

A G E N D A
WORK SESSION MEETING
City of Moberly
May 04, 2020
6:00 PM

Requests, Ordinances, and Miscellaneous

1. A request from Greg Carroll to hold a 5k event on July 4th.
2. Receipt of bids for Street Improvements (Milling, Overlay and Micro Seal).
3. A request from Moberly Area Chamber of Commerce, Rotary Club, Altrusa Club and Fraternal Order of the Eagles to hold their annual Railroad Days event on June 17-20, 2020 authorizing street closures.
4. An application submitted by David Ausmus for the final plat for Moberly Area Industrial Park at 100 McKeown Parkway.
5. Receipt of bids for Utility Disconnect for the first batch of houses on the Demolition Grant.
6. Depot Park Project
7. Discussion Regarding Selection of Utility Billing, Financial, and Other Associated Software to Replace gWorks

City of Moberly City Council Agenda Summary

Agenda Number: _____
 Department: Parks and Rec WS #1.
 Date: May 4, 2020

Agenda Item: 4th of July 5K

Summary: Greg Carrol is requesting to host the annual 4th of July 5K (previously requested by Todd Beaverson), to raise funds for the Moberly High School Cross County Program.

Recommended

Action: Advise Staff to bring before May 18th Council meeting.

Fund Name: N/A

Account Number: N/A

Available Budget \$: N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M__ S__ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution			
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	Council Member		
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M__ S__ Brubaker	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M__ S__ Kimmons	___	___
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M__ S__ Davis	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice	M__ S__ Kyser	___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

City of



Police Department
Troy Link
Chief of Police
223rd Session FBI Academy

300 N Clark Street
Moberly, MO 65270
Phone: 660-263-0346
Fax: 660-263-8540

Walk/Run Application Permit

Application Date: APRIL 3, 2020
(Note: Application Date must be received by staff sixty (60) days prior to the event)

Requested Date of event: JULY 4, 2020

Purpose of event: HARRIER TRACK CLUB INDEPENDENCE DAYS K

Name of event director: GREGORY Q CARROLL

Contact phone, & Address of director: 660 263 4947 1649 CR2285, MOBERLY

Approximate number of participants: 100-125

Route requested, Begin & End Time: 8:30 AM RACE START PACKET PICKUP-7:00AM
BEGIN AT SOUTH END OF THE LODGE AS FRUSTY SK
TO ROAD LEFT AND EAST AT NORTH END OF RODEO ARENA
EAST TO PARK ROAD. FROM THERE SAME AS
INDEPENDENCE DAY 5K THRU LOST HILLS.
(Please include a map diagram showing start to finish)

Will the route/streets be marked? Yes: X No: _____

Will the organization furnish personnel to assist with the event?
Yes: X No: _____ If yes, how many? 10-15

Signature of applicant: Gregory Q Carroll

Approved: ✓ Declined: _____

Authorizing Official: [Signature] Date: 04/14/20

Emergency services assistance to monitor traffic may be provided for a period of time up to one (1) hour after the race begins.

❖ No permanent paint may be used on roads or trails. Only spray chalk or temporary paint with a life of not more than 30 days may be used.

City of Moberly City Council Agenda Summary

Agenda Number: _____
 Department: Public Works WS #2.
 Date: May 4, 2020

Agenda Item: Receipt of bids for Street Improvements (Milling, Overlay and Micro Seal).

Summary: We advertised for bids for the milling, overlay and micro seal for 2020 and the bids were opened April 29, 2020. Two bids were received for milling and overlay and two were received for micro seal. Attached are the bid sheets, bid tab and advertising.

Recommended Action: Bring forward to May 18, 2020 regular City Council meeting for final approval.

Fund Name: Street Improvement Fund and Parks Roadway Maintenance

Account Number: 601.000.5502 and 115.041.5302

Available Budget \$: 108,186.99 and \$7,749.51

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution	Council Member		
<input checked="" type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M___ S___ Brubaker	___	___
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ Kimmons	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ Davis	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ Kyser	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice			
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

Facsimile transmittal

To: Moberly Monitor Index

From: Tom Sanders **Date:** 4/14/2020

Re: Box Ad **Pages:** 1

ADVERTISEMENT FOR BIDS

The City of Moberly, Missouri is requesting bids for the **2020 Street Improvements Project** for Milling, Overlay and Micro Seal for various Streets and Parking lots within the City of Moberly.

Specifications and bid documents are available from the Director of Public Works office at Moberly City Hall, 101 West Reed Street, Moberly, MO 65270.

Please have your bids into the office of the City Clerk by **Wednesday, April 29, 2020 at 10:00 a.m.**

The City reserves the right to reject any or all bids. The City further reserves the right to waive any irregularities in any or all bids and reserves the right to determine which the most responsive, responsible bidder is and to reject or approve the bond. Work can begin immediately following approval, weather permitting.

SUBMITTED BY THOMAS E. SANDERS
CITY OF MOBERLY
DIRECTOR OF PUBLIC WORKS

PUBLISH ONE TIMES IN THE: SATURDAY, APRIL 18, 2020 EDITION

CITY OF MOBERLY

“BID OPENING”
Sign-In Sheet

Date: 7-29-2020

Name

Company

DK Dalloway

City of Moberly

TOM SANDERS

"

Steven Field

Capital Paving

Carla Beal

City of Moberly

Andy Baker

Emery Sapp and Sons

2020 Street Improvement Bid Tab

WS #2.

	Milling Work (Contractor retains millings)	Milling Work (City to retain millings)	Milling for Parking Lots	Overlay Parking Lots	Street Overlay Streets	Micro Seal Work
Capital Materials MO P.O. Box 104960 Jefferson City MO 65110 1-573-635-6229 Rusty Dutton 573-821-8545	\$1.70	\$1.70	\$2.15	\$90.00	\$74.50	
Emery Sapp & Sons 2301 I-70 Dr. NW Columbia, MO 65202	\$1.95	\$2.40	\$3.65	\$83.00	\$71.50	
Missouri Petroleum 1620 Woodson Rd. St. Louis, MO 63143 1-314-991-2180						\$4.07 sq. yd.
Vance Brothers, Inc. 520 Brighton St. PO Box 300107 Kansas City, MO						\$3.63 sq. yd.

Moberly!

BID SHEET

Milling Work (Streets)

Est. Quantity: 33,262 sq. yd.

Contractor retains millings

Unit Price \$ 1.70 /sq. yd.
one dollar seventy cents

City retains millings

Unit Price \$ 1.70 /sq. yd.
one dollar seventy cents

Milling Work (Parking Lots)

Est. Quantity: 4,608 sq. yd.

Unit Price \$ 2.15 /sq. yd.
two dollars fifteen cents

Street Overlay Type BP2 Mix

Est. Quantity:

3,986.5 Tons

- tack coat required on paved streets

Unit Price \$ 74.50 /ton
seventy four dollars fifty cents

Micro Seal

Estimated Quantity:

30,170 sq. yd.

Unit Price \$ No Bid /sq. yd.

*Asphalt BP2 (Parking Lots)

Est. Quantity: 506.4 tons

Unit Price \$ 90.00 /ton
ninety dollars

* Coates & 4th St., Park - Lodge

Company Name: Capital Paving & Construction, LLC

Signature: Hecan Field

City of

Moberly!

BID SHEET

Milling Work (Streets)

Est. Quantity: 33,262 sq. yd.

Contractor retains millings - Stockpiled on city yard
lot up to 1 year
No fee for Rea

Unit Price \$ 1.95 /sq. yd.

City retains millings

Unit Price \$ 2.40 /sq. yd.

Milling Work (Parking Lots)

Est. Quantity: 4,608 sq. yd.

Unit Price \$ 3.65 /sq. yd.

Street Overlay Type BP2 Mix

Est. Quantity:

3,986.5 Tons

- tack coat required on paved streets

Unit Price \$ 71.50 /ton

Micro Seal

Estimated Quantity:

30,170 sq. yd.

Unit Price \$ NO BID /sq. yd.

***Asphalt BP2 (Parking Lots)**

Est. Quantity: 506.4 tons

Unit Price \$ 83.00 /ton

* Coates & 4th St., Park - Lodge

Company Name: Emery Sapp and Son's, Inc.

Signature: 

City of

Moberly!

BID SHEET

Milling Work (Streets)

Contractor retains millings

Est. Quantity: 33,262 sq. yd.

Unit Price \$ _____/sq. yd.

Milling Work (Parking Lots)

City retains millings

Est. Quantity: 4,608 sq. yd.

Unit Price \$ _____/sq. yd.

Street Overlay Type BP2 Mix

Est. Quantity:

3,986.5 Tons

- tack coat required on paved streets

Unit Price \$ _____/ton

Micro Seal

Estimated Quantity:

30,170 sq. yd.

Unit Price \$ 4.07 /sq. yd.

***Asphalt BP2 (Parking Lots)**

Est. Quantity: 506.4 tons

Unit Price \$ _____/ton

* Coates & 4th St., Park - Lodge

Company Name: Missouri Petroleum Products Company LLC

Signature: 

City of

Moberly!

BID SHEET

Milling Work (Streets)

Contractor retains millings

Est. Quantity: 33,262 sq. yd.

Unit Price \$ NA /sq. yd.

Milling Work (Parking Lots)

City retains millings

Est. Quantity: 4,608 sq. yd.

Unit Price \$ NA /sq. yd.

Street Overlay Type BP2 Mix

Est. Quantity:

3,986.5 Tons

- tack coat required on paved streets

Unit Price \$ NA /ton

Micro Seal Type II Grade C

Estimated Quantity:

30,170 sq. yd.

Unit Price \$ 3.63 /sq. yd.

***Asphalt BP2 (Parking Lots)**

Est. Quantity: 506.4 tons

Unit Price \$ NA /ton

* Coates & 4th St., Park - Lodge

Company Name: Vance Brothers, Inc.

Signature: [Handwritten Signature]

** Please Note – Contact Tim Grimsley, Pub. Works Supt. to schedule/coordinate work.

MILLING STREET LIST & PARKING LOTS WITH ESTIMATED YARDAGE

STREET	AREA	SQ YD
N Ault	300-500 blocks	3,467
Porter	Union to Taylor	1,213
N Ault R/W	Furniture Shop Side	181
N Ault R/W	Shelter Ins Side	320
McKinley & Halleck	Intersection	639
Garfield	500-800 blocks	5,373
Harrison	600-800 blocks	3,086
Timberline	All of it	5,344
Oxbow	All of it	2,333
Conestoga	to Concrete	4,067
Overland	All of it	2,389
Heritage Pl	All of it	2,000
Homestead Hill	Bueth Rd to Timberline	2,850
	ESTIMATED SQUARE YARDAGE	33,262

33,262 sq. yd. at \$1.70 = \$56,545.40 PLUS 10% CONTINGENT = \$62,200.00

This would come out of CIP for Trans Trust

Coates & 4th St.	Parking Lot	533
Park Lodge	Parking Lot	4,075
	ESTIMATED SQUARE YARDAGE	4608

Parking Lots

4608 SQ. YS. AT \$2.15 + \$9,907.20 PLUS 10% CONTINGENT

533 sq. yd. = \$1,145.95 coming out of CIP for Trans Trust = \$1,260.55

4,075 sq. yd. = \$8,761.25 out of Parks Roadway Maintenance funds = \$9,637.38

Total Trans Trust = \$63,460.55

Total Parks Roadway Maintenance Funds 12 9,637.38

OVERLAY STREET LIST & PARKING LOTS WITH ESTIMATED AGE

STREET	AREA	TONS
N Ault	300-500 blocks	381
Porter	Union to Taylor	133
N Ault R/W	Furniture Shop Side	20
N Ault R/W	Shelter Ins Side	35
McKinley & Halleck	Intersection	68.5
Garfield	500-800 blocks	591
Harrison	600-800 blocks	340
Timberline	All of it	588
Oxbow	All of it	257
Conestoga	to Concrete	447
Overland	All of it	263
Heritage Pl	All of it	549
Homestead Hill	Bueth Rd to Timberline	314
	ESTIMATED TONAGE	3,986.5

3,986.5 TONS at \$74.50 = \$296,994.25 PLUS 10% CONTINGENT

This will come out of CIP for Trans Trust

Coates & 4th St.	Parking Lot	58.4
Park Lodge	Parking Lot	448
	ESTIMATED TONAGE	506.4

506.4 TONS AT \$90.00 = \$45,576.00 PLUS 10% CONTINGENT

58.4 Tons = \$5,256.00 will come out of CIP for Trans Trust

448 Tons = \$40,320.00 will come out of Parks Roadway Maintenance Funds

Trans Trust Total + 10% Cont. = \$332,475.28

Parks Roadway Maintenance Fund Total + 10% Cont. = \$44,352.00

MICRO SEAL STREET LIST AND ESTIMATED YARDAGE

STREET	AREA	YARDAGE
Austin	400-500 blocks	2,176
Porter	Chandler to Union	6,433
Fulton	All of it	6,190
E Carpenter	Morley to Gratz Brown	7,511
Woody Ave	All of it	4,247
W Logan	400-500 blocks	2,147
Bueth Pl	All of it	639
Ridgemont Ct	All of it	827
TOTAL ESTIMATED YARDAGE		30,170

30,170 SQ. YD. AT \$3.63 = \$109,517.10 PLUS 10% CONTINGENT = \$120,468.81

This comes out of Trans Trust CIP

Total for all of Trans Trust = \$516,404.64*

Total for all of Parks Roadway Maintenance = \$53,989.38

Budgeted amount for Trans Trust CIP = \$500,000.00

*This includes 10% cont., we will not be over on all issues so should be able to stay within the budgeted \$500K

City of Moberly City Council Agenda Summary

Agenda Number: _____
 Department: Police
 Date: May 4, 2020

WS #3.

Agenda Item: A request from Moberly Area Chamber of Commerce, Rotary Club, Altrusa Club and Fraternal Order of the Eagles to hold their annual Railroad Days event on June 17-20, 2020 authorizing street closures.

Summary: The Moberly Area Chamber of Commerce, Moberly Rotary Club, Altrusa Club of Moberly, Fraternal Order of Eagles, Mainstreet Moberly and Knights of Columbus request the approval to hold the 14th Annual Railroad Days in downtown Moberly. They request the following areas be blocked off to accommodate carnival rides, staging and vendor booth spaces beginning on Sunday June 14th through June 20th, 2020. Sturgeon Street between Coates and Rollins and the East half of the 100 block of W Reed a. The north/south alley way will remain open from Rollins Street to Coates Street. The city parking lots across from and adjacent to City Hall along with the parking lot for Parks and Recreation. The request has been made by the Moberly Railroad Days Steering Committee.

Recommended

Action: Direct staff to bring to the May 18th Council meeting for final approval.

Fund Name: N/A

Account Number: N/A

Available Budget \$: 0.00

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution	Council Member		
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M___ S___ Brubaker	___	___
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ Kimmons	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ Davis	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ Kyser	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice			
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

Mr. Brian Crane
Moberly City Council
101 W. Reed Street
Moberly, MO 65270

April 15, 2020

Dear Brian and City Council Members,

The Moberly Area Chamber of Commerce along with the Moberly Rotary Club, Altrusa Club of Moberly, Fraternal Order of Eagles, Mainstreet Moberly and Knights of Columbus respectfully asks approval to schedule the 14th Annual Moberly Railroad Days Festival for June 17th through June 20th, 2020 in Downtown Moberly.

We would like to request permission to hang Railroad Days Banners on the Railroad overpass on Rollins Street as well as the overpass on Morley Streets beginning in early May.

We are also requesting that the following areas be blocked off to accommodate carnival rides, staging and vendor booth spaces beginning Sunday, June 14th.

- Sturgeon Street from Coates to Rollins and the East half of the 100 block of West Reed Street keeping all alley ways open for emergency vehicle access.
- Parking areas across the street from and adjacent to City Hall and the Moberly Parks and Recreation Office.

We are also asking permission for the Moberly Eagles club to operate a beer garden in an enclosed area near the main stage of the event, where we will also be hosting several other events as well as other entertainment. This club carries a liquor license at their facility and has agreed to obtain the necessary documentation and permits needed to provide this service.

As this Festival provides a fun and rewarding venue for Moberly families and citizens, and as it attracts people to our city, we are respectfully asking that the City of Moberly contribute \$3,500.00 to help pay for entertainment and logistics.

Many groups will be working hard on this years event, including The Moberly Area Chamber of Commerce, Moberly Rotary Club, Knights of Columbus, the Randolph County Historical Society and other clubs and organizations to help make this event successful and fun while promoting the historic significance of the Railroad in the History of Randolph County.

As we traverse through the COVID-19, we know that we may need to post-pone or cancel this event. We will abide by directives of government agencies and other authorities and know that things are changing rapidly.

Kindest Regards,
Moberly Railroad Days Steering Committee

City of Moberly City Council Agenda Summary

Agenda Number: _____
 Department: Comm. Dev. WS #4.
 Date: May 4, 2020

Agenda Item: An application submitted by David Ausmus for the final plat for Moberly Area Industrial Park at 100 McKeown Parkway.

Summary: The Planning & Zoning Commission recommended approval for the request of the final plat permit at the meeting on April 27, 2020. Attached is the application submitted by David Ausmus, a copy of the staff report and a copy of the final plat permit.

Recommended Action: Bring forward to the May 18, 2020 regular City Council meeting for final approval.

Fund Name: N/A

Account Number: N/A

Available Budget \$: N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution			
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	Council Member		
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ Brubaker	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ Kimmons	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ Davis	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice	M___ S___ Kyser	___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

City of *Moberly!*

Memorandum

To: *Planning and Zoning Commission*

From: *Planning Staff*

Subject: *AGENDA ITEM NO. 1*

Meeting: *April 27, 2020*

Public Hearing to consider:

Public Hearing for a request submitted by L & J Development on behalf of Essig Manufacturing, LLC for a site plan review for a proposed addition to existing building. The property is located at 2011 Highway DD and is currently zoned M-1 (Industrial District)

Comments:

The proposed site is bordered by M-1 Industrial District on the South, and East. The properties to the North across Highway DD are out of the city limits, and the property that borders to the West is also out of the city limits.

The applicant is proposing to build an addition doubling the size of existing building making the total size of the building with new addition to 14,400 square feet, the building will be classified as F-2 (Low hazard factory industrial), the proposed driveways will be brought into compliance and hard surface with eleven parking spaces and two additional handicap parking spaces, proposed dumpster site is to be screened from view. Lighting is to be focused downward for occupant safety

The property is approximately 7.25 acres. Currently no sign is proposed for this location and will have to meet City sign regulations if needed in the future. Stormwater control will have to meet City requirements and be approved thru City utilities.

The Future land use map of the City comprehensive plan shows this property as Industrial District use.

A site plan, when approved by Planning & Zoning Commission **will not require the additional approval of the City Council.**

City Staff review: Recommends approval as presented

Respectfully submitted by Rick Ridgway

CITY OF MOBERLY, MISSOURI
PRELIMINARY PLAT PERMIT
REASONS FOR DETERMINATION

Submit Questions To:
Zoning Administrator
City of Moberly
101 West Reed Street
Moberly, MO 65270-1551
(660) 263-4420
(660) 263-9398 (fax)

For Office Use Only:
Date of Action: APRIL 27, 2020
Action: APPROVAL

ON APRIL 27, 20 20, THE CITY OF MOBERLY PLANNING AND ZONING COMMISSION AT ITS REGULAR MEETING, RECOMMENDED APPROVAL (ACTION: APPROVAL, DENIAL) OF A REQUEST OF A CERTIFICATE OF SURVEY FOR FINAL PLAT FOR MOBERLY AREA INDUSTRIAL PARK LOCATED AT 100 MCKEOWN PARKWAY, MOBERLY, MO.

IN RECOMMENDING APPROVAL (ACTION) OF THIS SUBDIVISION REQUEST, THE PLANNING AND ZONING COMMISSION CONSIDERED ALL STANDARDS LISTED IN THE ZONING REGULATION, AND ALL OTHER CONDITIONS LISTED FOR THAT USE IN OTHER SECTIONS OF THESE REGULATIONS.

CONDITIONS (IF ANY): _____

CHAIRPERSON

ZONING ADMINISTRATOR

CITY OF MOBERLY, MISSOURI
PROCEDURES MANUAL

CITY OF MOBERLY, MISSOURI
FINAL PLAT APPLICATION

Return Form To:
Zoning Administrator
City of Moberly
101 West Reed Street
Moberly, MO 65270-1551
(660) 263-4420
(660) 263-9398 (fax)

For Office Use Only
Date Filed: _____
Date of Meeting: _____
Filing Fee: _____
Deposit: _____

APPLICANT INFORMATION:

Name of Subdivision: City of Moberly - Moberly Area Industrial Park

Applicant: David Ausmus - Howe Company Phone: 660-395-4693
Address: 804 East Patton St. Macon Mo Zip: 63552

Owner: City of Moberly Phone: 660-269-8705
Address: 101 West Reed Street Moberly Mo Zip: 65270

Name of Subdivider: City of Moberly and Moberly Holding Company
Name of Person who prepared the Plat: John Schaefer - Howe Company

Owner: Moberly Holding Company Phone: 660-263-8811
Address: 115A North Williams, Moberly Mo Zip: 65270

CITY OF MOBERLY, MISSOURI
PROCEDURES MANUAL

Instructions:

The following checklist is to be completed by the applicant and shall accompany the Final Plat when it is submitted to the Zoning Administrator. If the answer to any of the questions is "No", a written explanation must accompany this checklist.

- 1. Does the Final Plat show the following information?
 - A. Name of subdivision (not to duplicate or too closely resemble the name of any existing subdivision). Yes X No
 - B. Location of section, township, range, county and state, including the description boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct. The allowable error of closing on any portion of the plat shall be one foot in five thousand (5,000). Yes X No
 - C. The location of existing monuments or bench marks shall be shown And described on the final plat. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments. Yes X No
 - D. The location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground. Yes X No
 - E. Lots shall be numbered clearly. Blocks shall be numbered or lettered clearly in the center of the block. Yes X No
 - F. The exact locations, widths and names of all streets and alleys to be dedicated. Yes X No
 - G. Boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use. Yes X No

CITY OF MOBERLY, MISSOURI
PROCEDURES MANUAL

- H. Building setback lines on the front and side streets with dimensions. Yes No
- I. Name, signature and seal of the licensed land surveyor preparing the plat. Yes No
- J. Scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north point. Yes No
- K. Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated. See sample final plat for terminology. Yes No
- 2. Was the original on mylar, tracing cloth, or similar material, and were fifteen ³ ~~15~~ copies submitted? Yes No
- 3. Have all acknowledgments been signed?
 - A. Owner or owners and all mortgager. Yes (1) No
 - B. Dedications or reservations. Yes (1) No
 - C. Registered surveyor preparing plat. Yes (1) No
 - D. City Clerk and County Collector. Yes (1) No
- 4. Title Opinion:
 - A. Submitted (Date) _____ Yes (2) No
 - B. Have all owners and mortgager signed plat? Yes (1) No
- 5. Has certification been submitted stating that all taxes and special assessments due and payable have been paid? Yes (2) No

(1) To be signed after approval by P & Z and Council

(2) Property is owned by City of Moberly and Moberly Holdings Company

CITY OF MOBERLY, MISSOURI
PROCEDURES MANUAL

6. Deed Restrictions: Yes No
- A. Are any deed restrictions planned for subdivision? — X
- B. If so, has a copy been submitted? N/A
7. Are additional comments attached? — X
6. How has installation of the following improvement been guaranteed? N/A

	<u>Letter of Credit</u>	<u>Surety Bond</u>	<u>Petition(%)</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Other, as required	_____	_____	_____
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**CITY OF MOBERLY, MISSOURI
FINAL PLAT PERMIT
REASONS FOR DETERMINATION**

WS #4.

Submit Questions To:
Zoning Administrator
City of Moberly
101 West Reed Street
Moberly, MO 65270-1551
(660) 263-4420
(660) 263-9398 (fax)

For Office Use Only:

Date of Action: April 27, 2020
Action: APPROVAL

ON APRIL 27, 20 20, THE CITY OF MOBERLY PLANNING AND ZONING COMMISSION AT ITS REGULAR MEETING, RECOMMENDED APPROVAL (ACTION: APPROVAL, DENIAL) OF A REQUEST OF A CERTIFICATE OF SURVEY FOR MOBERLY INDUSTRIAL AREA PARK

THE CITY COUNCIL WILL CONSIDER THE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION AT THE May 4, 20 20 MEETING OF THE MOBERLY CITY COUNCIL.

IN RECOMMENDING APPROVAL (ACTION) OF THIS SUBDIVISION REQUEST, THE PLANNING AND ZONING COMMISSION CONSIDERED ALL STANDARDS LISTED IN THE ZONING REGULATION, AND ALL OTHER CONDITIONS LISTED FOR THAT USE IN OTHER SECTIONS OF THESE REGULATIONS.

CONDITIONS (IF ANY): _____



CHAIRPERSON



ZONING ADMINISTRATOR

City of Moberly City Council Agenda Summary

Agenda Number: _____
 Department: Comm Dev
 Date: May 4, 2020

WS #5.

Agenda Item: Receipt of bids for Utility Disconnect for the first batch of houses on the Demolition Grant.

Summary: The City of Moberly advertised for bids for Utility Disconnection on the first batch of houses on the Demo Grant and bids were opened April 27, 2020 at 10:00 am. Two bids were received from Agee Plumbing (\$7,700.00) and Moberly Plumbing (\$28,600.00). Attached are the ad and bids. Staff recommends accepting the low bid of Agee Plumbing.

Recommended Action: Direct staff to bring forward to May 18, 2020 regular City Council meeting for final approval.

Fund Name: Structure Demolition and Debris Removal

Account Number: 100.005.5418

Available Budget \$: 18,224.25

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution			
<input checked="" type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	Council Member		
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ Brubaker	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ Kimmons	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ Davis	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice	M___ S___ Kyser	___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

Advertisement of Bids for Utility Disconnect

The City of Moberly will receive sealed bids for the removal of water and sewer services for twenty-two (22) residential structures within the City of Moberly. Sealed bids marked “**CDBG DISCONNECT UTILITIES**” are due by **10:00 AM on April 28, 2020** and submitted to the **City Clerk’s Office** here at City Hall, 101 W. Reed Street, Moberly, Missouri 65270. Requirements and a list of properties for these bids may be obtained at the Community Development Office at City Hall, 101 West Reed Street, Moberly, Missouri 65270. The City of Moberly reserves the right to accept or reject any or all bids. For more information call (660)269-7638.

SUBMITTED BY THOMAS E. SANDERS
CITY OF MOBERLY
Director of Community Development

PLEASE PUBLISH ONE (1) TIME IN THE FOLLOWING ADDITIONS OF THE MONITOR INDEX:
Weekend, April 11, 2020

CITY OF MOBERLY
Utility Disconnect
"BID OPENING"

Date: 4-28-2020

Agee Plumbing

\$ Total \$7700

Moberly Plumbing

\$ Total \$28,600

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Agee Plumbing
9466 HWY BB
Huntsville, MO 65259

4/27/2020

This bid is to disconnect water and sewer for addresses listed below,

636 Franklin Ave	319 S Clark St
407 Jefferson St	102 Wicker St
410 Morehead St	1032 Buchanan St
411 Morehead St	825 Concannon St
645 Farror St	1010 Concannon St
224 Walnut St	314 Dorsor St
617 E Logan St	1400 Quinn St
320 Halleck St	616 W Coats St
524 E Logan St	1206 W Hwy 24
402 E Rollins	938 West End Pl
728 Benson St	1029 Concannon St
Total BID	\$7700.00

Thank You
Carl Agee
JP # 73
Installer ID #30606

ESTIMATE

WS #5.

City Of Moberly

Moberly Plumbing LLC
P.O. Box 585
Moberly, MO 65270
Phone: (660) 676-3676
Email: csly3676@gmail.com

Estimate # 000173
Date 04/27/2020

Description	Total
Disconnect Sewer and Water first 22 properties for demo	\$28,600.00
Subtotal	\$28,600.00
Total	\$28,600.00

2% Interest added per day once past 15 days

City Of Moberly

City of Moberly City Council Agenda Summary

Agenda Number: _____
 Department: Parks and Rec
 Date: May 4, 2020

WS #6.

Agenda Item: Depot Park Project

Summary: Attached is a proposal from Hutchinson Recreation on a prefab steel pavilion structure including concrete and installation in the amount of \$105,500. This is planned for the upcoming 2020-2021 budget year. Pricing on the pavilion materials is through Sourcewell, a national cooperative bidding entity.

Staff is awaiting a proposal on a prefab restroom and the amended proposal from Hutchinson Recreation to run utilities and install the prefab restroom. Staff will provide these additional costs and updates prior to approval.

Recommended

Action: Move the item forward to the May 18th meeting.

Fund Name: Parks Capital Improvement

Account Number: 115.041.5502

Available Budget \$: \$190,000 (Most recent staff budget revision for 2020-2021).

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution	Council Member		
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M___ S___ Brubaker	___	___
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ Kimmons	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ Davis	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ Kyser	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice		___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

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 customer or other is preparing the sub base for unitary surfacing, then customer or other is responsible to adhere to manufacturers sub base requirements/specifications and provide photo field verification to our office prior to scheduling of surfacing install crews. PLEASE NOTE: Lead times vary for the scheduling of the surfacing install crews at certain times of the year. Please check with our office for tentative scheduling dates at the time of order.
- 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 16 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: This proposal contains standard General Liability and Workers Compensation coverage – when applicable. Any waivers of subrogation and primary non-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 from footings or any site excavation, borders, safety surfacing, unloading of equipment, security, fencing, custom colors on equipment or materials, or landscaping! **Unless specifically stated on the quotation.**

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 as included or line itemed out 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.	Trash Dumpster		

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. ALL SUPERVISIONS WILL BE BILLED DIRECT BY AN INDEPENDENT SUPERVISOR.

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 48 HOURS FROM THE DATE OF DELIVERY WILL NOT BE HONORED. MISSING PARTS NOTIFIED TO US AFTER 48 HOURS 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.

INDEMNIFICATION:

HUTCHINSON RECREATION & DESIGN MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT DIRECT FROM THE MANUFACTURER, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. HUTCHINSON RECREATION & DESIGN SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE HUTCHINSON RECREATION & DESIGN AND IT'S PRODUCT MANUFACTURERS HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMER'S ALTERATION OF THE EQUIPMENT (WITHOUT THE MANUFACTURERS' EXPRESS WRITTEN CONSENT), ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY FOLLOW THE RESPECTIVE MANUFACTURERS' INSTALLATION INSTRUCTIONS, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH THE RESPECTIVE MANUFACTURERS' INSTALLATION AND OWNER'S MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

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.

PRODUCT INFORMATION:

PLEASE VISIT OUR WEBSITE AT WWW.HUTCHINSON-RECREATION.COM AND CLICK ON THE MANUFACTURERS WEBSITE LINKS FOR UP TO DATE PRODUCT INFORMATION, PRODUCT WARRANTIES, INSTALLATION INFORMATION. IF YOU WOULD LIKE ANY COPIES SENT TO YOU VIA EMAIL OR MAIL PLEASE CONTACT OUR MAIN OFFICE.

Acceptance of Proposal Facts:

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

Customer Acceptance Signature

Date

City of Moberly City Council Agenda Summary

Agenda Number: _____
 Department: Public Utilities
 Date: May 4, 2020

WS #7.

Agenda Item: Discussion Regarding Selection of Utility Billing, Financial, and Other Associated Software to Replace gWorks

Summary: The City of Moberly staff have completed research and due diligence in recommending the software vendor to replace gWorks (formerly Summit/Data Technologies). Staff will have a presentation regarding the process for the selection and a brief explanation for the functionality improvements in the different key modules. This is part of the Energy Solutions Professionals contract and the costs for the changes are included in their contract amount.

Recommended

Action: This is for Council information and concurrence only.

Fund Name: N/A

Account Number: N/A

Available Budget \$: N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M__ S__ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution			
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	Council Member		
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M__ S__ Brubaker	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M__ S__ Kimmons	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M__ S__ Davis	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice	M__ S__ Kyser	___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

Caselle Software

Presentation to City Council Work Session

May 4, 2020

What Software to Research?

WS #7.

Greg belongs to a Facebook finance officers group. In August 2019 the subject of integrated software package recommendations came up and received many replies and comments.

Knowing that we were in the early stages of software shopping, Greg made a list of the software packages mentioned (approximately 15) and researched them to eliminate the obvious ones that would not fit the City's needs, narrowing the list to 8 possibilities.

These vendors were also reviewed by Lora, Matt, and Mary and determined worthy of receiving an RFP from ESP. The RFP was quite detailed and extensive, and only 3 responses were received from the list of vendors.

Vendor Software Demonstrations

As a result of an RFP, on 11/6 and 11/7/2019, ESP, RTS and the City attended demonstrations with 3 Software Companies. These companies were: Caselle, Cusi, and Tyler Technologies.

Caselle did the demonstration of their software via go to meeting.

Cusi had a representative onsite to give a demonstration.

Tyler Technologies had a representative on site and also had a webex meeting.

The Results

WS #7.

Cusi is a custom written program for each client. We didn't feel that this was a good approach for usability or customer support.

Caselle was impressive from the beginning, appearing to be very user friendly and intuitive to use.

The Tyler Technologies software was also impressive, very similar to Caselle in functionality, but somewhat lacking in the ease and intuitiveness of use.

The merits and demerits of each software were discussed and ranked: (1) Caselle, (2) Tyler, (3) Cusi.

Additional Caselle Demo

An additional web demonstration was held with Caselle on Friday, November 15th, 2020 to delve deeper into aspects of the software. WS #7.

IVR Payments and the Web Payment Portal

Information on the Demo Journal

The cash receipting process and how the various billing modules are updated

Overview of basic activities such as month end processes, creating a new customer account, finalizing a customer account, writing work orders, and issuing customer bills for our two billing cycles

Current Caselle Client Visits

On February 6th, 2020: Greg, Matt, Mary and Lora went to Indianola, Iowa for a live demonstration on how the Caselle software works and how it is utilized there.

On February 18th, 2020 Greg, Matt, Mary and Lora went to Beatrice Nebraska for a live demonstration on how the Caselle software works and how it is utilized.

These locations were chosen because they utilize the Caselle software and the brand of meters we have chosen.

Caselle Client Interviews

WS #7.

We requested a list of customers that use the Caselle software, and focused on the ones closest to us.

Once we received this list, Lora and Paige reached out to these Caselle users and asked a list of extensive questions, such as the pros and cons of the software, how long they have been using it, if they have had any problems, and if they would recommend it to others to use.

All users provided good reviews of the Caselle software, with the majority having used the software 12-20 years.

Caselle

Conversion Process

WS #7.

Estimated to take 9-12 months, depending on historical data conversion ease

Will be phased; financial software will be first, billing software will be second, with other modules third.

Training of key staff will be done in Utah and is approximately 1 week

All of Moberly's data will be used in the beta testing to assure all systems are working as expected before we go live on the new system.

Caselle Demo to Staff

- On March 11th, 2020, two Caselle representatives came to Moberly and provided a full day demonstration for all of our employees to view the software in action and ask questions.
- Staff from all departments in City Hall saw various modules demonstrated and were able to ask pointed questions, which the Caselle staff promptly and completely answered.
- Positive comments were heard from all staff, even from those who hadn't seen the software before.
- Invited Brown, Smith, Wallace to attend demo to assure that inadequacies identified with our current system were being addressed with new software. Caselle allowed "sandbox" for them to explore to assure that areas of concern are addressed.

Why Caselle?

Caselle has a wide array of options:

APPLICATION SOFTWARE AVAILABLE	
General Ledger, Budgeting, Bank Reconciliation	Online/Electronic Payments
miExcel GL	Asset Management
Accounts Payable	Business License
Accounts Payable Direct Payment	Business Tax Collection
Purchases & Requisitions	Business Tax Online Filing/Payment
Accounts Receivable	Cemetery Management
Check on Demand	Materials Management
Utility Management	Project Accounting
Utility Electronic Reading Interface	Caselle Document Management (3 users)
Utility Service Orders/Online Mapping	Community Development Permitting
Utility Backflow Management	Approvals & Notifications
miExcel UM	Three (3) Concurrent User Licenses
Cash Receipting	Seven (7) Additional Concurrent User Licenses

WS #7.



HISTORICAL DATA CONVERSION IS AVAILABLE ON A PER-BID BASIS

History conversion is conditional upon the data being provided into the DATA LOAD TABLES. With conversion of history the customer is responsible to provide supporting reports for any historical data to be used to verify the accuracy of the conversion of historical data. **Additional costs will apply if third party resources are required.**

History conversions can be completed, however all history that is converted is unique and it does not look like it was generated in Caselle. It will not have linking records for normal Inquiry functions and reports that are normally generated in Caselle. *All of these considerations are discussed with you as we as reasonable expectations, depending upon the accuracy of the data provided in the Load Tables.* **Ever effort is made for the history to be accurate and useful, but there are limitations.** Costs quoted below are negotiable once we understand the true scope of the project and if data can be provided as requested above.

General Ledger History Conversion

Includes the Annual Budget for each year specified and individual transaction amounts for each year of history. Transactions are not separated into appropriate journals within Caselle subsystems. Normally, system year-end calculations are not handled the same in Caselle as existing legacy systems and require time and effort to analyze for accuracy. If individual transactions are too large or not available, the period amount for each General Ledger Account will be converted. Bank reconciliation's will not be completed for previous periods.

Three Years — \$1,500

Ten Years — \$10,000

Accounts Payable History Conversion

Vendor information is current. Historical remittance information will not be converted. Individual invoices and checks presented in the load tables tied to each other are able to be converted. If invoices are reflected as 1099, the vendor type information will be converted. Open or unpaid invoice balances will not be verified at year end.

1099 vendor information, if provided, will be balanced to YTD amount at time of "Go Live" with YTD balances. Purchases and Requisition history will not be converted.

Three Years — \$1,500

Ten Years — \$7,500

Utility Billing History Conversion

Current active customer information is converted. Normally only inactive or final billed accounts with balances are recommended to keep in the system. Too many zero balance accounts may cause system performance issues. Service location information is converted for active accounts. Historical information for service address, account changes, service orders or meter changes will not be converted.

Meter information includes readings and usage for the specified number of periods. Meter change out: from property to property are not converted.

If transactions are identifiable and provided in the load tables, billings, adjustments and payments will be converted. If payment allocation detail is not available, payments will be allocated between the billed services based upon an order of allocation specified by the customer or applied to first service. Routines within Caselle will be used to balance or apply payments and credits. (These allocations may not match the original allocation when the payment was made.) Historical conversions require a previous balance transaction to be calculated to bring account into appropriate aged balance and will be in the history of the account.

Three Years — \$2,000

Ten Years — \$10,000

History for other utility related applications such as Service Orders is not provided.

Other Reasons to like Caselle

Intuitive User Interface; multiple screens not required for posting payments and looking up customer information

WS #7.

miXcel- functionality of customized reporting exported to Xcel with real time link to data in software.

Dashboard for users that do not need to manipulate data customized to each user

Good Reviews from long-time customers.

Flexibility of features