

CITY OF DIXON

Mayor: Allan Kuehl
203 S Walnut
P.O. Box 177
Dixon, MO 65459
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Phone: (573) 917-4501



DIXON CITY COUNCIL MEETING

City Hall

203 South Walnut Street

February 10, 2020

1. Call to order

2. Roll call

Mayor Allen Kuehl, Anthony Campbell, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz. Barbara Thomas was absent. Roll call at 6:01 P.M. Barbara Thomas came in after roll call at 6:21 P.M.

3. Pledge of Allegiance

4. Invocation

Invocation was given by Pastor Jack Caple of the First Baptist Church of Dixon, MO.

5. Closed Session

Mike Null made a motion to split the 2 closed session topics; seconded by Trevor Warnol; roll call vote: Anthony Cambell, Mary Wiles, Trevor Warnol, Mike Null in favor; Diane Shultz against; motion carried 4-1

Trevor Warnol made a motion to go into closed session for litigation at 6:04 P.M.; seconded by Mike Null; roll call vote: Anthony Campbell, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 5-0

Emily from Williams, Robinson, Rigler, Buschjost updated the council on proceeding in the case of Brown vs. City of Dixon.

Motion was made by Diane Shultz to go back into open session; seconded by Anthony Campbell; roll call vote: Anthony Campbell, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 5-0

6. Adopt Agenda

The agenda was never voted on.

7. Approve Minutes

Motion was made to approve the minutes from January 9th, 2020 if edited to show there was a closed session for litigation. Motion was made by Trevor Warnol; seconded by Anthony Campbell; roll call vote: Anthony Campbell Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 6-0

Motion was made by Trevor Warnol to approve minutes from January 13, 2020; seconded by Anthony Campbell; roll call vote: Anthony Campbell, Mary Wiles, Mike Null, Trevor Warnol,

Diane Shultz; motion carried 5-0 with Barbara Thomas abstaining as she was not present at this meeting.

8. Approve and Ratify Bills

Motions was made by Diane Shultz to approve the bills; seconded by Barbara Thomas; roll call vote: Anthony Campbell, Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 6-0

9. Kenneth Warnol, the attending Maintenance Supervisor spoke on the ongoing and daily tasks of the Maintenance department, improvements and repairs the department has been working on and what improvements and repairs are still needed to be done.

10. Old Business:

Mayor Allen Kuehl addressed the council about an updated estimate from Epic Consulting for a new computer and server system for both the City Hall and Police Department. It is going to cost more the already approved \$8000 for the project. Council wants to have an Epic Consulting Representative to come and talk to them about what is needed and why.

Discussion for the Personnel Workshop was pushed back until February 12th for a special meeting that will hopefully include a representative from Epic Consulting.

11. NEW BUSINESS:

Mayor Allen Kuehl discussed the U.V. Project a bit. He has been consulting with the City of Crocker Mayor on steps needed to complete the project.

There was a discussion on the need to repair and/or replace fire hydrants as well as water meters and reading wands. The city has a few meters they can't get to as the meters are under a residence or in the basement of a residence. There was a need expressed to move those meters to be more assessable for city workers in the future.

The Mayor expressed the need of a City Engineer in order to move forward with the U.V. project. A motion was made by Mary Wiles to run an advertisement for 30 days for the following positions: City Engineer, City Clerk and Audit firm; motion was seconded by Barbara Thomas; roll call vote: Anthony Campbell, Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 6-0

Motion was made to approve a business license for Rocking Wagon Wheel by Barbara Thomas; seconded by Trevor Warnol; roll call vote: Anthony Campbell, Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 6-0

Judge Les Hansmann addressed the council about a need to close one of the Court bank accounts and transferring the balance to the remaining account. Motion was made by Barbara Thomas to close the court account at Bank of Missouri and have the funds of \$2289.50 transferred to the remaining account at Maries County Bank and Trust; seconded by Mary Wiles, roll call vote: Anthony Campbell, Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 6-0

City Clerk Jessie Fleming addressed the council with a Letter of Retirement. He thanked the Mayor and various council members for their support during his service to the city. His last day will be March 13, 2020. A motion was made by Diane Shultz to accept the letter; seconded by Trevor Warnol; roll call vote: Anthony Campbell, Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 6-0

Mr. Fleming continued to address the council about some grievances he felt with certain council members both present and past.

There was a motion made by Mike Null to go into closed session for personnel concerns; seconded by Mary Wiles; roll call vote: Anthony Campbell, Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz; motion carried 6-0 at 8:29 P.M.

Motion was made by Diane Shultz to re-open session; seconded by Barbara Thomas; roll call vote: Anthony Campbell, Barbara Thomas, Mary Wiles, Mike Null, Trevor Warnol, Diane Shultz, motion carried 6-0

1. ADJORN

Motion to adjourn was made by Mary Wiles; seconded by Diane Shultz; meeting dismissed by a show of hands at 9:02 P.M.

FOR ACCOMMODATION DUE TO DISABILITY, PLEASE CALL (573) 917-4501 TWO WEEKDAYS IN ADVANCE, BETWEEN 8 A.M. AND 4:30 P.M.

CITY OF DIXON

Mayor: Allan Kuehl
203 S Walnut
P.O. Box 177
Dixon, MO 65459
Email: Ark2220@outlook.com
Phone: (573) 410-1049



DIXON CITY COUNCIL MEETING

City Hall
203 South Walnut Street
February 10, 2020
6:00 P.M.

- CALL TO ORDER: ✓
 - ROLL CALL: ✓
 - Pledge of Allegiance: ✓
 - Invocation ✓
 - Adopt the Agenda: ✓
 1. CLOSED SESSION
RSMo 610.021 (1) Reference litigation ✓
 - 2 Approve and Ratify Bills:
 - 3 Approve the Minutes:
 - OLD BUSINESS
 - Computer update
 - Discussion on Personal Workshop
 - NEW BUSINESS
 - (1) U.V. Project
 - (2) Fire Hydrants
 - (3) Water Meters and Wans
 - (4) City Engineer
 - (5) New Business License (Name of Person to Contact is John Shattuck)
- ADJOURNMENT:

FOR ACCOMMODATION DUE TO DISABILITY, PLEASE CALL 573-917-4501 TWO WEEK DAYS IN ADVANCE, BETWEEN 8 A.M. AND 4:30 P.M.

THE OFFICE OF COUNCILMAN

Introduction

The powers and duties of a city council and the members of the council will vary depending upon the form of government used in the city. In addition, subtle factors of politics, tradition and personality may limit or expand the powers of individual councilmen. Regardless of the form of government, however, the council is the basic unit because it levies taxes, appropriates money, makes decisions on policy matters and has at least some sort of supervision over administration. The council is the legislative body of the municipality and is empowered to adopt local resolutions and ordinances within the framework of the latitude given it by state law.

It is the council body that possesses the authority, not the individual councilmember. Councilmembers must act as a group for a decision to be legally enforceable. In general, **individual councilmembers have no authority to direct city staff or issue policy directives unless specifically authorized by the entire council.** The power of the councilmembers is carried to fruition at city council meetings.

Election

The people elect their representatives to the city council at the annual municipal elections in April of each year.

A. Villages

When a new village is incorporated, the first members of the board of trustees are appointed by the county commission at the time the county commission declares the village incorporated. Thereafter, the trustees are elected for two-year terms. The trustees are not elected from special districts or wards, but hold village-wide office. There will be five trustees if the village has 2,500 inhabitants or less. Villages with 2,500 inhabitants or more may have a nine member board of trustees if approved by the voters.

B. Fourth Class Cities

The members of the city council of a fourth class city are called "aldermen," and there can be as few as four aldermen or as many aldermen as the city wishes to have. The city is divided into "wards" at the discretion of the board, and two aldermen are elected from each ward. Two or three wards are typical. Aldermen hold office for two years (or four years if approved by a vote of the people), with staggered terms.

Fourth class cities, with a population of less than 1,000, have the option of electing their aldermen "at large" rather than from wards (§ 79.060, RSMo). Moving to this system does not require a vote of the people. Sample ordinances are available from MML.

Sewer Backup Policy

The City of Dixon will investigate all sewer backups immediately upon notice to determine the cause of the overflow and identify any corrective action.

In the event of a sewer backup the city shall immediately advise the homeowner of the following emergency procedures to take to protect his or her property and minimize any damage. Always remind the homeowner that he or she has a personal duty to protect their own property, regardless of who pays for it.

- (1) Photographs should be taken of the backup both prior to and after removing the water and sewage.
- (2) All water and sewage should be immediately removed from the basement.
- (3) Remove all wet rugs, clothes, boxes, and other items from the basement area.
- (4) A professional carpet cleaning service should be called immediately to extract the water from the carpet, and the clean and deodorize the carpet.
- (5) If the water was high enough to involve a motor on a furnace, or electrical appliance, a reputable repair service should be called in to remove the motor and have it dried. In most cases a motor can be dried without incurring any damage to the motor.
- (6) All concrete floors or tile floors should be washed down with fresh water, and then washed with a strong germ killing and odor killing solution.
- (7) All items such as sewing machines, typewriters, and etc. that have finely machined parts should be taken immediately to a repair facility so that they may be cleaned and oiled.
- (8) All items contained inside a wet box should be removed and dried, and the boxes thrown out.
- (9) All wood furniture and wood items should be thoroughly dried and wiped with an oil base wood polish.
- (10) All wet paper items should be removed from the basement and stored outside or disposed of depending on the value.
- (11) The basement area should then be properly dried through ventilation, use of floor fans, and a dehumidifier if available. Floor fans and dehumidifiers can be rented from a local rental shop.

City of Dixon, Missouri
203 S Walnut Street, Dixon, Missouri 65459
REQUEST FOR QUALIFICATIONS (RFQ) for
PROFESSIONAL ENGINEERING SERVICES

The City of Dixon, Missouri, is requesting qualifications for Professional Engineering Services related to improvements to the existing Dixon Wastewater Treatment Plant (Permit No. MO-0100129) necessary to meet upcoming effluent limitations, specifically for the parameter of *E. coli*. The services required may include one or more of the following specialized services:

- Wastewater Facility plan outlining the alternatives for meeting upcoming effluent limits for *E. coli* and associated costs
- Design of the recommended alternative, including topographic surveying and development of plans and technical specifications suitable for bidding
- Permitting services necessary to obtain a construction permit from the Missouri Department of Natural Resources
- Bidding services, including a pre-bid conference
- Construction phase services, including construction administration (i.e. reviewing submittals and shop drawings, review contractor pay requests and change orders, and addressing contractor requests for information), construction staking, and construction observation

Information provided in the response to the RFQ must include:

- (1) The specialized experience and technical competence of the firm with respect to the services required;
- (2) The capacity and capability to perform the work in question, including specialized services, within schedule;
- (3) The past record of performance with respect to control of costs, quality of work and ability to meet schedules;
- (4) The firm's proximity to and familiarity with the area of the project.

The firm will be selected based on the above criteria. Once the most qualified firm is selected, an engineering agreement will be negotiated.

RFQ responses shall consist of no more than a two-page letter addressing the selection criteria, with attached information including general company information/brochures, relevant project experience, resumes of project team, and references. RFQ responses shall contain a maximum of eight pages total for all RFQ items.

The above information should be submitted in seven hard copies no later than May 1, 2020, 3:00 pm to City of Dixon, 203 S Walnut Street, Dixon, Missouri 65459. For more information contact Allan Kuehl, Mayor, at 573-917-4501. The City of Dixon, Missouri, is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

Agency _____ Project _____ By _____ Date _____ CRITERIA ITEM	Point Value	FIRMS					
1. The specialized experience and technical competence of the firm with respect to the services required.							
2. The capacity and capability to perform the work in question, including specialized services, within schedule.							
3. The past record of performance with respect to control of costs, quality of work and ability to meet schedules.							
4. The firm's proximity to and familiarity with the area of the project.							
TOTAL POINTS							