

**TENTATIVE AGENDA
CITY OF SALEM, MISSOURI
BOARD OF ALDERMEN
CITY HALL COUNCIL CHAMBERS
202 N. WASHINGTON ST.
AUGUST 9, 2022
6:00 P. M.**

ITEM I CALL TO ORDER

ITEM II ROLL CALL

ITEM III CONSENT AGENDA

Municipal Court Report -July 2022
Economic Develop Monthly Report- July 2022
Special Board of Alderman Meeting Minutes- July 29, 2022

ITEM IV NEWAND MISCELLANOUS BUSINESS

Enhanced Enterprise Zone-Economic Development
Community Revitalization Grant Applications-Economic Development
Draft Purchase Policy-Finance Director
2021 Audit-Kristen Deluca
Reschedule September 13th Meeting to September 15th

ITEM V REPORTS OF CITY OFFICIALS, BOARDS AND COMMITTEES

E. Ray Walden, Jr., City Administrator

Greg Parker, Mayor

Mark Nash, Public Works

Update on fuel at Airport

Sally Burbidge, Economic Development

Aldermen Reports

ITEM VI ADJOURNMENT

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P.M.

1. ITEM I: CALL TO ORDER
2. SUBJECT: Start of Board Meeting
3. DISCUSSION: The Board is called to order.

Pledge of Allegiance and Prayer.

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P.M.

1. ITEM II: ROLL CALL
2. SUBJECT: Calling of Roll
3. DISCUSSION:

Mayor Greg PARKER

Alderman Kyle WILLIAMS

Alderman Shawn BOLERJACK

Alderman Tod KINERK

Alderwoman Kala SISCO

City Administrator Ray WALDEN

City Clerk Tammy KOLLER

City Attorney James K. WEBER

Public Works Director Mark NASH

Chief of Police Joe CHASE

Other CITY STAFF if present

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P.M.

1. ITEM III: CONSENT AGENDA
2. SUBJECT: All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.
3. DISCUSSION:
 - (a) If no item is offered for discussion and removed from Consent Agenda, a motion and a second are required to accept the Consent Agenda.

SPECIAL MEETING
BOARD OF ALDERMEN
CITY OF SALEM, MISSOURI
CITY HALL COUNCIL CHAMBERS
202 N. WASHINGTON
JULY 29, 2022
7:00 P.M.

ITEM I: CALL TO ORDER

The Board of Aldermen of the City of Salem, Missouri met for a Special Meeting called by Mayor Greg Parker July 29, 2022, at 6:00 P.M. The meeting was held at the City Hall Council Chambers, 202 N. Washington, in the City of Salem, Missouri. Mayor Parker presided and called the Meeting to Order.

ITEM II: ROLL CALL

Mayor Parker asked City Clerk Koller to call roll.

Those present:

ALDERMEN

Kala Sisco
Kyle Williams
Tod Kinerk
Shawn Bolerjack

OTHER CITY OFFICIALS

Public Works Director Mark Nash
Attorney James Weber
City Clerk Tammy Koller
Public Works Director Mark Nash

Others present: Caleb Brubaker, Lloyd Sanderson, Sally Burbridge

ITEM III: READING OF BILLS AND RESOLUTIONS

Resolution No. 24-2022-A resolution authorizing the Mayor to execute an agreement between the City of Salem, Missouri and MPUA Resources Corporation Mutual Aid Program for weather related and/or staffing emergencies.

City Clerk Koller read Resolution No. 24-2022 in its entirety.

Alderman Bolerjack moved to discuss Resolution No. 24-2022.
Seconded by Alderwoman Sisco.

Public Director Nash explained that this agreement would allow the City priority for mutual aid, should there be weather or staffing emergency. This agreement would also allow a more cost-effective approach to line and pole installation.

Roll Call Vote

Ayes: Alderman Bolerjack, Sisco, Williams, Kinerk
Nays: None

Resolution No. 24-2022 passed.

Resolution No. 25-2022- A Resolution authorizing the filing of an application with Missouri Department of Natural Resources, Financial Assistance Centers State ARPA Grant programs for subaward of federal financial assistance provided to the State of

SPECIAL MEETING
BOARD OF ALDERMEN
CITY OF SALEM, MISSOURI
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7:00 P.M.
PAGE TWO

Missouri by the U.S. Department of the Treasury pursuant to Section 602 (B) of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act, (Pub. L. 117-2(March 11, 2022), 135 Stat. 4, 223-26.

City Clerk Koller read Resolution No. 25-2022 in its entirety.

Alderman Williams moved to discuss Resolution No. 25-2022.
Seconded by Alderman Bolerjack.

The Department of Natural Resources did not except the wording of Resolution No.18-2022. Resolution No. 25-2022 included updated wording to reflect Mayor Parkers name within the resolution.

Roll Call Vote

Ayes: Alderman Williams, Bolerjack, Sisco, Kinerk
Nays: None

Resolution No. 25-2022 passed.

ITEM IV: APPOINTMENTS TO BOARDS AND COMMITTEES

Mayor Parkers recommendations to Boards and Committees are as follows:

Parks and Recreation- Carlos Lopez

Alderman Bolerjack moved to accept the recommendations of appointments for Boards and Committees.
Seconded by Alderwoman Sisco.

Roll Call Vote:

Ayes: Aldermen Bolerjack, Sisco, Williams, Kinerk
Nays: None

ITEM V: CLOSED SESSION

Alderwoman Sisco moved to go into closed session for Personnel.
Seconded by Alderman Williams.

Roll Call Vote:

Ayes: Aldermen Sisco, Williams, Bolerjack, Kinerk
Nays: None

6:13, The Board of Aldermen went into Closed Session.

No action taken during closed session.

SPECIAL MEETING
BOARD OF ALDERMEN
CITY OF SALEM, MISSOURI
CITY HALL COUNCIL CHAMBERS
202 N. WASHINGTON
JULY 29, 2022
7:00 P.M.
PAGE THREE

7:05 P.M., Alderman Bolerjack moved to return to open session.
Seconded by Alderwoman Sisco.

ITEM V: ADJOURNMENT

7:06, With no further business to come before the Board of Aldermen, Alderman Williams moved for Adjournment. Seconded by Alderwoman Sisco. All Aldermen present voted in favor. 4-0

Tammy Koller
City Clerk

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

Date Approved by the Board of Aldermen



Monthly Report

July 29, 2022

NOTE – Each item in this report, with a numbered priority, corresponds to the appropriate Action Item in the [Economic Development Strategic Plan](#). Priority numbers are per the 2020 updated list.

ECONOMIC PROSPECTS

New

1. Battery Power – 430k SF bldg., 8000kva electric – Did Not Respond (DNR)
2. Beige (state lead) – 60K SF bldg, min 32' ceiling height - DNR
3. Proceed (state lead) – 100-150K SF bldg – DNR
4. Greenhouse (state lead) – existing 20K SF greenhouse to lease – DNR
5. Elsie (state lead) – 75K-100KSF food grade bldg., clear ceiling of 22-24' - DNR

Ongoing – see definitions at the bottom of the page

- 11 – Opportunities (1 Retail, 5 Manufacturing, 1 Senior Services, 1 Edu & Retail, 3 Food Service, 1 unknown) – Bass on hold due to economic uncertainty
- 2 – Projects (1 Manufacturing/Food Service/Ag, 1 Downtown)
- 2 – Expansions, 1 Retentions

CITY/COUNTY BUSINESS/MERCHANTS LICENSES (calendar year) –

Total 2022 City & County Licenses to Date – 458 (342 City & 238 County) 2021 City Only Total – 346

NEW Licenses in July: 3

A.N. Construction, 3227 N. Hwy 19, Salem	BH Inc., Contractor, Vernal, UT
Town Screen LLC, 800 S. Main St., Salem	

MARKETING ACTIVITIES –

- LocationOne listings of available properties: 26 Buildings and 21 Sites
 - Red Barn BBQ Building is Pending Sale
 - Walnut Bowl Motel (motel only) is under contract w/kickout
 - Former Walmart/Salem Bowling Center building is Pending Sale
 - New – Commercial Ave. 6.52 acres behind Riverways FCU/Dollar Tree
- Website –
 - Updating Business & Merchants Licenses as they come in.
- City of Salem MO Facebook page – Monthly Stats: March (last 28 days)

Measure	Number	NOTE – Facebook continues to change how they are presenting the stats for pages. The stats to the left are the most relevant and are easily obtainable.
Page Followers:	2,450	
Total Post Reach in past 28 days:	9,790	
Total Post Engagement (Reactions, Comments & Shares):	2,603	

BROADBAND (Priority #2) –No new updates

HOUSING (Priority #6) –

FHLB-Affordable Housing Grant – Welcome Home:

- 25 Total Homes
 - Round 1 (4 homes) – completed pre-inspections, advertisement for required pre-bid walk-thru and bids, out this week, pre-bid walk-thru Aug 12
 - Round 2 (4 homes) – paperwork signed



- Round 3 – 3 homes ready to sign paperwork, need a qualifying veteran home to complete this round
- Additional 5 pre-apps in process – One Veteran that came in afternoon of July 29

Housing Study: on hold until after Planning & Zoning Map updated

General Housing Meeting: Skipping August meeting, next meeting October 5

Voluntary Residential Demolition Program (Priority #12): 4 houses & 1 foundation, waiting on one Permission to Access form to be returned, then advertisement of bids go out

Salem Housing Authority flipping program: houses on Center and Hickory Streets almost complete, purchased new house on Warfel St.

MAKERSPACE/CONSTRUCTION TRADES BUILDING – Multiple conversations with individuals and entities about putting together a funding package for the project.

MASTERS INDUSTRIAL PARK

- Certified Site Application (Priority #13) – Submitted 6/14, Technical Review Committee met 7/14, awaiting determination
- Site Clearing – all that remains is grading and seeding – extension of contract to Oct. 15.
- Industrial Park Sign replacement – From visit with MODOt, trying to document how long or under what permissions the previous sign was in place. If we can justify its original placement, we may be able to grandfather the location and erect the new sign. Otherwise, we will need to relocate the sign to a location outside of MODOt right-of-way.
- Submitted corrections to street names via Google

MERAMEC REGIONAL DEVELOPMENT CORPORATION (MRDC) LOANS– Dent County Business Impact

	EDA RLF (Economic Development Administration Revolving Loan Fund)	Small Business Administration 504 Loans	USDA IRP (US Department of Agriculture Intermediary Relending Program)	TOTALS
# of Dent Co Businesses	2	1	1	4
# of Phelps Co Businesses Whose Owners are Dent Residents	2			2
# of Jobs Created or Retained	11	11	5	27

UPCOMING MEETINGS:

- Enhanced Enterprise Zone Annual Meeting - Wednesday, August 10, 2022, at 5:30 pm at the Salem Community Center @ The Armory (Walden Room)

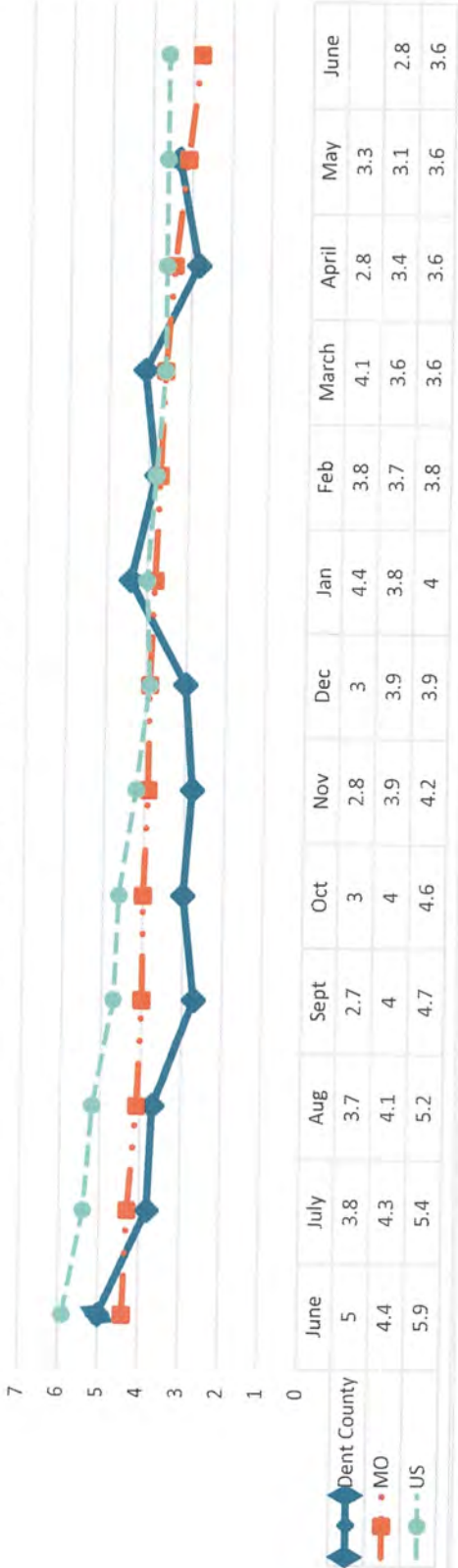
GENERAL MEETINGS & TRAININGS:

- Chamber Luncheon & Board Meeting
- MRDC Loan Review Meeting
- Meeting with MRPC to begin P&Z mapping updates for City

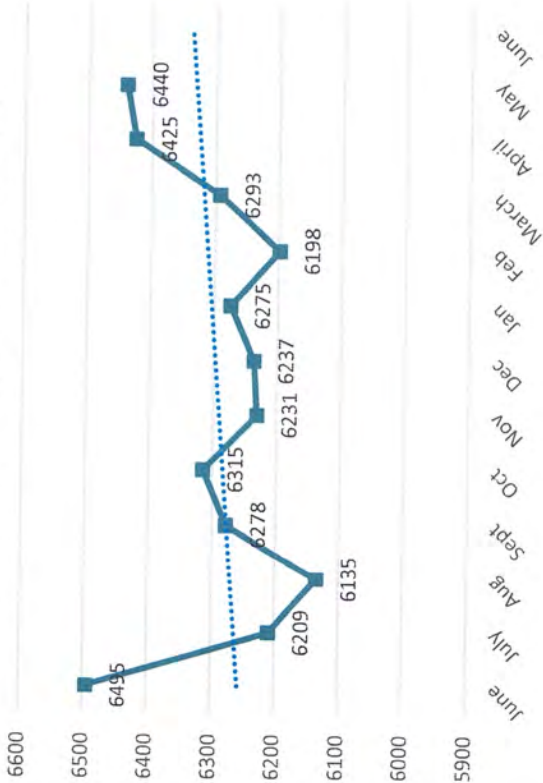
ATTACHED:

1. June Unemployment Data – county level data to be released August 3, 2022

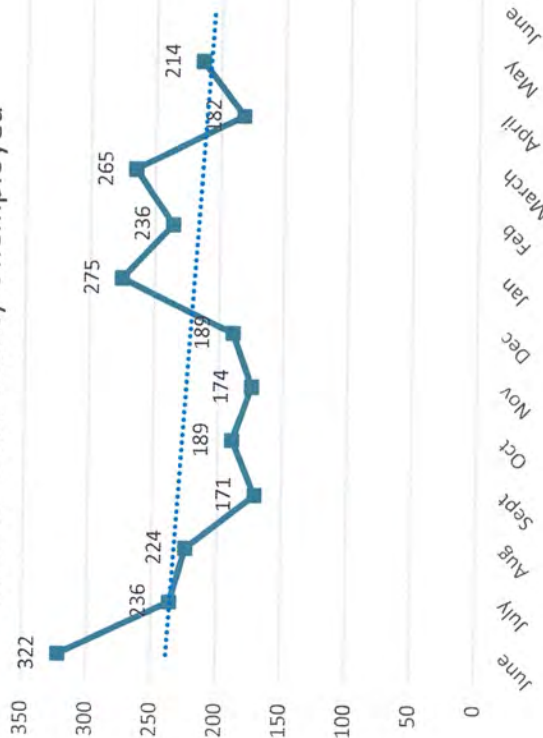
2021-22 Unemployment Rate by Month (13 months)
Dent County / State of Missouri / US



2021-22 Dent County Civilian Labor Force



2021-22 Dent County Unemployed



MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: CITY OF SALEM	Reporting Period: Jul 1, 2022 - Jul 31, 2022
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$0.00	Law Enf Arrest-Local	\$80.00
Clerk Fee - Excess Revenue	\$0.00	Sheriff-Other Co	\$0.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$0.00	Total Other Disbursements	\$80.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$80.00
Total Excess Revenue	\$0.00	Bond Refunds	\$0.00
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements	\$80.00
Fines - Other	\$0.00		
Clerk Fee - Other	\$0.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$0.00		
Law Enforcement Training (LET) Fund surcharge	\$0.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$0.00		

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: CITY OF SALEM	Reporting Period: Jul 1, 2022 - Jul 31, 2022
--------------------------	-----------------------------	--

V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$826.00	No Data Available	
Clerk Fee - Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$1,621.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$0.00	Bond Refunds	\$0.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Disbursements	\$1,621.00
Total Excess Revenue	\$826.00		
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)			
Fines - Other	\$735.00		
Clerk Fee - Other	\$0.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$0.00		
Law Enforcement Training (LET) Fund surcharge	\$30.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$30.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$795.00		

CITY OF SALEM
400 NORTH IRON
SALEM, MO 65560
United States

BECKY SWINEY CIRCUIT CLERK

17931
31-JUL-2022

LET-Muni	\$30.00
Fine-Muni Ordin Other	\$735.00
Inmate Pris Detainee Security	\$30.00
Fines-E/R	\$826.00

\$1,621.00

BECKY SWINEY
CIRCUIT CLERK
JUDICIAL BUILDING - 112 E 5TH ST
SALEM, MISSOURI 65560



017931

80-369/815

31-JUL-2022

One Thousand Six Hundred Twenty-One & 00/100*****\$1,621.00*****

CITY OF SALEM

Krista Cray
Stephanie Allen
AUTHORIZED SIGNATURE



017931 081503694 041 117 3

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM IV (A): NEW BUSINESS
2. SUBJECT: ENHANCED ENTERPRISE ZONE-
 ECONOMIC DEVELOPMENT DIRECTOR SALLY BURBRIDGE
3. DISCUSSION:

Staff Summary Report

MEETING DATE:	August 9, 2022
AGENDA TITLE:	Enhanced Enterprise Zone (EEZ)

ACTION REQUESTED BY:	Economic Development Director
ACTION REQUESTED:	Approve Enhanced Enterprise Zone Board Appointment
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The current Enhanced Enterprise Zone (EEZ) was approved by the Missouri Department of Economic Development October 30, 2006. The EEZ is a stimulus for existing business expansion or new business development that results in creating sustainable jobs in targeted industries via local property tax abatements to eligible businesses.

Attached to this summary are enabling resolutions from both the County and City establishing the Enhanced Enterprise Zone and the Board. Per the enabling resolutions, the City of Salem has one appointed seat on this board. Each seat carries a 5-year term.

I have also requested of the Salem Memorial District Hospital Board of Directors an appointment to the Taxing District seat.

PROCUREMENT

No Impact

FISCAL IMPACTS

No immediate impacts.

If the EEZ Board were to grant Property Tax Abatement, the City would not receive the benefit of abated property tax from a new business investment (expansion or new business) until the expiration of the abatement but would benefit from additional payroll and other tax dollars generated from this activity.

SUPPORT DOCUMENTS:	EEZ Flyer Dent County Resolution dated 10/13/2005 Dent County Resolution 5-2006 City of Salem Resolution 5-2006 EEZ Board List with Terms 2022
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DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Appointment of Daniel Salyer to the City of Salem's seat on the Enhanced Enterprise Zone Board for the remainder of his current term expiring December 2024.

Enhanced Enterprise Zone

WHAT IS IT?

A stimulus for existing business expansion or new business development that results in creating sustainable jobs in targeted industries via local property tax abatements to eligible businesses.

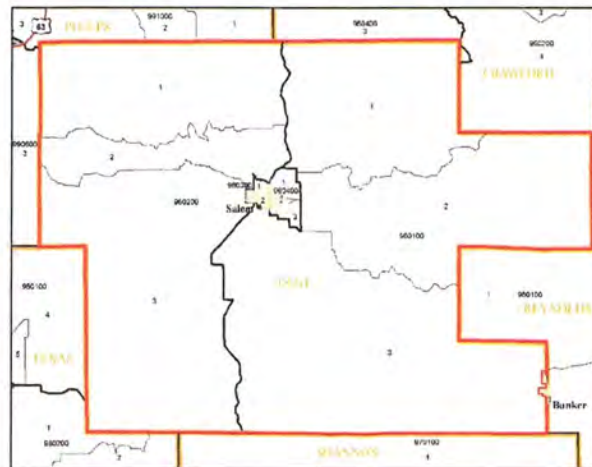
Three levels of property tax abatement for EXPANDED or NEW real property development:

- 1 50% tax abatement on real property for a qualifying business creating 5 *FTE (full time employee equivalents) for 10 years with an investment of \$200,000.
- 2 62.5% tax abatement on real property for a qualifying business creating 12 *FTE for 15 years and an investment of \$480,000.
- 3 75% tax abatement on real property for a qualifying business creating 25 *FTE for 20 years and an investment of \$1,000,000.

*FTE or Full Time Equivalent is defined for Dent County as 36 hours or more per week on a regular basis with a minimum of 50% of the cost of the health insurance provided by the employer.

ELIGIBLE AREAS

Boundaries of the Enhanced Enterprise Zone are for all of Dent County and Salem, MO with the exception of census tract 9604, Big Code 3 in Sinkin Township, the City of Bunker.



Sally Burbridge, Economic Development Director

Salem and Dent County, Missouri
City of Salem, 400 N. Iron St., Salem, MO 65560
Office: 573-729-2428 Cell: 573-453-6871
E-mail: economic@salem-mo.com

ELIGIBLE NAICS INDUSTRIES

(North American Industry Classification System)

- 11 Agriculture, Forestry, Fishing, & Hunting
- 21 Mining
- 22 Utilities
- 23 Construction
- 31-33 Manufacturing
- 42 Wholesale Trade
- 48-49 Transportation & Warehousing
- 51 Information
- 52 Finance & Insurance
- 54 Profess., Scientific & Technical Services
- 55 Management of Companies & Enterprises
- 56 Administrative, Support & Waste Management & Remediation Services
- 61 Educational Services
- 62 Health Care & Social Assistance
- 71 Arts, Entertainment & Recreation with the exception of gambling (7132) & adult entertainment
- 81 Other Services, if a majority of the annual revenue will be derived from services provided out-of-state
- 92 Public Administration

Include "Value Added Agriculture" 348.015(14) RSMo and Headquarters of revenue producing business or enterprise 135.950(7) RSMo

Include all NAICS codes with the exception of gambling (7132), retail trade (44 and 45), food and drinking places (722), real estate, rental & leasing (53) & adult entertainment.

STATE INCENTIVES THAT WORK WITH EEZ

Eligible Businesses may also qualify for Missouri's premier incentive program Missouri Works through the Zone Works category which is specifically for Enhanced Enterprise Zones and is a retention of Withholding Taxes for 5 years.

Program	Minimum New Jobs	Minimum New Private Capital Investment	Minimum Average Wage	Automatic Benefit
Zone Works	2	\$100,000	80% of County Av. Wage	WH, 5 or 6 years

Retention of Withholding Taxes may be extended to 6 years for pre-existing Missouri businesses. Dent County Average Wages effective until 6/30/2022 are \$31,466.

For information on State of Missouri Programs, go to <https://ded.mo.gov>.

APPLICATION

An application is required for local as well as state benefits. To make application or for more information please contact Salem's Economic Development Director whose information is on the front of this page.

A RESOLUTION

AUTHORIZING the establishment of the Dent County Enhanced Enterprise Zone Board for the purpose of advising the County Commission on the designation of an Enhanced Enterprise Zone and reviewing and assessing zone activities with respect to an annual report to the State of Missouri.

WHEREAS, the General Assembly of the State of Missouri passed SB 1155 in 2004 authorizing the creation of Enhanced Enterprise Zones for the purpose of job creation; and

WHEREAS, the County of Dent and Texas and the cities of Salem, Licking and Houston established an Enterprise Zone in 1984; and

WHEREAS, in order to establish an Enhanced Enterprise Zone, the County of Dent is required to create an Enhanced Enterprise Zone Board in accordance with the state law which is to advise the County Commission on the designation of the zone and review and assess zone activities as related to an annual report to the State of Missouri; and

WHEREAS, it is in the public interest to promote economic growth by continuing the Enterprise Zone by and through the Enhanced Enterprise Zone.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE COUNTY OF DENT as follows:

1. **Membership.** The county commission hereby establishes an Enhanced Enterprise Zone Board consisting of seven members as follows:
 - A. One member of the board shall be appointed by the school district or districts located within the area proposed for designation as an enhanced enterprise zone. In the event the school districts cannot agree, the school district with the largest enrollment within the Enhanced Enterprise Zone shall select the member.
 - B. One member of the board shall be appointed by the affected taxing districts.

- C. One member shall be chosen by the Mayor of the City of Salem.
 - D. The remaining four members shall be chosen by the Presiding Commissioner.
 - E. The school district member, the affected taxing district member, and the member appointed by the Mayor of the City of Salem shall have terms of five years. Of the four members appointed by the chief elected official, two shall have initial terms of three years, two shall have initial terms of two years. Thereafter, members shall serve terms of five years. Each member shall hold office until a successor has been appointed. All vacancies shall be filled in the same manner as the original appointment.
 - F. A board member may be removed for inefficiency or neglect of duty or misconduct in office by the applicable appointing authority.
2. **Rules of Procedure.** A majority of the members shall constitute a quorum of such board for the purpose of conducting business and exercising the powers of the board and for all other purposes. Action may be taken by the board upon a vote of a majority of the members present. The board shall be governed by Robert's Rules of Order. The members of the board annually shall elect a chair from among the members to preside at the meeting of the board and to call board meetings as may be necessary to carry out the duties of the board.
3. **Authority.** The role of the board shall be to conduct the activities necessary to advise the governing authority on the designation of an enhanced enterprise zone and any other advisory duties as determined by the County Commission. The role of the board after the designation of an Enhanced Enterprise Zone shall be reviewed and assessment of zone activities as it relates to annual reports as set forth in section 135.957 RSMo.

Passed at meeting: 10-13-05

James C. Biggs
Presiding Commissioner

Attest: Janet L. Laman Dent County Clerk

Filed as Resolution 10-13-05 (date)

Approved as to form: J. R. [Signature], County Attorney

Attachment – E

Resolutions

Defining Terms of the Local Tax Incentive

from

City of Salem

and

Dent County Commission

DENT COUNTY RESOLUTION NO. 5 - 2006

A RESOLUTION AUTHORIZING A JOINT APPLICATION WITH THE CITY OF SALEM, MISSOURI FOR ENTERPRISE ZONE EXTENSION.

BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF THE COUNTY OF DENT, MISSOURI, AS FOLLOWS:

Section 1.

The County Commission of Dent recognizes that Dent County, Missouri is an area of sustained high unemployment, low family income, and general distress.

Section 2.

The County of Dent, in cooperation with the City of Salem, Missouri, reaffirms its commitment to the economic development of the Dent County Community.

Section 3.

Chapter 135, Sections 135.950-135.970, inclusive, RSMo. makes available one means of relieving economic distress in Missouri cities and counties.

Section 4.

The County Commission of Dent hereby resolves to submit an application jointly with the City of Salem, Missouri for Enhanced Enterprise Zone Designation for eligible parts of Dent County, including the City of Salem or parts thereof.

Section 5.

The County Commission of Dent further resolves that the business enterprises that are identified by NAICS (North American Industry Classification System) for enhancement area as follows:

11 Agriculture, Forestry, Fishing, and Hunting

21 Mining

22 Utilities

23 Construction

31-33 Manufacturing

42 Wholesale Trade

48-49 Transportation and Warehousing

51 Information

52 Finance and Insurance

54 Professional, Scientific and Technical Services

55 Management of Companies and Enterprises

56 Administrative and Support and Waste Management and Remediation Services

61 Educational Services

62 Health Care and Social Assistance

71 Arts, Entertainment and Recreation with the exception of 7132 and adult entertainment

81 Other Services (if a majority of its annual revenue will be derived from services provided from out of the state).

92 Public Administration

Include "Value Added Agriculture" 348.015(14) RSMo and headquarters of revenue producing business or enterprise 135.950(7) RSMo.

With the exception of gambling (7132), real estate, rental and leasing (53), retail trade (44 and 45), food and drinking places (722), and adult entertainment.

Section 6.

The County Commission of Dent further resolves that Real Property Tax Abatement will be awarded to qualified businesses as follows:

1. A 50% tax abatement on real property for a qualifying business creating 5 *FTE full time employee equivalents) for 10 years with an investment of \$200,000.
2. A 62.5% tax abatement on real property for a qualifying business creating 12 *FTE for 15 years and an investment of \$480,000.
3. A 75% tax abatement on real property for a qualifying business creating 25 *FTE for 20 years and an investment of \$1,000,000.

An *FTE or Full Time Equivalent is defined for Dent County as 36 hours or more per week on a regular basis with a minimum of 50% of the cost of the health insurance provided by the employer

Section 7.

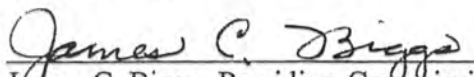
The Enhanced Enterprise Zone Board of the County of Dent, Missouri shall have the power to represent the County Commission of Dent in all matters pertaining to this resolution.

Section 8.

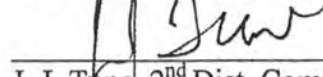
This resolution shall be in full force and effect from and after the date of its passage, approval and execution.

PASSED BY THE DENT COUNTY COMMISSION OF THE COUNTY OF DENT, MISSOURI AND APPROVED BY THE PRESIDING COMMISSIONER THIS 20TH DAY OF JULY 2006.

APPROVED:


James C. Biggs, Presiding Commissioner

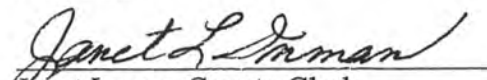
APPROVED:


J. J. Tine, 2nd Dist. Commissioner

APPROVED:


Bobby Simpson, 1st Dist. Commissioner

ATTEST


Janet Inman, County Clerk

RESOLUTION NO. 5-2006

A RESOLUTION AUTHORIZING A JOINT APPLICATION WITH THE COUNTY OF DENT, MISSOURI FOR ENHANCED ENTERPRISE ZONE ESTABLISHMENT.

BE IT RESOLVED BY THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1.

The City of Salem recognizes that Dent County, Missouri is an area of sustained high unemployment, low family income and general distress.

Section 2.

The City of Salem, in cooperation with the County of Dent, Missouri, reaffirms its commitment to the economic development of the Dent County Community.

Section 3.

Chapter 135, Sections 135.950-135.970, inclusive, RSMo., makes available one means of relieving economic distress in Missouri cities and counties.

Section 4.

The City of Salem, Missouri hereby resolves to submit an application jointly with the County Commission of Dent County, Missouri for Enhanced Enterprise Zone Designation for eligible parts of Dent County, including the City of Salem, Missouri or parts thereof.

Section 5.

The City of Salem further resolves that the cluster of business enterprises that are identified by NAICS* (North American Industry Classification System) code for enhancement are as follows:

- 11 Agriculture, Forestry, Fishing, and Hunting
- 21 Mining
- 22 Utilities
- 23 Construction
- 31-33 Manufacturing

- 42 Wholesale Trade
- 48-49 Transportation and Warehousing
- 51 Information
- 52 Finance and Insurance
- 54 Professional, Scientific and Technical Services
- 55 Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation Services
- 61 Educational Services
- 62 Health Care and Social Assistance
- 71 Arts, Entertainment and Recreation with the exception of 7132 and adult entertainment
- 81 Other services (if a majority of its annual revenue will be derived from services provided out of the state)
- 92 Public Administration

Include "Value Added Agriculture" 348.015(14) RSMo and headquarters of revenue Producing business or enterprise 135.950(7) RSMo.

With the exception Gambling (7132), real estate, renting and leasing (53), retail trade (44 and 45) and food and drinking places (722), adult entertainment.

Section 6.

Annual

The City of Salem, Missouri further resolves that Real Property Tax Abatement will be awarded to qualified businesses as follows:

1. A 50% tax abatement on real property for a qualifying business creating 5 *FTE full time employees (equivalents) for 10 years with an investment of \$200,000.
2. A 62.5% tax abatement on real property for a qualifying business creating 12 *FTE for 15 years and an investment of \$480,000.
3. A 75% tax abatement on real property for a qualifying business creating 25 *FTE for 20 years and an investment of \$1,000,000.

An *FTE or Full Time Equivalent is defined for Dent County as 36 hours or more per week on a regular basis with a minimum of 50% of the cost of the health insurance provided by the employer.

Section 7.


The Enhanced Enterprise Zone Board of the County of Dent, Missouri shall have the power to represent the City of Salem, Missouri in all matters pertaining to this resolution..

Section 8.

This resolution shall be in full force and effect from and after the date of its passage, approval and execution.

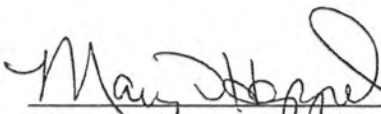
PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AND
APPROVED BY THE MAYOR THIS 17TH DAY OF JULY, 2006.

APPROVED:




Gary Brown, Mayor

ATTEST:



Mary D. Happel, City Clerk

APPROVED AS TO FORM:



Mark Weaver, City Attorney

Enhanced Enterprise Zone Board Members 2022

Contact List and Terms

Board Seat	Name	Email	Term Expires
Taxing Entities (other than schools)	Vacant – Historically SMDH		Dec 2025
School District (largest)	Dr. Lynne Reed	lreed@salem.k12.mo.us	Dec 2025
City of Salem	Daniel Salyer	dansalyer@gmail.com	Dec 2024
Rural School Districts	Willie Strader	wstrader@mofb.com	Dec 2023
Dent County	Jamie Homeyer	jamie@vipsalem.mo.com	Dec 2023
Dent County	Dean Jones	djonesasc@hotmail.com	Dec 2022
Dent County	Dustin Howard	dhoward@thebankofsalem.bank	Dec 2024

City Clerk

From: Economic
Sent: Wednesday, August 03, 2022 2:05 PM
To: City Clerk
Cc: City Administrator
Subject: Agenda Items
Attachments: Staff Summary EEZ.pdf; Staff Summary State ARPA Community Revitalization Grants.pdf

Tammy,
Attached are the items for the Aug 9 agenda I spoke with you about the other day.

Please let me know if you have any questions.

Sally Burbridge
DIRECTOR



CITY OF SALEM | DENT COUNTY

City of Salem, 400 N. Iron St., Salem, MO 65560

O 573-729-2428 C 573-453-6871

www.salemmo.com

Please take a couple of minutes and take an internet Speed Test!
Anywhere in the state of Missouri – [MO Broadband Rail Test](#)
Delta Region of Missouri – [Delta Broadband Mapping Project](#)

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM IV (B): NEW BUSINESS
2. SUBJECT: COMMUNITY REVITALIZATION GRANT APPLICATIONS-
ECONOMIC DEVELOPMENT DIRECTOR SALLY BURBRIDGE
3. DISCUSSION:

Staff Summary Report

MEETING DATE:	August 9, 2022
AGENDA TITLE:	Community Revitalization Grant Applications
ACTION REQUESTED BY:	Economic Development Director
ACTION REQUESTED:	Approval to proceed with applications
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The Missouri Department of Economic Development (DED) has created a set of Grant Programs authorized through the Missouri Legislature utilizing American Rescue Plan Act (ARPA) funds. During the spring of this year, the DED put out a call for projects statewide to gain a better understanding of the types of projects communities were needing assistance with. Staff brainstormed ideas and put together a total of 6 projects which were submitted on behalf of the City of Salem.

The Community Revitalization Grant Program currently has the draft guidelines out for review, and it is anticipated those will be finalized and the funding round opened before the end of August, originally planned by the end of July. The application phase of this program is anticipated to be open through the end of October-first of November timeframe, with award notifications occurring November-December of this year. I hope to have more details on this timeframe from a DED webinar session occurring Friday, August 5.

Below are the projects originally submitted to DED:

Civic Theater/Old City Hall upgrades – Total Project \$400,000,
Rqst \$200,000 with 50% match of Private
Investments, In-kind Donations and Previously completed portions of the project

Downtown Sidewalk and Lighting – Total Project \$2,000,000,
Rqst \$1,800,000

Construction Trades Building – Total Project \$1,800,000 most recent cost
estimate per Corky Stack, Rqst \$1,000,000 to match with Youth
Opportunity Program (YOP) tax credits/Community Development Block Grant (CDBG)

PROCUREMENT

No Impact

FISCAL IMPACTS

No Impact with this request, simply looking for guidance on whether to spend staff time researching and potentially preparing grant applications for the above projects.

SUPPORT DOCUMENTS: Civic Theater Proposal
Downtown Sidewalk and Lighting Proposal
Construction Trades Building Info from original CDBG grant application

DEPARTMENT'S RECOMMENDED MOTION: No Motion – Direction to staff to pull together detailed information for each project in anticipation of preparing grant applications.

Civic Theater

Q2 Community Revitalization Program: This fund would encourage strategic investment to revitalize communities and spur economic recovery and growth by supporting local projects in areas such as downtown development, housing, workforce, tourism, and blight mitigation. This would be DED's broadest program and we are currently exploring options to support any type of project that would be considered eligible within federal ARPA guidelines. Please submit ANY type of project you think might fit into this category to help us better understand the need and refine the guidelines.

The "Old" City Hall was built in 1940 as a Public Works Administration project. It's a three-story building with an auditorium on the main level. Several renovations have brought new life to this building moving it from the "Old City Hall" to what is now the Civic Theater. With lots of community support and donations we have turned this space into a, soon to be, movie theater, stage and theater seating for events and theatrical performances. This building also houses the GED program, diver's exams, polling location, and the Council Chambers. It is a focal point of the community and has so much potential, but it needs several functional repairs to secure the life of this beautiful historic building.

Q35 Anticipated \$ Request for Funds (Use only numbers) *

\$200,000

Q36 Anticipated Total Project Cost (Include All Sources: Local, State, Private, Other) (Use only numbers)*

\$400,000

Q37 Eligible expenses for each program are still being determined based on federal guidelines. In order to help DED understand what expenses should be included, please list the top three expenses you expect to have for your project (ie construction, water/wastewater, blight mitigation, workforce training, education, etc.):

Q38 Expense #1

Bringing all electric and plumbing up to code

Q39 Expense #2

Removing potential health threats in on all flooring and revitalizing existing floors

Q40 Expense #3

Making sure building is ADA accessible at all levels

Q41 Please estimate how many years it will take to complete the project after award is made. *

2-3 years

Q43 Please indicate your best guess at the number of local organizations you expect to support this project through letters of commitment or other identifiable means.

1-5

Q44 Please select all matching funds sources you anticipate to include as part of your project. *

☐ Private investment ☐ In-kind donations ☐ Previously completed portion of the project

Q45 Based on the matching sources outlined above, what's the total amount of match you expect to have for the project: *

50% or more

Q46 Community Revitalization Grant Program

We are considering a wide range of potentially eligible products within this category. Please select all areas that could be included in your project.

- ☐ Public health priorities resulting from Covid-19
- ☐ Economic assistance to impacted households such as food assistance or emergency housing assistance
- ☐ Improvements or new construction of childcare, daycare, and early learning facilities
- ☐ Affordable housing

X Blight mitigation and remediation

- ☐ Parks, green spaces, recreational facilities, sidewalks, or pedestrian safety features
- ☐ Assistance to small businesses

X Downtown revitalization efforts

- ☐ Assistance to impacted industries
- ☐ Other

Downtown Project

Q2 Community Revitalization Program: This fund would encourage strategic investment to revitalize communities and spur economic recovery and growth by supporting local projects in areas such as downtown development, housing, workforce, tourism, and blight mitigation. This would be DED's broadest program and we are currently exploring options to support any type of project that would be considered eligible within federal ARPA guidelines. Please submit ANY type of project you think might fit into this category to help us better understand the need and refine the guidelines.

Project includes removal and replacement of non-ADA compliant sidewalks serving downtown businesses along 4th Street in accordance with the City's beautification plan which covers an area beginning at McArthur Avenue, eastward to and around the County Courthouse, and eastward to Pershing Street. Funds have been secured for Phase 1 of the plan that includes the south side of 4th between Hwy 19 and Iron Street, and both sides of 4th Street from Hwy 19 to Jackson. Seeking additional funding to complete the remaining phases of the project.

Q35 Anticipated \$ Request for Funds (Use only numbers) *

\$1,800,000

Q36 Anticipated Total Project Cost (Include All Sources: Local, State, Private, Other) (Use only numbers)*

\$2,000,000 (exclusive of \$500,000 for phase 1)

Q37 Eligible expenses for each program are still being determined based on federal guidelines. In order to help DED understand what expenses should be included, please list the top three expenses you expect to have for your project (ie construction, water/wastewater, blight mitigation, workforce training, education, etc.): 40/40/20

Q38 Expense #1

\$800,000 (sidewalks, ramps, etc.)

Q39 Expense #2

\$800,000 (light poles, fixtures, conduit, etc.)

Q40 Expense #3

\$400,000 (engineering and project management)

Q41 Please estimate how many years it will take to complete the project after award is made. *

☒ 1-2 years

☐ 2-3 years

☐ 3-4 years

☐ 4+ years

Q43 Please indicate your best guess at the number of local organizations you expect to support this project through letters of commitment or other identifiable means.

☐ 0

☐ 1-5

☒ 6-10

☐ 11+

Q44 Please select all matching funds sources you anticipate to include as part of your project. *

- ☐ Community ARPA funds ☒ Other local public funds ☐ Grant funding from another source
☐ Private investment ☐ In-kind donations ☐ Previously completed portion of the project
☐ Other _____
☐ N/A

Q66 Have you secured these matching funds?

Yes, all are secured No, none are secured N/A

Q45 Based on the matching sources outlined above, what's the total amount of match you expect to have for the project: *

50% or more 25-49% None (6)

Q46 Community Revitalization Grant Program

We are considering a wide range of potentially eligible products within this category. Please select all areas that could be included in your project.

- ☐ Public health priorities resulting from Covid-19
☐ Economic assistance to impacted households such as food assistance or emergency housing assistance
☐ Improvements or new construction of childcare, daycare, and early learning facilities
☐ Affordable housing
☐ Blight mitigation and remediation
☒ Parks, green spaces, recreational facilities, sidewalks, or pedestrian safety features
☒ Assistance to small businesses
☒ Downtown revitalization efforts
☐ Assistance to impacted industries
☒ Other (improved energy efficiency for street lighting)

CDBG WORKFORCE TRAINING INITIATIVE NARRATIVE

Salem Workforce Training Center

WI – 1: Describe the proposed project in detail

The City of Salem, in collaboration with Salem High School, is proposing to construct a workforce training facility that would accommodate Building Trades and Technical Trades programs for high school students, and a Manufacturing Trades program for post-secondary adult students in the community and region. Upon completion, and in partnership with Southern Baptist University, Community Foundation of the Ozarks, and the Missouri Cybersecurity Center of Excellence, the group will establish the Salem Regional Technology Hub, based in Salem Missouri, with support to the surrounding communities (i.e. Bunker, Viburnum, Licking, St. James, Newburg, Steelville, etc.). The proposed project will create a job training program to equip high school and post-secondary students with viable technical skills which would aid them in finding suitable employment while allowing them to stay in the region. Furthermore, the Salem Regional Technology Hub would be a local source of employment for graduating students as well as adults in Salem and neighboring jurisdictions.

The goal of the proposed project is to provide Salem High School students and adult residents of Salem opportunities to increase and enhance job-specific practical application skills for workforce readiness. To accomplish this goal, the city will achieve the following strategies:

1. Construct a workforce preparation facility that will support training in the fields of technology and construction;
2. Partner with Salem High School to deliver a workforce-ready training curriculum in the fields of construction and technology to local students;
3. Partner with an institution of higher education to enhance job training resources.

Facility. The proposed Salem Regional Technology Hub will be located at 1400 Tiger Pride Drive at Salem R80 High School in the southwest corner of the school property. The site is an existing stand-alone open area with good vehicle access from two directions while still having close proximity to the existing school building spaces. The site has ample space to accommodate the current proposed building as well as future building expansion and associated future parking. The single-story facility will consist of a 3,286 square foot Building Trades lab and a 32' x 26' classroom to accommodate the construction program; a 29' x 32' computer lab classroom for the Technology Trades program; a 10' x 12' office; and two large bathrooms. The building will be designed in compliance with the City's adopted IBC 2012 code and all entrances, walkways, and rooms will be ADA accessible. The total area of the facility will be 6,540 square feet (Stack, Preliminary Engineering Report).

Planned construction activities include foundations, plumbing, HVAC, electrical, interiors (partitions, doors, fittings, finishes), Framing (walls, roof, etc.), and the exterior concrete walk & apron. Approximately six to eight months after construction begins, site utilities and initial operational capabilities will be completed. Within one year of the start of construction, the facility will be fully operational and ready for the school year to begin. The facility will be located on Salem High School property and site control will be maintained by the Salem R-80 School District.

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM IV (C): NEW BUSINESS
2. SUBJECT: DRAFT PURCHASE POLICY--
 FINANCE DIRECTOR STACEY HOUSTON
3. DISCUSSION:

CITY OF SALEM PURCHASE POLICY

SEPTEMBER 2022

PURCHASE POLICY

Table of Contents

I.	Authority
II.	Duties and Responsibilities
III.	Objectives
IV.	General Guidelines
	A.	Purchase of American Products and Services
	B.	Purchase of Salem, Dent County, and Missouri Products and Services
	C.	Planning
	D.	Overdraft Prohibited
	E.	Buying Proper Quality
	F.	Gratuity
	G.	Sales Tax
	H.	Public Access
	I.	Endorsements
	J.	Personal Purchases
	K.	Conflict of Interest
V.	Purchasing Procedures
	A.	Purchase Orders
	B.	Preparation of Purchase Order
VI.	Purchasing Policies
	A.	Purchases under \$500.00
	B.	Purchases from \$500.00 to \$5,000.00
	C.	Purchases Exceeding \$5,000.00
	D.	Purchases Exceeding \$10,000.00
	E.	Routine Monthly Service
	F.	Open Purchase Orders
	G.	Approval of Purchases
VII.	Bidding Process
	A.	Bid Procedures
	B.	Bid Opening
	C.	Bid Awarding
	D.	Bid Accepted
VIII.	Special Procurement Procedures
	A.	Exclusive Service
	B.	Cooperative Procurement Programs
	C.	Professional Services
	D.	Emergency Purchases
	E.	Purchase of Used Equipment
	F.	Petty Cash Accounts
IX.	Disposal of Surplus Goods
X.	Use of Credit Card(s)
	A.	City Owned Card(s)
	B.	Personal Credit Cards
XI.	Ethics Policy
	A.	Conflicts of Interest
	B.	Disclosure Reports
	C.	Filing of Policy

PROCUREMENT AND PURCHASING POLICY

I. AUTHORITY

As set out in Chapter 135, Section 135.010, the City Administrator, or such other person as the Board of Aldermen may designate by ordinance is the purchasing agent for the City. The purchasing agent, when authorized, shall procure for the City bids for supplies and services needed by the City in accordance with the procedures prescribed by this Chapter or required by law.

Except as provided in this Chapter, it shall be unlawful for any City Officer or employee to order the purchase of any supplies or make any contract within the purview of this Chapter other than through the purchasing agent, and any purchase ordered or contract made contrary to the provisions hereof shall not be approved by City Officials, and the City shall not be bound thereby.

II. DUTIES AND RESPONSIBILITIES

The purchasing agent shall:

- a. Act to procure for the City the highest quality in supplies and contractual services at the least expense to the City.
- b. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.
- c. Keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the City the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations, and by private businesses and organizations.
- d. Exploit the possibilities of buying "in bulk" so as to take full advantage of discounts.
- e. Act so as to procure for the City all Federal and State tax exemptions to which it is entitled.
- f. Have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them from receiving any business from the municipality for a stated period of time.

III. OBJECTIVE

The primary objective is to provide a procedural guideline for city staff and consistency to procure all materials, supplies, equipment, and services for City use in such a manner that the maximum value will be obtained for the money expended. In order to achieve this objective, the Purchasing Agent shall:

- a. Coordinate purchasing procedures throughout the City.
- b. Ensure consistent use of purchase orders.

- c. Purchase or contract for all supplies and contractual services needed by the City in accordance with all legal requirements.
- d. Procure the highest quality in supplies and contractual services at the least expense to the City.
- e. Exploit the possibilities of buying in bulk so as to take full advantage of discounts.
- f. Procure all Federal exemptions to which the City is entitled.
- g. Adhere to this policy in such a manner that public purchasing goals are accomplished, and public monies are managed and utilized in a proper and efficient manner.

IV. GENERAL GUIDELINES

These general guidelines shall be considered administrative rules and regulations and shall be adhered to as closely as possible by all departments in the procurement of goods and services. Authorizing Officers include the Mayor, Board of Aldermen, City Administrator, Finance Director, and Department Heads.

A. Purchase of American Products and Services

- 1. It is the policy of the City to encourage the purchase of products manufactured, assembled, or produced in the United States if the quality and price are comparable with other goods, in accordance with Missouri State statutes.
- 2. On purchases in excess of \$1,000.00, Authorizing Officers shall give preference to the purchase of American products over foreign products of comparable quality and price.
- 3. Every contract for public works construction or maintenance in excess of \$5,000.00 shall contain a provision requesting that the contractor use American products in the performance of the contract whenever the quality and price are comparable with other goods.

B. Purchase of Salem, Dent County, and Missouri Products and Services

This City of Salem encourages the purchase and use of products and services by local vendors if the quality and price are comparable with other goods and the price differential is five percent or less. Primary preference is given to vendors located within the city limits of Salem. Secondary preference is given to vendors within Dent County, Missouri. Tertiary preference is given to vendors located within Missouri.

C. Planning

Planning for purchases shall be done on both a short-term and long-term basis. Small orders and last-minute purchases shall be kept to a minimum, thereby increasing the ability of each department to purchase its goods and services in larger quantities in order to obtain the maximum discounts available. Planning will also save on the number of trips required to obtain materials and minimize the amount of clerical and supervisory time spent on documenting purchases.

D. Overdrafts Prohibited

No purchases shall be authorized which would overdraw an operational budgetary category. Authorizing Officers who anticipate a purchase exceeding a budgetary account shall notify the City Administrator and the Finance Director to ensure that the necessary funds are available within the operational budget category. Authorizing Officers must identify the source of overdraft protection identified within the operational budget category prior to initiating a purchase that would exceed that account and receive authorization from the City Administrator or Finance Director for a budget adjustment.

E. Buying Proper Quality

It is the duty of each department to secure the proper quality and service. These items are just as important as price. Quality buying is the buying of goods or services that will meet but not exceed the requirements for which the goods are intended. Several factors, such as durability, availability, ease of installation, frequency of repair, or efficiency of operation, may be of primary consideration depending upon the item purchased. It is the responsibility of each Authorizing Officer to become familiar enough with the available equipment to determine the appropriate quality required to develop specifications.

F. Gratuity

Gratuity in any form creates the perception of favoritism. While money by vendors to secure favorable consideration is seldom attempted, vendors may attempt to secure favoritism by offering gifts or providing entertainment to City officials. The City hereby adopts a policy requiring the disclosure of gifts and/or favors having a face or market value at or above \$100. This disclosure shall be in written form, prepared and delivered by the individual employee to the City Administrator who shall maintain the permanent record of such disclosures. The written disclosure shall include the following information with respect to the gift or favor: the employee receiving; the company (and representative) offering; the face or market value; the nature of the gift or favor; and the disposition.

G. Sales Tax

The City is exempt from paying all local and state sales taxes or Federal excise taxes. Every reasonable effort should be made to avoid the additional expense of sales tax. The City Clerk can provide vendors a copy of the exemption documentation, as requested. The use of the exemption documentation for personal purchases is strictly prohibited and shall subject an employee to immediate discharge.

H. Public Access

All specifications, bid documents, purchase orders, and supporting documentation are public records which shall be made available for public inspection upon request.

I. Endorsements

It is the City's policy not to endorse or in any way permit an employee's name, position, or the City's name to be used and advertised as supporting a vendor and/or product.

J. Personal Purchases

Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases or to avoid the payment of sales tax.

K. Conflict of Interest

Any purchase order or contract in which any employee of the City is financially interested, directly or indirectly, shall be void, except that before the execution of a purchase order or contract, the Board of Aldermen shall have the authority to waive the conflict when it finds such action to be in the best interests of the City.

V. PURCHASING PROCEDURES

The Board of Aldermen has established policies regarding the method to be used in the purchasing of goods and services, depending upon the cost of the item to be purchased. Subdividing purchases to avoid these requirements is strictly prohibited.

A. Purchase Orders

Departments will initiate a purchase order for the purchases needed to successfully perform their respective functions and operations. Discretion shall be used by all departments to ensure that all requested items are necessary for proper utilization of budget appropriations as approved by the Board of Aldermen.

The purchase order must be initiated as the first step in the purchasing process for all purchases that are estimated to exceed \$499.99. It is used by each department to inform the City Administrator of the need for materials, supplies, equipment, or services and to request purchase of these items.

Departments should allow sufficient lead-time on all routine purchases. This lead-time is necessary to allow logical review of all data and solicitation of true competitive pricing when applicable. The rate of consumption should be carefully considered in determining the quantity requested. *Always plan and purchase in advance of need.*

The City Administrator may temporarily alter the monetary threshold for purchase order requirements, based upon fiscal circumstances impacting the City.

B. Preparation of Purchase Order

1. A purchase order is created in Incode by a department administrator, prior to purchase being made for purchase of \$500.00 or more. Competitive pricing and appropriate quality are encouraged even for small purchases.
2. City Administrator will either approve or deny the request. Once approved, the department administrator may proceed with the requested purchase.
3. Purchase orders should be submitted to Finance Department weekly with invoice and bids attached.

VI. PURCHASING POLICIES

Purchasing Compliance Quick Reference			
Total Amount of Request	Compliance Requirement	Responsible Party	Approval Required
Purchases under \$500	Items under \$500 may be purchased if funds are available. No purchase order is required, and no additional approvals are necessary. Compare pricing and quality to obtain the best value for the City.	Department Head	Department Head
Purchases from \$500 to \$5,000	Items over \$500 and under \$5,000 must have a purchase order created and approved by the City Administrator or Finance Director prior to placing an order with a vendor. No less than three oral or written quotes are required and should be attached to the purchase order. Funds must be available in the appropriate account.	Department Head	City Administrator Or Finance Director
Purchases Exceeding \$5,000	Items exceeding \$5,000 must have a purchase order created and approved by the City Administrator and the Board of Aldermen prior to placing an order with a vendor. Items in this category require at least three written bids.	Department Head	City Administrator and The Board of Aldermen
Purchases above \$10,000 (Formal advertised bid)	Items exceeding \$10,000 must have a purchase order created and approved by the City Administrator and the Board of Aldermen prior to placing an order with a vendor. Items in this category require at least three written, formal bids obtained utilizing advertisement and specifications.	Department Head	City Administrator and The Board of Aldermen
Emergency Purchases	The bid procedures may be waived under emergency conditions when a delay may threaten the basic mission of the department. Notify the City Administrator as quickly as possible for approval to proceed. A written report must be sent to City Administrator explaining the emergency circumstances within two days.	Department Head	City Administrator

A. Purchases under \$500.00

1. Authorizing Officers are authorized to purchase from vendors directly without a purchase order for any budgeted category purchase in the amount less than \$500.00. The Authorizing Officers need not secure the approval of the City Administrator in order to make purchases in this price range.
2. It is the responsibility of each Authorizing Officer to ensure complete control over this method of purchasing. Authorizing Officers should identify those employees authorized to make purchases. Authorizing Officers are responsible for providing internal control procedures to ensure that all purchases are for legitimate public purposes and that all purchases and inventory are accounted for. Authorizing Officers may wish to establish an internal inventory system which would ensure that each purchase made is inventoried and correlated with the appropriate purchase order number, including small items purchased under open accounts. Any department routinely making purchases costing less than \$500.00 or purchases frequently under open accounts should establish such a system.

3. The purchasing department shall competitively shop to ensure that vendors with which the City deals are maintaining competitive pricing and appropriate quality and may obtain verbal or written bids or printed bids from the internet.
4. The purchasing department should document all bids received, even though items are below the amounts necessary to trigger this procurement process. This documentation need not be submitted to the Administration Department when purchases are less than \$500.00.

B. Purchases from \$500.00 to \$5,000.00

1. Purchase orders for goods or services having a value of \$500.00 to \$5,000.00 must be submitted by the Authorizing Officers for approval by the City Administrator or Finance Director prior to placing an order with a vendor. The City Administrator or Finance Director shall review the requested item with the current budget, as well as the timeliness of the purchase.
2. Before submitting a purchase order, Authorizing Officers must obtain three oral or written quotations for the goods or services required. The quotations may be obtained over the telephone, from the internet or any other method. A purchase order should be initiated to the lowest qualified responsible bidder, the bids and quotes should be documented on the purchase order. The City Administrator or Finance Director shall check to ensure that the bids and quotes have been appropriately shown on the purchase order, and that funds are available in the appropriate account.
3. If Authorizing Officers are unable to secure three quotations, a notation explaining that less than three qualified vendors were available should be made on the purchase order. When seeking three informal quotes, the practice of "auctioneering" should be avoided by refusing to disclose to a vendor the price quoted by competitors.

C. Purchases Exceeding \$5,000

1. Prior to processing a purchase order to secure goods or services exceeding a cost of \$5,000.00, Authorizing Officers must obtain at least 3 written bids.
2. If Authorizing Officers are unable to secure three written quotations, a memorandum explaining why less than three qualified vendors were available should be forwarded to the City Administrator for review and an explanation should be made on the purchase order itself.
3. All purchases in excess of \$5,000 shall be submitted to the City Administrator to seek approval from the Board of Aldermen before the purchase is initiated.
4. All written quotations should be originals on the vendor's own quotation form or letterhead. Facsimile or e-mail quotations from the vendor are acceptable. These original written quotes should be attached to the purchase order. Authorizing Officers are reminded that the use of written quotations requires appropriate planning to ensure that adequate lead time is available to satisfy these purchasing requirements.

D. Purchases Exceeding \$10,000

1. Prior to processing a purchase order to secure goods or services exceeding a cost of \$10,000.00, Authorizing Officers must obtain bids utilizing advertisement and specifications. *Please refer to VII for bidding process.*
2. If Authorizing Officers are unable to secure three written quotations, a memorandum explaining why less than three qualified vendors were available should be forwarded

to the City Administrator for review and an explanation should be made on the purchase order itself.

3. All purchases in excess of \$10,000 shall be submitted to the City Administrator to seek approval from the Board of Aldermen before the purchase is initiated.
4. All written quotations should be originals on the vendor's own quotation form or letterhead. Facsimile or e-mail quotations from the vendor are acceptable. These original written quotes should be attached to the purchase order. Authorizing Officers are reminded that the use of written quotations requires appropriate planning to ensure that adequate lead time is available to satisfy these purchasing requirements.

E. Routine Monthly Service

Regular monthly services provided under a signed contract is exempt from the purchasing policies and does not require additional approval by the City Administrator. These goods and services may include engineering, legal, postage, telephone, electric, chemicals, and certain recurring bills as exempted by the City Administrator.

F. Open Purchase Orders

Open purchase orders are for long-term contracts for goods or services awarded after receiving competitive bids. The purchase order remains open for a period of up to one year to purchase the goods or services specified on an "as needed" basis. Examples of open purchase orders include construction materials such as rock, concrete, and asphalt, trees and other landscaping materials, automotive supplies such as tires and batteries, hardware, and office supplies frequently or routinely utilized by the City and for which the initiation of competitive shopping each time for the goods or services required would become cumbersome and inefficient.

G. Approval of Purchases

1. All purchase orders or contracts must be for goods or services covered by a category in the budget for the current fiscal year as approved by the Board of Aldermen. Any purchase of an item not provided for in the current fiscal year's budget must receive the prior approval of the Finance Director, City Administrator or Board of Aldermen depending on the cost of the item being purchased.
2. Authorizing Officers are authorized to approve all purchases after complying with the competitive shopping requirements as specified above, subject to the approval of the City Administrator.

VII. BIDDING PROCESS

A. Bid Procedures

All supplies and contractual services, except as otherwise provided in this policy, when the estimated cost thereof shall exceed ten thousand dollars (\$10,000.00), shall be purchased by formal, written contract from the lowest responsible bidder, after due notice inviting proposals. All sales of personal property which has become obsolete and unusable, when the estimated value shall exceed ten thousand dollars (\$10,000.00) shall be sold by formal written contract to the highest responsible bidder, after due notice inviting proposals.

1. Notice inviting bids shall be published once in at least one (1) official newspaper of the City and at least five (5) days preceding the last day set for the receipt of proposals. The newspaper notice required herein shall include a general description of the articles to be

purchased or sold, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.

2. The Purchasing Agent shall also solicit sealed bids from all responsible prospective suppliers who have requested their names to be added to a "bidders' list" which the Clerk shall maintain, by sending them a copy of such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.
3. The City Clerk shall also advertise all pending purchases or sales by a notice posted on the public bulletin board in the City Hall.
4. The Purchasing Agent shall also solicit sealed bids by:
 - a. Direct mail request to prospective vendors; and
 - b. By telephone.as may seem to him/her to be in the best interest of the City.

B. Bid Opening

Bids shall be submitted sealed to the City Clerk and shall be identified as bids on the envelope. They shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be posted for public inspection.

C. Bid Awarding

1. Bids shall be awarded to the lowest responsible bidder. Bids shall not be accepted from, nor contracts awarded, to a contractor who is in default on the payment of taxes, license, or other monies due the city. All bids received that are submitted by individuals or businesses with their principal place of business located in Dent County, Missouri, shall be multiplied by a preference factor of .95 that will reduce the bid amount for purposes of consideration by the city in awarding the contract for goods or services.
2. The actual bid amount multiplied by the appropriate preference factors shall be termed the adjusted local bid amount. The adjusted local bid amount shall be used in lieu of the actual bid amount in comparing competitive bids.
3. In determining "lowest responsible bidder," in addition to price, the following shall be considered:
 - i. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - ii. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - iii. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - iv. The quality of performance of previous contracts or services.
 - v. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - vi. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - vii. The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
 - viii. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - ix. The number and scope of conditions attached to the bid.

D. Bids Accepted

All bids shall be accepted or rejected by the Board of Aldermen. When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be entered upon the journal of the Board.

VIII. SPECIAL PROCURMENT PROCEDURES

Occasionally, the City may need to purchase goods or services under circumstances which do not clearly fit the patterns of normal public procurement and for which normal competitive shopping procedures do not apply. The following guidelines are provided with regard to making such purchases:

A. Exclusive Service

1. In the event that there is only one firm or company or individual capable of providing a particular service or commodity and said services or commodities cannot be secured from other persons or companies, then the competitive bidding procedures outlined in this manual may be waived.
2. Whenever Authorizing Officers determine that goods or services must be purchased from a "sole source vendor," documentation must be provided by the Authorizing Officer to the City Administrator. The documentation should be attached to the purchase order. Exclusive service purchases for amounts exceeding \$500.00 must be pre-approved by the City Administrator or the Board of Aldermen, depending on the amount.

B. Cooperative Procurement Programs

Authorizing Officers are encouraged to use cooperative purchasing programs sponsored by the State of Missouri or other jurisdictions. Cooperative purchasing can prove advantageous to the City both by relieving Authorizing Officers of the paperwork necessary to document the purchase and by taking advantage of the large quantity purchases made by State Government. Purchases made through these programs have met the requirements of competitive shopping and require no further documentation. Authorizing Officers are encouraged to check with the State and other jurisdictions regarding cooperative procurement contracts in effect prior to making any large purchases.

C. Professional Services

1. A Request for Proposal (RFP) can be prepared in much the same way as specifications, including requirements and minimum standards for the services to be provided. RFP's should be submitted to the City Administrator for review and approval prior to distribution. When an RFP for professional services is approved, a limited number of qualified professionals known to the City shall be invited to submit a proposal setting forth their interest, qualifications, and how they can meet the City's needs.
2. In securing professional services, it is the primary goal of the City to obtain the services of a professional who has a proven record of providing, those services required. A contract will be negotiated with the professional deemed to best meet the City's needs.
3. Services for projects where fees will exceed three thousand dollars (\$3,000.00) shall be presented to the Board of Aldermen for approval or rejection. The Board has the right to approve or reject any and all proposals.

D. Emergency Purchases

The bid procedures outlined in this policy may be waived under emergency conditions when a delay may threaten the basic mission of a department. True emergency conditions are rare. Occasionally, equipment will require emergency repairs, or other circumstances will necessitate emergency purchasing which cannot await compliance with these regulations. Authorizing Officers faced with an emergency shall notify the City Administrator as quickly as possible for approval to proceed. A full report in writing of the circumstances requiring an emergency purchase shall be provided by the Authorizing Officer to the City Administrator within two working days after the emergency. The City Administrator shall pass this report on to the Board of Aldermen at their next regularly scheduled meeting.

E. Purchase of Used Equipment

1. New equipment is to be preferred over used equipment. However, there are situations where the purchase of used equipment may be considered. These include equipment that will be used infrequently, for a limited time, for training or auxiliary operations, when quick delivery is essential, or it can be determined that the used equipment is comparable to new equipment.
2. The purchase of used equipment requires careful shopping, and the Requisitioning Department should make every effort to ensure that the equipment will perform as needed and that service or replacement parts are reasonably available.

IX. DISPOSAL OF SURPLUS GOODS

1. Goods become obsolete or they wear out. Occasionally, it turns out they are overstocked. Changing technology, accumulation of "waste," and fulfillment of the "useful" life of goods make the activity of handling surplus inevitable. The City is interested in full realization of the value of goods it purchases. The City policy is aimed at making sure all surpluses are disposed of to the economic advantage of the City. All Departments shall submit to the City Administrator, at such time and in such form as the City Administrator shall prescribe, reports showing stocks of goods which are no longer used or which have become obsolete, worn out, or scrapped. The City Administrator is authorized to transfer the surplus stock to other Departments.
2. The City Administrator is authorized to sell all goods having an estimated value of less than \$3,000.00 which have become unsuitable for public use, or to exchange the same for, or trade in the same, on new goods. Sales shall be made to the highest possible bidder.
3. The disposal of all goods having a current value estimated to be in excess of \$3,000.00 requires the approval of the Board of Aldermen. Unless determine otherwise by the City Administrator, competitive bidding on surplus, obsolete, or unusable goods having this value is required. This may be achieved through sealed bids, auction, or open market sales.

X. USE OF CREDIT CARD(S)

A. City Owned Card(s)

The City maintains corporate credit cards, which are retained by the City Clerk and may be obtained for official use as required. Department Heads are responsible for closely monitoring their employees' use of credit cards and for preparing purchase orders for purchases over

\$499.99. As with all purchases, the merchant shall be given a copy of the state tax exempt letter issued to the City and accordingly, state sales tax should not be charged. This is also applicable to all telephone and internet orders.

When using the business credit card, the employee shall adhere to the following rules:

1. The credit card shall be used for expenses of city employees and shall not be used for friends or family members of the employee.
2. If the employee is hosting a business associate(s), the names of the employee, their guest(s) and the reason for the event shall be noted on the receipt. All such events require prior approval of the City Administrator.
3. Itemized receipts are required. Failure to provide itemized receipts may require employee to reimburse the City for the purchase.
4. Alcoholic beverages may not be charged to the credit card.
5. Employees shall use reasonable judgment for all travel expenses. Hotel accommodations and meals should be appropriate for the given purpose and the location of the travel. Charges will not be covered for excessive prices or for inappropriate locations as determined by the City Administrator.
6. It is the responsibility of each credit card user to obtain transaction receipts from the merchants each time the credit card is used, including telephone and internet purchases.
7. All receipts are to be forwarded to the Finance Department along with necessary documentation detailing the purchase.

B. Personal Credit Cards

The use of personal credit cards for official purchases is discouraged. The City's policy includes the pre-authorization of credit card usage. Authorization for reimbursement on a personal credit card must be approved by the City Administrator and will not include the reimbursement of sales tax.

XI. ETHICS POLICY

The proper operation of municipal government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office is not used for personal gain; and that the public has confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interest in matters affecting the City.

A. Conflicts of Interest

All elected and appointed officials, as well as employees of the City of Salem must comply with Section 105.454 of the Missouri Revised Statutes conflicts of interest, as well as any other state law governing official conduct. The Mayor or any member of the Board of Aldermen who has a substantial personal or private interest as defined by state law and set out below in any bill shall disclose on the records of the Board of Aldermen the nature of his or her interest and shall disqualify himself or herself from voting on any matters related to this interest.

B. Disclosure Reports

1. Each elected official, the City Administrator (as the chief administrative officer), and the City Clerk (as the chief purchasing officer) shall file a Financial Disclosure Statement for Political Subdivisions with the Missouri Ethics Commission, as required by law.
2. The financial interest statements shall be filed at the following times, but no person is required to file more than one Financial Interest Statement in any calendar year:
 - i. Each person appointed to office shall file the statement within thirty days of such appointment or employment.
 - ii. Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31.

C. Filing of Policy

1. The City Clerk shall send a certified copy of this Policy and any amendments to the Missouri Ethics Commission within ten days of its adoption.

City Clerk

From: Stacey Houston
Sent: Thursday, August 04, 2022 9:01 AM
To: City Clerk
Cc: City Administrator
Subject: Board Meeting 8/9/2022
Attachments: Purchase Policy draft 7.18.22.docx

Need to add to the Agenda, draft purchase policy for review.

Kristen says she plans to be at the meeting on Tuesday to go over the Audit.

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM IV (D): NEW BUSINESS
2. SUBJECT: 2021 AUDIT-
 KRISTEN DELUCA
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM IV (E): NEW BUSINESS
2. SUBJECT: RESCHEDULE SEPTEMBER 13 BOARD OF ALDERMAN
MEETING TO SEPTEMBER 15.
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM V (A): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: E. Ray Walden, Jr., City Administrator
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM V (B): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: Greg Parker, Mayor
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM V (C): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: Mark Nash, Public Works
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM V (D): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: Sally Burbridge, Economic Development
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P. M.

1. ITEM V (F): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: ALDERMAN REPORTS
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
AUGUST 9, 2022
6:00 P.M.

1. ITEM VI: ADJOURNMENT
2. SUBJECT: Adjournment of Meeting
3. DISCUSSION:
 - (a) Recommend Board Adjourn.
 - (b) Recognize motion and second.
 - (c) Roll vote:

Alderman Tod KINERK
Alderman Shawn BOLERJACK
Alderwoman Kala SISCO
Alderman Kyle WILLIAMS

- (d) Board Adjourned.