

**CITY OF LEBANON
BOARD OF PUBLIC WORKS MEETING
WEDNESDAY, FEBRUARY 19, 2025, 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. January 15, 2025
4. Discussions and Presentations
 - a. Monthly Operations Detail Report
 - b. Net Metering Annual Report
5. Resolutions
 - a. Resolution No. 2025-002- A Resolution by the Board of Public Works of Lebanon, Missouri, approving the purchase of Ultraviolet System Parts from Xylem Water Solutions USA, Inc. (Environmental Superintendent Eric Mork)
 - b. Resolution No. 2025-003- A Resolution by the Board of Public Works of Lebanon, Missouri, approving an addendum to Task Order No. 6 with Toth and Associates, Inc. (Electric Superintendent Travis Long)
6. Board Member Comments
7. Adjournment

CITY OF LEBANON
BOARD OF PUBLIC WORKS REGULAR MEETING MINUTES
JANUARY 15, 2025

BE IT REMEMBERED that the Board of Public Works of the City of Lebanon, Missouri, met in Regular Session on January 15, 2025 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, LeAnn Mather. Absent: None.

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, IT Manager Oakley Banks, Equipment Technician Justin Elam, Public Works Analyst Kelly Roberts, and City Clerk Lacey Brackett.

PUBLIC COMMENTS

There were no public comments.

DISCUSSIONS AND PRESENTATIONS

Certificate Presentations

Environmental Superintendent Eric Mork presented Equipment Technician Justin Elam with a certificate of certification for the Class C Wastewater Treatment Operator License issued by the Missouri Department of Natural Resources

Suncrest Properties- Oakwood Trailer Park

Brett Bowman, owner of Suncrest Properties, and Head of Asset Management Kristen Hensley gave a presentation regarding Oakwood Estates Mobile Home Community to discuss water conservation issues. Bowman stated that Suncrest owns two locations in Lebanon, Ivey Acres and Oakwood Estates. Bowman and Hensley raised concerns about significant water conservation issues, noting that approximately 500,000 gallons of water are being used every month, resulting in higher utility bills. Suncrest presented three proposals to the board: the first option was to issue a sub-meter variance; the second option was for the City to install its own meters and directly bill residents for water and sewer services; and the third option was for Suncrest to set an allowance for water use and issue violations for exceeding the allotted amount.

After the presentation, a brief discussion took place. Goforth inquired whether Suncrest was aware of the water issue when they purchased the property. Shockley explained that the layout of the trailer park creates minimal opportunities to address the issue and noted that the City Counselor recommended a code change rather than a waiver. Shockley shared there

would be discussion amongst the board in the near future regarding the issue. Shockley also shared that there would be further discussion among the board in the near future regarding the issue.

Operations Detail Report

Electric Superintendent Travis Long provided an update on completed and ongoing projects, including the completion of Lake Regional Phase II electric service installation, replacement of a broken pole at Bland and Morris following an accident, and collaboration with engineers on the Lebanon High School project. He also noted that crews are conducting capacitor inspections and repairs and provided an update on the apprentice progress. Chairwoman Mather inquired if there were any impacts from the ice storm, with Long advising that there were none.

Environmental Superintendent Eric Mork provided an update on completed and ongoing projects, including installing the remaining sewer main at Legacy Trails and having approximately 460 linear feet of 4,300 linear feet installed due to encountering rock. He also reported repairing three 12-inch water leaks and completing 19 work orders consisting of backups, tap locates, and smoke testing.

During the discussion, Board Member Goforth stepped out at 12:40 p.m. and returned to the meeting at 12:42 p.m.

OCTOBER 2024 FINANCIALS

Public Works Director Richard Shockley gave an overview, noting that reserves were down due to encumbrances on electric. He also shared that water and wastewater reserves were good and on budget.

APPROVAL OF MINUTES

December 4, 2024, Meeting Minutes

Don Anderson moved and Ted Dahl seconded that the Board approve the minutes as presented.

Motion carried as follows: Yea: (4) Don Anderson, Ted Dahl, Jeremy Goforth, LeAnn Mather; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

RESOLUTIONS

Resolution No. 2025-001- A Resolution by the Board of Public Works of Lebanon, Missouri, authorizing and directing the Chairman of the Board of Public Works to enter into and execute Task Order No. 11 with Toth and Associates for the replacement of relay panels for Substation 3.

Jeremy Goforth moved and Ted Dahl seconded that the Board approve Resolution No. 2025-001 as presented. Motion carried as follows: Yea: (4) Don Anderson, Ted Dahl, Jeremy Goforth, LeAnn Mather; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

Chairwoman Mather declared Resolution No. 2025-001 duly passed and approved.

BOARD MEMBER COMMENTS

Chairwoman Mather inquired about the sub-meter issue. A brief discussion followed, and Shockley reiterated that Attorney Allen would prefer a change in code rather than a variance. Board Member Dahl asked if there was a way to make other areas compliant, such as Ivery Acres, and Shockley shared that they would provide data to the Board and offer a breakdown of the monthly bill.

Mather shared the next meeting would be on February 5, 2025.

Adjournment

Chairwoman Mather declared the meeting adjourned at 1:00 p.m.

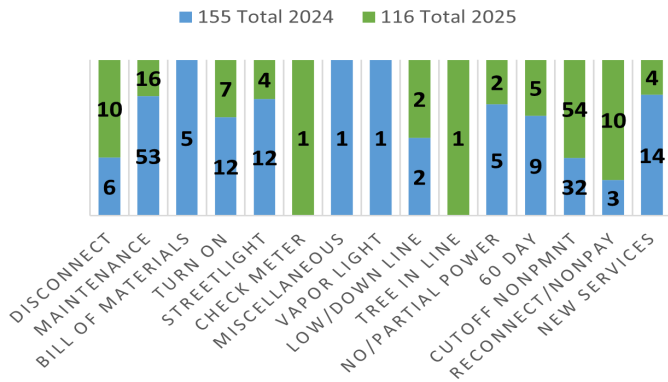
Chairwoman LeAnn Mather

Minutes Approved

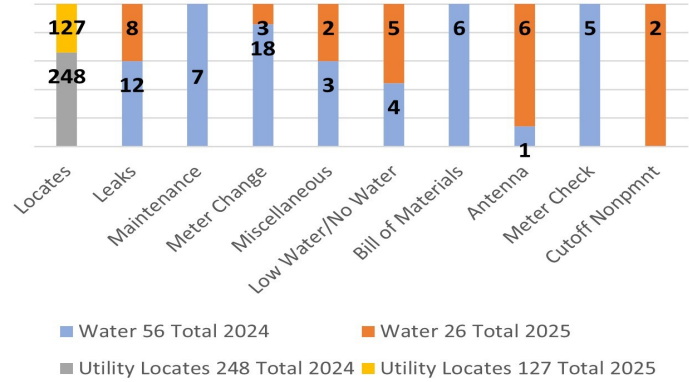
Operations Detail Report January 2025

WORK ORDERS

ELECTRIC

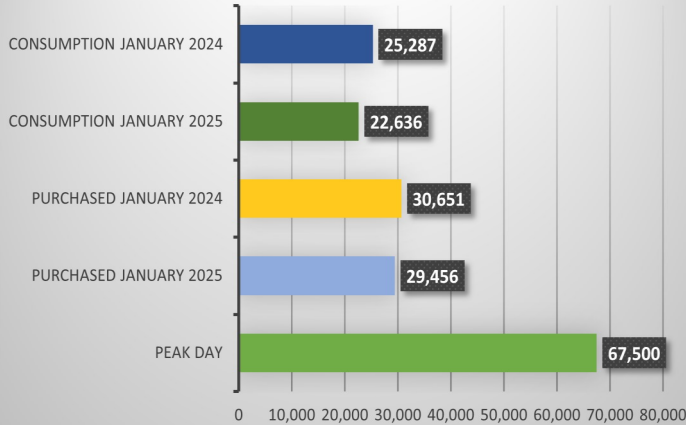


Environmental

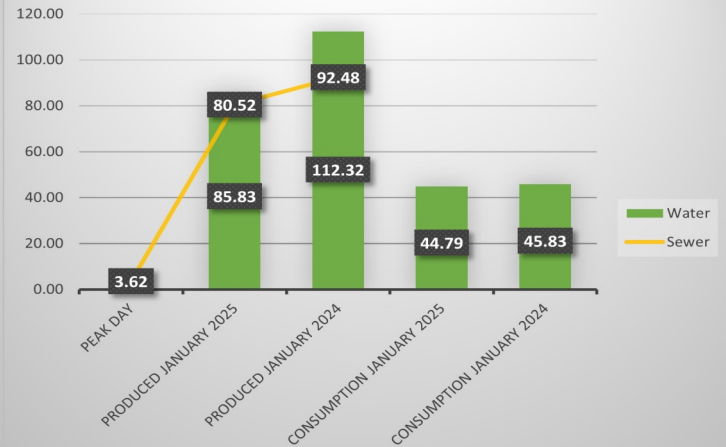


PRODUCTION

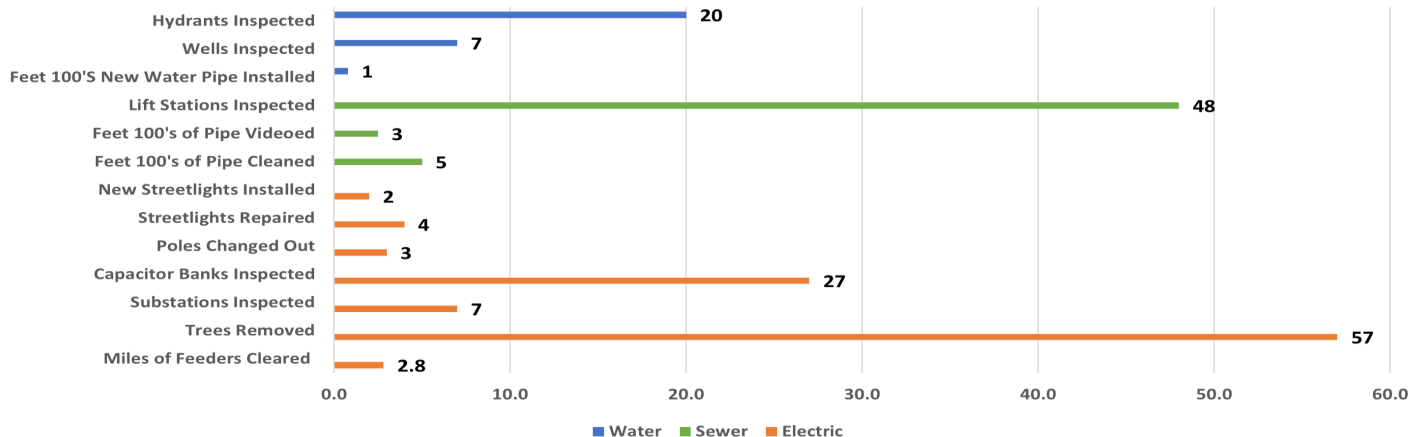
Electric in Kilowatts



Environmental in Million Gallons



WORK ACTIVITY





To: Board of Public Works

Proposed for the Meeting Date of: February 19, 2025

Staff Informational Sheet

Topic: Resolution No. 2025-002- A Resolution by the Board of Public Works of Lebanon, Missouri, approving the purchase of Ultraviolet System Parts from Xylem Water Solutions USA, Inc. (Environmental Superintendent Eric Mork)

CIP Number: 85-WWO-006-23

Spent Year To Date: \$0.00

Budget Amount: \$40,000

Funding Source: 85-5-200-2020.000

Subject Matter:

Parts to maintain the Ultraviolet Light Disinfection system at the WWTP.

Background (problem/explanation):

This is the recommended parts included in the site visit report to maintain the system.

This is Sole Source.

Staff Recommendation:

Staff recommends purchasing parts from Xylem Water Solutions USA, Inc. for the amount of \$39,207.00

Submitted By: Eric Mork, Environmental Superintendent

Department: Environmental Services

Date: 02/04/2025

ATTACHMENTS:

1. Resolution No. 2025-002- Purchase, Ultraviolet System Parts, Xylem Solutions USA
2. Exhibit A - Quote 2025-WED-0094

RESOLUTION NO. 2025-002

A RESOLUTION BY THE BOARD OF PUBLIC WORKS OF LEBANON, MISSOURI, APPROVING THE PURCHASE OF ULTRAVIOLET SYSTEM PARTS FROM XYLEM WATER SOLUTIONS USA, INC.

WHEREAS, that Forty Thousand Dollars (\$40,000.00) is reflected in the FY2025 Budget for purchase of UV System Parts and established as Project No. 85-WWO-006-23 in the Capital Improvement Plan (CIP); *and*

WHEREAS, that based on the site visit report, parts are recommended to maintain the system; *and*

WHEREAS, that City Staff recommends purchasing UV System Parts from Xylem Water Solutions USA, Inc., in accordance with the City *Purchasing Policy Section 2-435 Sole Source, specialized and non-standard items* in the amount of Thirty-Nine Thousand Two Hundred Seven Dollars (\$39,207.00).

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

SECTION 1: That the Board of Public Works of the City of Lebanon, Missouri, hereby approves the purchase of Ultraviolet System Parts from Xylem Water Solutions USA, Inc. in the amount of Thirty-Nine Thousand Two Hundred Seven Dollars (\$39,207.00). Said Quote is hereby attached and incorporated within as marked "*Exhibit A.*"

SECTION 2: That the Board of Public Works hereby authorizes and directs the Finance Director to take administrative action to expend funds from Wastewater Fund 85 in the amount of Thirty-Nine Thousand Two Hundred Seven Dollars (\$39,207.00).

SECTION 3: 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 19th day of February 2025.

(Seal)

Chairwoman LeAnn Mather

Attest:

City Clerk Lacey Brackett

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, Director of Finance



**Xylem Water Solutions USA, Inc.
Wedeco Products**

January 23, 2025

4828 Parkway Plaza Blvd.
Suite 200
Charlotte, NC 28217
Tel 704/409-9700
Fax 704/409-9839

LEBANON WWTP
PO BOX 111
1727 MAIN ST
LEBANON MO 65536-0111

Quote # 2025-WED-0094
Account #: 163722

Project Name: LEBANON MO - 163722
Job Name: UV SPARES

Xylem Water Solutions USA, Inc. WEDECO is pleased to provide a quote for the following equipment and/or services for your approval.

UV SPARES

Qty	Part Number	Description	Unit Price	Extended Price
4	76-03 51 68	UV SENSOR SO13599 - DW	\$ 1,391.00	\$ 5,564.00
24	76-03 65 52	LAMP INSERT, TAK	\$ 110.00	\$ 2,640.00
4	76-03 30 07	@SENSOR SWITCH AIR	\$ 73.00	\$ 292.00
		CYLINDER R/B 76-6111376		
36	76-610 23 94	LAMP, UV ECORAY ELR30	\$ 187.00	\$ 6,732.00
2	14-65 37 54	FESTO VALVE, CPE 18-M1H-5L-1/4 24V	\$ 261.00	\$ 522.00
48	76-611 03 40	LAMP CONN INCLUD ORANGE	\$ 380.00	\$ 18,240.00
		CABLE ORANGE CABLE		
15	76-03 33 09	QUARTZ SLEEVE 48X2X1512	\$ 214.00	\$ 3,210.00
4	76-611 03 34	ORIGA MAINTENANCE KIT OSP	\$ 433.00	\$ 1,732.00
		L40 MAINTENANCE KIT 14347		

Total Price \$ 38,932.00

Freight Charge \$ 275.00

Total Price \$ 39,207.00

Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per Incoterms 2020)
See Terms of Delivery below for freight payment terms.

Taxes: State, local and other applicable taxes are not included in this quotation.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

WEDECO
a xylem brand

Tariff Changes: The prices quoted herein are based on the current tariff rates, duties, government charges, and trade regulations as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority (collectively, "Tariff Changes"), and such Tariff Changes result in an increase in the cost of goods, Xylem reserves the right to adjust the pricing of the affected goods to reflect the increased costs.

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Terms of Delivery: PP/Add Order Position

Warranty: Standard warranty terms apply to the items in this quotation.

Validity: This Quote is valid for thirty (30) days.

Taxes: The prices quoted above do not include any state, federal, or locals sales tax or use taxes. Any such taxes as applicable must be added to the quoted prices.

Terms of Payment: 100% N30 standard.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by Xylem Water Solutions.

Schedule: Delivery lead times are approx. 5-10 working days after receipt of order acceptance. Please Note that the Origa Maintenance kits are not available until January 2025.

Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Customer Acceptance: A signed facsimile of this quote is acceptance as a binding contract.

Signature: _____

Name (please print) _____

Date: _____ PO# _____

Site Contact Name: _____

Site Contact Phone Number: _____

Sincerely,

Lisa Axtman
Aftermarket Sales Coordinator
Phone: 980-276-9934

LISA.AXTMAN@XYLEM.COM



To: Board of Public Works

Proposed for the Meeting Date of: February 19, 2025

Staff Informational Sheet

Topic: Resolution No. 2025-003- A Resolution by the Board of Public Works of Lebanon, Missouri, approving an addendum to Task Order No. 6 with Toth and Associates, Inc. (Electric Superintendent Travis Long)

CIP Number: 80-ELF-002-24

Spent Year To Date: \$343,096.03

Budget Amount: \$550,000

Funding Source: 80-5-215-2020.000

Subject Matter:

Task order #6 addendum for I-44 crossing.

Background (problem/explanation):

The agreement is being addended from the original task order for designing additional steel poles, multiple re-design options, and unforeseen administrative work for steel/geotech contract services.

Staff Recommendation:

It is staff's recommendation to execute the addendum to task order #6 increasing the cost to \$48,495. This is a \$10,000 increase from the original task order.

Submitted By: Travis Long, Electric Superintendent

Department: Electric

Date: 02/03/2025

ATTACHMENTS:

1. Resolution No. 2024-003- Approval, Task Order No. 6 and 7, Toth and Associates, Inc.
2. Exhibit A- Addendum Task Order 6

RESOLUTION NO. 2025-003

A RESOLUTION BY THE BOARD OF PUBLIC WORKS OF LEBANON, MISSOURI, APPROVING AN ADDENDUM TO TASK ORDER NO. 6 WITH TOTH AND ASSOCIATES, INC.

- WHEREAS,* that the City Council approved a Renewal Agreement with both Olsson and Toth and Associates Inc. on December 11, 2023 via Ordinance No. 6861 for Engineering, Architect, Survey, Geotechnical Material, Testing and Professional Services; *and*
- WHEREAS,* that Five Hundred Fifty Thousand Dollars (\$550,000.00) is reflected in the FY2025 Budget for Distribution Pole Changeouts at various locations and is established as Project No. 80-ELF-002-24 in the Capital Improvement Plan (CIP); *and*
- WHEREAS,* that Board of Public Works approved Task Order No. 6 by Toth and Associates on February 7, 2024, via Resolution No. 2024-002 in the amount of Thirty-Eight Thousand Four Hundred Ninety-Five Dollars and Two Cents (\$38,495.02) for the engineering of two self-supporting structures on I-44; *and*
- WHEREAS,* that an addendum is need for designing additional steel poles, multiple re-design options, and unforeseen administrative work; *and*
- WHEREAS,* that City Staff recommends approving an addendum to Task Order No. 6 to increase the cost by Ten Thousand Dollars (\$10,000.00), resulting in a total task order amount of Forty-Eight Thousand Four Hundred Ninety-Five Dollars (\$48,495.00).

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

SECTION 1: That the Board of Public Works of the City of Lebanon, Laclede County, Missouri, hereby authorizes the Chairwoman of the Board of Public Works to enter into and execute an addendum to Task Order No. 6 with Toth and Associates, Inc. in the total amount not to exceed Forty-Eight Thousand Four Hundred Ninety-Five Dollars (\$48,495.00). Said Task Order is hereby attached and incorporated herewithin as marked "*Exhibit A.*"

SECTION 2: That said Resolution shall be in full force and effect from and after the date of passage and approval.

Passed and approved by the Board of Public Work of the City of Lebanon, Laclede County, Missouri, on this 19th day of February 2025.

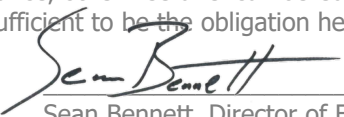
(Seal)

Chairwoman LeAnn Mather

Attest:

City Clerk Lacey Brackett

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 be the obligation hereby incurred.



Sean Bennett, Director of Finance

"Exhibit A"

TASK ORDER ADDENDUM

This Task Order Addendum (hereinafter referred to as "Addendum"), for I-44 crossing and Mother's Garden Crossing, is made on January 27th, 2025.

Now, therefore, in consideration of the mutual representations, warranties, and agreements contained in the Agreement, as addended, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

The Agreement, addended to add to the Scope of Work, the engineering services for upgrading the transmission and distribution line crossing I-44; (Task 6), designed additional steel poles from the original scope, multiple re-design options, and unforeseen administrative work for Steel/Geotech contract services.

Fees to include the addendums will be amended as follows:

FEES:

1. The above Scope of Work (TASK 6) will be provided for the not-to-exceed fee of \$48,495 distributed as follows:

TASK 6: \$48,495 (\$10,000 increase from the original agreement)

2. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner.
3. In addition of the lump sum fees shown above, Owner shall pay Engineer for reimbursable expenses as included in the Consultant Services Agreement.
4. Additional services can be completed as requested by the Owner. Additional services will be charged at our then current standard hourly rates, or billed at a mutually agreed upon fee. Our current hourly rate schedule is included in the Consultant Services Agreement.

EXCLUSIONS:

The above list of basic services does not include construction phase services.

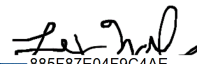
Work Authorized By:

OWNER NAME AND TITLE (PRINT): _____

SIGNATURE: _____ DATE: _____

CONSULTANT NAME AND TITLE (PRINT): Lewis Wiles, Vice President

SIGNATURE:  DATE: 1/29/25

DocuSigned by:

885F87E04F9C4AE...

2/12/2025