

**CITY OF LEBANON  
BOARD OF PUBLIC WORKS MEETING  
WEDNESDAY, JULY 16, 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. June 18, 2025, Regular Meeting
4. Discussions and Presentations
  - a. Operations Update
5. Resolutions
  - a. Resolution No. 2025-017- A Resolution by the Board of Public Works of Lebanon, Missouri, approving the Purchase of an Equipment and Material Trailer. (Environmental Superintendent Eric Mork)
6. Board Member Comments
7. Adjournment

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CITY OF LEBANON  
BOARD OF PUBLIC WORKS REGULAR MEETING MINUTES  
JUNE 18, 2025

BE IT REMEMBERED that the Board of Public Works of the City of Lebanon, Missouri, met in Regular Session on June 18, 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, Public Works Analyst Kelly Roberts, and Deputy City Clerk Melissa Richardson.

Public Comments

None.

Approval of Minutes

Regular Meeting, May 22, 2025

Ted Dahl moved and Don Anderson 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.

Discussions and Presentations

APPA "Excellence in Reliability Award" - Presented by MPUA

Missouri Public Utilities Association Director of Services and Development Brandon Renaud presented the APPA "Excellence in Reliability" award to Electric Superintendent Travis Long and congratulated him and the department on their electric reliability work.

Cold/Hot Weather Rule

Board of Public Works General Manager Richard Shockley shared that the State of Missouri Public Service Commission's cold weather disconnect rule changed from 24 to 72 hours. He suggested the board might want to discuss whether to "adopt" this policy and stated he would work on getting data put together for the board.

Don Anderson suggested the board look into how this would affect the customers.

### Operations Update

Environmental Superintendent Eric Mork provided an operations update, noting the installation of several sewer mains, three new meter services, and multiple meter pit and hydrant repairs. The contractor completed drone cleaning of the Bowling and Reeves water towers and installed insulation in the equipment building. Staff completed 314 utility locates, over 65,000 feet of sewer line cleaning, 41,000 feet of CCTV inspection, and 14 service calls. Repairs were made to the chlorine room at the south well, clarifier #3 gearbox, grit chamber pump packing, and the Schreiber O2 basin collector ring. Preventive maintenance was performed at the WWTP, 107 loads of biosolids were applied, and three lift station pumps are out for repair.

Electric Superintendent Travis Long provided an update on operations, noting five pole change-outs last month and the installation of six new poles for upcoming service projects, including Lebanon Ready Mix, the LHS underground project, Lee Street apartments, a duplex on St. Louis Street, and new homes on Texas Street. The service crew installed wildlife guards in the N. Adams and E. 6th & 7th Street areas, repaired 27 streetlights, installed 12 new LED streetlights, and six new residential services. The substation crew upgraded wildlife protection and replaced cutouts at the capacitor bank behind Copeland, installed protection on the lower buss at Substation 32, and completed inspections on all seven substations and 27 capacitor banks. They are also working with engineers to test lightning arresters on Transformer #1 at Substation 6 and are in discussions with Brightspeed regarding pole ownership.

Board of Public Works General Manager Richard Shockley provided an update on FY25 Capital Projects and Purchases with the electric department, wastewater, and water, and work that has been completed and is currently being worked.

### Board Member Comments

Leann Mather asked how the online payments were going with our new software implementation. Richard Shockley said it was being worked through and the City would be lenient for the first 45 days or so with payments and getting everyone up to speed with the new services provided. July 16, 2025, will be the next meeting.

### Adjournment

Chairwoman Mather declared the meeting adjourned at 12:25 p.m.

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Chairwoman LeAnn Mather

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Minutes Approved



To: Board of Public Works

Proposed for the Meeting Date of: July 16, 2025

**Staff Informational Sheet**

**Topic:** Resolution No. 2025-017- A Resolution by the Board of Public Works of Lebanon, Missouri, approving the Purchase of an Equipment and Material Trailer. (Environmental Superintendent Eric Mork)

**CIP Number:** 85-WWO-006-20

**Spent Year To Date:** \$0.00

**Budget Amount:** \$15,000

**Funding Source:** 85-200-52200

**Subject Matter:**

Purchase new deckover tilt equipment and material trailer

**Background (problem/explanation):**

Trailers are utilized to transport materials and equipment to and from various jobsites in the city.

5 bids were received.

**Staff Recommendation:**

Staff recommends purchasing the trailer from Westgate Trailer Sales & Repairs LLC. for the total amount of \$14,700.00

**Submitted By:** Eric Mork, Environmental Superintendent

**Department:** Environmental Services

**Date:** 07/07/2025

**ATTACHMENTS:**

1. Resolution No. 2025-017- Purchase. Equipment and Material Trailer, Westgate Trailer Sales and Repairs
2. Exhibit A- Bid Tabulation Equipment and Material Trailer

RESOLUTION NO. 2025-017

A RESOLUTION BY THE BOARD OF PUBLIC WORKS OF LEBANON, MISSOURI, APPROVING THE PURCHASE OF AN EQUIPMENT AND MATERIAL TRAILER.

*WHEREAS*, that Sixteen Thousand (\$16,000.00) is reflected in the FY2025 Budget for an Equipment and Material Trailer and established as Project No. 85-WWO-006-20 in the Capital Improvement Plan (CIP); *and*

*WHEREAS*, that trailers are utilized to transport materials and equipment to and from various job sites; *and*

WHEREAS, that bids for the purchase of a new deck over tilt equipment and material trailer were solicited in accordance with the City Purchasing Policy *Section 2-428 Written bids* and *Section 4-30 Capital improvement purchases*; *and*

WHEREAS, that five (5) bids were received, reviewed, and confirmed accordingly by City Staff where Westgate Trailer Sales and Repairs LLC was the lowest and best value bid in the amount of Fourteen Thousand Seven Hundred Dollars (\$14,700.00); *and*

WHEREAS, that City Staff recommends purchasing the trailer from Westgate Trailer Sales and Repairs LLC.

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 an Equipment and Material Trailer from Westgate Trailer Sales and Repairs LLC in the amount of Fourteen Thousand Seven Hundred Dollars (\$14,700.00). Said Bid Tab 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 Fourteen Thousand Seven Hundred Dollars (\$14,700.00) and properly capitalize as established under the Code of Ordinances of the City of Lebanon, Missouri, Chapter 2, Article VI, Section Sec. 2-477 et seq.

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 16th day of July 2025.

*(Seal)*

*Attest:*

\_\_\_\_\_  
City Clerk Lacey Brackett

\_\_\_\_\_  
Chairwoman LeAnn Mather

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

## "Exhibit A"

<b>Event Number</b>	WWTP-85-250701-W-956
<b>Event Title</b>	Equipment and Material Trailer
<b>Event Description</b>	
<b>Event Type</b>	ITB
<b>Issue Date</b>	6/17/2025 03:46:52 PM (CT)
<b>Close Date</b>	7/1/2025 02:00:00 PM (CT)

<b>Organization</b>	City of Lebanon Purchasing
<b>Workgroup</b>	Purchasing
<b>Event Owner</b>	Jessica Meiners
<b>Email</b>	jmeiners@lebanonmo.org
<b>Phone</b>	(417) 991-2321
<b>Fax</b>	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
BBC Electrical Services, LLC	Joplin	MO	6/17/2025 05:24:17 PM (CT)	0	\$0.00
Westgate Trailer Sales & Repairs LLC (Westgate Trailers)	MOUNTAIN GROVE	MO	6/30/2025 03:13:16 PM (CT)	4	\$14,700.00
Phoenix Contracting	Ruskin	FL	6/24/2025 01:53:50 PM (CT)	4	\$15,000.00
ALL AMERICAN TRAILER CONNECTION, LLC	PALM SPRINGS	FL	6/19/2025 09:46:23 AM (CT)	4	\$15,378.48
trailer trendz, llc	Eugene	MO	6/18/2025 03:28:28 PM (CT)	4	\$15,762.00
ALAMEX INC	MANTECA	CA	7/1/2025 12:00:53 PM (CT)	4	\$18,415.00
Core & Main			6/17/2025 5:36 PM (CT)		No Bid
PAR Electrical Contractor's, LLC			6/30/2025 10:38 AM (CT)		No Bid

Line #	Description	QTY	UOM	BBC Electrical Services, LLC		Westgate Trailer Sales &		Phoenix Contracting	
				Total Price	\$0.00	Total Price	\$14,700.00	Total Price	\$15,000.00
				Unit	Extended	Unit	Extended	Unit	Extended
1	22 - Foot Tilt Deck Trailer per the specifications in the bid packet.		LUMP SUM	No Bid		\$14,700.00	\$14,700.00	\$15,000.00	\$15,000.00
2	17.5" 16PLY mounted spare tire and rimper the specifications in the bid packet.		LUMP SUM	No Bid		\$0.00	\$0.00	\$0.00	\$0.00
3	Lockable tool/storage box on tongueper the specifications in the bid packet.		LUMP SUM	No Bid		\$0.00	\$0.00	\$0.00	\$0.00
4	Shipping/Freight Charge			No Bid		\$0.00	\$0.00	\$0.00	\$0.00
	Lead Time					6 to 8 weeks from time of order.		45 DAYS ARO	

Line #	Description	QTY	UOM	ALL AMERICAN TRAILER		trailer trendz, llc		ALAMEX INC	
				Total Price	\$15,378.48	Total Price	\$15,762.00	Total Price	\$18,415.00
				Unit	Extended	Unit	Extended	Unit	Extended
1	22 - Foot Tilt Deck Trailer per the specifications in the bid packet.		LUMP SUM	\$15,378.48	\$15,378.48	\$15,513.43	\$15,513.43	\$18,415.00	\$18,415.00
2	17.5" 16PLY mounted spare tire and rimper the specifications in the bid packet.		LUMP SUM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Lockable tool/storage box on tongueper the specifications in the bid packet.		LUMP SUM	\$0.00	\$0.00	\$248.57	\$248.57	\$0.00	\$0.00
4	Shipping/Freight Charge			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Lead Time			8 WEEKS ARO		6-8 weeks		16 Weeks	

Line	Responding Supplier	Supplier Notes
1	ALL AMERICAN TRAILER CONNECTION, LLC	ALL OPTIONS AND FREIGHT ARE INCLUDED IN TOTAL PRICE
1	Westgate Trailer Sales & Repairs LLC (Westgate Trailers)	TDP 102"x22', 2-8K axles,17.5 tires w/ spare, lockable toolbox on tongue, hydraulic power up , 4 tie downs, led lighting, breadk a way and conspicuity tap, hyd jack, winch plate. Trailer will be black in color will NOT be able to be red.
2	ALAMEX INC	Included in Line Item 1
2	ALL AMERICAN TRAILER CONNECTION, LLC	INCLUDED AT NO CHARGE
2	Phoenix Contracting	included
2	trailer trendz, llc	PRICE INCLUDED IN TOTAL
3	ALAMEX INC	Included in Line Item 1
3	ALL AMERICAN TRAILER CONNECTION, LLC	STANDARD FEATURE. NO CHARGE
3	Phoenix Contracting	included
3	trailer trendz, llc	PRICE INCLUDED IN TOTAL
4	ALAMEX INC	Included in Line Item 1
4	ALL AMERICAN TRAILER CONNECTION, LLC	FREIGHT TO LEBANON, MO INCLUDED IN TOTAL PRICE
4	Phoenix Contracting	included
4	trailer trendz, llc	PRICE INCLUDED IN TOTAL