



**City of Mexico, Missouri
City Council Meeting Agenda**

**City Hall – 300 N. Coal Street
3rd Floor Council Chambers
Mexico, Missouri 65265**

January 22, 2018 ▪ 7:00 p.m.

1. Call to Order

2. Roll Call

3. Presentation

A. Williams – Keepers LLC – 2017 Audit and Financial Report

4. Approval of Minutes

A. December 11, 2017 – Work Session

B. January 8, 2018 – Regular Session

5. New Business

Resolutions (Reading and Passage)

A. Bill No. 2018 – 04. A Resolution Authorizing the City Manager to Enter Into a Contract with Insituform Technologies, LLC for the 2018 CIPP Project. Reading and Passage.

B. Bill No. 2018 – 05. A Resolution Authorizing the City Manager to Execute an Extension to the City's On-Call Maintenance Services Agreement with Plan B Development. Reading and Passage.

6. Other Business

A. Staff Report – Task Order to Replace Spillway Pipe at Kiwanis Lake

B. Staff Report – Purchase of Two (2) Patrol Vehicles for the Department of Public Safety

C. Parks & Recreation Department – Aquatics Facilities Site Possibilities

D. Claims

7. Comments

A. Council

B. Public (*Please state name and address for the record and keep comments to a maximum of three minutes*).

8. Adjournment

**CITY OF MEXICO, MISSOURI
CITY COUNCIL MEETING MINUTES
DECEMBER 11, 2017**

The Council of the City of Mexico, Missouri met in work session on December 11, 2017 at 6:00 p.m. in the Council Chambers of City Hall, with the following members present: Mayor Chris Miller; Council Member Steve Nichols; Council Member Ron Loesch. Also present were Bruce Slagle, City Manager; Roger Haynes, Deputy City Manager; Russell Runge, Assistant City Manager/Economic Development; Kensey Russell, Public Works Director; Rita Jackson, Community Development Director; Chad Shoemaker, Parks & Recreation Director; Chief Susan Rockett, Public Safety Department; Drew Williford, City Civil Engineer; Patrick Shaw, IT Specialist; Lou Leonatti, City Attorney; Marcy LeCount, City Clerk; as well as members of the media and interested citizens. Absent, Chairman Pro Tem Chris Williams; Council Member Dr. Ayanna Shivers.

The Meeting was called to order with Mayor Miller presiding.

COUNCIL DISCUSSION – ECONOMIC DEVELOPMENT UPDATE

City Manager Slagle called upon Assistant City Manager/Economic Development Runge to provide the report.

Chairman Pro Tem Williams arrived at 6:09 p.m.

Assistant City Manager Runge thanked Council's support for Economic Development activities and provided a department report for the 2017 calendar year. Assistant City Manager Runge provided an overview of the department's 2017 activities which included reports on new and existing industries, new businesses and airport improvements. Assistant City Manager Runge provided information on data for businesses that expanded within the community and future projects.

Council Member Shivers arrived at 6:25 p.m.

City Manager Slagle provided additional Economic Development information including employment rate; housing development opportunities; current County projects and community beautification.

AQUATIC CENTER ALTERNATIVES

City Manager Slagle discussed with Council Members the proposed aquatic center and asked Council Members for direction. City Manager Slagle presented Council Members with information on how to move the project forward on a contract to build and put out an RFP and present designs to Council with costs associated with the projects. Discussion was held regarding costs associated with an RFP and an anticipated range of \$50,000 - \$70,000. City Staff and Council Members held discussion regarding costs, designs and survey results. Mayor Miller asked that Staff present property locations for the aquatic center at the next meeting.

OTHER BUSINESS – CONSIDERATION OF FUTURE DISCUSSION ITEMS

None

PROJECT UPDATES

None

ADJOURNMENT

Mayor Miller moved to close the open session. The motion was seconded by Chairman Pro Tem Williams. The Chair called for a vote and motion carried with the vote as follows: Ayes, Miller, Nichols, Loesch, Shivers, Williams. Nays, none.

The City Council Work Session Meeting was adjourned.

Mayor

City Clerk

APPROVED BY COUNCIL JANUARY 22, 2018

**CITY OF MEXICO, MISSOURI
CITY COUNCIL MEETING MINUTES
JANUARY 8, 2018**

The Council of the City of Mexico, Missouri met in regular session on January 8, 2018 at 7:00 p.m. in the Council Chambers of City Hall, with the following members present: Mayor Chris Miller; Chairman Pro Tem Chris Williams; Council Member Ron Loesch; Council Member Dr. Ayanna Shivers. Also present were Bruce Slagle, City Manager; Roger Haynes, Deputy City Manager; Russell Runge, Assistant City Manager/Economic Development; Kensey Russell, Public Works Director; Chad Shoemaker, Parks & Recreation Director; Rita Jackson, Community Development Director; Chief Susan Rockett, Public Safety Department; Louis Leonatti, City Attorney; Drew Williford, City Civil Engineer; Patrick Shaw, IT Specialist; Marcy LeCount, City Clerk; as well as members of the media and interested citizens. Absent, Council Member Steve Nichols.

The Meeting was called to order with Mayor Miller presiding.

APPROVAL OF MINUTES – DECEMBER 11, 2017 – WORK SESSION MEETING

The December 11, 2017 – Work Session Meeting Minutes were not approved due to a lack of quorum attending the meeting to approve the minutes. The minutes will be brought to the January 22, 2018 for consideration.

APPROVAL OF MINUTES – DECEMBER 11, 2017 – REGULAR SESSION MEETING

Council Member Loesch moved for approval of the December 11, 2017 regular session minutes as presented. Chairman Pro Tem Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Abstain, Nichols. The Minutes were approved as presented.

NEW BUSINESS – RESOLUTIONS (READING AND PASSAGE)

Bill No. 2018 – 01. A Resolution Authorizing the City Manager to Execute an Extension to the City's On-Call Engineering Services Agreement with Bartlett & West, Inc.

City Manager Slagle called upon Director Russell to provide the report.

Council approved a contract for on-call engineering services with Bartlett & West, Inc. in January 2016. The original contract provided the City of Mexico three, one-year renewal options. This would be the second renewal option. Staff conducted an annual performance review meeting with Bartlett & West, Inc. on December 19, 2017 and Staff is satisfied with the work Bartlett & West, Inc. has completed the past year. Director Russell recommended Council proceed with reading and passage of Bill No. 2018 – 01.

Council Member Loesch moved for reading of Bill No. 2018 – 01. Chairman Pro Tem Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols. Bill No. 2018 – 01 was read in its entirety by Council Member Loesch.

Council Member Loesch moved for passage of Bill No. 2018 – 01. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols. Bill No. 2018 – 01 was passed as Resolution No. 3847.

Bill No. 2018 – 02. A Resolution Authorizing the City Manager to Enter Into An Agreement with Austin Peters Group, Inc. for Professional Services for a Comprehensive Wage and Benefit Study.

City Manager Slagle called upon Deputy City Manager Haynes to provide the report.

Through direction provided by City Council, Staff sought professional services to conduct a

comprehensive wage and benefit study. This study has an overall objective of keeping the City's total compensation plan market-competitive. The last wage and benefit study was authorized in April of 2008. Payment for these services will be sourced through project reserve within the General Fund. An advertisement for the Request for Proposals was placed in the *Mexico Ledger*, posted on the City's website, and mailed directly to six consulting firms. The study shall review and revise as needed the City's current classification system, pay and benefits for all full-time employees. The final product shall provide a review the City's job descriptions and classification system based on job content analysis and make recommendations as may be deemed applicable; review each employment position to verify FLSA and ADA compliance; collect salary and benefit data to produce a recommended pay plan based on job analysis, job evaluation, context, and survey data; develop a cost study and implementation plan providing multiple strategies incorporating recommended and approved changes to pay structures while remaining flexible to fiscal restraints; meeting with governing body to report outcome of the study and review recommendations and train designated personnel in each step of classification and pay plan development to help ensure implementation and maintenance of the plan. Four responses were received, of which two were selected for interviews. Those received were: Austin Peters Group, Inc. of Overland Park, Kansas – \$27,590; Springsted Inc. of St. Paul, Minnesota –\$31,320; CBIZ Human Capital Services of St. Louis, Missouri – not interviewed; and McGrath Consulting Group of Wonder Lake, Illinois – not interviewed. Based on the RFP response, interview, and quality of references reviewed, Staff believes the Austin Peters Group, Inc. will provide the City a thorough and comprehensive study. Deputy City Manager Haynes recommended Council proceed with reading and passage of Bill No. 2018 - 02.

Chairman Pro Tem Williams moved for reading of Bill No. 2018 – 02. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols. Bill No. 2018 – 02 was read in its entirety by Chairman Pro Tem Williams.

Chairman Pro Tem Williams moved for passage of Bill No. 2018 – 02. Council Member Shivers seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols. Bill No. 2018 – 02 was passed as Resolution No. 3848.

Bill No. 2018 – 03. A Resolution Authorizing the City Manager to Sign Change Order No. 1 with Heggemann, Inc.

City Manager Slagle called upon Director Russell to provide the report.

Council approved a contract with Heggemann Inc. on September 25, 2017, for the installation of aeration blowers at the wastewater plant for \$110,754. The original completion date was scheduled for December 31, 2017. During installation of the blowers, 2 valves in the air distribution system were found to be defective. Change Order No. 1 will be for the replacement and labor to install the valves along with high temperature gaskets. The cost of Change Order No. 1 is \$11,147.95. The Change Order will also include additional time for completion and delivery time of the valves. The budget of the project was \$500,000. To date \$362,244 has been obligated, and this Change Order will not exceed the project budget. Director Russell recommended Council proceed with reading and passage of Bill No. 2018 – 03.

Council Member Shivers moved for reading of Bill No. 2018 – 03. Chairman Pro Tem Williams seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols. Bill No. 2018 – 03 was read in its entirety by Council Member Shivers.

Council Member Shivers moved for passage of Bill No. 2018 – 03. Council Member Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols. Bill No. 2018 – 03 was passed as Resolution No. 3849.

OTHER BUSINESS

Claims

The list of claims was presented for approval.

Chairman Pro Tem Williams moved for approval of the list of claims as presented. Council Member Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols.

The list of claims was approved.

COUNCIL COMMENTS

Council Member Loesch inquired about the snow removal process by City Staff. Director Russell provided information on the snow removal schedule.

Chairman Pro Tem Williams inquired about the YMCA parking lot maintenance.

Council Member Shivers reported on the progress of Ty-Land.

City Manager Slagle reported on the Martin Luther King Day Celebrations scheduled for Monday, January 15, 2018.

Mayor Miller commented on the Martin Luther King Day Celebrations.

PUBLIC COMMENTS

Chris Craddock, 402 E. Monroe, commented on grants available from AARP for play equipment and the use of the small park Jefferson Street Mini Park for the equipment.

ADJOURNMENT

Mayor Miller moved to adjourn the meeting. The motion was seconded by Council Member Shivers. The Chair called for a vote and motion carried with the vote as follows: Ayes, Miller, Loesch, Williams, Shivers. Nays, none. Absent, Nichols. The City Council Regular Session Meeting was adjourned.

MAYOR

CITY CLERK

APPROVED BY COUNCIL JANUARY 22, 2018

CITY OF MEXICO, MISSOURI
OFFICE OF PUBLIC WORKS DIRECTOR

Agenda: January 22, 2018

Members of City Council
City of Mexico, Missouri

RE: A Resolution Authorizing the City Manager to Enter Into A
Contract with Insituform Technologies, LLC for the 2018
CIPP Project

Dear City Council Members:

The 2017 – 2018 budget allows \$280,000 for the 2018 CIPP (Cured In Place Pipe) Project. The work includes pipe lining and manhole rehabilitation work, as well as work to continue cleaning and TV inspection of our larger diameter pipes.

The 2018 Cast in Place Pipe (CIPP) project was advertised on December 16, 2017 with bids received on January 16, 2018. Staff received bids from 3 contractors with Insituform Technologies, LLC of Chesterfield, MO submitting the lowest bid. Insituform completed the 2017 CIPP work satisfactorily and has completed previous work for the city.

<u>Contractor</u>	<u>Location</u>	<u>Bid Price</u>
Insituform Technologies, LLC	Chesterfield, MO	\$184,899.00
SAK Construction, LLC	O'Fallon, MO	\$269,354.50
Visu-Sewer of Missouri, LLC	E. St. Louis, IL	\$206,183.40

Staff recommends Council proceed with reading & passage of the Resolution authorizing the City Manager to enter into a contract with Insituform Technologies, LLC for the 2018 CIPP Project.

Respectfully submitted,

J. Kensey Russell, PE, LS
City Engineer/Public Works Director

JKR
Attachments

Reviewed by: Bruce R. Slagle, City Manager

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH
INSITUFORM TECHNOLOGIES, LLC FOR THE 2018 CIPP PROJECT**

WHEREAS, the 2018 CIPP project includes pipe lining and manhole rehabilitation work, as well as work to continue cleaning and TV inspection of our larger diameter pipes; and

WHEREAS, Insituform Technologies, LLC submitted the lowest bid for the 2018 CIPP Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEXICO, MISSOURI, AS FOLLOWS:

Section 1. The City Manager is hereby authorized to enter into a contract with Insituform Technologies, LLC for the 2018 CIPP Project.

Section 2. This Resolution shall be in full force and effect from and after the time of its passage.

PASSED THIS 22ND DAY OF JANUARY 2018

MAYOR

ATTEST:

CITY CLERK

CITY OF MEXICO, MISSOURI
OFFICE OF PUBLIC WORKS DIRECTOR/CITY ENGINEER

Agenda: January 22, 2018

Members of City Council
City of Mexico, Missouri

RE: A Resolution Authorizing the City Manager to Execute an
Extension to the City's On-Call Maintenance Services
Agreement with Plan B Development

Dear City Council Members:

Council Members approved a contract for on call maintenance services with Plan B
Development on January 10, 2017. Plan B Development's 2016 submitted bid was:

Plan B Development - Mexico, Missouri

	<i>Hourly Rate</i>
Backhoe	N/A
Tracked Excavator	88 HP - \$125 40HP - \$95
Tandem Dump	N/A
Single Axle Dump	\$90 - Lo Boy In & Out - \$110
Skid Steer	\$90
General Labor	\$55
Working Foreman	\$75

The original contract provided for a 1 year renewal option. Both parties are satisfied with the terms of the existing Agreement and would like to renew the contract for an additional year.

Staff recommends that Council proceed with reading and passage of the Resolution authorizing an extension of the City's on call Maintenance Services Agreement with Plan B Development.

Respectfully submitted,

J. Kensey Russell, PE,LS.
Public Works Director/City Engineer

JKR
Attachments

Reviewed by: Bruce R. Slagle, City Manager

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN EXTENSION TO THE CITY’S ON-CALL MAINTENANCE SERVICES AGREEMENT WITH PLAN B DEVELOPMENT

WHEREAS, the City of Mexico currently has a contract with Plan B Development for on call maintenance services dated January 10, 2017; and

WHEREAS, the contract provided for a one (1) year renewal option; and

WHEREAS, the City of Mexico and Plan B Development, have agreed to exercise the option for the year 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEXICO, MISSOURI, AS FOLLOWS:

Section 1. The City Manager is authorized to sign an extension with Plan B Development for on call maintenance services.

Section 2. This Resolution shall be in full force and effect from and after the time of its passage.

PASSED THIS 22ND DAY OF JANUARY 2018

MAYOR

ATTEST:

CITY CLERK

CITY OF MEXICO, MISSOURI
OFFICE OF PUBLIC WORKS DIRECTOR/CITY ENGINEER

Agenda: January 22, 2018

Members of City Council
City of Mexico, Missouri

RE: Staff Report – Task Order to Replace Spillway Pipe at
Kiwanis Lake

Dear City Council Members:

The Parks Department commissioned an inspection of various dams in the park system. Klingner & Associates, one of the City's on-call engineering firms, found a failure of the corrugated metal spillway pipe for Kiwanis Lake. The pipe crosses under Hendricks Street. This is a critical failure under a roadway and is deemed necessary to replace the spillway as soon as possible.

The City has a contract with Plan B Development for on-call contracting services on a material, labor and equipment basis. The City's Engineering Department has determined that a suitable replacement for long term life would be a concrete box culvert. Plan B Development has provided an estimated cost for the replacement of the corrugated metal spillway pipe at \$48,297.50, which is under the engineering estimate of \$55,000. The 2017 – 2018 budget allows \$79,000 for this project.

Staff recommends approval of the task order with Plan B Development.

Respectfully submitted,

J. Kensey Russell, PE.LS.
Public Works Director/City Engineer

JKR

Attachments

Reviewed by: Bruce R. Slagle, City Manager

CITY OF MEXICO, MISSOURI
DEPARTMENT OF PUBLIC SAFETY

Agenda: January 22, 2018

Members of City Council
City of Mexico, Missouri

RE: Staff Report – Purchase of Two (2) Patrol Vehicles for
the Department of Public Safety

Dear City Council Members:

The 2017 – 2018 Budget allows \$55,000 for the purchase of two (2) patrol vehicles for the Public Safety Department. The purchase of the patrol vehicles includes the trade-in of 2 vehicles, a 2010 Chevrolet Impala, Car #108 has approximate 80,000 miles and a 2011 Chevrolet Caprice, Car #109 has approximate 92,000 miles.

Both vehicles are considered to be high mileage patrol vehicles and are unreliable, given the continual driving time that the vehicles will receive. Purchasing newer vehicles, will provide reliability and the ability to safely get to calls without breakdowns.

Requests for bids were sent to seven (7) vendors and also placed in the *Mexico Ledger*. Three bid proposals were received with Carthage Chrysler of Carthage, Missouri submitting the best bid.

<u>Name of Company</u>	<u>Bid Amount</u>	
Auffenberg Motor Company Mexico, Missouri	Did Not Meet Specs	
		\$50,556
Carthage Chrysler	Less trade-in	- 9,400
Carthage, Missouri		\$ 41,156
	Options	+ 854
		\$ 42,010
Landmark Dodge Independence, Missouri	Less trade-in	\$ 51,180
		- <u>3,000</u>
		\$ 48,180

Staff recommends that Council approve the purchase of two (2) patrol vehicles from Carthage Chrysler of Carthage, Missouri for the bid price of \$42,010, subject to the bidder's ability to deliver the vehicles in an acceptable length of time and their ability to meet all the bid specifications.

Respectfully submitted,

Susan I. Rockett
Chief of Public Safety

Attachments

Reviewed by: Bruce R. Slagle, City Manager