the new YMCA and will be a mix of commercial, office and residential uses. The preliminary plat and conditional use permit is scheduled for a public hearing with P&Z on February 11, 2020.
3. **Budget Calendar.** The proposed calendar for consideration of the proposed 2021 Budget and Capital Improvement Plan (CIP) is attached for your information. Please note the dates for the planned work sessions with the Board which will occur in February and March prior to the regular Board meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "Tony St Romaine", is written over the word "Sincerely,".

Tony St Romaine  
City Administrator

- 0% complete
- In process
- 100% complete

CITY ADMINISTRATOR'S REPORT - 01/07/2020

PROJECT LIST	Description	Key Person Responsible	Priority	Status
Alliance (sewer) agreement exp. Apr. 2020	Renegotiate lease with Alliance	City Administrator	1	<span style="color: orange;">●</span>
Ashland Municipal Complex, Inc (non-profit)	Approved by BOA on 11/12/2019	City Counselor	1	<span style="color: green;">●</span>
Ashland Commons Development	Work Session with P&Z on 1/14/20 for plan overview. Public Hearing on Conditional Use and Prelim. Plat on 2/11/20.	City Administrator	1	<span style="color: yellow;">●</span>
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	<span style="color: yellow;">●</span>
Board Agenda process		City Administrator/City Clerk	3	<span style="color: orange;">●</span>
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	<span style="color: orange;">●</span>
Bonding requirements for yard /landscape bonds	Re-write policy with consideration for increasing the monetary requirements.	City Administrator	2	<span style="color: orange;">●</span>
Broadway Overpass Improvements	Develop plan and work with MoDOT for improvements of Broadway Overpass (beautification, lighting, pedestrian safety)	Public Works Director	3	<span style="color: orange;">●</span>
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	<span style="color: yellow;">●</span>
Budget Calendar	Develop detailed budget calendar for 2021 budget approval process.	City Treasurer	1	<span style="color: yellow;">●</span>
Capital Improvement Plan	In process. Projects will be considered as part of the budget process.	City Treasurer	1	<span style="color: yellow;">●</span>
Cartwright Technology & Industrial Park	Reviewing the applicability of various economic development incentives for the development of this area. Review and present a case for Ashland to become a Charter city once population (confirmed by 2020 census) exceeds 5,000.	City Administrator	1	<span style="color: yellow;">●</span>
Charter City		City Administrator	2	<span style="color: orange;">●</span>
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	<span style="color: orange;">●</span>
City Hall Design/Build	Agreement with PBA approved on 10/15/2019. Awaiting property donation prior to beginning design work.	City Administrator	1	<span style="color: yellow;">●</span>
City Hall Lease (exp. Apr. 2020)	Renegotiate lease with Westhoff Rentals	City Administrator	1	<span style="color: yellow;">●</span>
City Map Updates	Work with BoCo and/or MMRPC to update City street and Ward maps	City Administrator	2	<span style="color: orange;">●</span>

		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. Develop RFP for new City website.	City Administrator City Administrator	2 2	● ●	RFP closes 1/20/2020  Teleconference with Todd Streiler on 12/19/2019 to review 3 chapters. Will schedule work session with P&Z and BOA in late Jan, 2020 to review final draft.
<b>Comprehensive Plan Update</b>		Chapter 3 (Vision, Goals & Objectives) reviewed by City Administrator & P&Z in Nov, 2019 with Todd Streiler. Looking to complete the plan in early 2020. Broadway Beautification Task Force approved by Board on 10/15/2019. Appointments to be made by December, 2019. Monitor progress on sale of lots, build-out, etc.	City Administrator City Administrator	1 1	● ●	Appts 12/17/2019 & 1/7/2020
<b>Downtown beautification East Ashland Plaza</b>		Continue to work with REDI, SBEDC and key community partners such as the School District, Chamber, Parks Board, etc. Work with BoCo to establish more robust GIS capabilities for the City of Ashland.	City Administrator City Administrator	1 1	● ●	
<b>Economic Development Strategy</b>		Develop plan for roadway and lighting improvements along Henry Clay Blvd (curb and gutter, stormwater, shoulder, sidewalk, street lamps, pavement, pedestrian safety, etc.) Agreement with gWorks approved by BOA on 10/15/2019. Working to establish a date for installation and training. Work with MDC and Park Board for design of recreational area/fishing access (ADA dock, restroom, trail, parking lot, lighting).	City Administrator City Administrator	2 3	● ●	Work towards funding a part-time employee funded by Chamber of Commerce/SBEDC and City.
<b>Henry Clay Blvd Overhaul</b>		Work with BoCo to establish more robust GIS capabilities for the City of Ashland.	City Administrator	3	●	
<b>Implement Purchasing Module</b>		Work with MDC and Park Board for design of recreational area/fishing access (ADA dock, restroom, trail, parking lot, lighting).	Public Works Director	3	●	
<b>Lakeview Park Improvements</b>		Work with Rep. Walsh to establish state legislation authorizing Ashland to initiate a ballot initiative for approval of a transient guest tax.	City Treasurer	1	●	Training scheduled for 1/2/2020
<b>Lodging Tax</b>		Work with Rep. Walsh to establish state legislation authorizing Ashland to initiate a ballot initiative for approval of a transient guest tax.	Public Works Director	3	●	
<b>Main Street Resurfacing</b>		Obtain proposal for Main St resurfacing (to be completed after YMCA and East Ashland Plaza construction). 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/City Counselor	1	●	HB 1601
<b>Management Fellowship Program</b>		Obtain proposal for Main St resurfacing (to be completed after YMCA and East Ashland Plaza construction). 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	Public Works Director	3	●	No applications received. Will review options as part of 2021 budget process along with other staffing/organizational proposals.
<b>Parks Improvements</b>		Purchase and install new restroom at City Park. Complete repairs of ball field. Address erosion issues in parking lot and playground areas. Extension of Perry Ave to connect with Industrial Blvd at East Ashland Plaza.	City Administrator	1	●	Working with MMRPC, PW Director and Parks Chair to complete an application for LWCF funding for various park projects. Applications due by 2/14/2020.
<b>Perry Ave Extension</b>		Extension of Perry Ave to connect with Industrial Blvd at East Ashland Plaza.	Public Works Director City Administrator/Public Works Director	2	●	TEAP not approved
<b>Personnel Manual</b>		Complete Personnel Manual for approval by BOA.	City Administrator	2	●	Begin reviewing all job position descriptions, establish pay range for each position
<b>Planning &amp; Zoning Code Revisions - 9, 10, 11 and 12</b>		Review and recommend changes to Chapters 9, 10, 11 & 12 of the City Code. Work through P&Z. Preliminary design for division of park sent to two property owners on 11/21/2019 for input.	City Administrator	2	●	Plan to meet with Ashland's engineering consultants to discover inconsistencies, redundancies, formatting, updates needed, etc. over the next few months. Met with Allstate on 12/19/2019.
<b>Pocket Park</b>			City Administrator	2	●	

Procurement process	Review and re-write Chapter 7 (Selection of Professional Services) of the City's Code. Develop policy and procedure manual to coincide with City Personnel manual	City Administrator	2	●	1/07/2020 Board Agenda
Public Works Policy and Procedure Manual	Relocate recycling lot (behind City Hall) to Redtail Dr	Public Works Director	2	●	
Recycling Lot	Review agreement with Republic for refuse collection services. Consider curbside recycling.	Public Works Director	1	●	
Refuse Collection Agreement	Develop RFP for on-call engineering services.	City Administrator	1	●	
RFQ for Engineering Services - On Call	Preliminary design approved at 11/15/19 BOA meeting. Project moves on to MoDOT ROW negotiation and acquisition with affected property owners.	City Administrator	1	●	
Roundabout (Broadway/Henry Clay)	Contract for real estate broker approved by BOA on 11/15/2019 with South County Realty. Four (4) parcels currently listed for sale.	City Administrator	2	●	
Sale of Surplus Land Parcels	Engineering report received from Allstate on 12/23.	Public Works Director	1	●	Review options with Board on 1/7/2020.
Sarah Drive Bridge	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	●	
Snow Policy				●	Established a new group called Surveying Ashland Residents (SAR) on 12/23/2019. The group's purpose is to seek input from Ashland residents through polls and surveys on a variety of community related issues. As of 12/26/2019 the group had 353 people join.
Social Media	Increase City of Ashland's social media presence on Twitter and Facebook	City Administrator	1	●	
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	●	Completed. Sent to Depts for use with 2021 budget projections.
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 shut-off policy, deposits, transfers when home sold.	City Treasurer	1	●	
Utility Rates - Sewer, Water - Review current rates.	Compare rates and impact/connection fees with other local municipalities in Missouri. Review cost of service study that was completed approx. 3 years ago in conjunction with WWTP funding.	City Administrator/Treasurer	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	●	Testing still scheduled for late Jan, 2020. Requested that Alliance obtain estimate on quantity of sludge needing to be removed from lagoon so that piping can be installed from new Treatment Plant to the lagoon.
YMCA	Contract for purchase of community recreational services approved by BO on 11/15/2019. Site plan for YMCA scheduled for P&Z review in Dec 2019.	City Administrator	2	●	

# SARAH DRIVE BRIDGE

## PRELIMINARY ENGINEERING REPORT

December 2019

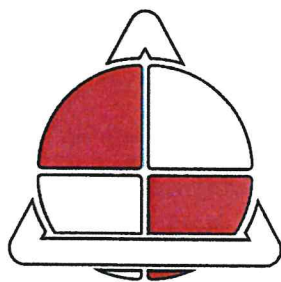
18141.01

**Project Location:**

Sarah Drive Bridge  
Ashland, MO 65010

**Prepared for:**

City of Ashland  
109 E. Broadway  
Ashland, MO 65010



**ALLSTATE**  
CONSULTANTS

Derin Campbell, PE  
PE – 29089

Allstate Consultants LLC  
3312 LeMone Industrial Blvd.  
Columbia, MO 65201  
Phone: (573) 875-8799 | Fax: (573) 875-8850

# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>1</b>
<b>Existing Condition .....</b>	<b>1</b>
<b>Development of Alternatives.....</b>	<b>2</b>
<b>Conclusions and Recommendations .....</b>	<b>7</b>

## **Appendices**

**Appendix A: Location Map**

**Appendix B: Photos**

**Appendix C: Existing Structure Display**

**Appendix D: Proposed Alternative Structure Displays**

**Appendix E: Cost Estimate**

## **INTRODUCTION:**

The City of Ashland requested Allstate Consultants conduct a safety inspection on a span type structure located on Sarah Drive (a location map is included in Appendix A). The concern stemmed from the development of a large crack along the top of slab on the south side of the structure (photos are included in Appendix B).

## **EXISTING CONDITION & ANALYSIS:**

The safety inspection was conducted with Ashland Public Works Director James Creel on October 11, 2019 on-site. Normally in these types of situations when a structure is showing signs of “stress”(cracking, spalling or some noticeable change), an examination of known facts regarding the structure are gathered and reviewed. Examples of such data would be plans, construction date, construction inspection notes, evidence of overloaded traffic, etc. If plans do exist, then often the structure can be reverse engineered or forensically investigated to determine the original load carrying capacity can be determined. If analysis yields that there are some concerns regarding load carrying capacity, the load posting can then be adjusted accordingly.

Results of said inspection yielded that there is not an immediate safety concern but the structure is under stress and should be monitored. There is also evidence of questionable construction practices. This is evidenced by the photo showing exposed reinforcing steel in the bottom slab (Appendix B). While on-site, Allstate staff queried as to the existence of a set of plans for the structure. Ashland city staff was not sure but stated they would conduct a search. Allstate staff was referred by developer contacted two different engineers known to have been involved in the site development plan. All searches resulted in the fact that there is not a known set of plans for the existing structure, therefore a forensic investigation exercise cannot be conducted. The consequences of this on-site inspection are as follows:

- Deck did not show signs of delamination.
- The span type structure on Sarah Drive is exhibiting signs of stress.
- Cause or causes of this stress are unknown at this time.

- The constructor of this structure is undetermined at this juncture.
- There is evidence of questionable construction practices.
- Due to the lack of plans an original load carrying capacity cannot be determined.
- City of Ashland has a structure open to traffic that is an unknowable and unquantifiable entity.

### **DEVELOPMENT OF ALTERNATIVES:**

A couple of different structure types were analyzed to be hydraulic equivalent replacement to the existing structure a point of comparison. However, it is important to note that hydraulics was not a consideration in the construction of the existing box. An elliptical reinforced concrete pipe was looked at but quickly dismissed due to vertical restrictions and potential cost. Allstate then analyzed several different sized precast box culverts for hydraulic capacity.

For this preliminary engineering report two different storms/flood flows were routed through the proposed structures. The first method is the SCS storm which is an industry standard that has been used for years. In addition, flood flows were generated using regression equations specific to the drainage area.

The existing structure was modeled and found to have a hydraulic capacity of a 25 year 24 hour SCS storm before overtopping (approx. elev. 868.05, 361 cfs). For purposes of this report the overtopping elevation was used for the comparison of hydraulic capacity. A 12 ft. by 5 ft. precast box was modeled and found that a 200 year peak flood storm was the flow overflowing the box (elev. 868.48, 478 cfs). This would be a slight improvement over the existing structure. The next box that is commonly available is the 10 ft. by 5 ft. size. Not surprisingly, since it is very similar in size to the existing structure, the hydraulic capacity was almost identical.



## **CONCLUSIONS AND RECOMMENDATIONS:**

Potential solutions in this case fall into three options. The first option is to do nothing and leave an unknown structure open to traffic. The second option is to close the structure to traffic. These two options are outside Allstate's purview for comment.

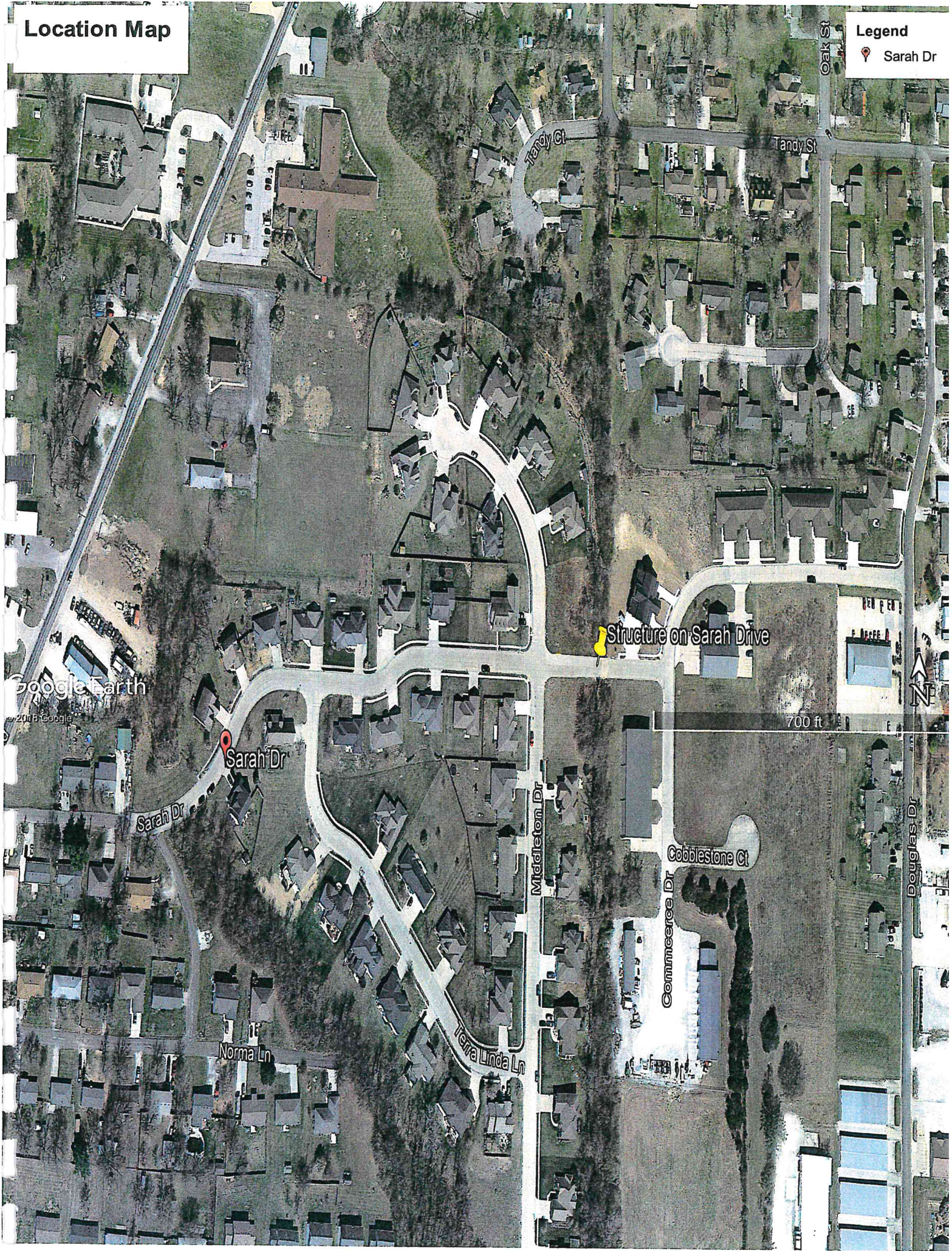
The third option is to replace the structure. Should the city want to replace the existing structure our recommendation would be to replace with a precast box culvert. This structure would closely simulate the existing structure hydraulics but would be a known entity and would be a non-load limited structure. The various options are shown above. Since the cost differential per foot between the two options is negligible, Allstate would recommend the 12 ft. by 5 ft precast box culvert option.

The options note hydraulic capacities. However, the key characteristic in this case is the backwater created by each structure which would entail a more detailed analysis normally accomplished during final design. This analysis would require a topographic survey of the area to collect the most accurate data, especially the floor elevations of existing houses upstream of the structure. Also of note, during preliminary investigations it became evident that there are some indications of shallow shelf rock which would require a geotechnical investigation. If the shelf is confirmed, a portion will need to be removed to allow the retention of a similar vertical profile.

**Appendix A: Location Map**

# Location Map

Legend  
Sarah Dr



Google Earth  
© 2018 Google

Structure on Sarah Drive

700 ft

Sarah Dr

Sarah Dr

Norma Ln

Terra Linda Ln

Middleton Dr

Cobblestone Ct

Commerce Dr

Douglas Dr

Tandy St

Oak St

## **Appendix B: Photos**



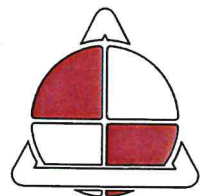
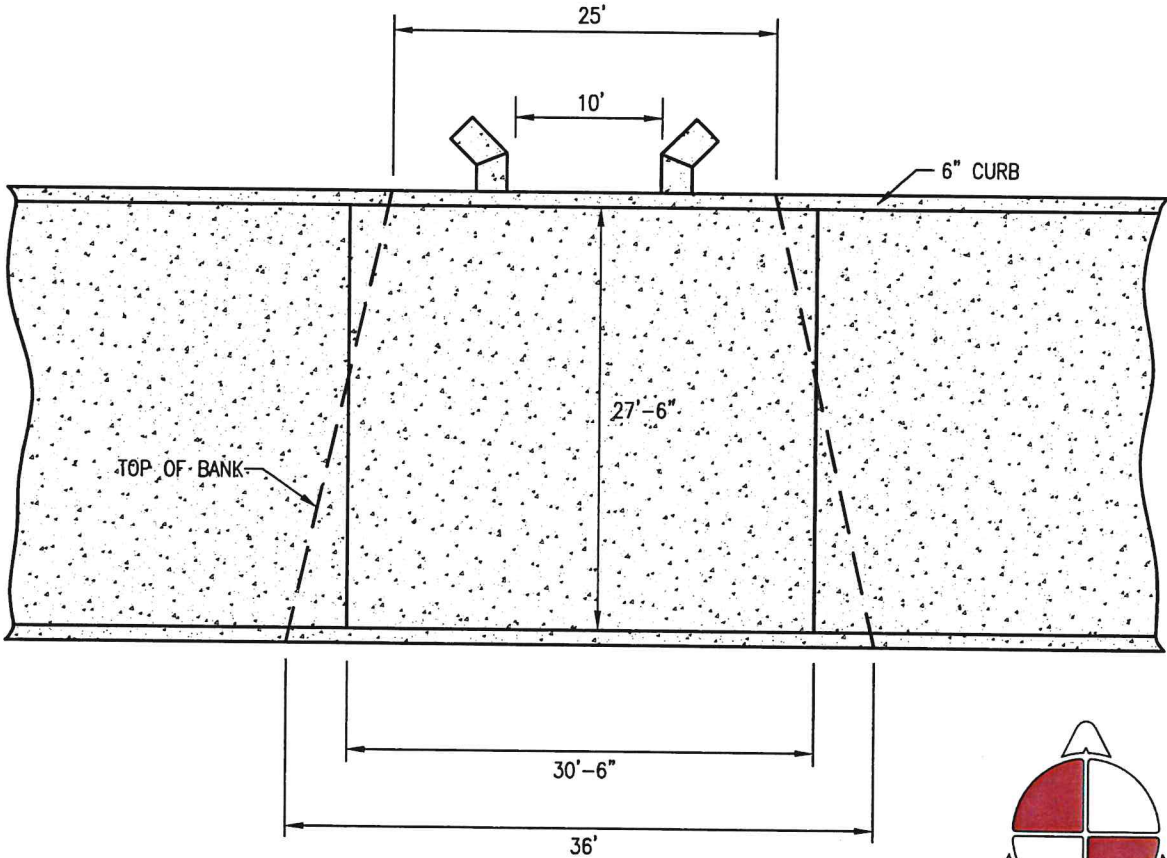
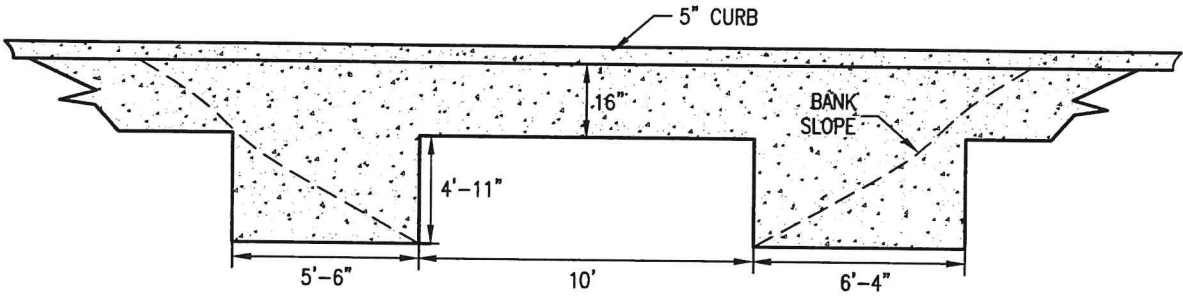
**Evidence of structure under stress. Also note cold joint in curb – not a good construction practice.**



**Exposed rebar in this photo shows that reinforcing steel was not properly resting on rebar chairs- poor construction practice**

## **Appendix C: Existing Structure**

# EXISTING STRUCTURE SARAH DRIVE BRIDGE



**ALLSTATE  
CONSULTANTS**

900 SW OLDHAM PARKWAY, SUITE 203  
LEE'S SUMMIT, MO 64081  
(816) 895-2310  
allstateconsultants.net

**Appendix D: Cost Estimate**



**SARAH DRIVE**  
**ENGINEER'S ESTIMATE OF PROBABLE COST**  
**ASHLAND, MO**  
**DECEMBER, 2019**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
1.01	Mobilization	1	L.S.	\$ 2,000.00	\$ 2,000.00
1.02	Precast Concrete Box (35 ft)	35	L.F.	\$ 1,000.00	\$ 35,000.00
1.03	Concrete Road	115	S.Y.	\$ 90.00	\$ 10,350.00
1.04	4" Aggregate Base Rock (Street)	50	TONS	\$ 30.00	\$ 1,500.00
1.05	Shelf Rock Removal	5	C.Y.	\$ 500.00	\$ 2,500.00
1.06	Removal of Improvements	1	L.S.	\$ 5,000.00	\$ 5,000.00
1.05	Structure Backfill	125	Tons	\$ 25.00	\$ 3,125.00
1.06	Type 1 Rock Blanket	50	Tons	\$ 50.00	\$ 2,500.00
1.07	Finish Grading/Seeding/Mulching/Fertilizer	1	L.S.	\$ 1,000.00	\$ 1,000.00
<b>SUBTOTAL FOR STRUCTURE REPLACEMENT: \$</b>					<b>60,975.00</b>

**2.00 ADDITIONAL ITEMS**

2.01	Engineering Design (13.29% - ref. USDA RURAL DEV.)			\$	7,975.00
2.02	Geotechnical Investigation			\$	5,500.00
2.03	Construction Stakeout			\$	1,000.00
2.04	Construction Observation and Testing			\$	2,000.00
2.05	Contingency			\$	7,745.00

**TOTAL PROJECT COST ESTIMATE: \$** 85,195.00

## **FY 2021 Budget Calendar**

### **December 1:**

Begin 2021 Budget. Begin gathering revenue projections for each fund. Review contracted items that carry in to 2021 budget year.

### **December 11:**

Send out supplemental budget request form.

### **January 3:**

Supplemental requests due for consideration.

### **January 6-8:**

Review supplemental request for consideration in 2021 budget.

### **January 13-14**

Submit and review final draft of Capital Improvement Plan to City Administrator

### **January 15-17:**

City Administrator & Treasurer meet with department heads in regards to 2021 budget and discuss supplemental request forms.

### **February 4:**

Board of Aldermen work session on General, Court, Park & Street funds. Review CIP for this portion of the budget.

### **February 18:**

Board of Aldermen work session on Water, Sewer and Trash funds. Review CIP for this portion of the budget.

### **March 17:**

Board of Aldermen work session on Capital fund. Review CIP for this portion of the budget.

Budget first reading by Board of Aldermen (Public Hearing – continue to April 7)

### **April 7:**

Continue Budget Public Hearing

### **April 21**

Budget second reading and approval by Board of Aldermen