



**City of Mexico, Missouri
City Council Meeting Agenda
City Hall – 300 N. Coal Street
Mexico, Missouri 65265
August 10, 2015
7:00 p.m.**

1. Call to Order

2. Roll Call

3. Approval of Minutes

A. July 27, 2015 – Regular Session

B. August 4, 2015 – Budget Work Session

4. New Business – Resolution (Reading and Passage)

A. Bill No. 2015 – 46. A Resolution Authorizing the City Manager to Sign Contract Documents with Hutchinson Recreation & Design, Inc. for the Installation of Playground Equipment at Garfield Park Reading and Passage.

5. New Business – Ordinances (Two Readings By Title Only and Passage)

A. Bill No. 2015 – 47. An Ordinance Authorizing the City Manager to Execute Contract Documents for Engineering Design Services for the Lakeview Morris STP-4400(308) Project. Two Readings By Title Only and Passage.

6. Other Business

A. Appointment to the Mexico Housing Authority Board

B. 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



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**CITY OF MEXICO, MISSOURI
CITY COUNCIL MEETING MINUTES
JULY 27, 2015**

The Council of the City of Mexico, Missouri met in regular session on July 27, 2015 at 7:00 p.m. in the Council Chambers of City Hall, with the following members present: Mayor Greg Miller; Chairman Pro Tem Chris Williams; Councilman Ron Loesch; Councilman Chris Miller. Also present were Bruce R. Slagle, City Manager; Roger Haynes, Deputy City Manager; Russell Runge, Assistant City Manager/Economic Development; Susan Rockett, Department of Public Safety Director; Rita Jackson, Community Development Director; Kensey Russell, City Engineer/Public Works Director; and Chad Shoemaker, Parks & Recreation Director; Patrick Shaw, IT Specialist; Marcy LeCount, City Clerk; City Attorney Lou Leonatti, as well as members of the media and interested citizens. Absent, Councilman Steve Nichols.

The Meeting was called to order with Mayor Miller presiding.

APPROVAL OF MINUTES – JULY 13, 2015 – REGULAR SESSION

Chairman Pro Tem Williams moved for approval of the July 13, 2015 regular session minutes as presented. Councilman Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. The Minutes were approved as presented.

RESOLUTION (READING AND PASSAGE)

Bill No. 2015 – 42. A Resolution Accepting Warranty Deeds for Right-of-Way from John W. Folta and Howard Jeffries and Cynthia Jeffries.

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

Director Russell stated that during the city's annual concrete construction of ADA ramps, it was discovered that two right-of-ways were not large enough to fit ramps and sidewalks. City Staff has acquired the right-of-ways for the additional square footage from John Folta conveying 130.5 square feet and Howard Jeffries and Cynthia Jeffries conveying 75 square feet for this project. The deeds will be recorded upon Council's accepting the right-of-ways from Folta and Jeffries. City Crews will construct the ramps that were deducted from the concrete contract at the intersection of Agriculture and Monroe. Director Russell recommended Council proceed with reading and passage of Bill No. 2015 – 42.

Chairman Pro Tem Williams moved for reading of Bill No. 2015 – 42. Councilman Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Bill No. 2015 – 42 was read in its entirety by Councilman Loesch.

Councilman Loesch moved for passage of Bill No. 2015 – 42. 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: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Bill No. 2015 – 42 was passed as Resolution No. 3736.

ORDINANCE (TWO READINGS BY TITLE ONLY)

Bill No. 2015 – 43. An Ordinance Authorizing the Execution of a Lease of a Parcel of Land at the Mexico Memorial Airport with Erich J. Brewer and Dawn M. Brewer d/b/a Brewer Farms for the Construction of a Privately – Owned Hangar.

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

Assistant City Manager Runge stated that Erich J. and Dawn M. Brewer d/b/a Brewer Farms have submitted a proposal to construct a hangar building at the Mexico Memorial Airport for personal use. Erich Brewer and Dawn Brewer would construct a hangar at no cost to the City on a parcel of land which the City would lease for an initial twenty (20) year period with the proposed lease being re-evaluated every five (5) years thereafter. The lease would restrict the use of the building to aircraft storage and general aviation related purposes. The Lessee will pay the City the sum of \$100 per month during the term of the lease and a mandatory lease rent cost review every 5th year for the duration of the lease. The Lessee will be responsible for constructing any ramp necessary to provide access from the hangar to the airport taxi-way, apron and runway. Assistant City Manager Runge recommended Council proceed with two readings by title only and passage of Bill No. 2015 -43, which had been posted the required length of time.

Councilman Loesch moved for first reading by title only of Bill No. 2015 – 43. 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: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. First reading by title only of Bill No. 2015 – 43 was read by Chairman Pro Tem Williams.

Chairman Pro Tem Williams moved for second reading by title only of Bill No. 2015 – 43. Councilman Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Second reading by title only of Bill No. 2015 – 43 was read by Chairman Pro Tem Williams.

Chairman Pro Tem Williams moved for passage of Bill No. 2015 – 43. Councilman Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Bill No. 2015 – 43 was passed as Ordinance No. 4329.

Bill No. 2015 – 44. An Ordinance of the City of Mexico, Missouri to Establish A Procedure to Disclose Potential Conflicts of Interest and Substantial Interests for Certain Municipal Officials.

Mayor Miller called called upon City Manager Slagle to provide the report.

City Manager Slagle stated that in accordance with the provisions of S.B. 262, each political subdivision with an annual operating budget in excess of one million dollars must file personal financial interest statements or devise a code of ethics. This Ordinance establishes a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City. City Manager Slagle recommended Council proceed with two readings by title only and passage of Bill No. 2015 – 44, which had been posted the required length of time.

Chairman Pro Tem Williams moved for first reading by title only of Bill No. 2015 – 44. Councilman Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. First reading by title only of Bill No. 2015 – 44 was read by Councilman Miller.

Councilman Miller moved for second reading by title only of Bill No. 2015 – 44. Councilman Loesch seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Second reading by title only of Bill No. 2015 – 44 was read by Councilman Miller.

Councilman Miller moved for passage of Bill No. 2015 – 44. 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: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Bill No. 2015 – 44 was passed as Ordinance No. 4330.

Bill No. 2015 – 45. An Ordinance Changing the Name of Walnut Street, which runs South from Liberty Street to Holt Street, South from Bolivar Street to Seminary Street and fronts Garfield Park to Tyronn Lue Boulevard within the City of Mexico, Missouri.

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

Director Jackson stated that a presentation was made to Council on June 8, 2015 by Dan Erdel to rename Walnut Street to Tyronn Lue Street. Walnut Street runs south from Liberty Street to Holt Street, south from Bolivar Street to Seminary Street and fronts Garfield Park. Sec. 13-2 of the Mexico City Code requires that a resolution be passed by City Council to declare the proposed name change and thereafter an advertisement be published in the Mexico Ledger for one week. If within four weeks after publication, a majority of the resident property owners along Walnut Street do not file objection, then City Council by Ordinance shall change the name of the street. There are a total of four resident property owners on Walnut Street south from Bolivar Street to Seminary Street and they are the Mexico Housing Authority (five duplexes), Second Missionary Baptist Church (parsonage), Bank of America (foreclosure) and Kendra West (vacant lot). Walnut Street south from Liberty Street to Holt Street has no resident property owners. All resident property owners along Walnut Street were notified in writing of this proposed name change. Council passed a Resolution on June 22, 2015 to declare the proposed name change and the Resolution was published in the *Mexico Ledger* for one week. The City Clerk did not receive any objections from the resident property owners along Walnut Street. Director Jackson recommended Council proceed with two readings, by title only, and passage of Bill No. 2015 – 45, which had been posted the required length of time.

City Manager Slagle stated that a dedication ceremony was being planned for August 8, 2015 at 9:00 a.m., Garfield Community Center for the unveiling. The public is invited to attend.

Councilman Miller moved for first reading by title only of Bill No. 2015 – 45. 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: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. First reading by title only of Bill No. 2015 – 45 was read by Councilman Loesch.

Councilman Loesch moved for second reading by title only of Bill No. 2015 – 45. 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: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Second reading by title only of Bill No. 2015 – 45 was read by Councilman Loesch.

Councilman Loesch moved for passage of Bill No. 2015 – 45. 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: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none. Bill No. 2015 – 45 was passed as Ordinance No. 4331.

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. Councilman Miller seconded the motion. On a call by the Chair for ayes and nays, the motion carried, with the vote on passage as follows: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none.

The list of claims was approved.

COUNCIL COMMENTS

Mayor Miller called upon Deputy City Manager Haynes and presented him with an Award of Excellence in Accounting from GFOA. Mayor Miller congratulated Deputy City Manager Haynes on his outstanding financial service to the city and expressed appreciation to City Staff.

Councilman Loesch congratulated Deputy City Manager Haynes and Staff on another award for financial excellence. Councilman Loesch stated his appreciation in Council's decision to name Tyronn Lue Boulevard due to all the support Lue has provided to the Mexico community.

Councilman Loesch requested an update on the Providence Street sewer concerns. Director Russell provided an update on the findings by the Wastewater Department Staff and provided information regarding TREK inspecting private lines.

Chairman Pro Tem Williams thanked Director Russell for his report on Providence Street sewer concerns. Chairman Pro Tem Williams congratulated Deputy City Manager Haynes and Staff on the recent award presented for financial excellence. Chairman Pro Tem Williams commented on the intersection of Lakeview and Morris Streets and another location on Lakeview near the First Presbyterian Church.

Councilman Miller complimented Deputy City Manager Haynes on his award.

City Manager Slagle stated that a Budget Study Session will be held on August 4, 2015 at 4:00 p.m. in the 3rd Floor Council Chambers. The meeting is anticipated to last around 4 hours and the public is invited to attend.

Mayor Miller stated congratulations to Deputy City Manager Haynes on received the award of financial excellence. Mayor Miller commented on the naming of Tyronn Lue Boulevard and the need to express appreciation for his contributions to the Mexico community.

PUBLIC COMMENTS

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: G. Miller, C. Miller, Loesch, Williams. Nays, none. Absent, Nichols. Nays, none.

The City Council Regular Session Meeting was adjourned.

MAYOR

CITY CLERK

APPROVED BY COUNCIL AUGUST 10, 2015

**CITY OF MEXICO, MISSOURI
CITY COUNCIL SPECIAL MEETING MINUTES
AUGUST 4, 2015**

The Council of the City of Mexico, Missouri met in special session on Tuesday, August 4, 2015 at 4:00 p.m. in the Council Chambers of City Hall, with the following members present: Mayor Greg Miller; Councilman Ron Loesch; and Councilman Chris Miller. Also present were Bruce Slagle, City Manager; Roger D. Haynes, Deputy City Manager; Russell Runge, Assistant City Manager/Economic Development Director; Chad Shoemaker, Parks & Recreation Director; Chief Susan Rockett, Public Safety Department; Kensey Russell, Public Works Director; Vicki Duenke, Accountant/Financial Analyst; and Marcy LeCount, City Clerk as well as members of the media and interested citizens. Absent, Chairman Pro Tem Chris Williams; Councilman Steve Nichols.

The Meeting was called to order with Mayor Miller presiding.

OTHER BUSINESS

DISCUSSION OF 2015 – 2016 BUDGET

City Manager Slagle stated that Department Directors had submitted department requests for the 2015 – 2016 and the requests have been reviewed. City Manager Slagle stated that discussions were held regarding general fund balances and meetings were held with each Department Director for a review of their requests.

Deputy City Manager Haynes reported on fund summary and cash balance expectations for fiscal year ending 2015.

City Council, City Manager Slagle and City Staff held discussions regarding the 2015 – 2016 budget year which included general funds, capital outlays and line item requests. City Manager Slagle stated that fund accounting is an accounting system that emphasizes accountability rather than profitability and is used by governments. The Council reviewed funds the City has and why each is necessary. Council reviewed the re-estimated revenues and expenses for ending the current budget year and also reviewed the general issues and challenges affecting the proposed budget. Council then reviewed a number of policy issues including financing for capital purchases, funding for outside agencies, and discussed a number of proposed fee increases that would support the upcoming budget.

Council Members and City Staff held discussion regarding the proposed property tax rate, the approval of an outdoor warning siren system, wage schedule adjustment, wastewater rates, wastewater non-city rate increase, sanitation rate, future pool facility improvements and the capital reserve fund.

ADJOURNMENT

There being no further business, Mayor Miller moved to adjourn the City Council Meeting. Councilman 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, C. Miller, Loesch, G. Miller. Nays, none. Absent, Williams, Nichols. The City Council Budget Meeting was adjourned.

ATTEST:

MAYOR

CITY CLERK

APPROVED BY COUNCIL AUGUST 10, 2015

CITY OF MEXICO, MISSOURI
OFFICE OF PARKS & RECREATION DEPARTMENT

Agenda: August 10, 2015

Members of City Council
City of Mexico, Missouri

RE: A Resolution Authorizing the City Manager to Sign
Contract Documents with Hutchinson Recreation &
Design, Inc. for the Installation of Playground Equipment
at Garfield Park

Dear City Council Members:

Council approved the purchase of the playground equipment from Hutchinson Recreation & Design, Inc. for Garfield Park February 9, 2015. This item would authorize the City Manager to sign a contract with Hutchinson Recreation & Design, Inc. for the installation of the playground equipment.

The contract will authorize a factory certified installation crew to install the Miracle playground equipment. City Staff will provide the dirt base on site and will install safety surfacing after the installation is complete. Staff received a quote from Hutchinson Recreation & Design, Inc. in the amount of \$17,250, which is included in the 2014 – 2015 budget.

Staff recommends that the Council proceed with reading & passage of the Resolution authorizing the City Manager to enter into a contract with Hutchinson Recreation & Design, Inc.

Respectfully submitted,

Chad Shoemaker
Parks & Recreation Director

CS
Attachments

Reviewed by: Bruce R. Slagle, City Manager

BILL NO. 2015 – 46

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN CONTRACT DOCUMENTS
WITH HUTCHINSON RECREATION & DESIGN, INC. FOR THE INSTALLATION OF
PLAYGROUND EQUIPMENT AT GARFIELD PARK**

WHEREAS, Hutchinson Recreation & Design, Inc. can provide a factory certified installation crew to install the Miracle playground equipment; and

WHEREAS, money has been appropriated in the budget for these services.

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

Section 1. The City Manager is authorized to enter into a contract with Hutchinson Recreation & Design, Inc.

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

PASSED THIS 10TH DAY OF AUGUST 2015

MAYOR

ATTEST:

CITY CLERK



Hutchinson Recreation & Design Inc.
 P.O Box 194
 Troy, MO 63379

BID A

Name/Address		
Mexico Park Department Chad Shoemaker, Director 300 N Coal Street Mexico, MO. 65265 573-581-2100		
Date	Quotation #	REP
07/28/15	7873	CRH

Terms
See Attached

Quantity	Description	Total
	Installation of Miracle equipment performed by Factory Certified Miracle Installation Crew. Installation of Miracle Deck System/UPC Boulder/Swings and Music Panels. Includes concrete footings. City to have site to dirt base and install safety surfacing after installation is complete. Dirt from footings to be stockpiled on site, city to grade out or remove from site.	18,250.00T
	Deduct for Supervision and certification from original bid specifications	-1,000.00T
	Out-of-state sale, exempt from sales tax	0.00

The acceptance signature below serves as authorization to order the items quoted & indicates acceptance of the listed prices and payment terms enclosed. Signature will not substitute for a Purchase Order.

Total **\$17,250.00**

Unloading, storage and installation of equipment upon arrival is not included in above pricing unless specifically noted on quote.

Acceptance Signature: _____

Signature: _____

Phone: (800) 848.5616

www.hutchinson-recreation.com

Fax: (636) 528.8413

NOTE: Purchase orders & checks for equipment should be made out to Hutchinson Recreation & Design.

Hutchinson Recreation & Design - Terms and Conditions

Page 1 of 4 (Terms and Conditions & Proposal Facts)

The quotation, terms and conditions, and proposal facts must be attached and included as an exhibit to any contract, which is entered into as a result of this quotation. Failure to do so will result in such contract being returned unsigned until these items have been included, thus delaying the processing of your order.

Equipment orders with Installation service: Continuous access will be provided to the installation crew for heavy equipment traffic without obstruction for delivery and installation of equipment, safety surfacing, and any other materials or furnishing provided on this quotation throughout the installation. The site is free of any private utilities or underground items unless marked by owner. All items below are not included unless specifically stated on the quotation. Excessive rock excavation is not included in standard pricing. Proper site grade has been completed prior to the arrival of the installation crew. Additional mobilization costs will be charged for each trip if site is not ready for the installation of the equipment. Core drilling or saw cutting of existing or new concrete or asphalt is not included. The installation of all furnishings and equipment not indicated as surface mount or portable should be scheduled for installation prior to concrete or asphalt construction or blocked out for in concrete forms. Installation prices assume normal soil conditions, easy access to site with trucks. If it becomes necessary to cross landscaping, sidewalks, or grass areas to reach playground area, re-seeding or sodding may be necessary - the customer will be responsible unless otherwise noted. Installation does not include any allowance for moving or repairing any underground utility lines such as electrical, telephone, gas, water or sprinkler lines that may be encountered during installation operations. Any additional costs incurred as a result of hard rock conditions requiring extra equipment, or for utility removal or repair resulting in delay is for customer's account, unless they are detailed on as built site drawings or marked on the ground prior to quotation, fabrication and installation.

Owner/Contractor site preparation and installation notes and instructions:

- **DO NOT SPREAD SAFETY SURFACE OR GRAVEL DRAINAGE PRIOR TO INSTALLATION OF PLAYGROUND EQUIPMENT.**
- If site conditions become too wet to install equipment, drying agents such as lime can be applied at additional costs to be borne by Owner. The application of drying agents must be pre-approved via written instrument, signed by both Owner and Hutchinson Recreation & Design, before application begins.
- Any on-site installation, site work, or surfacing change orders must be pre-approved via written instrument, signed by Owner & Hutchinson Recreation & Design, Inc. before change orders are executed. Hutchinson Recreation & Design, Inc. is not responsible or liable for any verbal or other negotiations with installers made without approval and a signed change order from our office.
- Removal and replacement of existing surfacing materials is not included unless specifically indicated on the quotation.
- Owner is responsible for locating and marking all private utility locations and notification of any other underground items prior to quotation, fabrication, and installation. Hutchinson Recreation & Design will not be responsible for any underground items encountered or any damage to such items not marked or pointed out by the owner. Any delay or cost to repair as a result will be at an additional cost to the owner.
- Quotations for Engineered Wood Fiber do not include gravel drainage systems; gravel sumps or daylight drains unless specifically noted.
- Required installation grade includes: Site excavated to proper depth and grade should be no greater than 2% for drainage.
Owner/Contractor will provide safety/storage of equipment/security fencing until equipment and surfacing is ready for installation and use – unless specifically noted on quote.

Additional information regarding Safety Surfacing:

- Prices quoted are for delivery of products only – installation services are available upon request.
- Purchaser shall be responsible for storage of all products and security, as needed, to prevent vandalism and/or damage of any type to the surface during installation process, curing time, and after the installation is completed. Surface quotes are based on thickness/critical fall heights performances as tested by an accredited laboratory, and are not subject to results generated by hand held, suspect field-testing equipment.
- Purchaser is responsible for storage of all resin, glue, and binder in a temperature controlled environment. Any materials left outside will be at the sole cost of the purchaser if replacement products are needed.
- If site is prepared by other and if the site is over the square foot agreed upon the customer will be charged for the additional square foot based on the critical fall height of equipment and price/square foot.
- Price excludes concrete, asphalt, site work, base aggregate, compaction or preparation etc.
- If loose fill engineered wood fiber is being purchased customer is aware that: Due to the nature of wood fiber, wood fiber will vary in size and type of wood if purchased in differing time frames. Engineered Wood fiber surfacing is for safety purposes 1st and the aesthetic look and feel of the wood fiber is inconsistent. The variance will meet all required guidelines/specifications from the manufacturer.

Owner/Contractor delivery and receipt of shipment:

- The Owner/Contractor will be notified 24 hours prior to delivery whenever possible.
- It is assumed that all materials can be delivered to the jobsite, and the Owner/Contractor will provide a secure location to store the equipment prior to installation. Installation price does not include transportation of materials from a secondary secure delivery location to job site.
- Delivery does not include lift-gate service-unless specifically noted on quote/bid. Those services, depending on product, may be available by request for an extra cost to the owner.
- Lead-times vary by manufacture anywhere from 2 to 12 weeks and are subject to change without notice. Please ask our office at the time of order for approximate shipping lead times. Please provide firm shipment schedules at time of order, delivery dates requested outside of normal manufacturing days may be subject price increases from suppliers for materials and freight.

Insurance: If billed by the manufacturer this proposal contains standard General Liability and Workers Compensation coverage – when applicable. Any waivers of subrogation and primary no-contributory endorsement requirements require additional premium to the provider. Any additional such charges to our policies as a result of the awarding of a contract based upon this proposal will be passed through to you at your additional expense.

Quotation does NOT include the following: taxes, prevailing wages, permits, state or local approvals, performance/payment bond, engineering seals, testing, site preparation, or storage of equipment, installation, supervision, removal of excess dirt, borders, safety surfacing, unloading of equipment, security, fencing, or landscaping! **Unless specifically stated on the quotation.**

Order and Payment Terms: Checks and purchase orders are to be made out to: **Manufacturing Company** of the equipment, C/O Hutchinson Recreation & Design – unless otherwise noted on quote or at the time or order by Hutchinson Recreation & Design. Any orders that are tax-exempt will require a copy of the tax-exempt certificate at the time of order. All applicable tax will be added to final invoice. Payment, unless otherwise noted, will be Net 30 days with approved credit. If applying for credit, unless credit is approved by Manufacturing Company, a 50% or 100% prepayment may be required. Cash in advance discounts available on certain equipment, NO retainage/retentions allowed. Quotation is valid for 30 days. Past due accounts will be assessed interest at the rate of 1.5% per month. Hutchinson Recreation & Design shall be entitled to recover its reasonable attorneys' fees and costs if legal action is brought to collect amounts due.

Failure to comply with these terms and conditions will result in additional charges or contract change orders. Please contact our office with any questions concerning the attached quotation or terms and conditions, or if any additional services are required for your Project. Thank you for the opportunity to provide this quotation.

Acceptance of Quotation:

The undersigned, by its duly authorized representative hereby authorizes Hutchinson Recreation to have the manufacturer ship the equipment listed on the accompanying quote, and complete the specified tasks, for which the undersigned agrees to pay the total amount specified. The undersigned acknowledges that it has read and agreed to the Terms and Conditions. Payment terms are Net-30 days from invoice date with approved credit. Non-taxable customers must provide proper tax exemption certificate to manufacturer at time of order or tax will be added to final invoice.

Customer Acceptance Signature

Date

Hutchinson Recreation & Design – PROPOSAL FACTS

PROPOSAL/QUOTE (Items listed below are additional items available on certain products/services quoted. If these items are not listed on your quote then they are not included in your price of items quoted. If you would like pricing on any of these items added to your quote, please call our main office to inquire about availability.)

Unloading the truck	Lift gate services	Removal of excess material, dirt or old equipment from site.	Concrete pad prices are (plus/minus) one-degree grade.
Extensive site preparation (EARTH BURME) (plus/minus) one-degree grade.	Site drainage (Geotextile fabric, drain rock or drain pipe).	Safety surface retention wall or barrier.	Installation of equipment.
Safety Surfacing (Wood Fiber, Poured in Place, Tile etc) (plus/minus) one-degree grade.	Installation of safety surface.	Any extra material/labor necessary to get grade is additional costs.	Commemorative signs
Taxes	Supervision	Prevailing wages	Performance and Payment Bonds
Storage	Security	Fencing or Landscaping	Testing/Permits/State or Local Approvals/Engineering Seals
Location of all utilities (Public or Private) must be located by owner - unless noted otherwise on quote.			

NOTE: INSTALLATION WILL BE UNDER A SEPARATE CONTRACT BILLED BY AN INDEPENDENT INSTALLER, UNLESS PRIOR ARRANGEMENT IS MADE TO BILL THROUGH MANUFACTURER. INSTALLATION QUOTE IS BASED ON "NORMAL" MISSOURI/ILLINOIS SOIL AND OR WATER TABLE CONDITIONS AND LEVELS. SEE TERMS SHEET FOR MORE INFORMATION ON INSTALLATION LIMITATIONS AND CUSTOMER RESPONSIBILITIES.

OWNER SITE PREPARATION AND INSTALLATION NOTES:

- Owner **MUST** provide safety fencing to be used around the site by the installer – unless specifically noted on our proposal.
- Desired install grade includes: sod removal flat/level surface w/drainage.
- DO NOT SPREAD SAFETY SURFACE PRIOR TO INSTALLATION.**
- READ** installation specifications brochures prior to installation.
- Install equipment according to manufacturer's specifications.
- You **MUST** call underground utilities prior to excavation – public and private lines.

DELIVERY INFORMATON:

Delivery day assistance needed to unload - the driver will be either a factory representative who may assist you or commercial carrier depending on manufacture. Depending on manufacture and equipment it will take anywhere between **2-5 sturdy people to unload equipment**. Shelters, and some bigger equipment may require use of machinery to assist in the unloading of equipment. The cost of that machinery is not included in our pricing unless specifically noted on the quotation or bid. Lift gate services may be available upon request, this would be at an additional cost to the owner. Delivery point should be close to construction site - in secured area. Equipment should be inventoried carefully after unloading, along with notations of any discrepancies. NOTE: MISSING PARTS CLAIMED AFTER 30 DAYS FROM THE DATE OF DELIVERY WILL NOT BE HONORED. MISSING PARTS NOTIFIED TO US AFTER 30 DAYS WILL REQUIRE RE-PURCHASE OF PARTS.

CUSTOMER RESPONSIBILITY:

During installation and at the completed installation or installation sign-off, the owner becomes responsible for keeping children off of the playground for 72 hours to allow cement to set up. If poured-in-place surfacing is installed the owner is responsible to keep children off to allow for the surfacing to properly cure – which may be up to 72 hours. It is advised to have security throughout the poured-in-place surfacing installation and during this curing process to prevent damage to the surfacing. It is the owner's responsibility to maintain the safety surfacing and schedule regular safety and maintenance inspections of the equipment.

PLEASE NOTE:

To the best of our knowledge, the proposed components/parts bring your play structure into compliance with current guidelines and standards. If it is determined at a later date that additional components/parts are required there will be an additional cost for these components/parts. The proposed equipment from the manufacturer meets applicable federal guidelines and is not ensured to meet specific state and local codes. The customer is responsible, if applicable, to bring any concerns for state and local codes to the attention of Hutchinson Recreation & Design prior to quotation, ordering, and installation of equipment – otherwise any additional costs incurred will be the full responsibility of the owner.

NOTICE TO OWNER

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

Acceptance of Proposal Facts:

The undersigned acknowledges that it has read and agreed to the proposal facts.

Customer Acceptance Signature

Date

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

Agenda: August 10, 2015

Members of City Council
City of Mexico, Missouri

RE: An Ordinance Authorizing the City Manager to Execute
Contract Documents for Engineering Design Services for
Lakeview/Morris STP – Urban Program 4400 (308) Project

Dear City Council Members:

This Ordinance authorizes the City Manager to sign contract documents with Engineering Survey & Services of Columbia, Missouri for design services.

Council approved an agreement with MODOT in June 2015 for the construction of a curb and gutter on the east side of Morris and for a curb and gutter on portions of Lakeview. The next step is to select a design engineer from MODOT's pre-approved consultant list. The City solicited information from three (3) consultants on the list and ranked them according to qualifications. The highest ranking consultant was Engineering Surveys and Services of Columbia, Missouri (ESS). A proposed contract scope and fee was negotiated with ESS and is being presented for approval.

The contract is for an amount not to exceed \$29,616.19 and is submitted in MoDOT's required form. Funding for the project under the STP grant is 80/20, and the City's cost share is an amount not to exceed \$5,923.38. The 2014 – 2015 budget allows for this professional service in the Engineering Division.

Staff recommends Council proceed with two readings by title only and passage of the attached Ordinance authorizing the City Manager to execute contract documents for engineering design services. The Ordinance has been posted the required length of time.

Respectfully submitted,

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

JKR
Attachments

Reviewed by: Bruce R. Slagle, City Manager

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT DOCUMENTS FOR ENGINEERING DESIGN SERVICES FOR LAKEVIEW/MORRIS STP – URBAN PROGRAM 4400 (308) PROJECT

WHEREAS, the City desires to construct certain improvements, described as the widening of Morris and Lakeview Streets, curb and gutter and resurfacing; and

WHEREAS, these improvements are to be designed and constructed in compliance with the provisions of the STP – Urban Program Agreement.

NOW, THEREFORE, BE IT ORDAINED 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, contract documents with Engineering Surveys & Services for designing services for Lakeview/Morris STP – Urban Program 4400 (308) Project.
- Section 2. This Ordinance shall be in full force and effect from and after the time of its passage.

PASSED THIS 10TH DAY OF AUGUST 2015

MAYOR

ATTEST:

CITY CLERK

SPONSOR: City of Mexico

LOCATION: Morris Street and Lakeview Road Mexico, Missouri

PROJECT: Morris Street and Lakeview Road Improvements STP – 4400 (308)

THIS CONTRACT is between the City of Mexico, Missouri, hereinafter referred to as the "Local Agency", and Engineering Surveys and Services, 1113 Fay Street, Columbia, Missouri, hereinafter referred to as the "Engineer".

INASMUCH as funds have been made available by the Federal Highway Administration through its Surface Transportation Program, coordinated through the Missouri Department of Transportation, the Local Agency intends to construct curb and gutter on the east side of Morris Street from Liberty to Monroe, not including the railroad right-of-way. Morris Street will receive a thin lift asphalt overlay within the project limits. Also, construction of curb and gutter on the north side of Lakeview from Fairgrounds to Morris Street and on the south side of Lakeview from Fairgrounds to West Street along with necessary storm water improvements. The Local Agency requires professional engineering services. The Engineer will provide the Local Agency with professional services hereinafter detailed for the design of the desired improvements and the Local Agency will pay the Engineer as provided in this contract. It is mutually agreed as follows:

ARTICLE I – SCOPE OF SERVICES

See Attachment A

ARTICLE II - DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS:

- A. DBE Goal: The following DBE goal has been established for this Agreement. The dollar value of services and related equipment, supplies, and materials used in furtherance thereof which is credited toward this goal will be based on the amount actually paid to DBE firms. The goal for the percentage of services to be awarded to DBE firms is 0% of the total Agreement dollar value.

- B. DBE Participation Obtained by Engineer: The Engineer has obtained DBE participation, and agrees to use DBE firms to complete 0.00% of the total services to be performed under this Agreement, by dollar value. The DBE firms which the Engineer shall use, and the type and dollar value of the services each DBE will perform, is as follows:

<u>DBE FIRM</u> <u>NAME,</u> <u>STREET AND</u> <u>COMPLETE</u> <u>MAILING</u> <u>ADDRESS</u>	<u>TYPE OF</u> <u>DBE</u> <u>SERVICE</u>	<u>TOTAL \$</u> <u>VALUE OF</u> <u>THE DBE</u> <u>SUBCONTRACT</u>	<u>CONTRACT</u> <u>\$ AMOUNT</u> <u>TO APPLY</u> <u>TO TOTAL</u> <u>DBE GOAL</u>	<u>PERCENTAGE</u> <u>OF</u> <u>SUBCONTRACT</u> <u>DOLLAR VALUE</u> <u>APPLICABLE TO</u> <u>TOTAL GOAL</u>
NA	None	\$ 0.00	\$0.00	0.00%

ARTICLE III-ADDITIONAL SERVICES

The Local Agency reserves the right to request additional work, and changed or unforeseen conditions may require changes and work beyond the scope of this contract. In this event, a supplement to this agreement shall be executed and submitted for the approval of MoDOT prior to performing the additional or changed work or incurring any additional cost thereof. Any change in compensation will be covered in the supplement.

ARTICLE IV - RESPONSIBILITIES OF LOCAL AGENCY

The Local Agency will cooperate fully with the Engineer in the development of the project, including the following:

- A. make available all information pertaining to the project which may be in the possession of the Local Agency;
- B. provide the Engineer with the Local Agency's requirements for the project;
- C. make provisions for the Engineer to enter upon property at the project site for the performance of his duties;
- D. examine all studies and layouts developed by the Engineer, obtain reviews by MoDOT, and render decisions thereon in a prompt manner so as not to delay the Engineer;
- E. designate a Local Agency's employee to act as Local Agency's Person in Responsible Charge under this contract, such person shall have authority to transmit instructions, interpret the Local Agency's policies and render decisions with respect to matters covered by this agreement (see EPG 136.3);
- F. perform appraisals and appraisal review, negotiate with property owners and otherwise provide all services in connection with acquiring all right-of-way needed to construct this project.

ARTICLE V - PERIOD OF SERVICE

The Engineer will commence work within two weeks after receiving notice to proceed from the Local Agency. The general phases of work will be completed in accordance with the following schedule:

- A. PS&E Approval by MODOT shall be completed on January 11, 2016.

The Local Agency will grant time extensions for delays due to unforeseeable causes beyond the control of and without fault or negligence of the Engineer. Requests for extensions of time shall be made in writing by the Engineer, before that phase of work is scheduled to be completed,

stating fully the events giving rise to the request and justification for the time extension requested.

ARTICLE VI – STANDARDS

The Engineer shall be responsible for working with the Local Agency in determining the appropriate design parameters and construction specifications for the project using good engineering judgment based on the specific site conditions, Local Agency needs, and guidance provided in the most current version of EPG 136 LPA Policy. If the project is on the state highway system or is a bridge project, then the applicable sections of the latest version of MoDOT’s Engineering Policy Guide (EPG) and Missouri Standard Specifications for Highway Construction shall be used (see EPG 136.7). The project plans must also be in compliance with the latest ADA (Americans with Disabilities Act) Regulations.

ARTICLE VII – COMPENSATION

For services provided under this contract, the Local Agency will compensate the Engineer as follows:

- A. For design services, including work through the construction contract award stage, the Local Agency will pay the Engineer the actual costs incurred plus a predetermined fixed fee of **\$ 3,585.54**, with a ceiling established for said design services in the amount of **\$ 29,616.19**, which amount shall not be exceeded.
- B. Construction phase services are not included in the scope of work.
- C. The compensation outlined above has been derived from estimates of cost which are detailed in Attachment B. Any major changes in work, extra work, exceeding of the contract ceiling, or change in the predetermined fixed fee will require a supplement to this contract, as covered in Article III - ADDITIONAL SERVICES.
- D. Actual costs in Sections A above are defined as:
 - 1. Actual payroll salaries paid to employees for time that they are productively engaged in work covered by this contract, plus
 - 2. An amount estimated at 36.3% of actual salaries in Item 1 above for payroll additives, including payroll taxes, holiday and vacation pay, sick leave pay, insurance benefits, retirement and incentive pay, plus
 - 3. An amount estimated at 73.7% of actual salaries in Item 1 above for general administrative overhead, based on the Engineer's system for allocating indirect costs in accordance with sound accounting principles and business practice, plus

4. Other costs directly attributable to the project but not included in the above overhead, such as vehicle mileage, meals and lodging, printing, surveying expendables, and computer time, plus
 5. Project costs incurred by others on a subcontract basis, said costs to be passed through the Engineer on the basis of reasonable and actual cost as invoiced by the subcontractors.
- E. The rates shown for additives and overhead in Sections VII. D.2 and VII. D.3 above are approximate and will be used for interim billing purposes. Final payment will be based on the actual rates experienced during the period of performance, as indicated by the Engineer's accounting records, and as determined by final audit of the Engineer's records by MoDOT.
- F. The payment of costs under this contract will be limited to costs which are allowable under 23 CFR 172 and 48 CFR 31.
- G. **METHOD OF PAYMENT** - Partial payments for work satisfactorily completed will be made to the Engineer upon receipt of itemized invoices by the Local Agency. Invoices will be submitted no more frequently than once every two weeks and must be submitted monthly for invoices greater than \$10,000. A pro-rated portion of the fixed fee will be paid with each invoice. Upon receipt of the invoice and progress report, the Local Agency will, as soon as practical, but not later than 45 days from receipt, pay the Engineer for the services rendered, including the proportion of the fixed fee earned as reflected by the estimate of the portion of the services completed as shown by the progress report, less partial payments previously made. A late payment charge of one and one half percent (1.5%) per month shall be assessed for those invoiced amount not paid, through no fault of the Engineer, within 45 days after the Local Agency's receipt of the Engineer's invoice. The Local Agency will not be liable for the late payment charge on any invoice which requests payment for costs which exceed the proportion of the maximum amount payable earned as reflected by the estimate of the portion of the services completed, as shown by the progress report. The payment, other than the fixed fee, will be subject to final audit of actual expenses during the period of the Agreement.
- H. **PROPERTY ACCOUNTABILITY** - If it becomes necessary to acquire any specialized equipment for the performance of this contract, appropriate credit will be given for any residual value of said equipment after completion of usage of the equipment.

ARTICLE VIII - COVENANT AGAINST CONTINGENT FEES

The Engineer warrants that he has not employed or retained any company or person, other than a bona fide employee working for the Engineer, to solicit or secure this agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or

resulting from the award or making of this contract. For breach or violation of this warranty, the Local Agency shall have the right to annul this agreement without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee, plus reasonable attorney's fees.

ARTICLE IX - SUBLETTING, ASSIGNMENT OR TRANSFER

No portion of the work covered by this contract, except as provided herein, shall be sublet or transferred without the written consent of the Local Agency. The subletting of the work shall in no way relieve the Engineer of his primary responsibility for the quality and performance of the work. It is the intention of the Engineer to engage subcontractors for the purposes of:

Sub-Consultant Name	Address	Services
N/A		

ARTICLE X - PROFESSIONAL ENDORSEMENT

All plans, specifications and other documents shall be endorsed by the Engineer and shall reflect the name and seal of the Professional Engineer endorsing the work. By signing and sealing the PS&E submittals the Engineer of Record will be representing to MoDOT that the design is meeting the intent of the federal aid programs.

ARTICLE XI - RETENTION OF RECORDS

The Engineer shall maintain all records, survey notes, design documents, cost and accounting records, construction records and other records pertaining to this contract and to the project covered by this contract, for a period of not less than three years following final payment by FHWA. Said records shall be made available for inspection by authorized representatives of the Local Agency, MoDOT or the federal government during regular working hours at the Engineer's place of business.

ARTICLE XII - OWNERSHIP OF DOCUMENTS

Plans, tracings, maps and specifications prepared under this contract shall be delivered to and become the property of the Local Agency upon termination or completion of work. Basic survey notes, design computations and other data prepared under this contract shall be made available to the Local Agency upon request. All such information produced under this contract shall be available for use by the Local Agency without restriction or limitation on its use. If the Local Agency incorporates any portion of the work into a project other than that for which it was performed, the Local Agency shall save the Engineer harmless from any claims and liabilities resulting from such use.

ARTICLE XIII – SUSPENSION OR TERMINATION OF AGREEMENT

- A. The Local Agency may, without being in breach hereof, suspend or terminate the Engineer's services under this Agreement, or any part of them, for cause or for the

convenience of the Local Agency, upon giving to the Engineer at least fifteen (15) days' prior written notice of the effective date thereof. The Engineer shall not accelerate performance of services during the fifteen (15) day period without the express written request of the Local Agency.

- B. Should the Agreement be suspended or terminated for the convenience of the Local Agency, the Local Agency will pay to the Engineer its costs as set forth in Attachment B including actual hours expended prior to such suspension or termination and direct costs as defined in this Agreement for services performed by the Engineer, a proportional amount of the fixed fee based upon an estimated percentage of Agreement completion, plus reasonable costs incurred by the Engineer in suspending or terminating the services. The payment will make no other allowances for damages or anticipated fees or profits. In the event of a suspension of the services, the Engineer's compensation and schedule for performance of services hereunder shall be equitably adjusted upon resumption of performance of the services.
- C. The Engineer shall remain liable to the Local Agency for any claims or damages occasioned by any failure, default, or negligent errors and/or omission in carrying out the provisions of this Agreement during its life, including those giving rise to a termination for non-performance or breach by Engineer. This liability shall survive and shall not be waived, or estopped by final payment under this Agreement.
- D. The Engineer shall not be liable for any errors or omissions contained in deliverables which are incomplete as a result of a suspension or termination where the Engineer is deprived of the opportunity to complete the Engineer's services.
- E. Upon the occurrence of any of the following events, the Engineer may suspend performance hereunder by giving the Local Agency 30 days advance written notice and may continue such suspension until the condition is satisfactorily remedied by the Local Agency. In the event the condition is not remedied within 120 days of the Engineer's original notice, the Engineer may terminate this agreement.
 - 1. Receipt of written notice from the Local Agency that funds are no longer available to continue performance.
 - 2. The Local Agency's persistent failure to make payment to the Engineer in a timely manner.
 - 3. Any material contract breach by the Local Agency.

ARTICLE XIV - DECISIONS UNDER THIS CONTRACT

The Local Agency will determine the acceptability of work performed under this contract, and will decide all questions which may arise concerning the project. The Local Agency's decision shall be final and conclusive.

ARTICLE XV - SUCCESSORS AND ASSIGNS

The Local Agency and the Engineer agree that this contract and all contracts entered into under the provisions of this contract shall be binding upon the parties hereto and their successors and assigns.

ARTICLE XVI - COMPLIANCE WITH LAWS

The Engineer shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the work, including Title VII of the Civil Rights Act of 1964 and non-discrimination clauses incorporated herein, and shall procure all licenses and permits necessary for the fulfillment of obligations under this contract.

ARTICLE XVII - RESPONSIBILITY FOR CLAIMS AND LIABILITY

The Engineer agrees to save harmless the Local Agency, MoDOT and FHWA from all claims and liability due to his negligent acts or the negligent acts of his employees, agents or subcontractors.

ARTICLE XVIII - NONDISCRIMINATION

The Engineer, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the ground of race, color or national origin in the selection and retention of subcontractors. The Engineer will comply with Title VII of the Civil Rights Act of 1964, as amended. More specifically, the Engineer will comply with the regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation, as contained in 49 CFR 21 through Appendix H and 23 CFR 710.405 which are herein incorporated by reference and made a part of this contract. In all solicitations either by competitive bidding or negotiation made by the Engineer for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the Engineer's obligations under this contract and the regulations relative to non-discrimination on the ground of color, race or national origin.

ARTICLE XIX – LOBBY CERTIFICATION

CERTIFICATION ON LOBBYING: Since federal funds are being used for this agreement, the Engineer's signature on this agreement constitutes the execution of all certifications on lobbying which are required by 49 C.F.R. Part 20 including Appendix A and B to Part 20. Engineer

agrees to abide by all certification or disclosure requirements in 49 C.F.R. Part 20 which are incorporated herein by reference.

ARTICLE XX – INSURANCE

- A. The Engineer shall maintain commercial general liability, automobile liability, and worker’s compensation and employer’s liability insurance in full force and effect to protect the Engineer from claims under Worker’s Compensation Acts, claims for damages for personal injury or death, and for damages to property arising from the negligent acts, errors, or omissions of the Engineer and its employees, agents, and Subconsultants in the performance of the services covered by this Agreement, including, without limitation, risks insured against in commercial general liability policies.

- B. The Engineer shall also maintain professional liability insurance to protect the Engineer against the negligent acts, errors, or omissions of the Engineer and those for whom it is legally responsible, arising out of the performance of professional services under this Agreement.

- C. The Engineer's insurance coverage shall be for not less than the following limits of liability:
 - 1. Commercial General Liability: \$500,000 per person up to \$3,000,000 per occurrence;
 - 2. Automobile Liability: \$500,000 per person up to \$3,000,000 per occurrence;
 - 3. Worker's Compensation in accordance with the statutory limits; and Employer’s Liability: \$1,000,000; and
 - 4. Professional (“Errors and Omissions”) Liability: \$1,000,000, each claim and in the annual aggregate.

- D. The Engineer shall, upon request at any time, provide the Local Agency with certificates of insurance evidencing the Engineer’s commercial general or professional liability (“Errors and Omissions”) policies and evidencing that they and all other required insurance are in effect as to the services under this Agreement.

- E. Any insurance policy required as specified in (ARTICLE XX) shall be written by a company which is incorporated in the United States of America or is based in the United States of America. Each insurance policy must be issued by a company authorized to issue such insurance in the State of Missouri.

ARTICLE XXI - ATTACHMENTS

The following exhibits are attached hereto and are hereby made part of this contract:

Attachment A – Scope of Service

Attachment B - Estimate of Cost

Attachment C - Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions.

Attachment D - Certification Regarding Debarment, Suspension, and Ineligibility and
Voluntary Exclusion - Lower Tier Covered Transactions.

Attachment E – DBE Contract Provisions

Attachment F – Fig. 136.4.15 Conflict of Interest Disclosure Form

Executed by the Engineer this 3rd day of August, 2015.

Executed by the City of Mexico, Missouri this _____ day of _____, 20__.

FOR: _____ City of Mexico _____, **MISSOURI**

BY: _____
Greg Miller, Mayor

ATTEST: _____
Marcy LeCount, City Clerk

FOR: Engineering Surveys and Services, LLC

BY: 
David A. Bennett, P.E. – Vice President – Engineering

ATTEST: 

ATTACHMENT A - SCOPE OF SERVICES

No Construction Phase Services

Morris Street and Lakeview Road Improvements STP-4400 (308)
Mexico, Missouri

PROJECT DESCRIPTION:

The Morris Street and Lakeview Road Improvements include constructing curb and gutter on the east side of Morris Street from Liberty to Monroe, not including the railroad right-of-way. Morris Street will receive a thin lift asphalt overlay within the project limits. Also, construction of curb and gutter on the north side of Lakeview Road from Fairgrounds to Morris Street and on the south side of Lakeview Road from Fairgrounds to West Street along with necessary storm water improvements.

TASK SUMMARY

The following is a summary of the tasks associated with the scope of services to be provided by Engineering Surveys and Services for this project.

- A. Information Collection
- B. Preliminary Plans
- C. Final Plans, Specifications, and Estimates

DETAILED SCOPE OF WORK

TASK A. Information Collection

Design Team Kickoff Meeting

- 1. Preliminary Site Visit
- 2. Initial Meeting with City
- 3. Prepare Meeting Minutes

Information Collection

- 4. Aerial Photos
- 5. Utility Company records or maps
- 6. Review SKW plans for Morris Street
- 7. Property Ownership Information (Not Included)
- 8. Computer, Printing costs

Field Survey

- 9. Set Horizontal and Vertical Control
- 10. Boundary and Topographic Survey
- 11. Property Monumentation Collection

12. Computer, Prints

The surveyor will contact the *Missouri One Call* field locate system to flag the locations of all existing utilities. The City of Mexico will visit the project sites to confirm the utility locate flags have been marked by all know utilities prior to the survey crew arriving at the site. The locations of the flagged utilities will then be surveyed and shown on the topographic survey. The survey is to be referenced to the State Plane Coordinate System with control points shown on the survey.

The City of Mexico assist the surveyor by attempting to locate known survey control points and property irons at the Morris Street portion of the project.

TASK B. PRELIMINARY PLANS

Prepare 50% Preliminary Plans will include:

13. Environmental Clearances: SHPO, 404, Endangered Species, Floodplain
14. Title Sheet
15. Overall Plan View Sheet
16. Typical Cross Sections
17. Plan-Profile Sheets
18. Storm Sewer Plan-Profile Sheets
19. Temporary Traffic Control Plan per MUTCD
20. Erosion Control Drawings
21. Standard Details
22. Cross Sections
23. Field Review
24. Opinion of Probable Cost
25. Computer, Prints
26. Review with Utility Reps (water conflict?)
27. ES&S Internal Review
28. Present to Mexico Public Works Staff
29. Address Mexico Public Works Comments
30. Address MoDOT Comments

AutoCAD will be used for all contract drawings. Drawings will be on 24 x 36 inch sheets.

All work is anticipated to be constructed within existing right-of-way. No new easements or right-of-way will be acquired for the project.

TASK C. FINAL PLANS, SPECS & ESTIMATES (PS&E)

We are not proposing a 90% plan submittal due to the scope of the project.

Prepare 100% Final Plans will include:

31. Title Sheet
32. Overall Plan View Sheet

33. Typical Cross Sections
34. Plan-Profile Sheets
35. Storm Sewer Plan-Profile Sheets
36. Temporary Traffic Control Plan per MUTCD
37. Erosion Control Drawings
38. Standard Details
39. Cross Sections
40. Opinion of Probable Cost
41. Project Manual / Contract Documents (Engineer will provide the bid form and technical specifications only. All front end contract documents will be prepared by the City of Mexico.)
42. Computer, Prints
43. ES&S Internal Review

Electronic copies of the documents in PDF, Excel or Word format will be submitted to the City at the 50% and 100% plan stage. All MoDOT submittals will be electronic in PDF format.

ATTACHMENT B

ESTIMATE OF COST

DESIGN PHASE	Hours	Rate (Salary Only)	Cost
Task A - Information Collection			
Firm Principal	4.5	\$ 70.00	\$ 315.00
Professional Engineer	10	\$ 48.00	\$ 480.00
Engineer	5	\$ 27.00	\$ 135.00
Professional Surveyor	16	\$ 57.00	\$ 912.00
Survey Technician	72	\$ 24.00	\$ 1,728.00
Cad Operator	39	\$ 24.00	\$ 936.00
Task B - Preliminary Plans			
Firm Principal	5	\$ 70.00	\$ 350.00
Professional Engineer	37	\$ 48.00	\$ 1,776.00
Engineer	63	\$ 27.00	\$ 1,701.00
CAD Designer	70	\$ 24.00	\$ 1,680.00
Task C - Final PS&E			
Firm Principal	2.5	\$ 70.00	\$ 175.00
Professional Engineer	10.5	\$ 48.00	\$ 504.00
Engineer	13.5	\$ 27.00	\$ 364.50
CAD Designer	20	\$ 24.00	\$ 480.00
SUBTOTAL	368		\$ 11,536.50
<i>Payroll Overhead (Est. at</i>	36.3	% X SUBTOTAL)	\$ 4,187.75
General and Admin. Overhead (Est. at	73.7	% X SUBTOTAL)	\$ 8,502.40
TOTAL LABOR & OVERHEAD			\$ 24,226.65
<i>Fixed Fee</i>	14.8	% X TOTAL LABOR & OVERHEAD)	\$ 3,585.54
TOTAL LABOR, OVERHEAD & FIXED FEE			\$ 27,812.19
<i>Other Direct Costs</i>			
Total Station			\$ 500.00
Computer Time			\$ 800.00
Printing, Postage, Misc.			\$ 120.00
Milage			\$ 384.00
SUBTOTAL DIRECT COSTS			\$ 1,804.00
TOTAL FOR DESIGN PHASE			\$ 29,616.19

ATTACHMENT C
CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -
PRIMARY COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction" provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Nonprocurement List at the Excluded Parties List System.
<https://www.epls.gov/epls/search.do?page=A&status=current&agency=69#A>.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters -Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ATTACHMENT D

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List at the Excluded Parties List System.
<https://www.epls.gov/epls/search.do?page=A&status=current&agency=69#A>.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Attachment E
Disadvantage Business Enterprise Contract Provisions

1. Policy: It is the policy of the U.S. Department of Transportation and the Local Agency that businesses owned by socially and economically disadvantaged individuals (DBE's) as defined in 49 C.F.R. Part 26 have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Thus, the requirements of 49 C.F.R. Part 26 and Section 1101(b) of the Transportation Equity Act for the 21st Century (TEA-21) apply to this Agreement.
2. Obligation of the Engineer to DBE's: The Engineer agrees to assure that DBEs have the maximum opportunity to participate in the performance of this Agreement and any subconsultant agreement financed in whole or in part with federal funds. In this regard the Engineer shall take all necessary and reasonable steps to assure that DBEs have the maximum opportunity to compete for and perform services. The Engineer shall not discriminate on the basis of race, color, religion, creed, disability, sex, age, or national origin in the performance of this Agreement or in the award of any subsequent subconsultant agreement.
3. Geographic Area for Solicitation of DBEs: The Engineer shall seek DBEs in the same geographic area in which the solicitation for other subconsultants is made. If the Engineer cannot meet the DBE goal using DBEs from that geographic area, the Engineer shall, as a part of the effort to meet the goal, expand the search to a reasonably wider geographic area.
4. Determination of Participation Toward Meeting the DBE Goal: DBE participation shall be counted toward meeting the goal as follows:
 - A. Once a firm is determined to be a certified DBE, the total dollar value of the subconsultant agreement awarded to that DBE is counted toward the DBE goal set forth above.
 - B. The Engineer may count toward the DBE goal a portion of the total dollar value of a subconsultant agreement with a joint venture eligible under the DBE standards, equal to the percentage of the ownership and control of the DBE partner in the joint venture.
 - C. The Engineer may count toward the DBE goal expenditures to DBEs who perform a commercially useful function in the completion of services required in this Agreement. A DBE is considered to perform a commercially useful function when the DBE is responsible for the execution of a distinct element of the services specified in the Agreement and the carrying out of those responsibilities by actually performing, managing and supervising the services involved and providing the desired product.

D. A Engineer may count toward the DBE goal its expenditures to DBE firms consisting of fees or commissions charged for providing a bona fide service, such as professional, technical, consultant, or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for the performance of this Agreement, provided that the fee or commission is determined by MoDOT's External Civil Rights Division to be reasonable and not excessive as compared with fees customarily allowed for similar services.

E. The Engineer is encouraged to use the services of banks owned and controlled by socially and economically disadvantaged individuals.

5. Replacement of DBE Subconsultants: The Engineer shall make good faith efforts to replace a DBE Subconsultant, who is unable to perform satisfactorily, with another DBE Subconsultant. Replacement firms must be approved by MoDOT's External Civil Rights Division.

6. Verification of DBE Participation: Prior to final payment by the Local Agency, the Engineer shall file a list with the Local Agency showing the DBEs used and the services performed. The list shall show the actual dollar amount paid to each DBE that is applicable to the percentage participation established in this Agreement. Failure on the part of the Engineer to achieve the DBE participation specified in this Agreement may result in sanctions being imposed on the Commission for noncompliance with 49 C.F.R. Part 26 and/or Section 1101(b) of TEA-21. If the total DBE participation is less than the goal amount stated by the MoDOT's External Civil Rights Division, liquidated damages may be assessed to the Engineer.

Therefore, in order to liquidate such damages, the monetary difference between the amount of the DBE goal dollar amount and the amount actually paid to the DBEs for performing a commercially useful function will be deducted from the Engineer's payments as liquidated damages. If this Agreement is awarded with less than the goal amount stated above by MoDOT's External Civil Rights Division, that lesser amount shall become the goal amount and shall be used to determine liquidated damages. No such deduction will be made when, for reasons beyond the control of the Engineer, the DBE goal amount is not met.

7. Documentation of Good Faith Efforts to Meet the DBE Goal: The Agreement goal is established by MoDOT's External Civil Rights Division. The Engineer must document the good faith efforts it made to achieve that DBE goal, if the agreed percentage specified is less than the percentage stated. On-Call projects do not have a specified DBE goal, but the Engineer is required to submit the Good Faith Efforts documentation for all agreements greater than \$50,000. The Good Faith Efforts documentation shall illustrate reasonable efforts to obtain DBE Participation. Good faith efforts to meet this DBE goal amount may include such items as, but are not limited to, the following:

A. Attended a meeting scheduled by the Department to inform DBEs of contracting or consulting opportunities.

B. Advertised in general circulation trade association and socially and economically disadvantaged business directed media concerning DBE subcontracting opportunities.

C. Provided written notices to a reasonable number of specific DBEs that their interest in a subconsultant agreement is solicited in sufficient time to allow the DBEs to participate effectively.

D. Followed up on initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested in subconsulting work for this Agreement.

E. Selected portions of the services to be performed by DBEs in order to increase the likelihood of meeting the DBE goal (including, where appropriate, breaking down subconsultant agreements into economically feasible units to facilitate DBE participation).

F. Provided interested DBEs with adequate information about plans, specifications and requirements of this Agreement.

G. Negotiated in good faith with interested DBEs, and not rejecting DBEs as unqualified without sound reasons, based on a thorough investigation of their capabilities.

H. Made efforts to assist interested DBEs in obtaining any bonding, lines of credit or insurance required by the Commission or by the Engineer.

I. Made effective use of the services of available disadvantaged business organizations, minority contractors' groups, disadvantaged business assistance offices, and other organizations that provide assistance in the recruitment and placement of DBE firms.

8. Good Faith Efforts to Obtain DBE Participation: If the Engineer's agreed DBE goal amount as specified is less than the established DBE goal given, then the Engineer certifies that good faith efforts were taken by Engineer in an attempt to obtain the level of DBE participation set by MoDOT's External Civil Rights.

Attachment F – Fig. 136.4.15

Conflict of Interest Disclosure Form for LPA/Consultants

Local Federal-aid Transportation Projects

Firm Name (Consultant): Engineering Surveys and Services

Project Owner (LPA): City of Mexico

Project Name: Morris Street and Lakeview Road Improvements

Project Number: STP-4400 (308)

As the LPA and/or consultant for the above local federal-aid transportation project, I have:

1. Reviewed the conflict of interest information found in Missouri's Local Public Agency Manual (EPG 136.4)
2. Reviewed the Conflict of Interest laws, including 23 CFR § 1.33, 49 CFR 18.36.

And, to the best of my knowledge, determined that, for myself, any owner, partner or employee, with my firm or any of my sub-consulting firms providing services for this project, including family members and personal interests of the above persons, there are:

No real or potential conflicts of interest

If no conflicts have been identified, complete and sign this form and submit to LPA

Real conflicts of interest or the potential for conflicts of interest

If a real or potential conflict has been identified, describe on an attached sheet the nature of the conflict, and provide a detailed description of Consultant's proposed mitigation measures (if possible). Complete and sign this form and send it, along with all attachments, to the appropriate MoDOT District Representative, along with the executed engineering services contract.

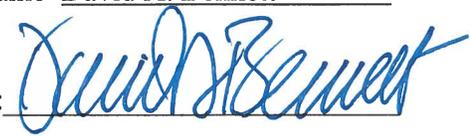
LPA

Consultant

Printed Name: _____

Printed Name David A. Bennett

Signature: _____

Signature: 

Date: _____

Date: 8/3/2015

CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF \$5,000.00)

Effective 1/1/2009

County of Boone)
State of Missouri) ss.

My name is Larry L. Hendrix I am an authorized agent of Engineering
Survey & Service (Bidder). This business is enrolled and participates in a federal
work authorization program for all employees working in connection with services
provided to the City of Columbia. This business does not knowingly employ any person
who is an unauthorized alien in connection with the services being provided.

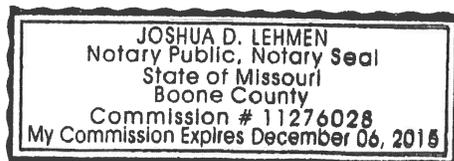
**Documentation of participation in a federal work authorization program is
attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state
in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and
shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn
affidavit under penalty of perjury that all employees are lawfully present in the United
States.

[Signature]
Affiant
Larry L. Hendrix
Printed Name

Subscribed and sworn to before me this 12th day of August, 2013.

[Signature]
Notary Public



CITY OF MEXICO, MISSOURI
OFFICE OF CITY MANAGER

Agenda: August 10, 2015

Members of City Council
City of Mexico, Missouri

RE: Appointment to the Mexico Housing Authority Board

Dear City Council Members:

This agenda item concerns an opening on the Mexico Housing Authority, which needs to be appointed by the Mayor. Advertisements have been placed asking that interested citizens submit applications.

Mexico Housing Authority Board Dale Dowell has resigned his position on this board which will expire June 2016. Staff has received applications from Christine Miller and Dee Ragsdale expressing an interest in serving on this board. (Mayor Appointment)

Staff requests that Council concur with the Mayor's appointment to the Mexico Housing Authority Board.

Respectfully submitted,

Bruce R. Slagle
City Manager

MEXICO HOUSING AUTHORITY BOARD

Meet third Tuesday of each mth. 5:00 p.m., 828 Garfield, Mexico, Missouri

Appointed by Mayor.

<u>Name</u>	<u>Term (4 yr. term)</u>
Thomas Dobyms (<i>unexpired term of Robert Marty</i>)	7/1/05 - 6/30/2017
JoElla Biggs (<i>appt. 05/15</i>)	7/1/14 - 6/30/2018
Joyce Jackson	7/1/02 - 6/30/2018
Resigned - Dale Dowell	7/1/12 - 6/30/2016
Rita Jackson	7/1/07 - 6/30/2019



300 North Coal Street
Mexico, Missouri 65265
Voice: 573.581.2100
Fax: 573.581.2236
www.mexicomissouri.net

Boards and Commissions Volunteer Form

Boards or Commissions of Interest:

Board Name: HOUSING COMMITTEE
Name: CHRISTINE MILLER
Address: 2101 S CLARK ST Mexico 65265
Contact information: Phone 573 567 5158 email: AMILLERTOU@YAHOO.COM
Background: 35 YEARS IN AUTOMOTIVE INDUSTRY AS COLLISION & PAINT MANAGER. LED A TEAM OF EMPLOYEES, CUSTOMER RELATIONS, COMPUTER OPERATIONS, WEBSITE BUILDING AND TROUBLESHOOTING SOLUTIONS.

Reason for Volunteering: HELP OUR COMMUNITY OF MEXICO- AND CITIZENS BY GOOD EVALUATIONS OF ISSUES AS WELL AS SOLUTIONS.

Do you have any experience which City Boards or Commissions could benefit from? Chamber - City of Commerce in Long Beach California Volunteer Committees for Fund Raising, Dinners, Holiday Events, Bicycle Rodeo, Habitat for Humanity.

Attach additional pages if necessary.

Christine Miller
Signature

5-21-15
Date

Return to:

City Manager's Office
300 N. Coal
Mexico, MO 65265
573-581-2100 mlccount@mexicomissouri.org



300 North Coal Street
Mexico, Missouri 65265
Voice: 573.581.2100
Fax: 573.581.2236
www.mexicomissouri.net

Boards and Commissions Volunteer Form

Boards or Commissions of Interest:

Board Name: Mexico Housing Authority Board
Name: Alee Raydale
Address: 612 N. Olive, Mexico MO 65265
Contact information: Phone 573/721-4231 email: decragsdale612@yahoo.com
Background: A long time City of Mexico resident, Retired Mexico Public Schools administrator, and a Help Center volunteer. I am an active member of Women's Club, Master Gardeners & Mexico Garden Club, and this growing season I am the Mexico Community Garden Leader.

Reason for Volunteering: I have volunteered at the Help Ctr. on a regular basis for the past year. It has been an amazing experience. I believe we need to continue to strengthen the family programs; to improve health education and economic self-sufficiency. I want to become more active in this environment.
Do you have any experience which City Boards or Commissions could benefit from?

I have a vast experience from working with all students, their families, and their environment during my teaching career. I have served on State Boards which worked to support education and environmental outcomes in the community.
Attach additional pages if necessary.

Alee Raydale
Signature

June 4th, 2015
Date

Return to:

City Manager's Office
300 N. Coal
Mexico, MO 65265
573-581-2100 mlecount@mexicomissouri.org