



**City Council Meeting Agenda**  
**Monday, January 6, 2025 – 6:30 p.m.**  
**City Hall, 200 South Osage, Sedalia MO**

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**MAYOR: ANDREW L. DAWSON**

**MAYOR PRO-TEM: TINA BOGGESS**

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- A. CALL TO ORDER** – Mayor Dawson – Council Chambers
- B. LEGISLATIVE PRAYER & PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. Presentation:** Department of Conservation – Springfork Lake
- E. SERVICE AWARDS**
  - 1. William Garrigus – Equipment Operator III – Water – 30 years of service
  - 2. Matthew Wirt – Assistant City Administrator – Administration – 25 years of service
- F. SPECIAL AWARDS**
  - 1. 2024 Christmas Light Contest Winners
    - 1<sup>st</sup> Place – Robbie Day – 415 West Broadway - \$100.00
    - 2<sup>nd</sup> Place – Patrick Dewey – 2024 East 6<sup>th</sup> – \$50.00
    - 3<sup>rd</sup> Place – David Hilton – 1409 South Prospect - \$25.00
- G. RETIREMENT AWARDS** - None
- I. APPROVAL OF PREVIOUS SESSION MINUTES**
  - A. Council Meeting** – December 16, 2024
- II. UNFINISHED BUSINESS**  
**COMMUNITY DEVELOPMENT** – Chairwoman Rhiannon M. Foster; Vice Chairman Bob Cross
  - 1. Presentation – 353 Incentives and Sedalia’s Chapter 353 Development Plan and Amendment – Midtown Residential Area
- III. REPORT OF SPECIAL BOARDS, COMMISSIONS AND COMMITTEES** - None
- IV. ROLL CALL OF STANDING COMMITTEES**
  - A. FINANCE / ADMINISTRATION** – Chairwoman Tina Boggess; Vice Chairman Thomas Oldham
    - 1. Presentation: Sedalia-Pettis County Economic Development: Annual Report (Jessica Craig, Presenter)
    - 2. Presentation: Scott Joplin International Ragtime Foundation: Annual Report (John Simmons, Presenter)
    - 3. Amendment – MOU – Bothwell Regional Health Center – Direct Bill Services
      - Council Discussion led by Chairwoman Boggess
      - Call for Ordinance amending the Memorandum of Understanding with Bothwell Regional Health Center for Direct Bill Services – Mayor Dawson
    - 4. Budget Amendment and Agreement – Personnel Search – \$28,150.00
      - Council Discussion led by Chairwoman Boggess

- R Call for Resolution of the City Council of the City of Sedalia, Missouri stating facts and reasons for the necessity to amend and increase the City's Annual Budget for Fiscal Year 2025
  - Mayor Dawson
- O Call for Ordinance amending the Budget for the Fiscal Year 2024-2025 regarding Personnel Recruiting Services – Mayor Dawson
- O Call for Ordinance Authorizing an agreement for Executive Recruitment Services
  - Mayor Dawson

**B. PUBLIC WORKS** – Chairman Bob Hiller; Vice Chairwoman Tina Boggess

1. Strategic Planning Presentation: Parks & Recreation (Amy Epple, Presenter)
2. Authorizing and Ratifying purchase – Central Plant Network for SCADA Project – 2i-T/Integrated Information Technologies, LLC – \$29,991.37

Council Discussion led by Chairman Hiller

- O Call for Ordinance Authorizing and Ratifying the purchase of a wireless network for the Central Wastewater Plant for SCADA Project – Mayor Dawson

**C. PUBLIC SAFETY** – Chairman Jack Robinson; Vice Chairman Steve Bloess

1. 2024 Personnel Regulations Amendment – Police Grievance Policy

Council Discussion led by Chairman Robinson

- O Call for Ordinance amending the Personnel Regulations Manual of the City of Sedalia, Missouri relating to suspension, demotion or termination of Police Officers and removal of Chief Law Enforcement Officer – Mayor Dawson

2. Mutual Aid Agreement – Fire and Emergency Services – Sedalia Fire Department and the Missouri Department of Conservation

Council Discussion led by Chairman Robinson

- O Call for Ordinance Authorizing a Mutual Aid Agreement for Fire and Emergency Services by and between the City of Sedalia dba Sedalia Fire Department and the Missouri Department of Conservation – Mayor Dawson

**D. COMMUNITY DEVELOPMENT** – Chairwoman Rhiannon M. Foster; Vice Chairman Bob Cross – No Report.

**V. OTHER BUSINESS**

**A. ACCEPTANCE OF BOARD RESIGNATIONS**

**B. APPOINTMENTS** - None

**B. LIQUOR LICENSES**

New

\*Shelly Shugart dba The End Zone, 3129 West Broadway, Liquor by the Drink & Sunday Sales - \$750.00

**VI. MISCELLANEOUS ITEMS FROM MAYOR, CITY COUNCIL AND CITY ADMINISTRATOR**

- VII. GOOD AND WELFARE** - "During the 'Good and Welfare' section of our meeting agenda, we invite residents of Sedalia to step forward and directly address their City Council. Each participant is requested to clearly state their name and address and will have three minutes to present their statement. This session is specifically designed for residents to express their views or concerns; it is not intended for dialogue, debate, or question-and-answer interactions with the Council. All statements made during this time will be formally recorded in the public record. We urge participants to keep their remarks respectful and focused on matters relevant to our community. Your

Click on any agenda item to view the related documentation

contributions are a vital part of our continuous efforts to enrich and improve Sedalia, and we thank you for adhering to these guidelines and helping us maintain the decorum of this important process.”

**VIII. Closed Door Meeting** – Motion and Second to move into closed door meeting in the upstairs conference Room pursuant to Subsections 1 (Legal Advice), 2 (Real Estate) and 12 (Negotiated Contracts) of Section 610.021 RSMo.

- A. Roll Call Vote for Closed Door Meeting
- B. Discussion of closed items
- C. Vote on matters, if necessary (require a Roll Call Vote)
- D. Motion and Second with Roll Call Vote to adjourn closed door meeting and return to open meeting

**IX. ADJOURN MEETING**

- A. Motion and second to adjourn meeting

**Please join the meeting by clicking or touching this link from your smartphone, computer, tablet, or iPad:**  
<https://global.gotomeeting.com/join/578973061>

If this is the **first time** you have joined a GoToMeeting you will be asked to identify yourself. Please fill in this information. If you would like, and we suggest you do, go ahead and set your preferences to make it easier to join next time. If you are new to GoToMeeting? We suggest to get the app through the following link: <https://global.gotomeeting.com/install/578973061> This will make joining these meetings quick and easy. Once you have followed the link above and identified yourself you will be given options for how you want to join in with **audio**.

For **smartphones**: tap on one of the phone numbers and it will dial the phone and the meeting numbers. For **other devices**: use the feature of call me. The phone audio will be much better than through your computer. This should come up if you have your preferences set up to show it. If it does not, in the upper right-hand corner of the GoToMeeting screen you will see an icon that looks like a gear. Click on the gear and then look for “Phone” and if it is not highlighted click on it. One of the options should be to call me. Put the phone number you want to be called on (direct dial) into the box provided and then click the “Call Me” button. Once the system calls you, you will be asked to hit pound.

Please be mindful of others on the call by eliminating as much background noise as you can. Mute yourself until you are ready to speak. Do not put the call on hold, if you need to leave even for a short time, hang up as you can always dial back in after your other call. If you hear an echo or squeal, you may have your computer speakers on as well as the phone, mute your computer speakers to eliminate this.

If you want to join in **listen only** mode you can dial the following number and enter the access code.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679

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United States: +1 (669) 224-3318

- One-touch: <tel:+16692243318,,578973061#>

Access Code: 578-973-061

*The City Council reserves the right to discuss any other topics that are broached during the course of this meeting.*

**IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY THE CITY CLERK’S OFFICE AT 827-3000. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS**

**POSTED ON JANUARY 3, 2025, AT 3:30 P.M. AT THE SEDALIA MUNICIPAL BUILDING, BOONSLICK REGIONAL LIBRARY, SEDALIA PUBLIC LIBRARY AND ON THE CITY’S WEBSITE AT WWW.SEDALIA.COM**



# OFFICE OF THE INTERIM CITY ADMINISTRATOR

**To:** Honorable Mayor Andrew L. Dawson & City Council Members  
**From:** Matthew Wirt, Interim City Administrator  
**Re:** Agenda items for City Council meeting on Monday, January 6<sup>th</sup>, 6:30 p.m.

**Presentation:** Jake Willard from the Missouri Department of Conservation (MDC) will present ideas for improving the Springfork Lake property beyond the current agreement where they help manage the lake. The presentation will outline how MDC and the City of Sedalia could collaborate to restore and maintain the property's prairie and grassland ecosystems. MDC would oversee ecological restoration efforts, such as controlling invasive species and conducting prescribed burns. Together, both parties would develop a detailed management plan and provide annual progress reports. The goal is to establish a partnership that preserves Springfork Lake as a natural and recreational resource for future generations. After the presentation, the council may direct staff to create an agreement for the project, subject to future council approval.

**Special Awards:** Presentation of the 2024 Christmas Light Contest Winners.

**Community Development Committee** – There is one item for consideration through the Community Development Committee.

1. Joe Lauber, Sedalia's City Attorney, will provide a presentation to address questions and clarify details about the Chapter 353 Redevelopment Plan Midtown Residential Area. The presentation will explain the purpose and structure of the plan, which aims to facilitate property improvements in designated areas through economic development tools like tax abatements and city-funded incentives. The focus will include addressing previous misunderstandings regarding tax abatement eligibility and processes under the plan. Mr. Lauber will also highlight the distinction between Sedalia's approach and typical 353 plans. While many such plans rely heavily on tax abatements, Sedalia has budgeted city funds to support property improvements, minimizing the impact on other taxing jurisdictions. The presentation will aim to provide a broader perspective on the benefits of Chapter 353 incentives and dispel misconceptions, ensuring that Council has the necessary information to proceed with informed discussions and decisions.

**Finance/Administration** – There are four items for consideration through the Community Development Committee.

1. Jessica Craig, Director of Sedalia-Pettis County Economic Development, will provide her annual report.
2. John Simmons will provide an annual report and presentation for the Scott Joplin International Ragtime Foundation.

3. Last year, it came to the City's attention that several Worker's Compensation (WC) services for City employees were being completed outside the Bothwell Health system. Discussions with Bothwell Regional Health Center and Missouri Employers Mutual (MEM), the City's WC provider, revealed that the hospital was not part of MEM's network through OneCall.

To address this and keep services local, the City and Bothwell developed a direct pricing Memorandum of Understanding (MOU), which was approved by City Council in November 2023. The agreement outlines reimbursement rates for wellness and WC services provided by the hospital to City employees. Staff now recommends amending the MOU to include an additional reimbursement option for services not covered by the Medicare Fee Schedule, ensuring consistency and clarity in how these charges are handled.

4. To ensure a fair and transparent process for the City Administrator search, the Human Resources Department is requesting to partner with Strategic Government Resources (SGR), a third-party recruitment firm, to conduct a nationwide search. The proposed executive full-service recruitment, detailed in the attached scope of services, has a cost not to exceed \$28,150, excluding any candidate travel expenses.

This initiative was not included in the fiscal year 2025 budget, and the HR department is seeking approval of the SGR contract along with a budget amendment to allocate the required funds. The partnership with SGR aims to provide a comprehensive and impartial search to identify the best candidates for the position.

**Public Works Committee** – There are two items for consideration through the Public Works Committee.

1. Sedalia Park Director Amy Epple will wrap up this year's presentations of strategic planning for each department. Director Epple will present at this meeting an overview of the plans for the Parks Department.

As a reminder, I ask that in each of the individual presentations that they address the following four questions:

- a) Why is the service needed?
- b) Why should the City be doing it?
- c) What level of service are we providing now?
- d) How are we going to accomplish it? In other words, strategies going forward for services, including any major budget requests related to new or expanded initiatives.

These presentations will all lead up to and set the stage for the Council strategic planning session on January 11<sup>th</sup> (the second Saturday in January). During this session, we review the highlights of each of these individual department strategic plans to bring them together into an overall plan for the City, to include setting relative priorities. This high-level direction from Council then becomes the basis for the budget development to match that strategy. We will then have budget work sessions February through March, culminating with a budget adoption the last meeting in March.



2. Our IT department addressed an urgent need for secure network connectivity at the Central Wastewater Plant to support the SCADA system upgrade. Initially, fiber optic connectivity was considered but was deemed infeasible due to high costs and installation complexities. A wireless network solution using Ubiquity equipment was proposed by the SCADA vendor but was rejected because it failed to meet critical cybersecurity standards recommended by CISA.

To resolve the issue, we have approved the installation of a wireless network using Cisco equipment, which offers enhanced security, at a cost of \$29,991.37. This emergency purchase, authorized by Mayor Dawson, was necessary to prevent project delays and ensure system security. Initially, it was thought additional funds were needed but the IT budget repair fund is able to cover the expense within their budget. The City is working with a trusted vendor to complete the installation promptly. Staff requests the emergency purchase authorized by Mayor Dawson be ratified.

**Public Safety Committee** – There are two items for consideration through the Public Safety Committee.

1. The Human Resources Department is proposing an update to the Personnel Policies Manual to ensure compliance with updated state statutes, specifically §590.502, RSMo, and §106.273, RSMo. These statutes mandate the inclusion of additional language in Section 8.4, which addresses the suspension, demotion, or termination of police officers. The proposed changes aim to align the City's policies with the statutory requirements. These updates reflect the state's provisions for fair treatment, procedural transparency, and adherence to established legal standards. The changes have been reviewed by legal and staff recommends acceptance of the changes.
2. The City of Sedalia is renewing its longstanding Mutual Aid Agreement with the Missouri Department of Conservation (MDC). This agreement defines the responsibilities of both parties in the prevention, detection, and suppression of wildfires in Pettis County. Under the agreement, the MDC focuses on managing forest, grass, crop, and wildland fires within the state, while the Sedalia Fire Department is responsible for structural fires and assisting in wildfire suppression when necessary. This collaborative partnership ensures efficient resource sharing and cooperative fire management efforts to safeguard the community. Staff recommends approving this renewal to maintain this vital agreement.

**Community Development Committee** – There are no items for consideration in the Community Development Committee.



Let's Cross Paths

CITY OF SEDALIA, MISSOURI
CITY COUNCIL MEETING
DECEMBER 16, 2024

The City has an on-line broadcast of Council Meetings available both live and recorded by going to https://global.gotomeeting.com/join/578973061

The Council of the City of Sedalia, Missouri duly met on December 16, 2024 at 6:30 p.m. at the Municipal Building in the Council Chambers with Mayor Andrew L. Dawson presiding. Mayor Dawson called the meeting to order and asked for a moment of legislative prayer led by Chaplain Byron Matson followed by the Pledge of Allegiance.

ROLL CALL:

Table with 4 columns: Name, Status, Name, Status. Rows include Jack Robinson, Thomas Oldham, Chris Marshall, Tina Boggess, Bob Hiller, Bob Cross, Rhiannon Foster, Steve Bloess.

Public Meeting – FY 2025-2026 Strategic Plan & Budget

Mayor Dawson called the Public Meeting to order at 6:34 p.m. Assistant City Administrator Matthew Wirt, stated that this public meeting has been set aside for input from citizens on items they would like to see the City Council consider in the 2025/2026 Budget. Cory City, 1804 South Park, asked that items be thoroughly reviewed due to how many times the 2024/2025 Budget was adjusted. Gary Lobaugh, 821 South Arlington, inquired about need for a project manager. He feels it unnecessary since the City has a City Administrator. With no further public comments, the Public Meeting closed at 6:39 p.m.

Public Hearing – Expansion of 353 Redevelopment Plan

Mayor Dawson called the Public Hearing to order at 6:39 p.m. to discuss expansion of the 353 Redevelopment Plan. Assistant City Administrator Matthew Wirt stated that in 2020 the City formed the 353 Redevelopment Corporation. There was a section of downtown that was left out and discussion this evening is on expanding the 353 Redevelopment Plan to include it. Gary Lobaugh, 821 South Arlington, requested a full list of those on the Redevelopment Corporation. Debbie Covington, 2601 East 12th, inquired about when City Administration and Council would have dialogue with Citizens regarding this expansion. Cory City, 1804 South Park, stated that before Council moves forward with expanding the 353 Redevelopment Plan, consider what has been done with properties already included. He encouraged the City to put up a list of properties for sale. Michelle Abney, 1800 East Harvey, stated that through research on her own, she believes that the Redevelopment Corporation is not City owned but run by a couple of City Council people and the City allotted monies out of their budget to purchase two properties that the Redevelopment Corporation owns. Kevin Lujin, 408 West 22nd, stated he believes several things could clarify this decision. The first would be to share the number of properties that the City has demolished in the zone and how much Lauber Law has billed the City for working toward this. With no further public comments, the Public Hearing closed at 6:48 p.m.

**SPECIAL AWARDS**

**Fire Department Pinnings:** Fire Chief Matt Irwin presented new firefighter badges to Robert Ladd and Parker Stevens and stated they have met all the qualifications for the badge. Both are dedicated Firefighters and an asset to the Department.

**Check Presentation**

Fire Chief Matt Irwin called forward representatives from Owens Corning for a check presentation in the amount of \$1,500.00. Fire Chief Irwin stated that Owens Corning has been a strong supporter of the Sedalia Fire Department. A few years ago, when the Fire Department discussed the Fire Extinguisher Demonstrator, Owens Corning was the first to jump onboard. The Funds will be utilized to buy smoke detectors, carbon monoxide detectors and to fix the Fire Extinguisher Demonstrator.

**RETIREMENT AWARDS:** None

**MINUTES:** The Council Meeting minutes of December 2, 2024 were approved on motion by Oldham, seconded by Robinson. All in Favor.

**REPORTS OF SPECIAL BOARDS, COMMISSIONS & COMMITTEES:** None

**ROLL CALL OF STANDING COMMITTEES:**

**PUBLIC SAFETY** – Chairman Jack Robinson, Vice Chairman Steve Bloess

**Sedalia-Pettis County Emergency Management Agency – Annual Report**

Emergency Management Agency Director Trisha Rooda stated that their Agency is responsible for organization and management of resources, reducing harmful effects of all hazards (including disasters), promotes safer, less vulnerable communities, and builds, sustains and improves the capability to mitigate against, prepare for, respond to and recover from disasters, terrorism or other man-made disasters.

EMA has a Volunteer Training program, functions as NWS Storm Spotters, conducts EMA exercises and FEMA training. They also have Pedro the Preparedness Penguin program for children, special event coordination and participates in Coalitions and Collaboration Groups. New this year was the Terrorism Liaison Officer which was a four-hour online course with the Missouri State Highway Patrol.

**2024 Accomplishments:** Reviewed, updated and State Evaluation of Local Emergency Operational Plan; Hazard Mitigation Plan; Skyline Storm Shelter renovations; New Madrid Seismic Zone preparation meetings; Integrated Preparedness Planning Workshop; National Weather Service Integrated Weather Team Workshop; Obtained Emergency Management Institute Advanced Professional series; conducted community outreach; and training. Emergency Management has 32 volunteers who received 160 hours of training; Storm Spotters received 44 training hours, and conducted 108-man hours of Siren Testing.

EMA holds 282 hours of courses and classes with 38 courses related to FEMA/State courses, Collegiate course and Individual Study. Exercises conducted are comprised of 52 hours with 5 local and regional exercises. EMA Director Rooda stated that upcoming training includes Management 340 Crisis Leadership and Decision making on May 13, 2025, September 23, 2025 and September 24, 2025. A 2025 Tabletop Exercise for Region A will be held regarding animal outbreak with cattle.

This year, Sedalia has had 115 Weather Advisories, 38 Severe Thunderstorm Watches and Warnings and 13 Tornado Watches and Warnings. EMA Director Rooda stated that there are 16 sirens within the City of Sedalia (5 purchased & installed in 2024) and are tested monthly.



The Emergency Management Performance Grant is a Federal grant which is applied for every year and provides 50/50 match. Each Participant is required to conduct 1 tabletop and 1 operational based exercise each year. The grant money originates from FEMA and is sent to SEMA to be disseminated.

The Overall Budget for 2025 is estimated to be \$215,358.48 which is an 8.5% increase. EMPG grant coverage is estimated at \$48,269.73, County budget estimate is \$95,554.38, and Sedalia's estimated budget is \$71,544.38. Equipment repairs expected this year include: expired medical supplies; tires for trailers/vehicles; Annual load test; and Light Tower – fan and light replacement. EMA Director Rooda has also requested two MOSWIN Radios – one portable and one mobile.

Looking forward to 2025:

- Locally hosted classes
- 2026 FIFA Soccer World Cup
- Update Hazard Vulnerability assessment
- Assist with Missouri State Fair
- Coordinating an Agricultural Impact exercise
- Presenting and briefing to community organizations and businesses throughout the year.

**FINANCE / ADMINISTRATION** – Chairwoman Tina Boggess; Vice Chairman Thomas Oldham

**Financial Update:** Finance Director Jessica Pyle stated that Sales, Use Taxes and Marijuana Taxes for fiscal year to date are up over prior year of \$900,000.00 or 6.6%. A 4% increase was budgeted and when compared to prior year results is a budget variance of \$356,660 Fiscal Year to Date. The Marijuana tax is an additional 3% sales tax passed by the voters and collection began in October 2023. The first deposit was received in January 2024 and Year to Date we have collected \$172,000.00. Franchise tax lower than prior year at \$500,000.00 and includes the Charter settlement of \$377,000 received in April 2023. The remaining \$140,000.00 decrease is related to the natural gas tax at a decrease of 39%. Transportation taxes are higher fiscal year to date as a result of increase Gas Tax of 8.7% Fiscal Year to Date. Vehicle Sales are flat Fiscal Year to Date and vehicle fees are down 1.2%. We have collected some Property Taxes but the bulk of those are collected in December and January.

- The Sedalia Lions Club Pub Crawl is scheduled to take place in downtown Sedalia on March 15, 2025, from 12:00 p.m. to 7:00 p.m. Participants will be required to verify their age (21 and older) and will be provided with a unique wristband and cup, ensuring compliance with event regulations. The City will temporarily close certain downtown streets to vehicular traffic allowing for safe pedestrian access during the Pub Crawl. Waiver of open container laws within the barricaded area will enable participants to enjoy beverages purchased from participating establishments while maintaining adherence to all other applicable liquor laws, which will be strictly enforced. The Lions Club will employ off-duty Sedalia Police Officers to monitor the event for compliance and safety.

BILL NO. 2024-219, ORDINANCE NO. 12175 – AN ORDINANCE WAIVING THE REQUIREMENTS OF SECTION 4-3 (A) OF THE CODE OF ORDINANCES OF THE CITY OF SEDALIA, MISSOURI AND IMPOSING OTHER CONDITIONS RELATING TO THE SEDALIA LIONS CLUB PUB CRAWL ON SATURDAY, MARCH 15, 2025 DURING THE HOURS OF 12:00 PM TO 7:00 PM IN DOWNTOWN SEDALIA was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

**PUBLIC WORKS** – Chairman Bob Hiller; Vice Chairwoman Tina Boggess

**Strategic Planning Presentation – Water & Wastewater**

Utilities Director William Bracken presented the Strategic Plan for Water and Wastewater.

**Water Department**

The department maintains operating and distribution system permits with the Department of Natural Resources, provides drinking water to customers (1,186,000,000 in the last 12 months) and water is sourced from deep wells and treated at the filtration plant.

Water Distribution crew moved to Utility Operator I to IV positions with pay based on their level of certification with Department of Natural Resources. Utility Operators work to maintain existing fire hydrants, piping, pumps, wells, towers, and meters to provide 10,800 customers with service. New hydrants will also be installed along with piping to new residential and business customers. Utility Operators responded to 148 emergency repairs in the last 12 months while also completing regular duties.

FY 2025 Projects in Progress: Repairs to Solar Array; Plug Well #7; Prairie Hollow Water Main Extension; Grand Avenue Water Main Replacement (between 20<sup>th</sup> and 24<sup>th</sup>); and Extension to Highway HH and US 65 for new development.

Future Projects:

- Phase II - fire flow projects
- Lamine from 16<sup>th</sup> to 20<sup>th</sup>
- 11<sup>th</sup> from Barrett to Grand
- 9<sup>th</sup> from Barrett to Grand
- Missouri from Broadway to 10<sup>th</sup>
- Hill from Boonville to Tower
- Tower and Emmett from Hill to Jackson
- Saline and Emmett to Heard
- Emmett to Saline and Boonville
- Clay from Missouri to Osage
- Henry and Lamine to Osage and Johnson
- Pettis from Prospect to Grand
- Prospect from Morgan to Pettis
- Stewart from Henry to Cooper

**Water Pollution Control**

Water Pollution Control processed 1,600,000,000 gallons of Wastewater over the last 12 months. The department also maintains 3 wastewater plants, 187 miles of sewer line, 2,280 manholes, 18 lift stations, operates pre-treatment program with 5 permitted industries.

Inspections were completed on 86 restaurants, 55 Auto shops, 9 car washes, 10 potential New permitted significant/Non-Significant Industrial users, 16 Dental Offices and 31 City Facilities. Director Bracken noted that Sedalia changed pay rates in WPC to equal nearby Municipalities to assist in employee retention and pay is based on level of certification.

Water Pollution Control new equipment includes New Vac-Con 112J to replace worn out 2008 model. This gives the department the ability to perform sewer jetting, cleanup of waste spills, and Hydro excavation. Rausch Rehab Cutter which is a new camera truck that can perform jetting, cut items such as roots, intruding taps, and debris out of the line while doing inspections, and install repair bands internally.

**Planned Sewer Improvements**

200 Block of South Ohio	300 Block of East Morgan
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300 Block of South Ohio	1200 Block of Spring Street
400 Block of East 3 <sup>rd</sup>	100 Block of North Park
500 Block of South Massachusetts	700 Block of State Fair Boulevard
400-600 Block of West Main	1800 Block of East 9 <sup>th</sup>
600-770 Block of East 10 <sup>th</sup>	800 Block of Ruth Ann
400 Block of South Hancock	900 Block of Thompson
1300 Block of East 3 <sup>rd</sup>	1600 Block of West 16 <sup>th</sup>
1200-1300 Block of East 7 <sup>th</sup>	1700 Block of West 10 <sup>th</sup>
300 Block of North Engineer	14 <sup>th</sup> and Limit
600 Block of North Engineer	10 <sup>th</sup> and Limit
100 Block of East Pettis	600 Block of South Park
500 Block of West Morgan	600 Block of Washington
300 Block of East Johnson	500 Block of West Cooper
1400 Block of West 5 <sup>th</sup>	1300 Block of South Warren

**Central Plant Aeration upgrades:** Include new diffuser grids in aeration basins, new, more efficient blowers, and Headwork’s improvements to prevent rags from plugging equipment.

**North Plant** – project in design process due by March 2025 with construction planned to being in July 2025; will include dewatering improvements to Central Plant.

**Inflow and infiltration reduction** – Crews currently working on sealing and grouting manholes, and replacing lids with holes.

Rates will need to increase due to inflation of material prices and wages. Due to the predicted significant usage increase, it is recommended to implement smaller annual increases.

- The Missouri Department of Natural Resources has directed this project to enhance sewer infrastructure by extending service from the Central Regional Lift Station to the north, providing essential sewer access for WireCo. Staff recommends approving the low base bid for Option Two, from Do-Rite Construction & Excavating LLC, including the alternate, for a total of \$411,664.

BILL NO. 2024-220, ORDINANCE NO. 12176 – AN ORDINANCE AUTHORIZING AN AGREEMENT FOR SMALL SANITARY SEWER PROJECT A was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess: No one voted “No”.

- The City received six bids for the Prairie Hollow Water and Sewer Main Extension project, funded by American Rescue Plan Act funds. While the lowest bid was the cost-effective, the contractor’s past performance on prior City projects raised significant concerns. It is recommended to award the project to the second-lowest bidder, Do-Rite Construction & Excavating LLC, at \$1,484,918.00.

BILL NO. 2024-221, ORDINANCE NO. 12177 – AN ORDINANCE AUTHORIZING AN AGREEMENT FOR PRAIRIE HOLLOW WATER AND SEWER MAIN EXTENSION was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Robinson. All in Favor.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

### Presentation: Compost Facility Fees

Public Works Operations Director, Justin Bray, stated that Bio Recycling is a process for utilizing yard debris, waste, trees, brush, grass, leaves and any aspect of green recyclables. They are offering mulches in brown and black and are working on offering red mulch. It is the City’s footstep forward to get on the green side of recycling.

**Current Fees:** Compost – Inside City \$10.00, outside \$11.00; Fine Wood Mulch – Inside City \$4.50, outside \$5.00; Residual Large Chips (Overs) – Inside City \$4.00, outside \$4.50; Asphalt Millins - \$16.80/yard or \$12.00/ton.

#### Proposed Price

- Fine Wood Mulch \$20.00
- Dyed Fine Mulch (Brown/Black) \$25.00
- Residual Large Chips (Overs) \$13.00
- Unscreened Mulch \$ 5.00
- Manufactured Top Soil \$35.00
- Bio-Blend Compost \$30.00
- Natural Blend Compost \$30.00
- Asphalt Millings \$16.80 per yard or \$12.00 per ton

#### Other services

- Hauling – Inside City Limits: \$60/load up to 8 yards
- Hauling – Outside City Limits: \$80/load up to 8 yards
- Delivery distance will not exceed 5 miles past city limits.
- Service will be “dump and go”, no spreading

BILL NO. 2024-222, ORDINANCE NO. 12178 – AN ORDINANCE AMENDING COMPOST FACILITY PRODUCTS AND FEES AND INCORPORATING SAID FEES INTO THE CITY’S FEE SCHEDULE was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Final Passage – Motion by Foster, 2<sup>nd</sup> by Oldham. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

- Following a recommendation from the Missouri Department of Natural Resources, it is necessary plug and seal Water Well #7. The well has been out of service since 1993 due to lack of production and proximity to Water Well #9. After soliciting formal bids, Flynn Well Drilling Company submitted a proposal for \$30,990.25.

BILL NO. 2024-223, ORDINANCE NO. 12179 – AN ORDINANCE AUTHORIZING AN AGREEMENT TO PLUG AND SEAL WATER WELL NUMBER 7 was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Marshall. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

- Pettis County has announced their Local Municipality Infrastructure Improvement Grant Application for 2025. This resolution authorizes the Mayor or City Administrator to sign the application.



RESOLUTION NO. 2120 – A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE PETTIS COUNTY LOCAL MUNICIPALITY INFRASTRUCTURE IMPROVEMENT GRANT was read once by title and approved on motion by Foster, seconded by Oldham. All in Favor.

- The ultraviolet disinfection systems at the Central and Southeast Wastewater Treatment Plants have experienced electrical malfunctions, creating challenges in meeting environmental compliance requirements. Due to the age of the equipment, these systems are no longer supported by the manufacturer. Trojan Technologies, the original manufacturer and sole source provider of the systems, has quoted \$100,293.16 for the necessary replacements, including L33er Control Logix Processors, power supplies, and upgraded HMI.

BILL NO. 2024-224, ORDINANCE NO. 12180 – AN ORDINANCE APPROVING AND ACCEPTING A QUOTE FOR UV SYSTEM PURCHASE OF L33ER CONTROL LOGIX PROCESSORS, POWER SUPPLIES AND UPGRADED HMI was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

- The City of Sedalia is adopting the Vision Zero policy and the Safe Streets for Sedalia Action Plan to eliminate traffic deaths and serious injuries on city roads by 2032. This plan focuses on safer street design, education, enforcement, and equity to address areas in the community most in need of improvements. Adopting this plan aligns Sedalia with state and federal goals, including the Missouri Department of Transportation’s Show Me Zero program. It prioritizes data-driven safety improvements for vehicles, bicycles, and pedestrians while fostering community partnerships.

BILL NO. 2024-225, ORDINANCE NO. 12181 – AN ORDINANCE PROCLAIMING THE CITY OF SEDALIA’S COMMITMENT TO ELIMINATE TRAFFIC FATALITIES AND SERIOUS INJURY CRASHES BY 2032 AND THE ADOPTION AND IMPLEMENTATION OF THE SAFE STREETS FOR SEDALIA ACTION PLAN was read once by title.

2<sup>nd</sup> Reading – Motion by Foster, 2<sup>nd</sup> by Oldham. All in Favor.

Final Passage – Motion by Foster, 2<sup>nd</sup> by Oldham. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

- The Central WWTP Aeration Basin project, contracted with Burns & McDonnell, had an original substantial completion date of December 9, 2024. The contractor has diligently worked to progress the project; however, unforeseen delays in electrical equipment delivery caused by supply chain issues beyond their control have impacted the schedule. As a result, the contractor has requested a no-cost change order to extend the substantial completion date by 42 days, moving it to January 20, 2025.

BILL NO. 2024-226, ORDINANCE NO. 12182 – AN ORDINANCE AUTHORIZING CHANGE ORDER NO. 1 FOR TIME EXTENSION ON CENTRAL PLANT AERATION IMPROVEMENTS was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

**COMMUNITY DEVELOPMENT** – Chairwoman Rhiannon M. Foster; Vice Chairman Bob Cross

- On May 8, 2020, the City Council approved the creation of the Sedalia Redevelopment Corporation pursuant to Chapter 353, RSMo. The purpose of this amendment is to add the downtown area, consisting of 92 acres and 334 parcels, to the 353 Redevelopment Area. Adding this area will give the

Sedalia Redevelopment Corporation the ability to utilize the tools outlined in the original Urban Redevelopment Plan to remedy the blight and spur further reinvestment in the downtown area. BILL NO. 2024-227 – APPROVING A SUPERSEDING ADDENDUM TO SEDALIA REDEVELOPMENT CORPORATION’S REDEVELOPMENT AREA FOR THE DEVELOPMENT PLAN APPROVED ON MAY 18, 2020; AND DECLARING AN AREA DESCRIBED IN SUCH SUPERSEDING ADDENDUM TO BE A BLIGHTED AREA AND ITS REDEVELOPMENT NECESSARY FOR THE PRESERVATION OF THE PUBLIC PEACE, PROSPERITY, HEALTH, SAFETY, MORALS AND WELFARE was read once by title. 2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All in Favor.

Councilman Oldham suggested it may be beneficial to the public to briefly explain what the tax incentive is and that it is a tax abatement to property owners. All in the blighted area have the opportunity to take advantage of this tax incentive and increase property values.

James Newell, with Lauber Municipal Law stated that this particular 353 does not allow for tax abatement so it is merely a tool for the City to acquire blighted properties. Properties are acquired through City, State or Federal Funds. Mayor Dawson inquired if this allows for public funds to be spent to remedy homeowners and properties that are blighted. Mr. Newell stated that if another Corporation wished to apply they would have to do so and create a new Corporation. They could then apply for the specific tax abatement. Mayor Dawson inquired to clarify if the original Redevelopment plan included tax abatement. Mr. Newell stated that it did not. Mayor Dawson suggested tabling the Ordinance to the January 6, 2025 City Council meeting to allow time to review the Plan to clarify details.

Motion by Oldham, seconded by Foster to table the Ordinance to the January 6, 2025 City Council Meeting. All in Favor.

APPOINTMENTS: None

BIDS: Plug Water Well #7 – November 27, 2024; Small Sanitary Sewer Project A – December 2, 2024; Prairie Hollow Water and Sewer Main Extension – December 2, 2024

LIQUOR LICENSES:

The following renewal Liquor License was read and approved on motion by Oldham, seconded by Foster. All in Favor.

\*Adam McMillin dba Walmart Store No. 219, 3201 West Broadway, Packaged Liquor & Sunday Sales.

MISCELLANEOUS ITEMS FROM MAYOR/COUNCIL/ADMINISTRATOR:

Councilman Cross stated that some Citizen’s are not happy with the City. Sedalia is not a perfect City. He is aware that the consensus is that Council vote “Yes” consistently but asked if it would be wise to vote “no” to fixing issues, addressing safety for our Citizens and purchasing much needed equipment for Fire, Police, etc. all while addressing it with common sense. Councilman Cross invited Citizens to please approach City Council with any issues they have.

Councilman Hiller commended the Fire Department and Pettis County Fire Department for getting the recent Fire on Main Street under control. He stated how upsetting it was for some citizens on Facebook to insinuate that those buildings burned because the City wanted them. They are privately owned buildings. He asked that before Citizens post anything, be sure it is true.

GOOD & WELFARE:

Albert Reine, Jr, 1022 West 7<sup>th</sup>, stated that he’d like this election cycle to be celebrated. He has been praying for Mr. Oldham’s successes while on City Council. He’d like to see kindness return to City

Council. Code Enforcement has made a veteran homeless and hurt many others. He wants to see an end to Code Enforcement patrols and return to Citizen complaint basis.

Cory City, 1804 South Park, agrees that Sedalia is awesome but feels that many things have been shut down by City Government. The things Citizens want the City's no vote on are Golden Parachute contracts, the inclusion of indemnity or items like the 353 Redevelopment Plan that wasn't clarified or understood.

David Goodson, 1640 Hedge Apple Drive, stated that a nationwide search should be conducted to fill the role of City Administrator along with a citizen board to be included. Sedalia isn't happy with Council and that is why all four seats are being challenged. No response was given to the request for an update on the lawsuit between the County and City when asked.

Kevin Lujin, 408 West 22<sup>nd</sup>, thanked Councilman Bloess for standing up against Charter Government, also for working with City and County regarding the Road tax; Councilman Hiller who recently had hip surgery has been to Committee meetings; and Councilwoman Boggess who clearly isn't feeling well is present this evening. Mr. Lujin invited anyone who wants to present at Pachyderm club to do so. He asked Mayor Dawson to attend the Pachyderm meeting or any other open forum to have debate regarding where the City is headed.

Duane Dixon, 906 Sylvia, stated he owns 5 buildings on Main Street. Sedalia has a serious issue with its older buildings. He does not agree with doing away with Code Enforcement and stated that if you do, you will not have a town. He asked the City and Council to look at the new sidewalk installed in front of his buildings on Main.

Gary Lobaugh, 821 South Arlington, inquired about information on outgoing expenses with the Finance report. He would also like to see the tax on food dropped and don't have a Public Hearing and vote on an item on the same agenda.

Kathleen Boswell, 4400 South Park, commented that she has been on Council and knows half of existing Council very well and has had cordial conversations with Mayor Dawson. The general public is aware of the work you do and the materials you must review prior to meetings. She applauds the work done by Council.

Heather Slagle, no address given, stated she is present this evening in opposition to an agreement for employment that the City Administrator and legal wrote themselves. It does not bode well when in the past other positions, particularly in the Fire Department, have been eliminated. She encouraged Council to do what they are supposed to do.

Debbie Covington, 2601 East 12<sup>th</sup>, requests that all Council Committee meetings be live streamed. If City is discussing forming Businesses and Corporations, projects, future plans streaming will involve the public. When people work, it forces them to make records requests for minutes that are merely a summation and spend money on something that should be free of charge. With lack of transparency, it causes citizens frustration and many do turn to Facebook as a means to be heard. She encouraged Assistant City Administrator Matthew Wirt to assist the City in getting live steaming set up. It will result in transparency and is win-win for everyone.

Rene Vance, 19813 Tanglenook, announced that the Senior Center's Christmas Mystery Box fundraiser will take orders until Friday, December 20, 2024. Orders are \$20.00 and can be picked up between the hours of 10:00 AM and 2 PM on Tuesday, December 24, 2024. Also available is their brand-new



Quarterly menu fundraiser. It will be Sunday, January 12, 2025, 11 AM to 1 PM - \$12.00 Adults and \$5.00 Kids.

Harry Hoffert, 1408 South Barrett, stated that he does not agree with opposition to any future promotion of Deputy Fire Chief Daniel Shaw to Chief. He has spoke with several in the Fire Department and believes that the individual based on his knowledge and tenure, is best suited for the position. With that said, he does not believe in individuals writing their own exit plan and that appears to be what happened in the case of the City Administrator’s retirement.

Michelle Abney, 1800 East Harvey, stated she does not believe that citizens want Council to vote “no” on everything. The perception is that Council has given so much authority to Boards and Commissions and they make the decision and tell Council how to vote. Citizens would like to hear dialogue regarding subjects.

The meeting adjourned at 8:18 p.m. on motion by Oldham, seconded by Cross to a closed-door meeting in the upstairs conference room pursuant to subsections 1 (Legal Advice), 2 (Real Estate), 3 (Personnel) and 12 (Negotiated Contracts) of Section 610.021 RSMo. Roll Call Vote: Voting “Yes” were Robinson, Oldham, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

The regular meeting reopened at 9:47 p.m. on motion by Oldham, seconded by Robinson.

ROLL CALL:

Jack Robinson	Present	Bob Hiller	Present
Thomas Oldham	Present	Bob Cross	Present
Chris Marshall	Present	Rhiannon Foster	Present
Tina Boggess	Present	Steve Bloess	Present

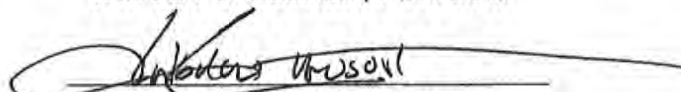
BUSINESS RELATED TO CLOSED DOOR MEETING:

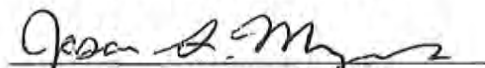
Motion by Oldham, seconded by Bloess to Authorize signature of Term Sheet for Memory Lanes. Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Hiller, Cross and Bloess. Voting “No” were Boggess and Foster.

Motion by Foster, seconded by Hiller to Authorize Job Description for Community Engagement Director. Roll Call Vote: Voting “Yes” were Robinson, Marshall, Boggess, Hiller, Cross, Foster and Bloess. Voting “No” was Oldham.

The regular meeting adjourned at 9:50 p.m. on motion by Oldham, seconded by Robinson. All in Favor.

THE CITY OF SEDALIA, MISSOURI

  
Andrew L. Dawson, Mayor

  
Jason S. Myers, City Clerk



**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE AMENDING THE MEMORANDUM OF UNDERSTANDING WITH BOTHWELL REGIONAL HEALTH CENTER FOR DIRECT BILL SERVICES.**

**WHEREAS**, the Mayor and Council deem it appropriate to make certain changes relating to the City of Sedalia's Worker's Compensation Direct Bill services through Bothwell Regional Health Center.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI**, as follows:

**Section 1.** The Memorandum of is amended to read as follows:

1. Services: "Hospital will render services to City employees, including Hospital employees, for employee wellness and workman's compensation programs (the Services)."
2. Reimbursement: "The City has budgeted and appropriated funds and will reimburse the Hospital for Services rendered to City employees, other than Hospital employees (services for Hospital employees will be paid for out of Hospital resources as an enterprise fund) as follows: Medicare Rates plus 10%; or
  - a. Should the services not be on the Medicare Fee Schedule, the City will pay 50% of billed charges.
  - b. Should the services not be on the Medicare Fee Schedule, the City will pay 50% of billed charges.
  - c. **METHOD OF REIMBURSEMENT:** "The CITY OF SEDALIA will reimburse Bothwell Regional Health Center for services rendered to Wellness and Workman's Compensation the following:

50% of Billed Charges

**Section 2.** The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the memorandum of understanding in substantively the same form and content as it has been proposed.

**Section 3.** The City Clerk is hereby directed to file in his office a duplicate or copy of the memorandum of understanding after it has been executed by the parties or their duly authorized representatives.

**Section 4.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Andrew L. Dawson, Mayor

ATTEST:

\_\_\_\_\_  
Jason S. Myers  
City Clerk

December 31, 2024

Interim City Administrator Wirt,

Last year it was brought to our attention that there were several services that were being completed outside of the Bothwell Health system for Worker's Compensation (WC) injuries.

After several talks with the Hospital and MEM – Missouri Employers Mutual, the City's WC provider, we understood that the hospital was not apart of their network through OneCall.

To try and keep services local, we have discussed with the Hospital a direct pricing MOU to include in which the following was approved by City Council later November, 2023.

5. Services: Hospital will render services to City employees, including Hospital employees, for employee wellness and workman's compensation programs (the Services).
6. Reimbursement: The City has budgeted and appropriated funds and will reimburse the Hospital for Services rendered to City employees, other than Hospital employees (services for Hospital employees will be paid for out of Hospital resources as an enterprise fund) as follows:
  - a. Medicare Rates plus 10%; or
  - b. Should the services not be on the Medicare Fee Schedule, the City will pay 50% of billed charges.

It is recommended that we add the additional language to the contract as #6(c):

1. METHOD OF REIMBURSEMENT: The CITY OF SEDALIA will reimburse Bothwell Regional Health Center for services rendered to Wellness and Workman's Compensation the following

50% of Billed Charges

Staff recommends entering amending the MOU with Bothwell.

Sincerely,

Shannon Ramey-Trull, Human Resources Director

**Memorandum of Understanding between  
Bothwell Regional Health Center  
and the City of Sedalia, Missouri  
for the Provision of Wellness and Workman's Compensation Services**

This Memorandum of Understanding ("MOU") effective as of this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Bothwell Regional Health Center ("Hospital") and the City of Sedalia, Missouri ("City") (Collectively referenced as "the Parties") regarding the provision of services to Employee Wellness and Worker's Compensation patients. The Parties acknowledge that their understanding of this relationship is as follows:

1. City is a city of the third classification operating pursuant to the Revised Statutes of Missouri, including particularly, Chapter 77, RSMo.
2. Hospital is a municipal health care facility operating pursuant to the Revised Statutes of Missouri, including particularly, 96.150, RSMo. through 96.229, RSMo.
3. It is understood by the Parties that the Hospital was created by the voters of Sedalia, is governed by the Board of Trustees as selected by the City, and is not a body corporate and politic separate from the City.
4. Term of MOU: This MOU shall be in full force and effect beginning on \_\_\_\_\_ for one calendar year or 12 months. This MOU will automatically renew on each subsequent renewal date for an additional twelve (12) months.
5. Services: Hospital will render services to City employees, including Hospital employees, for employee wellness and workman's compensation programs (the Services).
6. Reimbursement: The City has budgeted and appropriated funds and will reimburse the Hospital for Services rendered to City employees, other than Hospital employees (services for Hospital employees will be paid for out of Hospital resources as an enterprise fund) as follows:
  - a. Medicare Rates plus 10%; or
  - b. Should the services not be on the Medicare Fee Schedule, the City will pay 50% of billed charges.
  - c. Method of Reimbursement: The City of Sedalia will reimburse Bothwell Regional Health Center for services rendered to Wellness and Workman's Compensation the following:
    - i. 50% of Billed Charges

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

CITY OF SEDALIA

BOTHWELL REGIONAL HEALTH  
CENTER

\_\_\_\_\_  
Andrew Dawson, Mayor

\_\_\_\_\_  
By:  
Title:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
By:



**CITY COUNCIL  
OF THE CITY OF SEDALIA, MISSOURI**

**RESOLUTION NO. \_\_\_\_\_**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI,  
STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE  
THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2025.**

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**WHEREAS**, Section 67.010 of the Revised Statutes of Missouri requires each political subdivision of the State of Missouri ("State") to prepare an annual budget and establishes the requirements for that budget; and

**WHEREAS**, the City of Sedalia, Missouri ("City"), is a city of the third classification created pursuant to Chapter 77, RSMo, and is a political subdivision of the State of Missouri; and

**WHEREAS**, the City Council of the City adopted and approved the City's annual budget for Fiscal Year 2025 in accordance with the requirements of Section 67.010, RSMo, by Ordinance No. 11990 on March 18, 2024, and

**WHEREAS**, Sections 67.030 and 67.040 authorize and provide a procedure for the City Council to amend the City's annual budget to increase expenditures in any fund; and

**WHEREAS**, expenses for City's operations for Fiscal Year 2025 have been higher than budgeted, but do not exceed revenues plus the City's unencumbered balance brought forward from previous years; and

**WHEREAS**, the City Council of the City desire to state the facts and reasons necessitating an amendment to increase certain expenditures in the Fiscal Year 2025 annual budget.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:**

**Section 1.** Expenditures from the City's General Fund must be increased by a total of \$28,150 above the amount authorized in the adopted annual budget for Fiscal Year 2025. An amendment to increase said budget is necessary for the following facts and reasons:

- A. Recruiting services for City Administrator vacancy.

**Section 2.** This Resolution shall take effect immediately upon its execution by the Mayor or otherwise as provided by law.

**PASSED** by the City Council of the City of Sedalia, Missouri, on January 6, 2025

\_\_\_\_\_  
Presiding Officer of the Council

ATTEST: \_\_\_\_\_  
Jason S. Myers, City Clerk

**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2024-2025  
REGARDING PERSONNEL RECRUITING SERVICES.**

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
SEDALIA, MISSOURI** as follows:

**Section 1.** The 2024-2025 fiscal year budget beginning April 1, 2024 and ending March 31, 2025 is hereby amended to modify certain budgeted line items as they appear on the attached schedule and made a part hereof as Exhibit A as if fully set out herein.

**Section 2.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Andrew L. Dawson, Mayor

ATTEST:

\_\_\_\_\_  
Jason S. Myers  
City Clerk

Exhibit A  
 City of Sedalia  
 FY25 Budget Amendment 1/6/2025 Personnel Recruiting Services

Account / Description	Current Budget	Change	Amended Budget	Comments
<b>Expenditures / Uses of Funds</b>				
10-08-230-05 Misc Professional Fees	12,425.00	25,650.00	38,075.00	Recruiting Services
10-08-213-00 Advertising	1,500.00	2,500.00	4,000.00	Ad Placements
<b>Total Expenditure Change</b>		<u>28,150.00</u>		
		<u>(28,150.00)</u>		<b>Net Increase (Decrease) in Projected Fund Balance</b>

**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AN AGREEMENT FOR EXECUTIVE RECRUITMENT SERVICES.**

**WHEREAS**, the City of Sedalia, Missouri, has received a proposal from Strategic Government Resources, Inc. to complete a nationwide search for a City Administrator; and

**WHEREAS**, under the proposal, the City of Sedalia, Missouri, shall pay the sum and amount of Twenty-eight Thousand One Hundred Fifty Dollars (\$28,150.00) for said services as more fully described in the agreement attached to this ordinance and incorporated by reference herein.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI** as follows:

**Section 1.** The Council of the City of Sedalia, Missouri, hereby authorizes the agreement by and between the City of Sedalia, Missouri and Strategic Government Resources, Inc. as presented.

**Section 2.** The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the agreement in substantively the same form and content as it has been proposed.

**Section 3.** The City Clerk is hereby directed to file in his office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

**Section 4.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 6<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Andrew L. Dawson, Mayor

ATTEST:

\_\_\_\_\_  
Jason S. Myers  
City Clerk





## *City of Sedalia*

Human Resources Department  
200 S. Osage  
Sedalia, MO 65301  
(660) 827-3000 [www.sedalia.com](http://www.sedalia.com)

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December 31, 2024

Interim City Administrator Wirt,

In an effort to ensure a fair and transparent City Administrator search, the Human Resources Department is requesting to partner with a 3<sup>rd</sup> party Recruitment Firm, Strategic Government Resources (SGR) to complete a nationwide search.

Attached is the complete scope of services. The executive full-service recruitment search has a cost not to exceed (with the exception of any candidate(s) travel) \$28,150.

The HR department is requesting the approval of the SGR executive full-service contract as well as a budget amendment for the \$28,150.

Sincerely,

Shannon Ramey-Trull  
Human Resources Director

**Agreement for Executive Recruitment Services ("PROJECT")  
to City of Sedalia, Missouri ("CLIENT") between  
CLIENT and Strategic Government Resources, Inc., DBA SGR ("SGR")**

SGR and CLIENT (together, "Parties") agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

**1. SGR promises and agrees:**

- A. To perform the services described in SGR's Proposal for PROJECT dated December 23, 2024 ("PROPOSAL") substantially in the timeframe projected in the PROPOSAL.
- B. To honor the Placement Guarantee stated in the PROPOSAL.
- C. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

**2. CLIENT promises and agrees:**

- A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.
- B. To timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening and interviews; failure to do so may, in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.
- C. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR's reasonable discretion, extend timelines and can negatively impact the outcome of the process.
- D. To refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- E. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.
- F. That if CLIENT receives an open records request related to this PROJECT, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt and that CLIENT shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to CLIENT releasing the required information with protected information redacted.
- G. To directly reimburse finalists for travel-related expenses relating to in-person interviews.
- H. That CLIENT is ultimately responsible for candidate selections and CLIENT will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation,

national origin, disability, marital status, or any other basis that is prohibited by federal, or applicable state, or local law.

- I. To comply with the Fair Credit Reporting Act.
- J. To cooperate with SGR and not impede SGR from performing its obligations to CLIENT.

**3. Additional Terms and Conditions:**

- A. The PROPOSAL is incorporated herein for all purposes including all terms defined therein, but if there is any conflict or inconsistency between the terms or conditions of this Agreement, this Agreement controls.
- B. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.
- C. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.
- D. Remedies
  - i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.
  - ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to successfully perform its obligations, including identifying and attracting qualified candidates. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.
- E. CLIENT acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects through the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates with whom SGR may be having conversations as part of the recruitment process, may be damaging to the prospects, CLIENT, and SGR. Accordingly, CLIENT acknowledges and, to the extent permitted by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with CLIENT.
- F. There are no third-party beneficiaries to this Agreement.
- G. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.
- H. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations,

understandings, or agreements pertaining to this PROJECT. This Agreement can be modified only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.

- I. This Agreement will be governed by the substantive laws of the State of Missouri without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Pettis County of the State of Missouri.
- J. To the extent it may be permitted to do so by applicable law, CLIENT does hereby agree to defend, hold harmless, and indemnify SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken by SGR, its officers, employees, and contractors, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of SGR acting within the course and scope of SGR's engagement with CLIENT; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that SGR committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of SGR's legal counsel shall be with the mutual agreement of SGR and CLIENT if such legal counsel is not also CLIENT's legal counsel. A legal defense may be provided through insurance coverage, in which case SGR's right to agree to legal counsel provided will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or SGR's engagement with CLIENT.
- K. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.
  - i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.
  - ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

**Legal Notices:**

**SGR**

Attn: Melissa Valentine, Corporate Secretary  
PO Box 1642  
Keller, TX 76244  
[Melissa@GovernmentResource.com](mailto:Melissa@GovernmentResource.com)

**CLIENT**

Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROJECT Representative:**

**SGR**

Jeri J. Peters  
President of Executive Recruitment  
JJPeters@GovernmentResource.com  
817-337-8581

**CLIENT**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Billing and Invoicing:**

**SGR**

Attn: Finance  
Finance@GovernmentResource.com  
817-337-8581

**CLIENT**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

- L. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, information disclosure, placement guarantee, and any representations and warranties survive this Agreement.
- M. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party's respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.
- N. Time is of the essence to this Agreement.
- O. This Agreement may be executed in counterparts which together will comprise the Agreement.
- P. This Agreement is subject to appropriation of funds by CLIENT.

**Strategic Government Resources, Inc., DBA SGR**

**CLIENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Printed Name: Jeri J. Peters

Printed Name: \_\_\_\_\_

Title: President of Executive Recruitment

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# **PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES**

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**City Administrator  
City of Sedalia, Missouri**

**December 23, 2024**

**This proposal is valid for 60 days**

Strategic Government Resources  
P.O. Box 1642, Keller, Texas 76244  
Office: 817-337-8581

JJ Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)





December 23, 2024

Hon. Mayor Andrew Dawson and City Council  
City of Sedalia, Missouri

Dear Mayor Dawson and Council Members,

Thank you for the opportunity to submit this proposal to assist the City of Sedalia in your recruitment for a new City Administrator. At SGR, we take pride in our unique ability to provide personalized and comprehensive recruitment services to meet your specific needs.

We would like to highlight some key aspects that set SGR apart from other recruitment firms and enable us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR has conducted executive recruitments for over 450 local government clients in 37 states, and we value the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.
- We have a broad community of over 19,000 followers on LinkedIn, one platform we utilize to connect with a wide range of active and passive candidates across the nation.
- Our Servant Leadership e-newsletter, with a subscriber base of over 35,000 in all 50 states, announces all SGR recruitments, further extending our reach. Your position will also be posted on SGR's website and our Job Board.
- In addition, SGR sends targeted emails to our opt-in Job Alert subscriber database including over 5,000 city and county management professionals.

We are happy to provide references upon request. We are enthusiastic about the prospect of conducting this recruitment for the City of Sedalia, and we are available to schedule a meeting at your convenience to discuss further.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)

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## About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 28 full-time employees, 27 recruiters, 16 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Montana, Nevada, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

View all SGR team members and their bios at: <https://sgr.pub/MeetTeamSGR>.

## **SGR's Unique Qualifications**

### **Extensive Network of Prospects**

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 35,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City & County Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

### **Collective Local Government Experience**

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

### **Listening to Your Unique Needs**

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.



While we have established systems for achieving success, we are a “boutique” firm capable of adapting to meet a client’s specific needs and providing insights on the pros and cons of their preferred approach.

#### **Trust of Candidates**

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

#### **Accessibility and Communication**

Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

#### **Comprehensive Evaluation and Vetting of Candidates**

SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process for a full-service recruitment includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded one-way semifinalist interviews.
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

#### **Executive Recruitment Clients**

SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>.

## DEI in Recruitments

SGR is deeply committed to equal employment opportunity and considers it an ethical imperative. We unequivocally reject any form of bias, expecting that candidates be assessed solely based on their ability to perform the job. Encouraging underrepresented demographic groups to apply is a vital aspect of our commitment. While we cannot guarantee the composition of semifinalist or finalist groups, SGR actively fosters relationships and contacts on a national scale to ensure meaningful participation of underrepresented groups. Our recruitment process is consistently evaluated and refined to incorporate a focus on equity and inclusion.

Statistics are a testament to our commitment to diversity and inclusion. In our 2023 placements, 31% of candidates were female and 23% indicated they were a person of color. Our internal hiring practices are designed to attract diverse talent from various backgrounds and experiences. We understand the importance of words, ensuring our recruitment materials are inclusive and reflect an equity-focused perspective.

We also actively recommend advertising placements to attract a diverse applicant pool, leveraging partnerships with organizations such as the League of Women in Government, the Local Government Hispanic Network, and the National Forum of Black Public Administrators. Tracking candidate demographic data helps us proactively recruit traditionally underrepresented candidates for senior management positions in local government. We welcome feedback from our clients and candidates, using post-recruitment surveys to refine our processes and outcomes.

## Project Personnel

### **Kevin Knutson, Senior Vice President**

[KevinKnutson@GovernmentResource.com](mailto:KevinKnutson@GovernmentResource.com)  
727-754-0407



Kevin Knutson joins SGR with more than 30 years of experience in local government. He is considered a national expert in local government performance management, long-term financial planning, and strategic communications.

Most recently Kevin served as an Assistant County Administrator for Pinellas County, Florida. There he oversaw the Department of Administrative Services, Office of Management & Budget, Communications, Construction Services, Pinellas County Economic Development, Visit St. Pete/Clearwater, and the St. Pete/Clearwater International Airport. His prior municipal experience includes serving as interim City Manager, Assistant City Manager, and Director of Community Relations in Reno, Nevada. He was also the Director of Communications and Marketing, as well as Budget & Strategic Planning Manager for Coral Springs, Florida. In Coral Springs, he was part of a team that implemented quality management practices that led to the City being the first local government to earn the Malcolm Baldrige National Quality Award.

Before joining Pinellas County, Kevin worked for Envisio, a private sector software company known for its extensive work with local governments. As Vice President of Planning & Performance Solutions he helped local governments implement strategy, and track and report performance. He also served as Regional Vice President for Management Partners, a government consulting firm, where he oversaw all the firm's activities on the East Coast. In that role, he specialized in facilitating governance and strategic planning projects.

An ICMA-credentialed manager, in 2020, Kevin was named one of the top local government influencers in the nation by Engaging Local Government Leaders (ELGL). He previously earned recognition as Communicator of the Year by the City-County Communications and Marketing Association.

A career-long proponent of servant leadership in local government, Kevin is committed to listening to and empowering team and community members, making decisions that are transparent and inclusive, and being a champion for continuous learning and improvement. He takes pride in demonstrating integrity, humility, and a commitment to service.

# Approach and Methodology

A full-service recruitment typically entails the following steps:

**1. Organization/Position Insight and Analysis**

- Project Kickoff Meeting and Develop Anticipated Timeline
- Stakeholder Interviews and Listening Sessions
- Develop Recruitment Brochure

**2. Recruitment Campaign and Outreach to Prospective Applicants**

- Advertising and Marketing
- Communication with Prospective Applicants
- Communication with Active Applicants

**3. Initial Screening and Review by Executive Recruiter**

**4. Search Committee Briefing to Review Applicant Pool and Select Semifinalists**

**5. Evaluation of Semifinalists**

- Written Questionnaires
- Recorded One-Way Semifinalist Interviews
- Media Searches - Stage 1, as described below

**6. Search Committee Briefing to Select Finalists**

**7. Evaluation of Finalists**

- Comprehensive Media Searches - Stage 2, as described below
- Background Investigation Reports
- DiSC Management Assessments (if desired, supplemental cost)
- First Year Plan or Other Advanced Exercise
- Press Release Announcing Finalists (if requested)

**8. Interview Process**

- Face-to-Face Interviews
- Stakeholder Engagement (if desired)
- Deliberations
- Reference Checks (may occur earlier in process)

**9. Negotiations and Hiring Process**

- Determine Terms of an Employment Offer
- Negotiate Terms and Conditions of Employment
- Press Release Announcing New Hire (if requested)

## **Step 1: Organization/Position Insight and Analysis**

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### **Project Kickoff Meeting and Develop Anticipated Timeline**

SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

### **Stakeholder Interviews and Listening Sessions**

Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding of your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

### **Develop Recruitment Brochure**

After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

## **Step 2: Recruitment Campaign and Outreach to Prospective Applicants**

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### **Advertising and Marketing**

The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 35,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

### **Communication with Prospective Applicants**

SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes.



As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of the organization, and it is an area in which SGR excels.

### **Communication with Active Applicants**

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

### **Step 3: Initial Screening and Review by Executive Recruiter**

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SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

### **Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists**

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At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

### **Step 5: Evaluation of Semifinalists**

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The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

#### **Written Questionnaires**

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

#### **Recorded One-Way Semifinalist Interviews**

Recorded one-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

#### **Media Searches - Stage 1**

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

#### **Step 6: Search Committee Briefing to Select Finalists**

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Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

## **Step 7: Evaluation of Finalists**

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### **Comprehensive Media Searches - Stage 2**

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate’s press coverage throughout their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

### **Background Investigation Reports**

Through SGR’s partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

### **DiSC Management Assessments (if desired, supplemental cost)**

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate’s preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate’s preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

### **First-Year Plan or Other Advanced Exercise**

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

## **Step 8: Interview Process**

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### **Face-to-Face Interviews**

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

### **Stakeholder Engagement**

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

### **Deliberations**

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite one or more candidates for a second interview.

### **Reference Checks**

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.



## **Step 9: Negotiations and Hiring Process**

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### **Determine Terms of an Employment Offer**

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

### **Negotiate Terms and Conditions of Employment**

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

### **Press Release (if requested)**

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

### **Satisfaction Surveys**

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SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

### **Post-Hire Services**

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As part of our commitment to ensuring long-term success, SGR is pleased to offer a complimentary, four-hour, leadership development workshop for your organization within 12 months of the successful completion of the executive search. SGR Executive Recruitment clients would be responsible for the travel costs associated with facilitation only—no professional fee (a cost savings of up to \$4,750)! Leadership development workshops are designed to support the newly appointed leader and foster a servant leadership culture within your team, enhancing collaboration and alignment across the organization. Standard leadership development workshops include the following topics:

- Creating a Servant Leadership Culture
- Governance
- Team Building
- Strategic Planning
- Strategic Visioning

For additional information on our leadership development workshops, please email [training@governmentresource.com](mailto:training@governmentresource.com) or visit <https://www.governmentresource.com/leadership-development-training-resources/workshops-retreats>

We offer additional post-hire services such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit <https://www.governmentresource.com/leadership-development-training-resources>.

## Typical Timeline \*

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted.

Initial Steps Prior to Posting Position:	
<ul style="list-style-type: none"> <li>• Contract Execution</li> <li>• Kickoff Meeting to Discuss Recruitment Strategy and Timeline</li> <li>• Organization/Position Insight and Analysis</li> <li>• Stakeholder Interviews and Listening Sessions</li> <li>• <b>Deliverable:</b> Draft Recruitment Brochure</li> <li>• <b>Deliverable:</b> Recommended Ad Placements</li> <li>• Organization Approves Ad Placements</li> <li>• Search Committee Reviews and Approves Brochure</li> </ul>	<p><i>Timing varies and usually takes a minimum of 2-3 weeks.</i></p>

Task	Week
<ul style="list-style-type: none"> <li>• Post Position and Firm up Timeline</li> <li>• Recruitment Campaign and Outreach to Prospective Applicants</li> <li>• Initial Screening and Review by Executive Recruiter</li> </ul>	Weeks 1-4
<ul style="list-style-type: none"> <li>• Search Committee Briefing to Review Applicant Pool and Select Semifinalists</li> </ul>	Week 5
<ul style="list-style-type: none"> <li>• Questionnaires</li> <li>• Recorded One-Way Semifinalist Interviews</li> <li>• Media Searches - Stage 1, as described in Approach/Methodology</li> </ul>	Week 6
<ul style="list-style-type: none"> <li>• <b>Deliverable:</b> Semifinalist Briefing Books via Electronic Link</li> <li>• <b>Deliverable:</b> Recorded Online Interviews, if applicable</li> </ul>	Week 7
<ul style="list-style-type: none"> <li>• Search Committee Briefing to Select Finalists</li> </ul>	Week 8
<ul style="list-style-type: none"> <li>• Comprehensive Media Searches - Stage 2, as described in Approach/Methodology</li> <li>• Background Investigation Reports</li> <li>• Disc Management Assessments (if desired, supplemental cost)</li> <li>• First-Year Plan or Other Advanced Exercise (if desired)</li> </ul>	Weeks 9-10
<ul style="list-style-type: none"> <li>• <b>Deliverable:</b> Finalist Briefing Books via Electronic Link</li> </ul>	Week 11
<ul style="list-style-type: none"> <li>• Face-to-Face Interviews</li> <li>• Stakeholder Engagement (if desired)</li> <li>• Deliberations</li> <li>• Reference Checks (may occur earlier in process)</li> <li>• Negotiations and Hiring Process</li> </ul>	Week 12

\* Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.

## Fee Proposal

**Not-to-Exceed Price: \$28,150**

**Not-to-Exceed Price is comprised of:**

- **Fixed Fee of \$25,650** (*reflects \$750 discount*)
- **Up to \$2,500 in Ad Placements (billed at actual cost)**

**The Fixed Fee includes:**

- Stakeholder Interviews and Listening Sessions
- Production of a Professional Recruitment Brochure
- Recruitment Campaign and Outreach:
  - Outreach to Prospective Applicants
  - Custom Graphics for Email and Social Media Marketing
  - Announcement in SGR's Servant Leadership e-Newsletter
  - Post on SGR's Website
  - Ad on SGR's Job Board
  - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
  - Promotion on SGR's LinkedIn
- Application Management, Screening, and Evaluation
- Semifinalist Evaluation:
  - Questionnaires for up to 15 Semifinalists
  - Recorded One-Way Interviews for up to 15 Semifinalists
  - Media Searches – Stage 1 Reports for up to 15 Semifinalists
- Semifinalist Briefing Books via Electronic Link
- Comprehensive Stage 2 Media Reports for up to Five (5) Finalists
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- Up To Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

**Reimbursable Expenses included in the not-to-exceed price:**

- Ad placements up to \$2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

**Reimbursable Expenses not included in the not-to-exceed price:**

- Ad placements over and above \$2,500 will be billed back at actual cost with no markup for overhead.

**Supplemental Services/Other Expenses not included in the fixed or not-to-exceed price:**

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.
- At your request, SGR can conduct an online stakeholder survey for \$1,500 to help identify key issues or priorities that you may want to consider prior to launching the search. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the Organization. Please note that this type of survey may extend the recruitment timeline.
- Online interviews over and above the 15 included in the Fixed Fee - \$250 per candidate.
- Additional comprehensive stage 2 media reports over and above the maximum of five (5) included in the fixed price above - \$750 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - \$500 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the fixed price above - \$250 per candidate.
- DiSC Management assessments - \$175 per candidate.
- Semifinalist and finalist briefing materials will be provided to the Organization via an electronic link. Should the Organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits by the recruiter over and above the two (2) onsite visits included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of \$1,000 per day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- SGR Executive Recruitment clients wishing to utilize the complimentary leadership development workshop would be responsible for the travel costs associated with facilitation only. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the then-current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.



- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

**Billing**

SGR will bill the fixed fee in four (4) installments: 30% upon contract execution, 30% after the applicant pool is presented, 30% after finalist interviews, and 10% upon acceptance of employment. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

## Terms and Conditions

- The organization agrees not to discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.
- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

## Placement Guarantee

SGR is committed to your satisfaction with the results of our full service recruitment process. If, for any reason, you are not satisfied, we will repeat the entire process one additional time, and you will be charged only for expenses as described in the Fee Proposal under Supplemental Services. Additionally, we promise not to directly solicit any candidate selected under this engagement for another position while they are employed with your organization.

In the event that you select a candidate fully vetted by SGR, who subsequently resigns or is released for any reason within 12 months of their hire date, we are committed to conducting a one-time additional executive search to identify a replacement. In this case, you will only be charged for related expenses as described in the Fee Proposal.

If your organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee will be null and void. Additionally, SGR does not provide a guarantee for candidates placed as a result of a partial recruitment effort or limited scope recruitment.

## City & County Management Recruitments, 2019-Present

### In Progress

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- Corsicana, Texas (pop. 25,000) – City Manager
- Heath, Texas (pop. 10,400) – City Manager
- Marshall, Texas (pop. 23,500) – City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Miami, Oklahoma (pop. 13,000) - City Manager
- New Smyrna Beach, Florida (pop. 32,000) - City Manager
- Perryton, TX (pop. 8,500) - City Manager
- Scarsdale, New York (pop. 18,000) - Village Manager
- Springfield, Missouri (pop. 170,100) - City Manager
- Treasure Island, Florida (pop. 6,500) - City Manager

### 2024

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- Coffeyville, Kansas (pop. 9,000) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- DuPont, Washington (pop. 10,000) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Leander, Texas (pop. 80,000) - City Manager
- Leavenworth, Kansas (pop. 37,000) – City Manager
- Manhattan, Kansas (pop. 55,000) – City Manager
- Medford, Oregon (pop. 90,000) - City Manager
- Orono, Maine (pop. 11,000) - Town Manager
- San Juan County, Washington (pop. 18,000) - County Manager
- Topeka, Kansas (pop. 125,000) - City Manager
- New Rochelle, New York (pop. 82,000) – City Manager
- St. Joseph, Missouri (pop. 72,000) – City Manager

### 2023

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- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 33,000) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager

- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Laredo, Texas (pop. 256,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

## 2022

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- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager

- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

## 2021

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- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator



## 2020

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- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

## 2019

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- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager

- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator



# CITY ADMINISTRATOR

WILLISTON, NORTH DAKOTA



EXECUTIVE  
RECRUITMENT  
PROVIDED BY  SGR



## THE COMMUNITY

Located at the confluence of the Yellowstone and Missouri Rivers, Williston, North Dakota is recognized as a regional center for business, leisure, and economic development. Serving as the largest City and the seat of Williams County, Williston is the primary retail and trade center for the area's roughly 40,950 residents. The City has experienced explosive growth over the last decade due to increased activity in the oil and gas industry and is now the sixth-largest City in North Dakota. The City has grown over 125% since 2010, jumping from a population of 12,120 to over 29,000 today. The City boasts extraordinary historic sites, world-class hunting and fishing, and beautiful national and state parks.

Due to its proximity to the upper end of the Lake Sakakawea reservoir, the Williston area has been a thriving commerce center for centuries, earning the nickname "Boomtown" early on in its history. It was a gathering place for the earliest inhabitants of the plains and a rendezvous point for fur traders and explorers. It has drawn together generations of agricultural producers. Today, with the Bakken oil formation, Williston is home to hardworking residents making North Dakota the nation's third-largest oil-producing state.

As the center of the Williston basin, Williston's economy is built on oil, agriculture, and tourism. It is home to over 200 oil service companies. Several of the top ten oil service companies in the world

have operations in Williston, including Grayson Mill Energy, Chord Energy, and Liberty Energy. Other key area businesses include AGT Foods (United Pulse), Sabin Metal, and Leonardite Products.

The City has aggressively pursued development and improvement opportunities including over \$1 billion in capital projects involving a new wastewater treatment plant, surface transportation projects, public safety building expansions, various quality-of-life improvements, and the relocation and construction of the new \$318 million Williston Basin International Airport.

Notable area private sector economic developments that have recently been announced that represent the area's second wave of diversification include: the \$1.9 billion, 700 MW Atlas Power Data Center, \$2.8 billion Cerilon Gas-to-Liquids Carbon Capture Facility, the Crusoe Energy Systems "Green Bitcoin Mining" Center, and the \$1 billion Wellspring Hydro operation that converts Bakken produced water into caustic soda, hydrochloric acid, calcium chloride, lithium, and other products.

Leisure, recreation, and cultural opportunities abound in Williston. The amazingly designed course of the Links of North Dakota appeals to golfers of every skill level and has been ranked one of the Top 100 Modern Courses by Golf Week. Residents and visitors alike marvel at the \$74 million Williston



## THE COMMUNITY, continued

Area Recreation Center (ARC) which provides opportunities to participate in virtually any sport and activity, including indoor surfing, zero-depth pool, water slides, and lazy river. Hikers and water sport enthusiasts enjoy the self-guided nature trails and marina at Lewis and Clark State Park. Fishing in the Missouri and Yellowstone Rivers and Lake Sakakawea is a popular past-time amongst visitors and residents and there are ample opportunities for hunting waterfowl, small and upland game, pronghorn, and mule deer. There are abundant pursuits to enjoy during the winter months including ice fishing, indoor archery, and curling facilities, and two indoor ice arenas for youth and adult hockey and skating activities.

The James Memorial Art Center is housed in what was once the City's first library and features professional art exhibits, art education for adults and children, and provides a venue for community functions and events. Other historical sites of interest include the Fort Union Trading Post, Fort Buford, and the Missouri-Yellowstone Confluence Interpretive Center. Entertainment, Inc! is a local non-profit arts organization that offers artistic entertainment, programs, and services to provide an educational outlet for individuals and groups within the community and is the leading arts and cultural leader for the region.

Williston's K-12 education needs are met by the Williston Basin School District No. 7, which is the result of a 2021 merger between Williams County School District No. 8 and Williston Public School District No. 1. The District includes the \$6.2 million ASB Innovation Academy where students can work with one another and learn about real-world situations and opportunities in a high-tech learning environment. Area private schools include Williston Trinity Christian School, serving K-12, and St. Joseph's Catholic School, serving K-6.

For those seeking higher education, Williston State College (WSC) operates a two-year public community college in the North Dakota University System that offers associate degrees in the arts, sciences, and applied sciences. In addition, WSC has one- and two-year technical programs in areas such as agriculture, nursing, IT, petroleum and welding. The college is one of eleven institutions under the jurisdiction of the North Dakota State Board of Higher Education. Williston State College Foundation offers scholarships to cover tuition and fees for eligible high school graduates and GED's earned in qualifying counties in both North Dakota and Montana.

The City is within easy distance of several excellent healthcare facilities. Located in Williston, CHI St. Alexius Health is a fully accredited Joint Commission Critical Access medical facility equipped with advanced medical technology and staffed by a team of skilled healthcare professionals providing comprehensive hospital and clinical services to the region. Trinity Health is a nonprofit, integrated healthcare system that serves northwest/central North Dakota and Eastern Montana. Trinity Health (Western Dakota) Clinic in Williston offers a wide range of services. The City and Sanford Health also recently announced the decision for Sanford to build a new hospital and clinic in Williston Square, furthering access to health care treatment in the area.

The City's median household income is \$95,080 and the median home value is \$251,340.



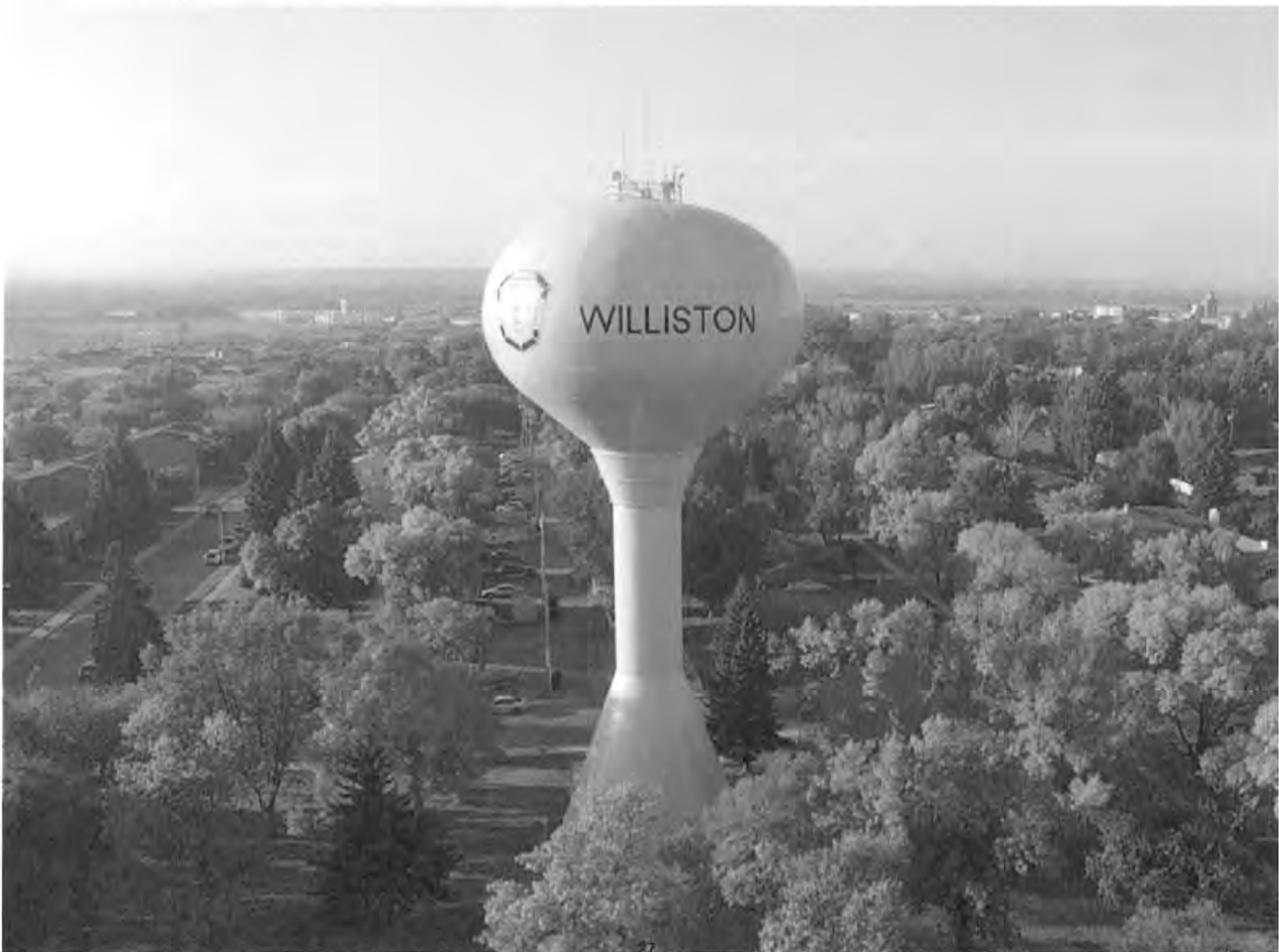


## GOVERNANCE & ORGANIZATION

The City of Williston operates under the governance of a Commission, made up of five members, one of which is the President or Mayor. Members are elected at large and serve four-year terms with no limits. The Commission is the legislative body of the City and is responsible for taxation, appropriations, ordinances, and other general functions. Individual Commissioners are assigned executive responsibility for specific portfolios of municipal functions, such as Airport, Building, Planning & Zoning, Water & Sewer, Finance, Police, Fire/Ambulance, Engineering, Streets, Sanitation, and Cemetery. City Departments include Finance, Planning & Zoning, Building, Economic Development, Police, Fire/Ambulance, Public Works, and Engineering. (The Parks System is governed and operated by the separate Williston Parks & Recreation District.) The Mayor & City Commission appoints the City Administrator who coordinates the day-to-day operations of the municipal operation.

Following the community's recent tremendous growth Williston has recognized the benefits of appointing a professional City Administrator to assist in running the day-to-day operations of the City. The City Commission previously established the Administrator position to proactively manage the day-to-day operations of the municipal organization that provides a highly diverse mix of services. The inaugural City Administrator successfully served the community for six years and is relocating to another state.

The full-service City employs roughly 400 staff members and operates with a FY 2023 Annual City Budget of \$153.8 million (\$38 million General Fund), which is supported in part by local sales tax, property tax, and gross oil and gas production tax.





## ABOUT THE POSITION

The City Administrator position was created in 2016 with the responsibilities to include the planning, management, coordination, and administrative oversight of the municipal operations and coordination of City Departments and outside agencies. The Administrator supervises Department Heads/Appointive Officers and ensures the completion of all reports and correspondences required by State and Federal rules and regulations. Direct reports include the following Directors: Finance/Auditor, Airport, Economic Development, Police Chief, City Engineer, Public Works, Fire Chief, Human Resources, Communications, Library, Development Services, and an Executive Assistant.

### **A highlight of the key responsibilities of the City Administrator includes the following:**

- Establishes goals and objectives for all Departments in conjunction with the designated portfolio Commissioner and the applicable retained appointive officer.
- Coordinates the development of the City's Annual Budget and related operational goals, objectives, and performance, and monitors the City's financial status in conjunction with the Finance Director/Auditor and designated Commissioner of Finance and Revenue.
- Serves as a liaison with non-governmental and governmental organizations, contractors and citizens concerning City projects and policies.
- Charged with the authority to hire any City employee with the exception of retained Appointive Officers. Provides recommendations to the City Commission for the filling of any vacancies of retained Appointive Officers, subject to the approval/confirmation of the City Commission.
- Promotes, disciplines, transfers, demotes, sets the compensation, and terminates City employees, with the exception of retained Appointive Officers. Responsible for preparing a written report to the City Commission providing a recommendation for disciplining or terminating a retained Appointive Officer for cases involving violation of City policy or unsatisfactory service.
- Authorizes the purchases of supplies, materials, equipment, and contractual services pursuant to City Ordinances and policies.
- Prepares and maintains personnel policy with final approval by Board of City Commissioners.

# CHALLENGES AND OPPORTUNITIES

**Williston Square:** With the relocation of Williston's Sloulin Field Airport, the City has embarked on a transformative redevelopment of the former 800-acre site located in the middle of the community into a dynamic mixed-use redevelopment project. The City previously entered into a public-private partnership with Cardon Development Group to assist in the planning and marketing of the property, with a projected built-out to include 314 residential acres, 205 commercial acres, 181 acres of parks and open space. Work commenced in 2020 with current developments in place including Slim Chickens, Pizza Ranch, Genesis Clothing, and the Upper Missouri River Regional Dispatch Center & EOC (located in the former Airport Terminal). Future developments include a new Sanford Health Clinic & Hospital, the Williston Energy Center and a regional conference center and hotel. The City has committed almost \$19 million in related infrastructure improvements to facilitate future investment and development, and the City Administrator is expected to play a critical role in project management and financing in conjunction with the Williston Economic Development Department.



**Public Safety 1% Sales Tax:** The City currently receives 50% of the proceeds of a County-wide 1% Sales Tax that expires in March 2025. The City's portion of the collections equates to roughly \$10 million annually in recent years. Voters in the November 2022 election defeated a proposed renewal of the Public Safety Sales Tax initiative 53.7% to 46.3%, and the City and County will need to consider how to best respond to the outcome vis-à-vis financing Public Safety operations prior to the current sales tax levy expiring in two years.

**Possible Assistant City Administrator Position:** The City Commission has expressed the possible need for an Assistant City Administrator position given the span of Departments and scope of programs, services, and initiatives currently underway in Williston. The decision to create an Assistant City Administrator position will ultimately be influenced by the next City Administrator, however the Commission wants to convey its receptiveness to an Administrative position to prospective candidates as part of the recruitment process.

**Intergovernmental Relations:** The City Administrator plays a key role in the building of relationships at the federal, state, and local levels, including County, Townships, School Board, Williston State College, and others, and help coordinate community needs, with area stakeholders as the City advances its ETJ policies, legislative agenda/priorities, and financial requests to the State Legislature.

**Strategic Visioning & Planning:** The City Commission wishes to develop a community Strategic Visioning process to set the future near and long-term course for Williston and align municipal policies, ordinances, budgets, planning, capital assets, programs, and personnel with the Commission's Strategic Vision.

**Recruitment, Retention & Succession Planning:** Similar to other municipalities in the wake of "The Great Resignation/Reset," the successor City Administrator will need to tap into the institutional knowledge of long-term employees, pursue succession planning initiatives, promotion of non-traditional and female candidates in municipal operations, and support creative recruitment and retention strategies to ensure continued organizational capacity to deliver superior municipal services.

**Communications "Czar":** The successor City Administrator is expected to be the "Face" of the City's Administration both externally and internally. As such, candidates with a high comfort of social engagement and who can support the City's new Communications Director to promote multi-faceted outreach, community engagement, and social media programs to connect the City, its programs and services, its employees, and residents/stakeholders is highly desired.





## IDEAL CANDIDATE

Williston seeks an outgoing, experienced, and visionary servant leader who will guide the City through its future growth in a manner that is prudent and sustainable. A seasoned manager and strategic thinker skilled in intergovernmental relations, the next City Administrator will work with the Commission and area stakeholders to help ensure future Williston generations experience the unique character and high quality of life current residents enjoy and cherish.

The ideal candidate will be a people person with a high level of emotional intelligence that possesses advanced interpersonal skills, and a proactive, transparent, collaborative, and “no surprises” management style. A demonstrated history of building consensus and coalitions to achieve goals is desired. The selected individual will be a capable manager who understands the details associated with municipal operations, can help set the vision for the organization, establish obtainable goals, and be a visible champion for exceptional customer service residents have come to expect from the organization.

The ideal candidate should have a strong financial background acumen, including long-term budgeting, debt management, and capital planning skills, and an understanding of municipal administrative services and operations and how they need to interact cohesively to provide exceptional local government services to residents and customers. The chosen candidate will be highly visible within the community and active in the region, continually building and maintaining a strong network of peers and colleagues, and promoting Williston at both local and state levels. The selected individual will be personable, engaged, approachable, and able to communicate effectively at all levels both within the organization and the community.

The Administrator will work closely with Departments to achieve short and long-term goals, providing oversight, analysis, and clear direction to meet objectives efficiently, and will help the organization and governing body better understand the implications of decisions as part of the organization’s due diligence processes. A skilled delegator who is comfortable in managing the big picture and decision making, the selected candidate will empower employees and have the ability to motivate staff to build high-performance and results-driven teams by providing clear objectives and desired outcomes. A patient leader possessing mentoring and coaching skills, the Administrator will support transparency, encourage collaboration, build trust, and foster a shared sense of purpose across Departments.

The chosen individual will have strong management and leadership skills and will be approachable, even-tempered, and maintain a calm demeanor, even while simultaneously juggling multiple tasks, projects, and initiatives. An understanding of pace and purpose, particularly in municipal operations, and the capacity to build consensus internally and throughout the community, are highly desired skills.

The ideal candidate will have experience with commercial development and have an understanding of the importance of oil/gas, agriculture and tourism-based economies. Lastly, an individual who is familiar and comfortable with the culture and way of life of the upper Midwest is preferred.

## EDUCATION & EXPERIENCE

The selected candidate must hold a bachelor's degree in public or business administration, finance, or related field from an accredited college or university. A master's degree is preferred. The City Administrator should have five to seven years of increasingly responsible experience in local government public administration, including a minimum of three years of supervisory/management responsibility. While the City will consider applicants with a combination of education and experience that would likely provide the required knowledge and abilities, candidates possessing local government management experience, either as a City Administrator/Manager or Assistant/Deputy City Administrator/Manager, is preferred.

## COMPENSATION & BENEFITS

The City of Williston offers a competitive salary commensurate with qualifications and experience. The City participates in the North Dakota Public Employee Retirement System (NDPERS) and provides a full range of traditional municipal benefits, including medical, dental, flex, vision, life insurance, vacation/sick leave accrual, and paid holidays.

## APPLICATION PROCESS

[Please apply online](#)

For more information on the position, contact:

**Doug Thomas, Executive Vice President of Recruitment & Leadership Development**  
Strategic Government Resources  
[DouglasThomas@governmentresource.com](mailto:DouglasThomas@governmentresource.com)  
863-860-9314



The City of Williston is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

## RESOURCES

City of Williston  
[www.cityofwilliston.com](http://www.cityofwilliston.com)

Williston Convention & Visitor's Center  
[www.visitwilliston.com](http://www.visitwilliston.com)

Williston Economic Development  
[www.willistondevelopment.com](http://www.willistondevelopment.com)

Williston Chamber of Commerce  
[www.willistonchamber.com](http://www.willistonchamber.com)

Williston Downtowners Association  
[www.willistondowntown.com](http://www.willistondowntown.com)





**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND RATIFYING THE PURCHASE OF A WIRELESS NETWORK FOR THE CENTRAL WASTEWATER PLANT FOR SCADA PROJECT.**

**WHEREAS**, the City of Sedalia, Missouri, has received a proposal from 2i-T/Integrated Information Technologies, LLC for the purchase of a wireless network to increase cyber security and connectivity at the Central Wastewater Treatment Plant for SCADA upgrade; and

**WHEREAS**, under the proposal, the City of Sedalia, Missouri, shall pay the sum and amount of Twenty-nine Thousand Nine Hundred Ninety-one Dollars and Thirty-seven cents (\$29,991.37) for said network as more fully described in the agreement attached to this ordinance and incorporated by reference herein.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI** as follows:

**Section 1.** The Council of the City of Sedalia, Missouri, hereby authorizes and ratifies the agreement by and between the City of Sedalia, Missouri and 2i-T/Integrated Information Technologies, LLC as presented.

**Section 2.** The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the agreement in substantively the same form and content as it has been proposed.

**Section 3.** The City Clerk is hereby directed to file in his office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

**Section 4.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 6<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Andrew L. Dawson, Mayor

ATTEST:

\_\_\_\_\_  
Jason S. Myers  
City Clerk

To: Mayor Andrew Dawson and Assistant City Administrator Matthew Wirt

From: Chris Franklin

Date: December 13<sup>th</sup>, 2024

Ref: Central Plant Network for SCADA Project.

The need for this purchase arose as an emergency due to critical cybersecurity requirements. We do not currently have network connectivity available to support the SCADA upgrade at the central wastewater plant, and the project cannot be completed until this connectivity is established. Initially, we explored providing connectivity through fiber optic cabling, but this option proved infeasible due to the prohibitive cost and complexity of installation.

The SCADA vendor had planned to install a wireless network using Ubiquity brand wireless equipment. However, it was determined that this equipment does not meet our cybersecurity requirements and is not recommended by CISA, which increased the urgency to identify a secure alternative.

To address these needs, we obtained a quote of \$29,991.37 from a trusted vendor to install a wireless network using Cisco brand equipment, which offers greater security. We have worked with this vendor before and are confident in their ability to deliver quality results. Given the time-sensitive nature of this project and the critical need for secure connectivity, we do not have sufficient time to request additional proposals without risking significant delays. This purchase was not included in the FY25 budget due to unforeseen circumstances and the purchase requires a budget amendment.

Mayor Dawson has authorized this emergency purchase to ensure our systems remain secure and operational.

**City of Sedalia, Missouri**

**Waste Water Treatment Plant**

## **Network Infrastructure Installation Proposal**

Job #111036

Presented to:

Chris Franklin

IT Manager

[cfranklin@sedalia.com](mailto:cfranklin@sedalia.com)

Presented by:

Scott A. Harrison, RCDD

2i-T/Integrated Information Technologies, LLC.

785-865-3435 / [scott@2i-T.com](mailto:scott@2i-T.com)





## 1.0 Introduction and Executive Summary

This document is provided on **Monday, December 9, 2024** to provide a proposal for the network infrastructure installation at the Waste Water Treatment Plant in Sedalia, MO by 2i-T (Integrated Information Technologies).

### Executive Summary of Services

Thank you for allowing 2i-T the opportunity to respond to the City of Sedalia for the installation of Wireless and Wired Network installation for the Waste Water Treatment Plant. We are confident that our proposal will support the network technology that the City of Sedalia requires— combining experience and industry knowledge, manufacture partnering and installation expertise to help City of Sedalia deliver on its objectives for this project. The following proposal is intended to demonstrate how 2i-T will assist you in achieving your goals.

2i-T is submitting this document with the understanding that City of Sedalia and 2i-T will work towards building a partnership to provide a long-term strategic vision for supporting Sedalia's infrastructure needs and provide cost-competitive and consistent execution of installation services. It is the intent of 2i-T to be a responsible and compliant partner on this project.

Please do not hesitate to contact me directly at the contact information provided below, should you have any questions.



**Scott A. Harrison, RCDD**  
**Integrated Information Technologies (2i-T)**  
**(785) 865-3435**  
**scott@2i-t.com**

## 2.0 Statement of Work

2i-T has visited the City of Sedalia Waste Water Treatment Plant to examine the proposed site to determine a suitable networking solution that supports network connectivity, provides the required security for the upcoming Microcom equipment installation and establish an accurate installation plan, as listed in consecutive order of execution below:

- 1) Mount plywood in the MDF location where the cabinet will be installed.
- 2) Mount the cabinet 12RU with locking glass front door.
- 3) Optimal Cabinet Location: 2i-T recommends placing the cabinet in the MDF where it ensures optimal placement for the exterior WAPs and accounts for potential future network connections.
- 4) Electrical Outlet Request: We request the City provide a duplex electrical outlet inside the cabinet.
- 5) Mount within the RU cabinet a Cisco Switch to provide connectivity from the Wireless network to the existing network within the building.
- 6) Cisco DNA Licenses to be included for configuration of WAP's, no maintenance.
- 7) Sedaila to provide all Wireless Access Point configuration prior to the installation of the WAP's (If Requested 2i-T can provide this service at \$187/hr)
- 8) "Label each WAP to indicate the proposed locations"
- 9) Install Cisco WAP on the south side of the Waste Water Laboratory building. Route cabling from the WAP to the MDF rack inside the building.
- 10) Install four additional Wireless Access Points (WAPs) spanning 800+ feet, from the westmost to the eastmost point, at optimal locations to facilitate the connectivity of the installed Microcom hardware.
- 11) Mount WAPs at an appropriate height to optimize wireless coverage while ensuring they are mounted high enough to prevent tampering.
- 12) Electrical Outlet Requirements: Each WAP location will require an AC outlet for power. We request the City to provide an AC electrical outlet inside the access plate of each designated power pole.
- 13) Terminate and test all connections, install Wireless Access Points (WAP's) POE injectors inside of each light pole to power the WAP's.
- 14) Patch all devices and provide cut-over support.

### **OPTIONS (Not currently part of this scope):**

- Option of adding additional wired network within the West Building (or any place the WAP is mounted will require an additional quotation.
- Option: Cisco Wireless controller, requires additional annual licenses and maintenance for all install hardware in addition to the controller, will require an additional quotation.



### 3.0 Project Materials

Manufacturer	Part #	Description	Unit	Quantity
ESSEX	77-240-4B	Cat 6 CMR - White sheath	each	1
AEONS	B08JCNK88R	12RU Locking Wall Mount Enclosure	each	1
TUPAVCO	TP1511	Rack Enclosure Dual Fan Kit	each	1
CISCO	AIR-MNT- VERT1=	Installation Bracket EAR 9124AXE Specific	each	5
CISCO	C9124AXE-B	Cisco C9124AXE Catalyst Wi-Fi 6 Wireless Access Point	each	5
CISCO	AIR-ANT2547V- N=	Cisco Aironet Dual-Band Omnidirectional Wi-Fi Antenna, N-Type	each	30
CISCO	AIR-PWRINJ6=	Power Injector (802.3at) for Aironet Access Points	each	5
CISCO	AIR-DNA-E1	Wireless Cisco DNA On-Prem Essential, 1YR Term Lic	each	5
CISCO	CBS250-8P	8 port POE Network Switch	each	1
LEVITON	6D460-15L	COPPER PATCHCORD, CAT 6 BLUE 15'	each	5
CHATSWORTH	40164-001	GROUNDING KIT	each	2
ESSEX	5K-0601-5	6 AWG GROUND WIRE-GREEN	each	50
3M	165BK4A	3/4" BLACK ELECTRICAL TAPE	each	4
BROTHER	TZE121	3/8" BLACK ON CLEAR P-TOUCH	each	1
CISCO	TZE325	3/8" WHITE ON BLACK P-TOUCH	each	1

### 4.0 Assumptions

- Pricing is based on "Non-Union" and/or "Non-prevailing Wage" labor.
- If any changes within the SOW occur that are outside of 2i-T ( Integrated Information Technologies)' control causing additional time, labor and/or materials, a change will be issued and must be approved before OOS work will be completed.
- Assumes site will be fully accessible to 2i-T (Integrated Information Technologies) technician during entire time required to execute the specified scope of work.
- Assumes "Weather Permitting" since majority of work to be performed is outdoors.
- Assumes ALL work can be completed during standard business hours (7am to 3pm). Any work required outside of this time frame may be subject to a change order.

- There is no access control cabling of any kind included in this proposal.
- Assumes Microcom equipment is wireless capable and configured to new wireless network.
- Assumes Sedalia provides site Router & Power
- Assumes all electrical work to be done by Sedalia Facilities/Others.
- Assumes all Wall Penetrations and/or Conduit installs will be completed by Sedalia facilities/Others.
- All cabling will be Certification Tested for industry standards and specifications. City of Sedalia will receive final testing results via email electronically.

## 5.0 Pricing and Payment Terms

**This proposal has been developed to include labor and materials as specified herein for this project, as applicable, and includes COI fees and Missouri sales/use taxes.**

Description	Price
Labor for installation	\$7040.00
Materials	\$22,951.37

**Total Price: \$29,991.37**

*The Pricing in this SOW is valid for 30 days from delivery to the Customer. Customer will issue a purchase order adequate to cover the Fee prior to the commencement of Services. Fees for additional services related to but not defined in this SOW will be on a time and materials basis at the rate set forth in a written amendment or Change Request.*

*Payment is due within 30 days upon receipt of invoice.*

## 6.0 Change Management Procedures

Any changes to the scope of Services or the obligations of the Parties under this SOW shall be set forth in a mutually agreed change request signed by both Parties ("Change Request"). The Change Request may be drafted by either Party and will describe the nature of the change, the reason for the change, and the effect of the change on the scope of work, Deliverables, and/or the schedule. The Parties will negotiate in good faith the changes to the Services and the additional charges, if any, required to implement the Change Request.

## 7.0 Acceptance

If City of Sedalia finds this proposal to be acceptable, please sign and return to Scott Harrison at [scott@2i-1.com](mailto:scott@2i-1.com)

IN WITNESS WHEREOF, the duly authorized representative of the Parties hereto has signed this SOW to be executed.

CITY OF SEDALIA		Integrated Information Technologies	
Authorized Signature		Authorized Signature	
Printed Name		Printed Name	
Date		Date	<b>Monday, December 9, 2024</b>
PO #			



**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE AMENDING THE PERSONNEL REGULATIONS MANUAL OF THE CITY OF SEDALIA, MISSOURI RELATING TO SUSPENSION, DEMOTION OR TERMINATION OF POLICE OFFICERS AND REMOVAL OF CHIEF LAW ENFORCEMENT OFFICER.**

**WHEREAS**, the City of Sedalia has identified the need to amend Sections 8.4(Suspension, Demotion or Termination of Police Officers) and 8.5 (Removal of Chief Law Enforcement Officer) of the City of Sedalia's Personnel Regulations by adding additional language.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:**

**Section 1.** Section 8.4 (Suspension, Demotion or Termination of Police Officers): Additional language added in accordance with the updated State Statute to §590.502, RSMo, and §106.273, RSMo. as follows:

"A. Whenever a law enforcement officer ("Officer") is under administrative investigation or is subjected to administrative questioning that the Officer reasonably believes could lead to disciplinary action, demotion, dismissal, transfer, or placement on a status that could leave to economic loss, the investigation or questioning as well as the due process hearing shall be conducted pursuant to §590.502, RSMo which is generally set forth below.

- 1) Complainant (including employees of the City or employees in the Police Department) must file a written statement outlining the complaint, including personal identifying information of complainant (all personal identifying information shall be held confidential by the City).
- 2) Officer shall receive written notice (the "Notice") of the existence and nature of the alleged violation and the individuals who will be conducting the investigation.
  - a. Officer receives the Notice and copy of the complaint, at least 24 hours prior to any interview.
- (3) Prior to the interview, the investigator shall advise the Officer of the Garrity Rule (the Officer is being ordered to answer questions under threat of disciplinary action and that the Officer's answers to the questions will not be used against the Officer in criminal proceedings).
- (4) Prior to the interview, the Officer and his/her attorney shall have the opportunity to review the complaint.

**B. Interview of the Officer:**

- 1) Interviews shall be conducted for a reasonable length of time and only while the Officer is on duty, unless reasonable circumstances exist that necessitate questioning the Officer while he/she is off duty.
- 2) Interviews shall be conducted at a secure location.
- 3) Officer shall be questioned by up to 2 investigators and be informed of the name, rank and command of the investigator(s) conducting the investigation(s).

- 4) Officer shall not be threatened, harassed, or promised rewards to induce them into answering questions.
- 5) Officer under investigation is entitled to have an attorney or authorized representative present during any questioning.
- 6) The law enforcement agency conducting the investigation shall have 90 days from receipt of a complaint to complete such investigation. The Police Personnel Board shall determine the disposition of the complaint and render a disciplinary decision, if any, within 90 days. The law enforcement agency may, for good cause, petition the Police Personnel Board for an extension of time to complete the investigation. If the Police Personnel Board finds that the law enforcement agency has shown good cause, then the Police Personnel Board shall grant an extension of up to 60 days. The law enforcement agency is limited to two extensions; except that, if there is an ongoing criminal investigation there shall be no limitation on the amount of 60-day extensions. For good cause, the internal investigation may be tolled until the conclusion of a concurrent criminal investigation. Absent consent from the officer being investigated, the Police Personnel Board overseeing the administration of discipline shall set the matter for hearing and shall provide notice of the hearing to the officer. The Officer shall have the right to attend the hearing and to present evidence and arguments against extension.
- 7) Upon completion of the investigation, a copy of the entire record, including, but not limited to, audio, video, and transcribed statements, shall be provided to the Officer within 5 business days of the Officer's written request and the City may request a protective order to redact all personal identifying witness information; and
- 8) All records compiled as a result of the investigation shall be held confidential and not subject to disclosure under the Missouri Sunshine Law (except for lawful subpoena or court order).

C. Disciplinary Appeal Hearing:

- 1) Officers who are suspended without pay, demoted, terminated, transferred, or placed on a status resulting in economic loss shall be entitled to full due process hearing before the Police Personnel Board. However, nothing in this section shall prohibit the City and the authorized bargaining representative for the Officer from reaching written agreements providing disciplinary procedures more favorable than those provided for in this section. The components of the hearing include:
  - a. Right to be represented by an attorney or other person of their choice.
  - b. 7 days' notice of the hearing date and time.
  - c. An opportunity to review the record, at least 7 days in advance of the hearing.
  - d. Right to refuse to testify at the hearing if Officer is concurrently facing criminal charges in connection with the same incident.
- 2) Complete record of the hearing shall be kept by the City and a copy provided to the Officer or his attorney upon written request.
- 3) Entire record of the hearing shall remain confidential and not subject to disclosure under the Missouri Sunshine Law, except by lawful subpoena or court order.
- 4) Any decision, order or action taken following the hearing shall be in writing and accompanied by findings of fact.



- 5) A copy of the decision along with the findings of fact, written action and right of appeal shall be delivered or mailed to the Officer or the Officer's attorney or representative of record promptly after decision made.
- 6) Officers shall have the opportunity to provide written responses to any adverse materials placed in their personnel file. Such written response shall be permanently attached to the adverse material.
- 7) Officers have the right to compensation for any economic loss incurred during an investigation if the Officer is found to have committed no misconduct.

D. Civil Claims Against Officer

- 8) City shall defend and indemnify Officer from and against civil claims made against them if the conduct arose in the course and scope of the Officer's obligations and duties as a law enforcement officer – this includes any actions taken off-duty if such actions were taken under color of law; and
- 9) If convicted, or Officer pleads guilty to criminal charges, then City is not obligated to defend and indemnify the Officer in any related civil claims.”

**Section 2.** Section 8.5 (Removal of Chief Law Enforcement Officer): Additional language added in accordance with the updated State Statute to §590.502, RSMo, and §106.273, RSMo. as follows:

- 1) “This section only applies to non-elected Police Chiefs.
- 2) A Police Chief shall be subject to removal from employment by the City for “just cause” which is defined as one of the following:
  - a. When the Police Chief is unable to perform his or her duties with reasonable competence or reasonable safety as a result of a mental condition, including alcohol or substance abuse;
  - b. When the Police Chief has committed any act, while engaged in the performance of his or her duties, that constitutes a reckless disregard for the safety of the public or another law enforcement officer;
  - c. When the Police Chief has caused a material fact to be misrepresented for any improper or unlawful purpose;
  - d. When the Police Chief acts in a manner for the sole purpose of furthering his or her self-interest or in a manner inconsistent with the interests of the public or the City;
  - e. When the Police Chief has been found to have violated any law, statute, or ordinance which constitutes a felony; or
  - f. When the Police Chief has been deemed insubordinate or found to be in violation of a written established policy, unless such claimed insubordination or violation of a written established policy was a violation of any federal or state law or local ordinance.
- 3) Prior to the governing body's removal of the Police Chief:
  - a. Governing body issues a written notice to the Police Chief at least 10 business days prior to the meeting at which his/her removal is being considered.

- b. The notice shall include:
  - i. Charges specifying just cause for which removal is sought;
  - ii. A statement of facts that are alleged to constitute just cause for the Police Chief's removal; and
  - iii. Date, time, and location of the meeting at which the Police Chief's removal will be considered.
- c. At the meeting, the Police Chief may be represented by counsel of his choosing and shall be given an opportunity to be heard together with any witnesses and evidence.
- d. The removal of the Police Chief requires a two-thirds majority vote of the governing body.

4) After removal procedures

- a. If the governing body votes to remove the Police Chief as set forth above, the Police Chief shall be immediately removed from office and relieved of all duties and responsibilities of the office and shall be entitled to no further compensation or benefits not already earned, accrued, or agreed upon.
- b. City shall issue a written notice of the grounds of the Police Chief's removal to the Police Chief within 14 calendar days of the Police Chief's removal."

**Section 3.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of January, 2025.

\_\_\_\_\_  
 Presiding Officer of the Council

Approved by the Mayor of said City this 6<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
 Andrew L. Dawson, Mayor

ATTEST:

\_\_\_\_\_  
 Jason S. Myers  
 City Clerk

**CITY OF SEDALIA, MISSOURI  
CLOSED DOOR MEETING  
MARCH 1, 2021**



*Let's Cross Paths*

December 31, 2024

Interim City Administrator Wirt,

The Human Resources Department is requesting an update to the Personnel Policies Manual. As you are aware, there are several policy updates, additions, changes and revisions that are needing to be made to our current version of the Personnel Policies Manual.

The following change is currently being recommended:

- According to the updated State Statute, Pursuant to §590.502, RSMo and §106.273, RSMo, we are required to add additional language to section(s) 8.4 Suspension, Demotion or Termination of Police Officers.

A copy of the recommended policies is attached.

Sincerely,

Shannon Ramey-Trull

Human Resources Director

**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE AUTHORIZING A MUTUAL AID AGREEMENT FOR FIRE AND EMERGENCY SERVICES BY AND BETWEEN THE CITY OF SEDALIA D/B/A SEDALIA FIRE DEPARTMENT AND THE MISSOURI DEPARTMENT OF CONSERVATION.**

**WHEREAS**,The City of Sedalia, Missouri d/b/a Sedalia Fire Department desires to continue the mutual aid agreement for mutual fire service with the Missouri Department of Conservation as more fully described in the proposed agreement attached to this Ordinance and incorporated by reference herein.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI**, as follows:

**Section 1.** The Council of the City of Sedalia, Missouri, hereby authorizes the mutual aid agreement for mutual fire service by and between the City of Sedalia, Missouri d/b/a Sedalia Fire Department and the Missouri Department of Conservation as presented.

**Section 2.** The Mayor, City Administrator or Fire Chief are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the mutual aid agreement in substantively the same form and content as it has been proposed.

**Section 3.** The City Clerk is hereby directed to file in his office a duplicate or copy of the Agreement after it has been executed by the parties or their duly authorized representatives.

**Section 4.** This Ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 6<sup>th</sup> day of January, 2025.

ATTEST:

\_\_\_\_\_  
Andrew L. Dawson, Mayor

\_\_\_\_\_  
Jason S. Myers, City Clerk

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**Sedalia Fire Department**  
**DEPARTMENTAL MEMORANDUM**  
**Office of the Firer Chief**

---

To : Interim City Administrator Matthew Wirt

From : Fire Chief Matthew Irwin

Date : December 31, 2024

Ref : Missouri Department of Conservation Mutual aid agreement

It is time again to sign a mutual aid agreement with the Missouri Department of Conservation. This has been a long standing agreement between both the city and the state.  
Staff recommends this agreement.



## MUTUAL AID AGREEMENT

between

Missouri Department of Conservation

and

Sedalia Fire Department

*(Legal Name of Fire Department)*

Whereas, the Clarke-McNary Act of 1924, and the Cooperative Forestry Assistance Act of 1978, authorize and direct the State Forester to develop wildfire protection for rural areas in Missouri; and

Whereas, the prevention and control of wildfires in Pettis County(s) is of mutual concern to both parties, and to the State of Missouri, this Mutual Aid Agreement (MAA) between the Sedalia Fire Department Fire Department/Fire Protection District, hereinafter known as the Fire Department and the Missouri Department of Conservation, hereinafter known as the MDC, is for the purpose of defining the authority and responsibility of each of the above-named parties and providing for cooperative plans and actions for the prevention, detection and suppression of fires, and for the use and care of fire equipment and tools furnished by the MDC for that purpose; and

Whereas, MDC will be primarily responsible for the prevention, detection and the suppression of forest, grass, crop and wildland fires that may occur on lands within the state; and

Whereas, the Fire Department will be primarily responsible for the prevention, detection and suppression of structural fires that may occur within its operational boundaries, and through this agreement, to actively suppress all forest, grass, crop and wildfires where MDC forces and equipment cannot respond or are not available; and

Whereas, each party will render all available assistance to the other, as practicable, in the suppression of all wildfires. The Fire Department agrees that if called by the MDC to suppress or assist in suppression of a wildfire, no charge for services will be levied against the MDC or the landowner;

Now therefore,

To implement this **Mutual Aid Agreement**, both parties agree to the following:

**MDC:**

- A. To make available, based on determination of need and availability, to the Fire Department certain fire equipment and fire tools to be used in the suppression of fires, or for other such emergencies which are threatening the loss of life or property.
  - 1. **Federal Excess Personal Property (FEPP):**
    - a. To loan FEPP-vehicles and equipment, owned by the US Forest Service, to the Fire Department. Inventoried FEPP items assigned are listed in Appendix A and are a part of this Agreement. Such auditable equipment must be open to inspection by state and federal auditors as well as inspections periodically conducted by MDC personnel.
    - b. To provide consumable fire service related FEPP supplies to the Fire Department for use in their official operations.
    - c. To allow the Fire Department to remove any accessories, tools, or equipment, which it has added to FEPP vehicles, prior to returning them to the MDC.
    - d. To provide technical assistance in the use and conversion of the FEPP equipment to a fire or emergency response-ready condition.
  - 2. **Department of Defense Firefighter Property Program (FFP):**
    - a. To provide, through the Department of Defense FFP Program, certain vehicles, equipment and supplies for which the MDC must maintain auditable records. Accountable FFP acquired items are listed in Appendix B and are a part of this Agreement. Such auditable equipment must be open to inspection by state and federal auditors as well as periodic inspections conducted by MDC personnel.
    - a. To pass ownership of FFP acquired rolling stock to the Fire Department while the MDC retains physical possession of the title for no less than one (1) year past the date the vehicle is made response ready by the Fire Department and must remain in-service-for 1 year from the "response-ready" date.
    - b. . To pass ownership of FFP "non-rolling stock" to the Fire Department will consist of having the property item "response-ready" within 6 months of transfer and remain in-service-for 1 year from the "response-ready" date.
- B. To provide annually, as long as the program is viable, each Fire Department with an application for the Volunteer Fire Assistance grant program, provided the population of the Fire Department protection area is 10,000 or less.
- C. To provide upon request, if available, current weather information affecting wildfire behavior.
- D. To provide access to the MDC online wildfire reporting system.
- E. To provide training in basic wildfire suppression techniques and wildfire safety considerations upon request from the Fire Department.

**Fire Department agrees:**

- A. To use firefighting and emergency response equipment and vehicles provided through the MDC under the specified guidelines.

1. **Federal Excess Personal Property (FEPP):**

- a. To use FEPP property only to suppress or assist in the suppression of fires and for other emergencies which threaten the loss of life or property as outlined in this agreement.
- b. To accept the vehicles and/or rolling stock as is and to repair, convert and equip it for fire or emergency response readiness within six (6) months of receipt of the item.
  - i. Response-ready equipment must be in complete operational readiness. This means equipment is running, painted, equipped and marked as a fire department/emergency vehicle. The paint color should match the current colors of the fire department equipment or one of the colors accepted by MDC which are: red, white, yellow, blue or gray.
  - ii. If for any reason the vehicle and/or rolling stock has not been made response-ready within this six (6) month period, a letter on non-compliance will be sent to the Fire Department. If, the vehicle and/or rolling stock is not response ready within two (2) months of receiving the letter of non-compliance, the MDC has the right to repossess the vehicle and/or rolling stock specified in the notification of non-compliance.
  - iii. If a vehicle and/or piece of rolling stock is repossessed by the MDC, the Fire Department shall be suspended from both of the Excess Property Programs for a period of one (1) year of the date on the letter of non-compliance.
- c. To assist in hauling any FEPP property that is assigned to the Fire Department from a location designated by MDC and to be responsible for any transportation, including return of equipment to the return point designated by MDC, after the item is no longer needed by the Fire Departments.
- d. To pay any repair, operational and insurance costs associated with the use of any FEPP vehicle or equipment while it is on loan to the Fire Department.
- e. To provide secure indoor storage for all loaned FEPP equipment, maintain this equipment in good, operational condition and have equipment available for inspection during normal business hours upon reasonable notification.
- f. To assure that any FEPP equipment in the Fire Department's possession is used only for fire suppression, and prevention. Any equipment secured under this program that is no longer useful to the Fire Department will be returned upon notification to the MDC. The Fire Department agrees to **not** cannibalize, remove parts, or in any manner render the vehicle unusable.
- g. To maintain liability insurance coverage at no less than the state mandated minimums on all FEPP vehicles obtained under this program.
- h. To provide the MDC with a copy of proof of current liability insurance for all FEPP vehicles obtained under this program.
- i. To maintain all motor vehicles obtained under the FEPP program with a current Missouri Motor Vehicle Inspection sticker.

- j. Give notification to MDC within 24 hours of any incidents involving FEPP equipment. These incidents include: accident, loss or stolen, or damaged.
- k. To acknowledge that the equipment or supplies loaned under this agreement carries no express or implied warranty and, on behalf of itself and its agents, successors and assign, agrees that it shall make no claim against the United States Government or the Missouri Department of Conservation based on any apparent or latent defect in such loaned equipment or supplies.
- l. To insure that all operators of FEPP loaned vehicles have the appropriate and valid Missouri Operators Drivers Licenses.
- m. To agree to indemnify and hold harmless the United States Government and the Conservation Commission of the State of Missouri, the Missouri Department of Conservation and its agents and employees from any and all claims, or causes of action, or damages, arising out of the use or condition of the loaned equipment or supplies.
- n. Provide to the FOREST SERVICE (including its Office of Inspector General), the Comptroller General of the United States, and their authorized representatives access and the right to examine all records, books, papers, or documents relating to the FEPP program. This requirement shall also apply to all other recipients and users of FEPP, including local governments, private organizations, recognized Indian Tribes, and individuals. This provision shall be incorporated into any agreement between the STATE and other users.

2. **Department of Defense Firefighter Property Program (FFP):**

- a. To accept the FFP vehicles and/or rolling stock as is and to repair, convert and equip it for fire or emergency response readiness within six months of receipt of the item. And, upon any potential sale, abide by any Export Control Regulation of Demil Q-6 equipment (*explanation of Q-6 property will be provided at time of transfer*).
  - i. Response-ready equipment must be in complete operational readiness. This means equipment is running, painted, equipped and marked as a fire department/emergency vehicle. The paint color should match the current colors of the fire department equipment or one of the colors accepted by MDC which are: red, white, yellow, blue or gray.
  - ii. If for any reason the vehicle and/or rolling stock has not been made response-ready within this six (6) month period, a letter on non-compliance will be sent to the Fire Department. If, the vehicle and/or rolling stock is not response ready within two (2) months of receiving the letter of non-compliance, the MDC has the right to repossess the vehicle and/or rolling stock specified in the notification of non-compliance.
  - iii. If a vehicle and/or piece of rolling stock is repossessed by the MDC, the Fire Department shall be suspended from both of the Excess Property Programs for a period of one (1) year of the date on the letter of non-compliance.

- b. To accept all other equipment and/or consumable items as is and to repair, convert and equip it for fire or emergency response within six (6) months of receipt of the item, and keep the item in service for one year from in service date.
- c. To take ownership of and title in the Fire Department's name of any rolling stock (trucks, fire engines, SUV's, etc.) acquired through the FFP program.
- d. To allow the MDC to retain physical possession of the title for no less than one (1) year, from the "response-ready" date, for vehicles and rolling stock that are acquired through the FFP program and are titled in the Fire Department's name.
- e. To not accept ownership of FFP property for the sole purpose of passing on equipment to non-firefighting agencies.
- f. To mark FFP acquired vehicles and equipment with a DoD FFP "Cooperation" decal which will be provided when the equipment is picked up at the RFFEC in Lebanon.
- g. All vehicles must be kept with the GVWR tolerances to be accepted by MDC and a useable piece of equipment.
- h. To use this equipment only to assist in the suppression of fires and for response to other emergencies which are threatening the loss of life or property both within its operational boundaries and under mutual agreements with neighboring communities.
- i. To pick up this equipment at a place designated by the MDC and to be responsible for all operational cost, transportation and repairs.
- j. To provide for adequate indoor storage and maintenance for this equipment and fire tools and to make all equipment available for periodic inspections by the MDC.
- k. To have liability insurance secured at the time the vehicle is acquired.
- l. To insure that all operators of FFP vehicles have the appropriate and valid Missouri Operators Drivers Licenses.
- m. To provide the MDC with a copy of proof of current liability insurance for all FFP vehicles obtained under this program until the time at which the Fire Department take physical possession of the title.
- n. To maintain all motor vehicles obtained under the FFP program with a current Missouri Motor Vehicle Inspection sticker.
- o. To remove any and all FEPP property, ie: tanks, pumps, hose, etc., that may be affixed to the FFP acquired vehicle before the vehicle is permanently taken out of service or sold by the Fire Department. All such FEPP equipment shall be returned to the MDC when it is no longer of use by the Fire Department.
- p. To abide by all rules and guidelines established by this agreement and any supplements provided by MDC.

**B. Fire Reporting**

1. To submit via the MDC's online wildfire reporting system, as soon as possible and no longer than 30 days after an incident, individual wildfire reports for each forest, grass, crop or wildland fire that is suppressed, including estimated capital losses.



2. To notify the MDC's local office as soon as possible after suppressing wildfires greater than 100 acres as calculated with GPS or GIS technology, when acting as the primary responding fire department with information needed to complete the ICS-209 Incident Intelligence Summary.

**C. Fire Suppression**

1. To protect MDC lands and structures from fires within the Fire Department's jurisdictional boundaries and to exclude the MDC from membership dues or annual protection fees.
2. To adopt and use the Incident Command System when suppressing wildfires in Missouri.

**Both Parties to this Mutual Aid Agreement agree:**

1. **Effective Date and Termination:**

This MAA shall be effective when signed by both parties. Either party may cancel this agreement by providing 60 days' notice, in writing, to the other party.
2. **MAA Time Period:**

This MAA will be valid for a maximum time period of five (5) years. MAA's shall be renewed every 5 years or when there is a signatory change within the MDC or the Fire Department. This MAA shall be updated upon any change in the signing authority whose signature appears below.
3. **Funding Amount and Sources:**

There shall be no monetary exchange between either party to this MAA associated with the assignment of equipment as described in this MAA.
4. **Applicable Laws and Regulations, Hold Harmless and Indemnity:**

The Fire Department shall comply with all local, state, and federal laws and regulations related to the performance of this MAA to the extent that the same may be applicable to the entity. The Fire Department agrees to assume all risks associated with the activities performed under this MAA and agrees to hold harmless, defend, and indemnify the Department, the Conservation Commission, and its agents and employees, from any claim or suit arising from, or in connection with, this MAA and the activities performed under this MAA.
5. **Violation of any of the terms of this MAA as mentioned above could result in the loss of loaned FEPP equipment, all FFP ownership equipment prior to title transfer, training opportunities and grant application privileges.**

The Sedalia Fire Department  
*(Legal Name of Fire Organization)*

Mailing Address: 2606 W. 16th Street  
Sedalia, MO 65301

Physical Address: 2606 W. 16th Street  
Sedalia, Mo 65301

Printed Name: Matthew Irwin  
*(Fire Department Signatory)*

Signature: \_\_\_\_\_

Title: Fire Chief

Date: \_\_\_\_\_

MISSOURI DEPARTMENT OF CONSERVATION

By: \_\_\_\_\_  
*Michael Bill, Forestry Section Chief/State Forester*

Date: \_\_\_\_\_

## APPENDIX A

Listed below are the Federal Excess Personal Property (FEPP) program items covered by this Agreement. As additional items are assigned, they will be added to this Appendix, dated and copies of the Transfer Document attached.

ITEM

SERIAL #

CONTROL#

## APPENDIX B

Listed below are the DoD Fire Fighter Property (FFP) program items covered by this Agreement. As additional items are assigned, they will be added to this Appendix, dated and copies of the Transfer Document attached.

ITEM

SERIAL #

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