



**City of Mexico, Missouri
City Council Meeting Agenda
Work Session – Regular Session
City Hall
300 N. Coal Street
Mexico, Missouri 65265**

**January 27, 2020
6:00 p.m.**

WORK SESSION

- 1. Call to Order**
- 2. Roll Call**
- 3. Council Discussion**
 - A. Parking on the North Side of East Jackson Street, between Coal and Calhoun Streets
 - B. Williams – Keepers LLC – 2019 Audit and Financial Report
- 4. Other Business**
 - A. Consideration of Future Discussion Items
 - B. Project Updates
- 5. Adjourn into Regular Session**

REGULAR SESSION
(Immediately Following Work Session)

- 6. Call to Order**
- 7. Roll Call**
- 8. Approval of Minutes**
 - A. January 13, 2020 – Regular Session
- 9. Resolutions (Reading By Title Only and Passage)**
 - A. Bill No. 2020 – 02. A Resolution Authorizing the City Manager to Sign a Professional Services Agreement with Bartlett & West, Inc. Reading By Title Only and Passage.
 - B. Bill No. 2020 – 03. A Resolution Authorizing the City Manager to Sign A Professional Services Agreement with Engineering Surveys and Services LLC. Reading By Title Only and Passage.

10. Other Business

- A. Staff Report – Purchase a Duplex Sump Pump System for the Wastewater Treatment Plant
- B. Claims

11. Comments

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

12. Adjournment

**CITY OF MEXICO, MISSOURI
CITY COUNCIL REGULAR MEETING MINUTES
JANUARY 13, 2020**

The Council of the City of Mexico, Missouri met in regular session on January 13, 2020 at 7:00 p.m. in the Council Chambers of City Hall, with the following members present: Mayor Dr. Ayanna Shivers; Chairman Pro Tem Chris Williams; Council Member Steve Nichols; Council Member Chris Miller; Council Member Vicki Briggs. 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; Patrick Shaw, IT Specialist; Drew Williford, City Engineer; Louis Leonatti, City Attorney; Marcy LeCount, City Clerk; as well as members of the media and interested citizens.

The Meeting was called to order with Mayor Shivers presiding.

APPROVAL OF MINUTES – DECEMBER 9, 2019 – WORK SESSION MEETING

Council Member Briggs moved for approval of the December 9, 2019 Work 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, Briggs, Miller, Shivers, Williams. Nays, none. Abstain, Nichols. The Minutes were approved as presented.

APPROVAL OF MINUTES – DECEMBER 9, 2019 – REGULAR SESSION MEETING

Council Member Briggs moved for approval of the December 9, 2019 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, Briggs, Miller, Shivers, Williams. Nays, none. Abstain, Nichols. The Minutes were approved as presented.

NEW BUSINESS – ORDINANCE (TWO READINGS BY TITLE ONLY AND PASSAGE)

Bill No. 2020 – 01. An Ordinance Amending Chapter 38, Article X, Schedules 13 and 15 of the Traffic and Vehicles Schedule of the Mexico City Code.

City Manager Slagle called upon City Engineer Williford to present the report.

The City's Engineering Division recently conducted a review of No Parking restrictions along North Clark Street, between Monroe and Love. During this review, it was noted that the on-site signage did not match what is recorded in Mexico's Traffic Schedules. North Clark Street, between Monroe and Love, is currently listed in Schedule 15 as a "Twelve-Hour Limit Unmetered Parking Area"; however, no such signage is present. The existing signing consists of No Parking Anytime, with the exception of a single sign located midblock on the west side of North Clark Street stating "No Parking 3:01am to 6:00 am". In an effort to clean up discrepancies between on-site signage and Mexico's Traffic Schedules, as well as improve compliance with current Manual on Uniform Traffic Control Devices (MUTCD) standards, the Engineering Division is recommending the following actions be taken:

amend Chapter 38, Article X, Schedule 13, Section F by extending the existing No Parking Anytime Area along North Clark Street to Love instead of Monroe; delete Chapter 38, Article X, Schedule 15, Section C by removing the Twelve-Hour Limit Unmetered Parking Area along North Clark Street; and remove the "No Parking 3:01am to 6:00 am" sign. It should be noted that this part of North Clark Street is directly adjacent to the Hitch Lot parking lot.

City Engineer Williford recommended Council proceed with two readings by title only and passage of Bill No. 2020 -01, which had been posted the required length of time.

Chairman Pro Tem Williams moved for reading by title only of Bill No. 2020 – 01. Council Member Miller seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Nichols, Miller, Shivers, Williams. Nays, none. First reading consideration was given to Bill No. 2020 – 01 by Chairman Pro Tem Williams.

Chairman Pro Tem Williams moved for second reading by title only of Bill No. 2020 – 01. Council Member Miller seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Nichols, Miller, Shivers, Williams. Nays, none. Second reading consideration was given to Bill No. 2020 – 01 by Chairman Pro Tem Williams.

Chairman Pro Tem Williams moved for passage of Bill No. 2020 – 01. Council Member Briggs seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Nichols, Miller, Shivers, Williams. Nays, none. Bill No. 2020 – 01 was passed as Ordinance No. 4431.

OTHER BUSINESS

Staff Report – Purchase of twenty-two (22) – 36 gallon welded steel round trash receptacle holders for placement in the Downtown Village Square

City Manager Slagle called upon Director Shoemaker to present the report.

The 2019 – 2020 annual budget does not have an allowance for the purchase of trash receptacles to replace existing refuse containers. The existing downtown trash receptacles are serviced within the City of Mexico’s sanitation contract and the wood and steel fixtures are very weathered and many are not structurally sound. Some of the trash units have been removed due to their deterioration. The Village Square Association (VSA) approached City Staff and requested help with acquiring and installing 22 new trash receptacles for the downtown sidewalk district. The VSA received a grant of \$10,000 dollars to cost share this improvement with the remaining needed funds coming from the budgeted general fund project reserve. The Parks Maintenance Department will be responsible for installing the receptacles and the needed pad construction will be handled by the Street Department. Attached is a location map for the receptacles. Request for bids were sent to sixteen (16) vendors and advertisements were placed in the Mexico Ledger. Bids were received from ten (10) vendors with Fry and Associates of North Kansas City Missouri submitting the best bid. Director Shoemaker recommended Council approve the purchase of the 22 Pilot Rock Model CN-R/SS2-36d round steel strap trash receptacles with doors, from Fry and Associates of North Kansas City, Missouri for the bid price of \$17,388, subject to the bidder’s ability to deliver the equipment in an acceptable length of time. Bid Tab:

VENDOR	BID PRICE
AB Creative, Inc. Desoto, Kansas	\$18,708.00
All Inclusive Rec LLC Farmington, Missouri	\$23,060.00
Fry & Associates, Inc. North Kansas City, Missouri	\$17,388.00
National Playground Compliance Grover, Missouri	\$26,866.96
Northern Tool Bernsville, Minnesota	\$33,801.04
Play & Park Structures Park Hills, Missouri	\$37,128.00
RJ Thomas Mfg. Co. Cherokee, Iowa	\$17,622.00
Rocky Mountain Recreation LLC Albion, Idaho	\$19,005.70
Silverlyn LLC Albion, Idaho	Did Not Meet Specs – \$10,280.00
Westlake Commercial Kansas City, Missouri	\$21,933.92

Council Member Miller moved to purchase 22 – Pilot Rock Model CN-R/SS2-36d round steel strap trash receptacles with doors, from Fry and Associates of North Kansas City, Missouri for the bid price of \$17,388, subject to the bidder’s ability to deliver the equipment in an acceptable length of time. Council Member Nichols seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Nichols, Miller, Shivers, Williams. Nays, none.

Staff Report – Relocate Ameren Gas Mains for the Falcon Street Extension Project

City Manager Slagle called upon City Engineer Williford to present the report.

The City of Mexico has planned and budgeted to extend Falcon Street from Fairgrounds to Amelia Drive. During the design of this project, it was noted that two gas mains would need to be relocated for the extension of Falcon Street to proceed. Both mains are owned and operated by Ameren with one consisting of a six (6) inch steel line which feeds the south area of Mexico. Ameren has provided the Engineering Department with a cost estimate of \$31,524 to relocate both lines. Engineering Staff have been coordinating with Ameren to determine which entity is responsible for the cost of utility relocation. In this particular case, Ameren previously owned the portion of Fairgrounds right-of-way which their gas mains currently occupy. Upon review of the Dedication Deed for this area, City Staff does concur that the intent of this Deed was to preserve their existing utility rights and place the cost of relocation on an external party, in this case the City of Mexico. The 2019 – 2020 CIST Budget provides \$55,000 for the extension of Falcon Street. In follow-up to several questions raised at the November 18th Council Meeting, Staff have compiled supplemental documentation for Council review. Additional information on project cost sharing, community level impacts, and impacts to future development in the area may be found in Exhibit A. Two maps providing an overview of the multi-modal connectivity within the area may be found in Exhibit B, and a map showing the existing gas main layout may be found in Exhibit C. City Engineer Williford recommended Council approve the relocation of Ameren Gas Mains at an estimated cost of \$31,524.

Council Members held discussion regarding the relocation of the gas mains, the costs involved in the moving, which did not include construction of the Falcon Street extension. Council Members also held discussion regarding sidewalk construction along Teal Lake Road.

Council Member Briggs moved to approve the relocation of the Ameren gas mains for the Falcon Street Extension at an estimated cost of \$31,524. Council Member Miller seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: Ayes, Briggs, Nichols, Miller, Shivers. Nays, Williams.

Claims

The list of claims was presented for approval.

Council Member Miller moved for approval of the list of claims as presented. Mayor 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, Briggs, Nichols, Miller, Shivers, Williams. Nays, None.

The list of claims was approved.

COUNCIL COMMENTS

Council Member Briggs commented on the use of "911" and was thankful for the emergency service.

Council Member Nichols commented on funding and completing projects. Council Member Nichols also commented on his recent retirement.

Mayor Shivers wished everyone a Happy New Year. Mayor Shivers commented on the upcoming MML Central Division Regional Meeting; Munch with the Mayor has been scheduled for January 30th.

PUBLIC COMMENTS

Thomas Hugo, 205 E. Jackson, commented on no parking on the north side of East Jackson Street, between Coal and Calhoun Streets.

ADJOURNMENT

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

CITY CLERK

MAYOR

APPROVED BY COUNCIL JANUARY 27, 2020

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

Agenda: January 27, 2020

Members of City Council
City of Mexico, Missouri

RE: Resolutions Authorizing the City Manager to Execute Professional Services Agreements with Bartlett & West, Inc. and Engineering Surveys and Services LLC

Dear City Council Members:

Request for Qualifications (RFQ) for on-call project engineering and civil site services was placed in the *Mexico Ledger* and also placed on the City's website. Using the qualifications based selection process as required by law and the City's purchasing policy, a RFQ was sent to engineering firms in the area with nine (9) firms responding to the request.

Responses were evaluated and scored independently by the Parks Director, Administrative Services Director and Public Works Director. Responses were collated and after discussion was held, Bartlett & West, Inc. and Engineering Surveys and Services, LLC, were selected.

Professional Services Agreements have been discussed with each firm, with no cost associated with the master agreement. When either firm is used for a project, an individual project task order will be developed with scope and cost.

Staff recommends Council proceed with reading by title only and passage of the attached Resolutions authorizing the City Manager to sign professional services agreements with Bartlett & West, Inc. and Engineering Surveys and Services, LLC.

Respectfully submitted,

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

JKR/DND
Attachments

Reviewed By: Bruce R. Slagle, City Manager

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH BARTLETT & WEST, INC.

WHEREAS, Request For Qualifications were accepted for on-call engineering projects and civil site services; and

WHEREAS, Staff reviewed current credentials as a Missouri Registered Professional Engineer, prior experience designing park projects, prior experience specifying projects for sealed bid, prior experience providing municipal civil and mechanical engineering services; and

WHEREAS, Bartlett & West Inc, has been selected based on its experience in performing certain professional services.

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 execute, on behalf of the City of Mexico, a professional services agreement with Bartlett & West, Inc. of Jefferson City, Missouri.

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

PASSED THIS 27TH DAY OF JANUARY 2020

MAYOR

ATTEST:

CITY CLERK

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH ENGINEERING SURVEYS AND SERVICES LLC

WHEREAS, Request For Qualifications were accepted for on-call engineering projects and civil site services; and

WHEREAS, Staff reviewed current credentials as a Missouri Registered Professional Engineer, prior experience designing park projects, prior experience specifying projects for sealed bid, prior experience providing municipal civil and mechanical engineering services; and

WHEREAS, Engineering Surveys and Services, LLC, has been selected based on its experience in performing certain professional services.

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 execute, on behalf of the City of Mexico, a professional services agreement with Engineering Surveys and Services, LLC of Columbia, Missouri.

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

PASSED THIS 27TH DAY OF JANUARY 2020

MAYOR

ATTEST:

CITY CLERK



Administrative Services Department
Purchasing Office
300 North Coal Street
Mexico, Missouri 65265
Voice: 573.581.2100
Fax: 573.581.6261
www.mexicomissouri.net

PUBLIC NOTICE

The City of Mexico, MO is accepting request for qualification (RFQ) for on call project engineering and civil site services until 2:00 p.m., Tuesday, December 11, 2019.

Qualifications need to include: Current credentials as a Missouri Registered Professional Engineer, prior experience designing park projects, prior experience specifying projects for sealed bid, prior experience providing municipal civil and mechanical engineering services, and a service office within daytime driving distance of Mexico, MO. Complete information is available at City of Mexico, Administrative Services Department, 300 N. Coal Street, Mexico, MO 65265 and on our website www.mexicomissouri.net. RFQ's are to be clearly marked "On Call Project Engineering Qualification Statement" and returned to City Hall, Administrative Services Department.

The City of Mexico reserves the right to reject any proposal if the evidence submitted by, or investigation of such proposal fails to satisfy owner that such contractor is qualified to carry out the obligation of the contract and to complete the work as described.

MEXICO LEDGER – CLASSIFIED ADS

Please place the above in Public Notice for Wednesday, November 20, 2019. Also provide affidavit of publication, if there are any questions, please contact Kerri at 581.2100 ext., 227.

Please send proof to Kerri at kbrandow@mexicomissouri.org

NIKKI
mailed 11/13/19

Klingner & Associates---616 N 24th St. Quincy, Ill 62301

Crockett Engineering---1000 W Nigong Blvd. Bldg 1, Columbia, Mo 65203

Horner & Shifrin---401 S 18th St, Ste 400, St Louis, Mo 63103

Bartlett and West---1719 Southridge Dr Suite 100, Jefferson City, Mo 65109

McLure---1901 Pennsylvania Dr, Columbia, Mo 65202

Engineering Surveys and Services---1113 Fay St, Columbia, Mo 65201

CFS Engineers---310 Monroe St, Jefferson City Mo

Anderson Engineering---4240 Philips Farm Rd Suite 101, Columbia, MO 65201

Crawford Murphy and Tilley---1 Memorial Dr, Suite 500, St Louis, Mo 63102

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

Agenda: January 27, 2020

Members of City Council
City of Mexico, Missouri

RE: Staff Report – Purchase a Duplex Sump Pump System for the Wastewater
Treatment Plant

Dear City Council Members:

The 2019 – 2020 annual budget allows \$60,000 for building improvements in the wastewater operation department. The sump pump purchase was an anticipated improvement.

An Advertisement for Bids to purchase two (2) duplex sump pump systems, including pumps and controls, was placed in the *Mexico Ledger* and was also listed on the City’s website. Three (3) bids were received with Municipal Equipment Company of St. Louis, Missouri submitting the best bid in the amount of \$13,365.

Vendor Name	Description	Bid Price
The Pump Shop St. Louis, Missouri	Submersible Pumps and Installation	\$11,075.00
<i>Municipal Equipment Company, Inc. St. Louis, Missouri</i>	<i>Vertical Shaft Pumps Only (2)</i>	<i>\$13,365.00</i>
Vandevanter Engineering Fenton, Missouri	Vertical Shaft Pumps and Installation	\$27,165.00

The existing system lasted over 20 years and was a Weil vertical shaft pump. Municipal Equipment Company and Vandevanter Engineering bids were a match for the Weil pump, as was used in the existing system. The vertical shaft system places the motor and pump above and out of the sump pit, making for easier access for maintenance and City Staff will complete the installation.

Staff recommends Council accept the bid from Municipal Equipment Company, Inc., for the purchase of 2 pumps for a total bid of \$13,365, subject to the bidder’s ability to deliver the equipment in an acceptable length of time.

Respectfully submitted,

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

JKR/ND
Attachments

Reviewed by: Bruce R. Slagle, City Manager



Administrative Services Department
Purchasing Office
300 North Coal Street
Mexico, Missouri 65265
Voice: 573.581.2100
Fax: 573.581.6261
www.mexicomissouri.net

PUBLIC NOTICE

The City of Mexico Mo is accepting sealed bids for supplying replacement pumps and controls for an existing duplex sump installation in the Wastewater Division until 3:00 p.m., Tuesday, January 14, 2020. Complete bid specifications and information are available at City Hall, Administrative Services Department, 300 N. Coal St., Mexico, Mo 65265 and on our website www.mexicomissouri.net. Bids should be sealed and clearly marked on the outside of the envelope "Sealed Bid Duplex Pumping System" and returned to the Administrative Services Department. The City of Mexico reserves the right to accept or reject any and all bids and to waive any formalities in the bidding.

MEXICO LEDGER –CLASSIFIED ADS

Please place the above in Public Notice for Saturday, December 28, 2019. Also please provide affidavit of publications, if there are any questions please contact Kerri at 581.2100 ext., 227.

Please send proof to Kerri at kbrandow@mexicomissouri.org

Pump Vendor List

Don Buerk
Municipal Equipment Company, Inc.
dbuerk@munequip.com

received

Mark Niehaus
Farrar Pump Company
markn@farrarpump.com

vandevanter Engineering
received

DJ Gongol and Associates, Inc
Pump Store USA
info@gongol.net

Jeff Clarke
Hydro-Kinetics
314-306-7977
jclark@hydro-kinetics.com

The Pump shop
Missouri Machinery + Engineering
received

Jeremy Wright
Plumb Supply Company (Riback)
573-581-6842
jwright@plumbsupply.com