CITY OF LEBANON
BOARD OF PUBLIC WORKS MEETING
WEDNESDAY, DECEMBER 4, 2024, 12:00 PM
LEBANON PUBLIC WORKS, 1401 WEST COMMERCIAL
"TENTATIVE AGENDA"

1. Call to Order, Roll Call, and Declaration of Quorum
2. Public Comments
3. Approval of Minutes
   a. November 20, 2024 Meeting Mintues
4. Discussions and Presentations
   a. Operations Update
5. Resolutions
   a. Resolution No. 2024-027- A Resolution by the Board of Public Works of Lebanon, Missouri, approving the purchase of Water Material Restock from Core and Main LP for the Water Department. (Environmental Superintendent Eric Mork)
6. Board Member Comments
7. Adjournment

You can obtain a copy of this notice and view the full agenda packet online at www.lebanonmissouri.org. If you require a paper copy of this notice, please email the Custodian of Records or call at 417-991-2360.

CITY OF LEBANON
BOARD OF PUBLIC WORKS MEETING MINUTES
NOVEMBER 20, 2024

BE IT REMEMBERED that the Board of Public Works of the City of Lebanon, Missouri, met in on November 20, 2024, at 12:00 PM in the Meeting Room at the Public Works Facility located at 1401 West Commercial.

Call to Order, Roll Call, and Declaration of Quorum
Upon roll call, the following Officers were present: Don Anderson, Ted Dahl, Jeremy Goforth, and LeAnn Mather.

A quorum was declared.

Staff members and others in attendance: Public Works Director/Board of Public Works General Manager Richard Shockley, Electric Superintendent Travis Long, Environmental Services Superintendent Eric Mork, Public Works Analyst Kelly Roberts, and Assistant City Administrator/City Clerk Laina Starnes.

Public Comments
None.

Approval of Minutes
Dahl moved and Anderson seconded that the Board approve the October 23, 2024, meeting minutes as presented. Motion carried as follows: Yea (4) Anderson, Dahl, Goforth, and Mather; Nay: (0) None; Abstain (0) None; Absent: (0) None.

Discussions and Presentations
October Monthly Operations Detail Report
Electric Superintendent Travis Long reported on what his department had been working on over the past month. He spoke about completing the 3-phase overhead extension at Boswell School, pole change outs and 400 amp service installation for the new Cackle Hatchery building, single phase extensions for residential housing, and upgrades to the primary and secondary services for Price Cutter. Long also reported that his crew was installing capacitors and breakers after finding bad ones during inspections. Lastly, he spoke about having a surge in wildlife outages as he had anticipated and communicated to the board during October's meeting.

Environmental Services Superintendent Eric Mork then reported on the operations of his department. He spoke about sewer mains that were being replaced, conduit that was being installed at the Wastewater Treatment Plant for the new fiber line, smoke testing, maintenance and repair of fire hydrants and water leaks, to name a few.

Public Works Director Richard Shockley reported he was watching the uptick of disconnects because of nonpayment. He added that he had been attending Missouri Public Utility Alliance (MPUA) meetings since the recent Presidential election to talk about the upcoming legislative session and its potential impact on municipalities.

(Note: The October Operations Detail Report presented is attached and made part of the permanent record.)

<u>September 2024 Financials</u>

Public Works Director Richard Shockley stated that the balance of Water Fund 87 was up, Electric Fund 80 was right on pace, and Wastewater Fund 85 was healthy. He then added that both water and wastewater had debt service payments due in the spring.

<u>Resolution No. 2024-025-</u>

A Resolution by the Board of Public Works of the City of Lebanon, Missouri, approving the purchase of a Utility Truck Bed from Bus Andrews Truck Equipment for the Water Department.

Goforth moved and Dahl seconded that the Board approve Resolution No. 2024-025 as presented. Motion carried as follows: Yea: (4) Anderson, Dahl, Goforth, and Mather; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

Chairwoman Mather declared Resolution No. 2024-025 duly passed and approved.

<u>Resolution No. 2024-026-</u>

A Resolution by the Board of Public Works of City of Lebanon, Missouri, approving an Agreement with Prime Rinse LLC for the Exterior Cleaning of the Reeves and Bowling Water Towers.

Dahl moved and Anderson seconded that the Board approve Resolution No. 2024-026 as presented. Motion carried as follows: Yea: (4) Anderson, Dahl, Goforth, and Mather; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

Chairwoman Mather declared Resolution No. 2024-026 duly passed and approved.

<u>Board Member Comments</u>

Don Anderson asked what the cause was thought to be for the increase in utility disconnects and said he noticed that there was a disparity between that number and the number of reconnects. He questioned if anyone ever checked to see if people were living in places without utilities if they didn't come in and pay their bill. Public Works Director Richard Shockley said he was looking into the reason for the increase and Code Administration actually took over following the disconnects for code violation reasons.

Adjournment
Chairwoman Mather declared the meeting adjourned at 12:23 pm.

____
Chairwoman LeAnn Mather

Minutes Approved__________________________

To: Board of Public Works Proposed for the Meeting Date of: December 4, 2024

Staff Informational Sheet

Topic: Resolution No. 2024-027- A Resolution by the Board of Public Works of Lebanon, Missouri, approving the purchase of Water Material Restock from Core and Main LP for the Water Department. (Environmental Superintendent Eric Mork)

CIP Number: N/A
Spent Year To Date: $10,531.37
Budget Amount: $63,500.00
Funding Source: 87-5-205-7510.005, 87-5-205-7505.002, 87-5-205-7510.003

Subject Matter:
Purchase restock water materials

Background (problem/explanation):
These materials are used in the daily operation and maintenance of the water distribution system.

Staff Recommendation:
Staff recommends purchasing materials from Core & Main LP in the amount of $11,438.86

Submitted By: Eric Mork, Environmental Superintendent
Department: Environmental Services
Date: 12/02/2024

ATTACHMENTS:

1. Resolution No. 2024-027- Purchase, Water Material Restock, CoreandMain LP
2. Bid Tabulation Restock of Material for the Water Department November 2024

RESOLUTION NO. 2024-027

A RESOLUTION BY THE BOARD OF PUBLIC WORKS OF LEBANON, MISSOURI, APPROVING THE PURCHASE OF WATER MATERIAL RESTOCK FROM CORE AND MAIN LP FOR THE WATER DEPARTMENT.

WHEREAS, that Sixty-Three Thousand Five Hundred Dollars ($63,500.00) is reflected in the FY2025 Budget for various Water Materials; *and*

WHEREAS, that materials are needed to replenish stock and maintain inventory for the daily operation and maintenance of the Water Distribution System; *and*

WHEREAS, that bids for Water Materials Restock were solicited in accordance with the City *Purchasing Policy Section 2-428 Written bids; and*

WHEREAS, that only one (1) bid was received from Core&Main for the Water Materials in the amount of Eleven Thousand Four Hundred Thirty-Eight Dollars and Eighty-Six Cents ($11,438.86); *and*

WHEREAS, that City Staff recommends purchasing the Water Material restock from Core and Main LP in the amount of Eleven Thousand Four Hundred Thirty-Eight Dollars and Eighty-Six Cents ($11,438.86) in accordance with the *City Purchasing Policy Section 4-30 Capital improvement purchases*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, AS FOLLOWS:

<u>SECTION 1:</u> That the Board of Public Works of the City of Lebanon, Missouri, hereby approves the purchase of Water Materials Restock from Core and Main LP in the amount of Eleven Thousand Four Hundred Thirty-Eight Dollars and Eighty-Six Cents ($11,438.86). Said Bid Tab is hereby attached and incorporated within as marked *"Exhibit A."*

<u>SECTION 2:</u> That the Board of Public Works hereby authorizes and directs the Finance Director to take administrative action to expend funds from Water Fund 87 for Water Materials in the amount of Eleven Thousand Four Hundred Thirty-Eight Dollars and Eighty-Six Cents ($11,438.86).

<u>SECTION 3:</u> That this Resolution shall be in full force and effect from and after the date of its passage and approval.

Passed and approved by the Board of Public Works of the City of Lebanon, Laclede County, Missouri, as this 4th day of December 2024.

(Seal)

Chairwoman LeAnn Mather

Attest:

City Clerk Laina Starnes

I hereby certify that there is a balance, otherwise unencumbered, to the credit of the appropriation to which the foregoing expenditure is to be charged, and a cash balance, otherwise unencumbered, in the treasury, to the credit of the fund from which payment is to be made, each sufficient to meet the obligation hereby incurred.

Sean Bennett

Sean Bennett, Director of Finance

"Exhibit A"

Event Number	WT-87-241126-W-903 Addendum 1	**Organization**	City of Lebanon Purchasing
Event Title	Restock of Material for the Water Department November 2024	**Workgroup**	Purchasing
Event Description		**Event Owner**	Jessica Meiners
Event Type	ITB	**Email**	jmeiners@lebanonmo.org
Issue Date	11/15/2024 02:45:49 PM (CT)	**Phone**	(417) 991-2321
Close Date	11/26/2024 02:00:00 PM (CT)	**Fax**	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Core&Main LP	St. Louis	MO	11/26/2024 12:57:10 PM (CT)	13	$11,438.86
Automated Control Solutions			11/15/2024 3:11 PM (CT)		No Bid

				Core&Main LP	
				Total Price	**$11,438.86**
Line #	**Description**	**QTY**	**UOM**	**Unit**	**Extended**
1	18" Water Meter Frame & Lid with Antenna Hole	24	EACH	$54.54	$1,308.96
2	2” x 20’ (SDR21) Gasket Water Pipe	300	PER FOOT	$1.24	$372.00
3	1” PVC (SCH40) 45 Bends	100	EACH	$0.90	$90.00
4	2” PVC (SCH40) 45 Bends	100	EACH	$2.05	$205.00
5	2” x 5” Deep PVC (SCH40) Couplings	100	EACH	$2.99	$299.00
6	1” CTS x 1” PVC Brass GasketCouplings (Part #C47-44-NL)	48	EACH	$46.60	$2,236.80
7	8” x 90 MJ-DI Bend	6	EACH	$160.05	$960.30
8	6” x 20’ (SDR21) CL200 Gasket Water Pipe	200	PER FOOT	$8.74	$1,748.00
9	3/4” x 6” Full Circle RepairClamp (Part #FSC-105-6R)	24	EACH	$61.75	$1,482.00
10	1/2” x 6” Full Circle RepairClamp (Part #FSC-084-6R)	12	EACH	$61.75	$741.00
11	7” Meter Resetters (Part #VB42-7W-NL)	12	EACH	$123.40	$1,480.80
12	12” Meter Resetters (Part #VB42-12W-NL)	4	EACH	$128.75	$515.00
13	Shipping/Freight Charge			$0.00	$0.00
	Lead Time			listed in notes	

Line	Responding Supplier	Supplier Notes
1	Core&Main LP	1-3 weeks lead time
2	Core&Main LP	1-3 weeks
3	Core&Main LP	1-3 weeks
4	Core&Main LP	1-3 weeks
5	Core&Main LP	1-3 weeks
6	Core&Main LP	25 weeks
7	Core&Main LP	1-3 weeks
8	Core&Main LP	in stock
9	Core&Main LP	4-5 weeks
10	Core&Main LP	4-5 weeks
11	Core&Main LP	25 weeks
12	Core&Main LP	25 weeks