



City Of  
**BOONVILLE**

*City of Boonville*

**April 17, 2023**

**7:00 PM**

**City Council Chambers**

**525 E. Spring Street**

**Boonville MO 65233**

Meeting Live streamed <https://www.youtube.com/user/cityofboonvillemo> & Channel 3 with Suddenlink Cable TV

---

**I. Call to order – Pledge and Prayer**

A. Barry Elbert

**II. Roll Call**

**III. Hearing of Citizens' Comments**

**IV. Approval of Minutes**

A. April 11 council meeting minutes

**V. Consent Items**

**VI. Presentation of Accounts and Claims**

A. Appropriations

**VII. Unfinished Business**

A. None

**VIII. New Business**

A. Consider Resolution R2023-04 Authorizing and Approving an Agreement with Survey and Mapping (SAM), LLC for GIS Mapping Services

**IX. Reports of Standing Committees**

A. Police Board Meeting

B. Board of Public Works No Quorum Meeting

C. Planning and Zoning- cancelled meeting

D. Boonville Housing Authority

**X. Reports of City Officials**

A. City Administrator

B. Mayor

**C. City Clerk**

**XI. Miscellaneous**

**XII. Adjourn**

**A. Public Works March 2023 Monthly Report**

**NOTICE:** The City of Boonville will comply with the Americans with Disabilities Act (ADA). Individuals who require an accommodation due to disability to attend this meeting should contact our office at (660) 882-2332 or Relay Missouri, 1-800-735-2966 TTY at least 48 hours in advance.



**April 11, 2023**

**7:00 PM**

**SINE DIE MEETING  
City Council Chambers  
525 E. Spring Street  
Boonville MO 65233**

---

**I. Call to order – Pledge and Prayer**

Call to order – Pledge and Prayer The Boonville City Council met in Regular Session on April 11, 2023, at 7:00 p.m. in the Council Chambers located at 525 East Spring Street, Boonville, Missouri. The following officers were present; Ned Beach, Mayor; Kate Fjell, City Administrator; Amber Davis, City Clerk; Randy Ayers, Sergeant at Arms and Interim City Counselor, Doug Abele was absent. The meeting was called to order. Sy Harvell led the prayer, after the pledge of allegiance.

**A.** Sy Harvell

**II. Roll Call**

The following Council representatives were present: Sy Harvell, Barry Elbert, Albert Turner, Michael Stock, Steve Young, Susan Meadows, and Andrew Cowherd. Council Representative Whitney Venable was absent.

**III. Hearing of Citizens' Comments**

None

**IV. Approval of Minutes**

**A.** April 3rd 2023 council meeting

The minutes stand as submitted

**V. Consent Items**

None

**VI. Presentation of Accounts and Claims**

**A.** Report Will be Available at the Meeting to Allow Time for Accurate Year-End Figures

Ms. Davis read the ordinance appropriating money, in its entirety, and a second time, by title only, since a copy of the ordinance had been made available prior to the meeting. Ms. Meadows moved, and Mr. Stock seconded the motion for approval of the ordinance. Roll call was taken. Ayes: Sy Harvell, Barry Elbert, Albert Turner, Michael Stock, Steve Young, Susan Meadows, and Andrew Cowherd. Total (7) Opposed: None (0) Absent: Whitney Venable (1). Motion Carried.

## **VII. Unfinished Business**

- A.** Second Reading of Bill No. 2023-015 Amending the code of general ordinances section 2-36, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain municipal officials

Ms. Meadows moved and Mr. Cowherd seconded the motion to approve this bill. Roll Call was taken. Ayes: Sy Harvell, Berry Elbert, Albert Turner, Michael Stock, Steve Young, Susan Meadows, and Andrew Cowherd. Total (7) Opposed: none (0 ) Absent: Whitney Venable (1). Motion Carried.

## **VIII. New Business**

- A.** First and Second Reading of Bill No. 2023-017 Accepting the Results of the April 4 2023 Boonville Municipal Election

Ms. Davis read the bill, in its entirety, and a second time by title only since a copy of the ordinance had been made available prior to the meeting. Ms. Meadows moved, and Mr. Cowherd seconded the motion to approve the election results. Roll call was taken. Ayes: Sy Harvell, Barry Elbert, Albert Turner, Michael Stock, Steve Young, Susan Meadows, and Andrew Cowherd. Total (7) Opposed: None (0) Absent: Whitney Venable (1). Motion Carried.

- B.** 2022-2023 Council Adjournment ( Sine Die)

With no further discussion, Mayor Beach entertained a motion to adjourn the 2022-2023 City Council. Ms. Meadows moved, and Mr. Elbert seconded the motion to adjourn the 2022- 202. Ayes: Sy Harvell, Barry Elbert, Albert Turner, Michael Stock, Steve Young, Susan Meadows, and Andrew Cowherd. Total (7) Opposed: None (0) Absent: Whitney Venable (1). Motion Carried.

- C.** Swearing of Newly Elected Officials

City Clerk, Amber Davis, administered the Oath of Office to the newly elected officials for 2023-2024: City Attorney, Brad Wooldridge; Council Representatives Brad Atkinson (Ward 1); Drew Davis (Ward 2); and Barry Elbert (Ward 4); Whitney Venable (Ward 3) was absent.

- D.** Call New Council to Order

Mayor Beach called the 2023-2024 Council to order.

- E.** Election of Mayor Pro-Tem

Mayor Beach opened the floor for nominations from the Council for Mayor Pro Tern. Mr. Young nominated Ms. Susan Meadows with Mr. Cowherd seconded the nomination. No further nominations were offered. Mayor Beach called for a show of hands. It was

unanimous.

Ms. Meadows will be Mayor Pro Tern for Fiscal Year 2023-2024.

#### **IX. Reports of Standing Committees**

**A.** None

#### **X. Reports of City Officials**

**A.** City Administrator

Ms. Fjell called Ms. Studley up to the podium to recognize city employees who have been employed by the City of Boonville for more than 20 years. The employees who were recognized are

Bernita Bright - 45 years, 7 months, and 27 days

Phyllis Newman- 45 years, 7 months, and 8 days

John Kaiser- 35 years, 3 months

Randy Ayers- 30 years, 4 months, 20 days

Jimmy D. Gholson Jr.- 25 years, 11 months, 14 days

James Brad Wilkinson- 25 years, 6 months, 20 days

**B.** City Clerk

Ms. Davis let the council know they will be a parliamentary procedure work session on Monday, April 17th at 6:00.

**C.** Mayor

None

#### **XI. Miscellaneous**

Ms. Meadows stated she has gotten positive feedback from residents about the new flashing crosswalk on Main Street in front of the middle school.

Mr. Harvell stated there are gas pipeline signs posted on 11th Street. Ms. Fjell stated the city would look into it.

Mr. Cowherd commented on the park's crew for all their hard work on the ball fields and stated the fields look great!

#### **XII. Adjourn**

With no further discussion, Mr. Young moved, and Mr. Cowherd seconded the motion to Adjourn at 7:20p.m. and the voice vote was unanimous.

---

**ORDINANCE APPROPRIATING MONEY**

---

Be it Ordained by the Council of the City of Boonville as follows:

**Section 1:** For the purpose of paying salaries and various accounts against the City of Boonville, which have been allowed by the Council, at the regular meeting thereof on **April 17, 2023** the sum of **\$434,893.63**

|                               |              |
|-------------------------------|--------------|
| General Fund                  | \$166,248.69 |
| Sanitation                    | \$22,320.93  |
| CIP Tax                       | \$16,022.34  |
| Water Works                   | \$120,940.57 |
| Capital Projects              | \$430.52     |
| Waste Water                   | \$80,965.08  |
| Tourism                       | \$4,553.70   |
| Gaming                        | \$19,842.00  |
| Parks/Water                   | \$1,764.80   |
| Kemper Sales Tax              | \$1,805.00   |
| Economic Development Projects | \$0.00       |

**Section 2:** The Accountant is hereby authorized and instructed to draw checks on the respective City bank accounts, in favor of the persons whose salaries and accounts have been allowed as above, amounting to **\$434,893.63** being the total amount of money above appropriated.

**Section 3:** This ordinance shall take effect and be in force from and after its passage. First reading on **April 17, 2023** read for the second time this **April 17, 2023** since a copy was made available prior to the meeting.

Approved **April 17, 2023** \_\_\_\_\_  
Mayor

Endorsed **April 17, 2023** : I hereby certify that a sufficient sum of money stands to the credit of the City, unappropriated, in the various funds to meet the requirements of this ordinance.

\_\_\_\_\_  
Accountant

Date: April 17, 2023  
To: Mayor and Council  
From:  
Re: None

---

Date: April 17, 2023

To: Mayor and Council

From: Teresa Studley, Assistant to the City Administrator, Jeff Ditto, Director

Re: Consider Resolution R2023-04 Authorizing and Approving an Agreement with Survey and Mapping (SAM), LLC for GIS Mapping Services

---

**RESOLUTION NO. R2023-XX**

**A RESOLUTION OF THE CITY OF BOONVILLE, MISSOURI, AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF BOONVILLE, MISSOURI AND SURVEYING AND MAPPING LLC (SAM) FOR PROFESSIONAL SERVICES RELATED TO THE CITY'S MAPPING/GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT AND PROVIDING AN EFFECTIVE DATE THEREFORE**

**WHEREAS**, the City of Boonville desires to implement a mapping/geographic informational system that includes without limitation, mapping streets, utilities, including water, sanitary sewer and storm drainage facilities, and planning related layers such as zoning and flood plain data; and

**WHEREAS**, the project will extend over several fiscal years and therefore will be an ongoing project that city staff will maintain; and

**WHEREAS**, the City of Boonville has solicited proposals for professional services related to the City of Boonville's Mapping/Geographic Information (GIS) Project; and

**WHEREAS**, as given the status, the City of Boonville desires to engage and award Surveying and Mapping LLC (SAM) as the provider of the City of Boonville's Mapping/Geographic Information System (GIS).

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

**SECTION 1:** That an Agreement between the City of Boonville, Missouri and SURVEYING AND MAPPING LLC (SAM), a copy of which is marked "Exhibit A" is attached hereto and made a part hereof, is hereby approved.

**SECTION 2:** That the City Administrator and the City Clerk are hereby authorized to execute, and attest said agreement on behalf of the City of Boonville.

**SECTION 3:** This resolution shall take effect and be in full force from and after its passage and approval.

**Passed this 17th day of April 2023, by the City Council of Boonville, Missouri**

---

Ned Beach, Mayor

**ATTEST:**

---

Amber Davis, City Clerk

## MASTER SERVICE AGREEMENT

This Master Service Agreement (the "Agreement") is made this \_\_\_ day of April, 2023, (the "Effective Date"), by and between the City of Boonville, hereinafter called "The City", with offices located at 401 Main Street, Boonville, MO 65233 and Surveying And Mapping, LLC, a Texas limited liability company, hereinafter called "SAM", with offices located at 501 N. Market Street, Maryville, Missouri 64468. The City and SAM being referred to herein collectively as the "Parties", and individually as a "Party".

1. **Purpose and Scope** - This Agreement is a master contract between The City and SAM whereby in consideration of the covenants and provisions hereinafter provided, it shall control and govern all Professional or other services performed by SAM for The City, and the purchase from SAM of Work Product utilized in connection with such services (hereinafter the "Work"). During the term of this Agreement, SAM agrees to furnish all labor and equipment to do and perform all the Work which may be requested by The City by written order.
2. **Orders** - Upon The City notifying SAM from time to time of the Work required hereunder, SAM will undertake the same and thereafter carry it on with due diligence and in a good and workmanlike manner to completion, subject, however, to Paragraphs 9 and 10 hereof. Each job shall be the subject of an order for work issued by The City to SAM (the "Work Order"). The Work Order will be written and provide the effective date of Work Order, the job site location, a description of Work to be performed by SAM, commencement of work, and compensation to be provided by The City. The Work Order may be in a form similar to Attachment "A" or any other form that is agreed to by the Parties.

SAM and The City may mutually agree to enter into and execute any number of Work Orders under this Agreement. Each Work Order shall be separately numbered, and each Work Order is hereby incorporated herein as if fully set forth herein and subject to all of the terms and provisions hereof.

3. **Responsibilities of SAM** - In the performance of any operations and Work hereunder, SAM shall furnish at its own expense any and all reasonably necessary labor and supervision, goods, machinery, equipment, tools, transportation, and whatever else is reasonably necessary for the performance and timely completion of the Work herein provided for at the job site (other than such items thereof as The City specifically agrees in the Work Order to furnish), all in good condition and suitable for the Work to be

performed hereunder, and shall perform the Work specified in the Work Order and/or described in the specifications and/or drawings that may be attached thereto. SAM hereby agrees that all Work will be performed by personnel who are trained in safety and in the Work to be performed. SAM agrees that any action undertaken in connection with performance of this Agreement shall be in reasonable compliance with all applicable laws, rules and regulations. The obligations of SAM and The City under this Paragraph are subject to Paragraph 9 hereof.

4. **Property Protection** – SAM shall use reasonable efforts to perform the Work in a manner which causes the minimum of inconvenience, disturbance, and damage to the property of The City and affected landowners. “Damage” shall be defined as any injury to property caused by SAM that exceeds normal and ordinary injury associated with surveying operations. SAM shall reasonably restore all Damage to as good a condition as before any such Damage occurred and to the reasonable satisfaction of The City. The City reserves the right to specify additional conditions of restoration on a Work Order basis and agrees that SAM may be compensated for costs associated with such additional conditions of restoration.
5. **Independent Contractor** – SAM shall be deemed an independent contractor with respect to this Agreement and all Work done and services performed hereunder, and neither SAM nor anyone used or employed by or subcontracted by SAM shall be deemed for any purpose to be the agent, servant or representative of The City in the performance of such Work or services or any part hereof, or in any matter dealt with herein, and The City shall have no direction or control of SAM or its employees and agents, except in the results to be obtained. Neither SAM nor anyone used or employed by SAM will have any right to any pension or welfare plans, including, without limitation, savings, retirement, medical, dental, insurance, or vacation plans sponsored by The City. Furthermore, neither SAM nor anyone used or employed by SAM will have any authority to bind The City to any Third Parties without specific written authority from The City. It is understood that by this provision, neither Party is assuming any liability for the actions or omissions of the other Party. Neither shall The City nor any of its employees be deemed a borrowed servant for any purpose hereunder or with respect to the Work or activities, whether incidental or otherwise, of SAM.
6. **Insurance** - As to all operations provided for herein by SAM and at SAM’s sole expense, SAM shall carry and maintain at all times during the performance of services hereunder, for the benefit of The City, the following minimum insurance coverage with policy territory sufficient to cover the Work hereunder. Upon request by The City, SAM shall provide to The City certificates of insurance and other evidence of such policies of insurance maintained by SAM and all subcontractors, in the event that any policies of insurance are modified in any respect, cancelled, or terminated for any reason, SAM agrees to immediately notify The City of such. Also, in the event that SAM should use or engage any

subcontractors, said subcontractors are also required to maintain the following minimum coverage:

- a. Workers Compensation in accordance with the statutory requirements of the governmental entities with jurisdiction over personnel engaged by each Party who are performing Work, Services and Employer's Liability insurance with a limit of not less than \$1,000,000 each occurrence;
  - b. Comprehensive Automobile Liability insurance covering owned, non-owned and hired vehicles with limits of liability of not less than \$1,000,000 combined single limits for Bodily Injury and Property Damage claims;
  - c. Comprehensive General Liability insurance with limits of liability in a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage claims;
  - d. Professional Liability insurance with an aggregate limit of not less than \$1,000,000 covering The City against any and all sums which SAM may be legally obligated to pay on account of any professional liability arising out of the performance of this Agreement;
  - e. Umbrella Excess Liability insurance as to items a through d with a limit of not less than \$4,000,000 each occurrence and an aggregate limit of not less than \$4,000,000.
  - f. Each Party shall, upon request, furnish certificates showing that the above insurance is and will be in effect during the performance of Work hereunder, and shall specify that each Party must be given, in writing, thirty (30) days notice of cancellation, termination, or alteration of the policies evidenced by certificates.
7. **Indemnity** – SAM with respect to professional liability, shall indemnify, hold and save harmless The City, their officers, agents and employees, from liability of any nature or kind, including costs and expenses, for or on account of any or all damages of any character whatsoever arising from negligent acts or omissions or misconduct of SAM, its employees and agents, and SAM's subcontractors, and suppliers, their employees and agents. SAM, with respect to all liability other than for professional acts, shall indemnify, defend, hold and save harmless The City their officers and employees, from liability of any nature or kind, including costs and expenses, for or on account of any or all damages of any character whatsoever arising from acts, omissions or conduct of SAM, its employees and agents, and SAM's subcontractors, and suppliers, their employees and agents.

The City with respect to professional liability, shall indemnify, hold and save harmless SAM, their officers agents and employees, from liability of any nature or kind, including costs and expenses, for or on account of any or all damages of any character whatsoever arising from negligent acts or omissions or misconduct of The City, its employees and agents, and The City's subcontractors, and suppliers, their employees and agents. The City, with respect to all liability, other than for professional acts, shall indemnify, defend, hold and

save harmless SAM, their officers, agents and employees, from liability of any nature or kind, including costs and expenses, for or on account of any or all damages of any character whatsoever arising from negligent acts, omissions or misconduct of The City, its employees and agents, and The City's subcontractors, and suppliers, their employees and agents.

The City will carry at least the minimum insurance limits described above in support of the indemnity agreements contained herein.

SAM will carry insurance sufficient to support the indemnity agreements contained herein.

8. **Controlling Documents** - This Agreement does not obligate The City to order work from SAM, nor does it obligate SAM to accept orders for work, but this Agreement shall control and govern all work accepted by SAM and shall define the rights and obligations of The City and SAM during the term hereof, except as modified by any Work Order. The scope of the Work and required services may be changed upon written notice by The City to SAM.
9. **Force Majeure** - Neither The City nor SAM shall be liable for any delay due, occasioned or caused as a result of any applicable laws, orders, rules or regulations of governmental authorities or by causes beyond the control of a Party to overcome by the exercise of due diligence (herein called "**Force Majeure**").
10. **Commencement and Completion of Work** – SAM agrees to commence and complete said Work with due diligence and in a timely manner. SAM agrees to commence said Work at the time mutually agreed upon by both Parties unless SAM is prevented from commencing or continuing said Work by Force Majeure.
11. **Hiring of Employees** – The City may not directly or indirectly, without the prior express written consent of SAM, offer or solicit for employment, employ, or otherwise engage the services of SAM's personnel during the term of this Agreement and for twenty-four (24) months after termination or expiration of this Agreement. For purposes of this clause, "**personnel**" includes (a) all individuals that SAM and its subsidiaries employ or (b) all independent contractors engaged by SAM to perform Work pursuant to this Agreement. The City agrees that SAM has no adequate remedy at law to enforce this restrictive covenant and that SAM may pursue but is not obligated to pursue all equitable remedies including without limitation injunctive relief so as to enforce the terms of this restrictive covenant. If this paragraph or any portion hereof is held to be unenforceable or requires reformation, then The City agrees that the unenforceable provision shall be modified only to the extent necessary to cause such provision to be reasonable and to impose a restriction(s) that is not greater than necessary to protect the goodwill and business interests of SAM as reformed.

SAM may not directly or indirectly, without the prior express written consent of The City, offer or solicit for employment, employ, or otherwise engage the services of The City's personnel during the term of this Agreement and for twenty-four (24) months after termination or expiration of this Agreement. For purposes of this clause, "personnel" includes

(a) all individuals that The City and its subsidiaries employ or (b) all independent contractors engaged by The City to perform Work pursuant to this Agreement. SAM agrees that The City has no adequate remedy at law to enforce this restrictive covenant and that The City may pursue but is not obligated to pursue all equitable remedies including without limitation injunctive relief so as to enforce the terms of this restrictive covenant. If this paragraph or any portion hereof is held to be unenforceable or requires reformation, then SAM agrees that the unenforceable provision shall be modified only to the extent necessary to cause such provision to be reasonable and to impose a restriction(s) that is not greater than necessary to protect the goodwill and business interests of The City as reformed.

12. **Term and Termination** - This Agreement shall be effective as of the Effective Date and shall continue in force until terminated in accordance with the provisions hereof. This Agreement may be terminated prospectively by either Party at any time, without cause and without liability, upon thirty (30) days' prior written notice to the other Party; provided, however, the terms and provisions of this Agreement shall continue to apply to all Work Orders then in existence, and neither Party shall by reason of such prospective termination of this Agreement be relieved of its respective obligations and liabilities theretofore or thereafter arising from or incident to the Work performed or services rendered under any existing Work Order.

13. **Property and Data** - Documents Provided by The City - The City agrees to provide SAM with any and all documents necessary to identify the ownership, location and condition of the property to be surveyed, including, but not limited to, deeds, maps, title information, and permits; and to obtain for SAM the authorization of the property owner and/or tenant to enter upon the property for the purpose of conducting Work thereon.

Ownership of Work Product – SAM acknowledges that all original papers, documents, maps, surveys, and other work product and copies thereof, produced by The City pursuant to this Agreement shall remain the property of The City except documents which are required to be filed with public agencies. SAM further acknowledges that The City's right to utilize the services and work product performed pursuant to this Agreement will continue only so long as The City is not in default pursuant to the terms and conditions of this Agreement and SAM has performed all obligations under this Agreement.

Use of Work Product – SAM acknowledges that The City is requesting services to be performed under the applicable Work Order(s) for the purpose of providing such information

to other parties including, but not limited to, clients, customers, and other interested persons. The City agrees that the Work product prepared by SAM may not be altered in any way except for the addition of page numbers or exhibit captions necessary to incorporate the work product into other documents. SAM agrees to provide copies of the Work product mutually agreed upon by both Parties described in the Work Orders hereof.

14. **Permits and Licenses** – SAM shall not be responsible for any expenses or costs or liabilities whatsoever related to or for providing any permits, licenses, or similar legal instruments or authorizations required to implement or accomplish projects, permit or license sites, related to its Work and services listed in Work Orders. SAM shall not be required to perform any Work under any Work Order which requires a local, state, or federal license to practice which it does not possess or which in SAM's sole judgment SAM is unqualified to perform, such as but not limited to: legal opinions, real estate brokerage or agency, certified public accounting, and certain professional engineering work in various states and localities.
15. **Safety** – SAM agrees to maintain and abide by an Alcohol, Drug, and Safety Program and any other programs or certifications from any regulatory or oversight agencies, organizations or bodies that are required for the Work SAM will perform hereunder. SAM represents that it and its employees and subcontractors are familiar with safety policies and procedures with respect to the Work to be performed by SAM. SAM further represents that it and its employees and subcontractors will comply with safety policies and procedures while engaged in all work during the term hereof.
16. **Confidentiality** – If the Parties have previously entered into a Confidentiality Agreement, a copy of said Confidentiality Agreement is annexed hereto marked Attachment "B". The terms of said Confidentiality Agreement are expressly incorporated by reference as if fully set forth herein. In addition to the provisions of the Confidentiality Agreement referenced, the Parties agree that with prior written consent, SAM may in the course of performing services submit reports and other documentation to specific federal, state or local agencies that contain Confidential Information.
17. **Compensation** - Compensation to SAM for the services and work covered by a Work Order entered into by the Parties shall be paid in United States dollars and will be the only payments to which SAM shall be entitled for such services.

The compensation (including hourly or day rates, equipment, vehicles, mobilization, demobilization, reimbursement of SAM direct expenses, and any other charges as applicable) to be paid by The City to SAM for the services provided hereunder will be in accordance with the Rate Schedule set forth in the applicable Scope of Work for each Work Order hereunder.

SAM shall submit to The City an invoice and The City shall pay SAM all amounts due under such invoice within fifteen (15) days from date of receipt of the invoice.

18. **Assignment** - This Agreement shall not be assigned by either Party without the prior written consent of the other Party, except that a Party hereto may assign this Agreement to any parent or subsidiary without the prior written consent of the other Party.

19. **Notices** - All notices, Work Orders, and other communications required, permitted or desired to be given hereunder must be in writing and shall be sent to either Party at the addresses listed below or by hand delivery or by facsimile transmission or by email. Effective date is date notice is received by the addressee. Each Party may change its address by notifying the other Party in writing.

a. City of Boonville, Missouri  
401 Main Street  
Boonville, MO 65233  
Phone: (660) 882-2332  
Fax: (660) 882-6608

b. Surveying And Mapping, LLC  
Attn: Patrick A. Smith, Principal/Executive VP  
4801 Southwest Parkway  
Parkway Two, Suite 100  
Austin, Texas 78735  
Phone: (512) 447-0575  
Fax: (512) 326-3029  
Email: [PSmith@sam.biz](mailto:PSmith@sam.biz)

With copy to:  
Cookie F. Munson  
General Counsel  
[cmunson@sam.biz](mailto:cmunson@sam.biz)

20. **Business Records** – SAM shall maintain books and records supporting all costs for the Consulting Services performed under this Agreement. During SAM normal business hours for the duration of this Agreement, and for a period of two (2) years thereafter, The City shall have reasonable access to such books or records, which are non-proprietary and specifically and directly related to Work performed under this Agreement, reasonably required to either verify reimbursable costs or to otherwise ensure compliance with the terms of this Agreement.

21. **Conflict in Terms/Order of Precedence** - In the event of any conflict between this Agreement and the express terms of a Work Order, the terms of the Work Order shall conclusively control as to all matters contained within the Work Order.
22. **Jurisdiction and Compliance with Law** - This Agreement shall be governed by, and construed and interpreted pursuant to, the laws of the state of Missouri, without regard to any choice of law rules or principles which may direct the application of the laws of another jurisdiction. Venue for any dispute related to the subject matter of this Agreement, its construction or interpretation, or enforceability, or any Work Order shall be in Missouri.

In the event SAM is legally required to render additional services directly or indirectly relating to the subject matter of this Agreement (including, but not limited to, producing documents, answering interrogatories, attending depositions, and testifying at trial, and whether by subpoena, court process or order, written deposition, or otherwise), The City shall pay SAM's then current commercially reasonable hourly rates for the persons involved for the time expended in rendering such services, including, but not limited to, time for meetings, conferences, preparation and travel, and all related out-of-pocket expenses (including, without limitation, the fees and expenses of SAM's legal counsel, paralegals and legal staff incurred in connection therewith). SAM will submit an invoice in accordance with the terms of this Agreement and payment shall be made by The City within fourteen (14) days' of receipt of invoice.

23. **Enforceability of the Agreement** - If any part or provision of this Agreement is judicially declared invalid or unenforceable, such declaration shall not have the effect of invalidating or voiding the remainder of this Agreement, and the Parties agree that the part or parts of this Agreement so held to be invalid, void or unenforceable shall be modified to the extent to make it enforceable. Excluding paragraph 11 and only if such be necessary as to the remainder of the Agreement, the Agreement shall be deemed to be amended so as to delete or modify the unenforceable part or provision, and the remainder shall have the same force and effect as if such part or provision had never been included herein. The City agrees that SAM is not liable to The City and SAM is fully and completely released and discharged from any claim for attorneys' fees, costs, and damages which may be asserted by The City related to any action for interpretation, enforcement, and reformation of Paragraph 11.
24. **Entire Agreement and Amendments** - This Agreement, together with any Work Order entered into pursuant to this Agreement, contains the entire agreement between the Parties hereto with respect to the subject matter hereof. No amendment to this Agreement or to any Work Orders shall be binding upon either Party hereto, unless it is in writing and executed on behalf of each Party hereto by a duly authorized representative and expressly specified as such. This Agreement supersedes all previous agreements, whether written or oral, entered into between the Parties.

25. **Binding Authority** - Each of the persons executing this Agreement represents and warrants that he or she has full right and authority to execute this instrument on behalf of SAM or The City, as the case may be, and to bind such Party to the fulfillment of all of the provisions hereof.
26. **Counterparts**. This Agreement may be signed in counterparts, each of which may be deemed an original and all of which together constitute one and the same agreement.
27. **Digital Copy**. This Agreement may be digitally copied and stored (the “Imaged Agreement”). The Imaged Agreement (once digitally regenerated to paper form), and any facsimile, and all computer records of the foregoing, if introduced as evidence in any judicial, arbitration, mediation or administrative proceedings, will be admissible as between the Parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and neither Party shall object on the basis that such business records were not originated or maintained in documentary form under any rule of evidence.

IN WITNESS WHEREOF, this Agreement is executed effective as of the day and year first above written.

**SURVEYING AND MAPPING, LLC**

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

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

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

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

**CITY OF BOONVILLE, MISSOURI**

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

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

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

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

Attest:

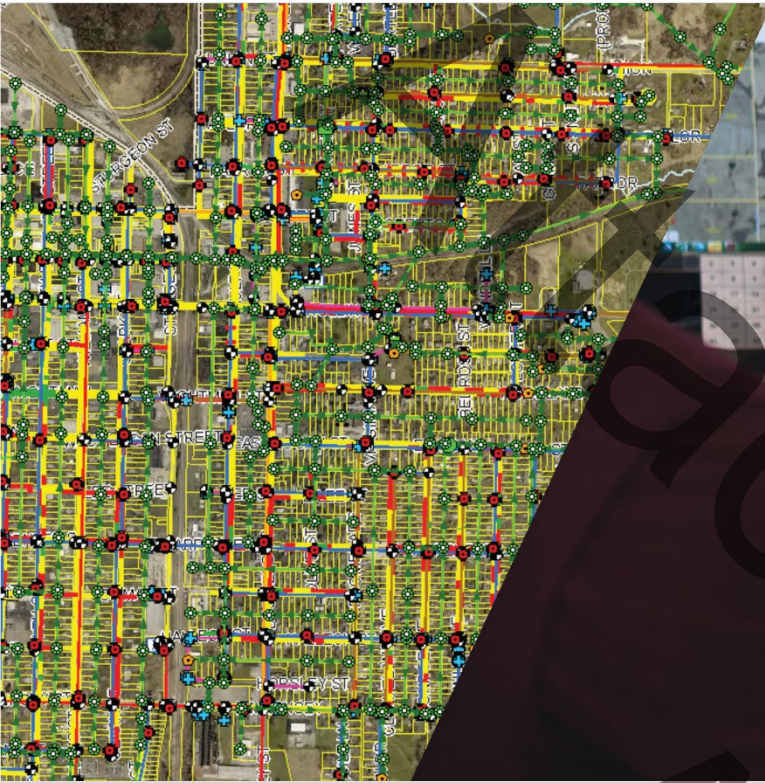
\_\_\_\_\_  
City Clerk

**Attachment A**

**Form of Work Order**



# Attachment A: SAM, LLC March 28, 2023



**RFP Response Contact:** Erin Allen | 660.215.7091 | [erin.allen@sam.biz](mailto:erin.allen@sam.biz)

## Surveying And Mapping, LLC

RFP RESPONSE FOR:

Mapping and GIS Services

SUBMITTED TO:

The City of Boonville, Missouri

December 30, 2022

SUBMITTED BY:  
Surveying And Mapping, LLC  
501 N. Market Street  
Maryville, MO 64468  
660.562.0050 | [gis@sam.biz](mailto:gis@sam.biz)



December 30, 2022

RE: RFP- Mapping and GIS Services

Surveying And Mapping, LLC (SAM) respectfully submits our qualifications to the City of Boonville in response to the RFP for Mapping and GIS Services. SAM is ready to assist in your efforts to develop a GIS program to support infrastructure operation and maintenance for the City of Boonville and to better prepare the utility for future projects.

The scope of work requested in this RFP is a matter of routine for our GIS team at SAM. We specialize in providing accurate data for utility systems and in supporting clients who are at all stages of the GIS lifecycle. SAM understands that The City desires a trusted expert to execute this project and to provide full-service options and support in enhancing staff's ability to utilize and maintain the GIS database. The following characteristics make SAM uniquely capable of overseeing this project for the City of Boonville:

- SAM has provided **GIS services to Cooper County, Missouri since 2013, and continues to maintain the county's GIS.** These services include GIS parcel mapping, data conversion, and administration of Integrity, SAM's web-based GIS program.
- SAM has provided **GPS mapping and GIS services to over 800 clients** across the country. Our dedicated field staff has GPS located and mapped millions of utility assets and integrated millions more seamlessly into a GIS program from research data acquisition, CAD, and other third-party data systems. In Missouri, SAM has designed, implemented and supported 145 GIS programs for cities and counties.
- SAM's dedicated team for The City project has a **combined 80+ years of experience** in municipal and county GIS products and services. In conjunction with our knowledge and support of the Cooper County GIS program, SAM is best positioned to ensure The City's project success.
- SAM's localized experience includes **two (2) offices in the state of Missouri located in St. Louis and Maryville.** These offices specialize in GPS utility data collection, GIS development and web-based applications. As a full service firm, SAM also has expertise in aerial data acquisition, Land Surveying, Subsurface Utility Engineering, Mobile & Terrestrial Mapping and LiDAR.
- SAM has designed and implemented hundreds of GIS datasets for municipalities across the country. We take pride in our ability to scale deliverables and solutions that meet the resources and goals of every client. Our unique combination of RTK Survey-grade GPS field services, infrastructure understanding, program design and unrivaled support are why **more than 70% of our annual GIS and utility mapping revenue comes from repeat or referral clients.**

Thank you for the chance to present our company for this opportunity. Please consider interviewing our project management team to see how our solutions can be tailored to your needs, and how hundreds of clients are successfully utilizing our services.

Respectfully Submitted,

Erin Allen, Business Development Director



## Table of Contents

|                       |            |
|-----------------------|------------|
| Consultant Background | 1          |
| References            | 4          |
| Project List          | 5          |
| Scope of Services     | 6          |
| Work Timetable        | 9          |
| Pricing Schedule      | 10         |
| Appendix Documents    | Appendix 1 |
| Resumes               |            |



### SAM Services



Geographic  
Information System  
(GIS) Services



Professional  
Land  
Surveying



Building  
Information  
Modeling (BIM)



Aerial  
Mapping &  
Photogrammetry



Subsurface Utility  
Engineering &  
Utility Coordination



Airborne,  
Mobile &  
Terrestrial LiDAR



Construction  
Phase  
Services

Founded in 1994 and celebrating 28 years of providing the best in GIS services and deliverables, **Surveying And Mapping, LLC (SAM)** has expanded from its initial offering of professional land surveying services, to providing a complete suite of geospatial solutions. With a guiding principle of providing only the highest quality services to our clients, SAM continually looks for opportunities to expand our geographic reach, introduce additional services and broaden the markets we serve.

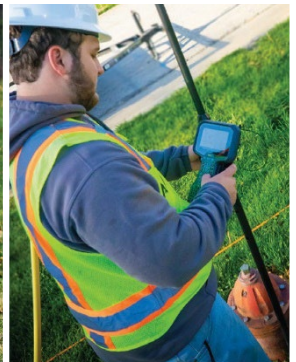
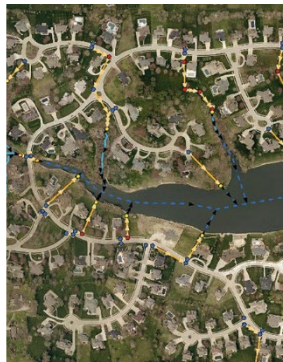
SAM's GIS division GIS has grown through a vision that long-term GIS success is dependent on the highest level of accuracy, proper database design and the ability to ensure each and every department within an organization can benefit from their GIS.

SAM has established a technical infrastructure to support and maintain web-based and mobile asset management programs, along with custom GIS applications. With these tools, SAM ensures that every client, regardless of size and resources, can implement an enterprise GIS program to manage everything from land parcels, transportation infrastructure and utility assets in a secure, user-friendly website built on the latest Esri® technology.

SAM's complete geospatial approach ensures efficient and customized solutions for projects of any scale. Our clients benefit from a single point of contact for all GIS, surveying and mapping products. The size of our available workforce means we are able to use these tools effectively to accomplish even large-scale projects on accelerated schedules. With our focus on quality and timely delivery, we are proud to have a high rate of repeat business and positive client referrals.

SAM specializes in geospatial services for municipalities and utilities. Our geospatial services include:

- GPS Field Mapping
- Utility/Infrastructure Data Collection
- Asset Management Programs
- Utility Inspections
- GIS Data Development
- Data Conversion
- Consulting
- SL-RAT Sewer Acoustic Inspection
- GIS Mapping
- Custom Programming
- Web-Based, Mobile GIS Programs
- Maintenance & Support
- Parcel Mapping
- Specialized Training
- 911 (NG911) GIS Services
- Vegetation Management





For over 25 years, SAM has designed reliable GIS programs on a foundation of the highest accuracy possible and our philosophy of **"Everything GIS. Done Right."**. This ensures every project is uniquely designed to accommodate individual client needs and future plans. SAM is consistently hired by clients based on qualifications, as demonstrated by our long-standing experience.

### **CAPACITY TO ACCOMPLISH WORK**

SAM has teams of full-time, trained GPS field technicians, each led by a GPS field crew chief, dedicated to accurately locating utilities and completing inspections for the sole purpose of GIS data integration. GPS field crews at SAM travel throughout the country providing GPS utility collection services on a daily basis. With crews stationed across the country, mobilization can be done quickly to meet any project budget and schedule.

All GPS field and technical staff at SAM are highly trained in all areas of GPS field collection and utility inspections and utilize precision-accurate GPS equipment and cutting-edge Esri software. Additionally, field staff have completed OSHA and Federal Traffic Safety training.

In addition to our knowledgeable field staff, SAM also maintains the professional staff and capacity to provide technical support to more than 100 clients on an annual basis. We provide service and support to our clients long after the implementation of their GIS data and software solutions. Municipal and utility clients also rely on SAM to periodically maintain their utility GIS program with GPS field updates. We are confident in our ability to provide exceptional GIS data collection services on projects of all sizes and complexities, while providing timely and outstanding technical support to each and every client.

### **TECHNOLOGY**

Since 2005, SAM has been an Esri Silver Business Partner. This partnership ensures that our staff is trained and experienced in the latest GIS software available. Esri is the worldwide leader in GIS software and we are proud to employ these technologies to develop every GIS program with the SAM name on it. Our professional staff specializes in a wide-range of GIS technologies, Esri software and integration with third-party applications.

GPS field crews at SAM are experts in data collectors and Global Positioning Systems (GPS), both Real-Time Kinematic (RTK) survey-grade and mapping-grade technologies. Our GPS data collection division boasts a fleet of state-of-the-art, reliable technologies to support the efforts of our crews.

Our programmers and technicians are skilled in numerous programming languages specific to spatial data and asset management functionality. SAM personnel routinely take advantage of the latest training opportunities for GIS software and GPS technology, all significant steps toward efficiency in GIS data collection and development. This commitment to providing the very best in GIS has earned SAM the trust of countless organizations and an extensive list of references and supporters around the region. This diverse technology expertise additionally ensures our team can consult on compatibility and integration issues with third-party software platforms and external data sources.

### **WEB SERVICE INFRASTRUCTURE**

Above and beyond the in-house technology for GIS development and GPS data collection, SAM has a significant back-end server infrastructure at our GIS office. This system is designed to support the maintenance of hundreds of web-based and mobile GIS mapping programs. The GIS team at SAM securely maintains hundreds of independent web-based GIS and asset management programs for clients across the nation.

SAM maintains a secured, climate-controlled server room with a dedicated fiber connection. Websites consume ArcGIS Online services and are stored in a virtual VMware ESXi environment run on a cluster of Dell PowerEdge R640 web servers and a Dell SAN SC4020 storage array. The server room is connected to a gas-powered generator to keep web servers up and running in case of a power outage.

### COST CONTROL & TIME MANAGEMENT

Cost control issues are very important to our clients and SAM has a unique understanding of the process, technology and level of effort necessary to provide our clients with successful solutions. The use of the latest in GPS technology and software programs, research, development efforts, field standards and protocols enables SAM to deliver **everything GIS, done right** the first time. Every project has been delivered to our clients by the negotiated deadlines.

With the extensive volume of data our team consistently processes, efficiency is paramount. Our professionals constantly weigh the benefits of building automated programs to improve and streamline GIS development tasks, while avoiding those automated pitfalls that reduce or hinder our staff's ability to effectively recognize issues in the construction of good, clean spatial data.

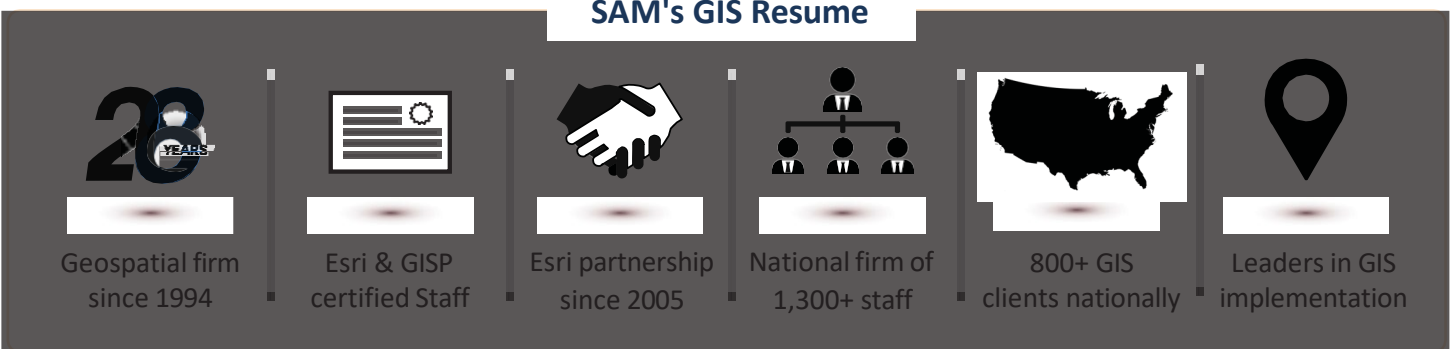
### QUALITY ASSURANCE / QUALITY CONTROL

Effective Quality Assurance and Quality Control (QA/QC) procedures are crucial to the success and overall integrity of every project. Through the combined efforts of our project team, an emphasis on QA/QC is always a priority and each task executed has a system of checks and balances established for all personnel to follow. Elements of QA/QC can range from data collection checklists and GPS tolerance controls to analyzing network connectivity within the software environment.

**Although every effort is made to investigate, locate and properly map each asset, the input and feedback of the utility personnel is imperative to the approval of final data.** Our project management team works with client staff to ensure we handle each piece of data properly and clients have the final say in how data is represented. Our QA/QC efforts include:

- Custom QA/QC ArcGIS tools
- "Heads-up" QA/QC against base data or aerial photography
- Digital and hard-copy checks against field notes and as-built drawings
- Five (5)% redundancy check of all GPS collected data
- Printed check plots for review by the city
- Assurance that end product shows complete connectivity
- Check in / check out data processes

### SAM's GIS Resume



### City of Centralia, Missouri

The City of Centralia, Missouri needed to update their utility, cemetery and street information. Public Works staff reached out to SAM for recommendations and consulting. In 2015, the city contracted with SAM to have sanitary sewer, water, storm water and electric mapped along with inventory and inspection services in order to create a comprehensive municipal GIS program.

SAM GPS mapped and collected data on nearly 11,600 features. RTK survey-grade GPS methods were utilized to locate the city's sanitary sewer, storm water and water utility networks to open elevation and mapping grade GPS was used to map and inventory the electric distribution features owned by the city. SAM implemented a web-based and mobile solution to edit, maintain and analyze the updated GIS data, Centralia utilizes an accurate geodatabase complete with tools to maintain and record maintenance on the city's infrastructure. Centralia can quickly access their mapping data on any computer or mobile device and share cemetery information through public facing options within the GIS.

### City of Moberly, Missouri

In 2013, Moberly selected SAM to convert the city's existing GIS data into Integrity, a web-based GIS program. SAM has worked with Moberly staff to correct inaccuracies and update the GIS through annual projects or on an as-needed basis. This includes the city's utility, zoning, cemetery and sidewalk replacement program data layers. SAM incorporated layers in the city's GIS including roads and snow routes, county data layers, jurisdictional boundary data, scanned tax map overlays, city cadastral overlays, planimetrics and a historical aerial photography layers.

SAM set up a public-facing cemetery GIS website for visitors to utilize. SAM continues to provide annual updates to the site and various layers as-needed by the city. As city ordinances change or construction projects are completed, SAM references the record drawing and documented changes to update the GIS accordingly. In 2021, Moberly contracted SAM to provide city-wide RTK survey grade data collection on various utility features in order to improve the accuracy and obtain elevations in the field.

### City of St. Joseph, Missouri

Since 2007, SAM has been contracted under a renewable "GIS Master Agreement" with the city of St. Joseph. SAM manages overall daily GIS operations, maintenance and design structure of the city's enterprise GIS database and their web-based, mobile GIS application. As the GIS provider for Buchanan County, SAM integrates the county and municipal data in order to provide added value to both clients. SAM has assisted various city departments with training on GPS equipment and GIS software to perform daily tasks, and has also updated and maintained the citywide cadastral mapping and data layer development.

Over the years, SAM has provided GPS mapping, inspection and GIS development of 10,000+ sanitary sewer features and portions of the storm water network for use in engineering design projects for combined sewer separation. SAM has developed reports and processes to improve regulatory compliance on the city's federal EPA consent and coordinated with CUES GraniteNet and Cartegraph Asset Management vendors to provide customized feature class design and integration with Esri map services.

### Reference Contacts

Heather Russell  
City Administrator  
heather@centraliamo.org  
573.682.2139

Brian Crane  
City Manager  
bcrane@cityofmoberly.com  
660.269.8705 ext. 2062

Keven Schneider  
Super of Streets/Infrastructure  
816-271-4848  
kschneider@stjosephmo.gov

Below is a table representing SAM's GIS experience in Missouri for projects similar in scope to The City of Boonville. Contact information for any of the references below can be provided upon request.

|                                 |                                   |                                 |
|---------------------------------|-----------------------------------|---------------------------------|
| Adair County PWSD No. 1         | Greene County, MO Highway Dept.   | Northeast Public Sewer District |
| Adair County, MO                | Greenfield, MO                    | NWMSU                           |
| Adrian, MO                      | Grundy County, MO                 | Oak Grove, MO                   |
| Albany, MO                      | Harrison County, MO               | Odessa, MO                      |
| Andrew County PWSD #1           | Henry County, MO                  | Oregon County, MO               |
| Andrew County, MO               | Higginsville, MO                  | Osage Beach, MO                 |
| Associated Electric             | Hillsboro, MO                     | Osage County, MO                |
| Atchison County, MO             | Holt County, MO                   | Ozark County, MO                |
| Audrain County, MO              | Howard County, MO                 | Pettis County, MO               |
| Barton County, MO               | Jackson County PWSD #2            | Phelps County, MO               |
| Bates County, MO                | Jefferson County, MO              | Plattsburg, MO                  |
| Benton County, MO               | Johnson County, MO                | Pleasant Hill, MO               |
| Bethany, MO                     | Kearney, MO                       | Polk County, MO                 |
| Bolivar, MO                     | Kirkville, MO                     | Pulaski County, MO              |
| Brookfield, MO                  | Laclede County, MO                | Putnam County, MO               |
| Buchanan County, MO             | Ladue, MO                         | Ralls County, MO                |
| Butler County, MO               | Lafayette County, MO              | Ray County, MO                  |
| Caldwell County, MO             | Lake Winnebago, MO                | Raytown Water Company           |
| Camden County, MO               | Lamar, MO                         | Raytown, MO                     |
| Cameron, MO                     | Lawrence County, MO               | Richmond, MO                    |
| Carroll County, MO              | Lincoln County, MO                | Ripley County, MO               |
| Carter County, MO               | Linn County, MO                   | Rolla MU                        |
| Carthage Water & Electric Plant | Little Blue Valley Sewer District | Saline County, MO               |
| Cass County, MO                 | Livingston County, MO             | Savannah, MO                    |
| Centralia, MO                   | Macon Municipal Utilities         | Sedalia, MO                     |
| Chariton County, MO             | Macon, MO                         | Sikeston BPU                    |
| Chillicothe Municipal Utilities | Marceline, MO                     | Sikeston, MO                    |
| Chillicothe, MO                 | Maries County, MO                 | Springfield, MO                 |
| Christian County, MO            | Marion County, MO                 | St. Clair County, MO            |
| Cole County, MO                 | Marshfield, MO                    | St. James Municipal Utilities   |
| Cooper County, MO               | Maryville, MO                     | St. Joseph, MO                  |
| Dade County, MO                 | McDonald County, MO               | Stanberry, MO                   |
| Dallas County, MO               | Memphis, MO                       | Ste. Genevieve County, MO       |
| Daviess County, MO              | Miller County, MO                 | Stone County, MO                |
| DeKalb County, MO               | Mississippi County, MO            | Tipton, MO                      |
| Douglas County, MO              | Moberly, MO                       | Trenton, MO                     |
| Dunklin County, MO              | Moniteau County, MO               | Vandalia, MO                    |
| Excelsior Springs, MO           | Montgomery County, MO             | Vernon County, MO               |
| Farmington, MO                  | Morgan County, MO                 | Warren County, MO               |
| Frontenac, MO                   | Neosho, MO                        | Warrensburg, MO                 |
| Gentry County 911               | Newton County, MO                 | Webb City, MO                   |
| Gentry County, MO               | Nodaway County PWSD #1            | Webster County, MO              |
| Gladstone, MO                   | Nodaway County, MO                | Worth County, MO                |

SAM understands the City has existing digital and paper data that needs to be converted and incorporated into a usable GIS platform. Additional services may be requested by the city to complete or improve upon available information. SAM routinely integrates GIS programs with County GIS base data and Tyler Technologies products. Our team is able to consult on and determine a plan for building these integration tools.

### **Project Approach**

#### **PROJECT KICKOFF**

SAM will begin the project with a kickoff meeting with The City's stakeholders to discuss all parameters of the project, including requirements, goals, timelines and expectations. The kick-off meeting is essential to developing open communication and will help establish the guidelines and procedures of SAM for coordinating the project. The following important topics will be discussed and determined:

#### **CLIENT AND CONSULTANT ROLES**

Given the nature of this type of work, SAM will work with The City to develop a roadmap to use throughout the project. Our project manager will organize a rollout plan to match goals and priorities for a multi-year rollout. The application implementation will be done in year one to establish the framework and central location for all data. The staff at SAM will focus on a seamless program that maximizes The City's investments and staff resources.

#### **TECHNICAL DATA AUDIT**

While onsite for the Project Kickoff, SAM project management staff will review the available paper and digital records provided by the city to determine completeness, accuracy, and methods necessary to incorporate the information into a GIS format.

#### **GEODATABASE DESIGN**

SAM will work with The City staff to design a geodatabase model to meet the city's current and future GIS needs, as well as identify and define the logical structure for the geodatabase model. When creating the overall design of the geodatabase, SAM will take into consideration the best model and structure to meet the city's needs. The geodatabase will also be based on SAM's previous models, the published Esri model, and future GIS needs, as identified by the City of Boonville.

#### **DIGITIZE PAPER MAPS AND PLANS**

SAM understands there is a large volume of digital and paper map resources and plans available that will need reviewed, organized and converted into GIS in accordance with the finalized geodatabase. Where data is missing or inadequate, SAM will report the findings to the City of Boonville in order to determine the handling of that data. After all data has been converted and digitized into GIS format, SAM can provide recommendations on how to handle missing or poor data found during the process.

#### **DATA CONVERSION OF DIGITAL MAPS AND PLANS**

SAM will approach all data conversion (hard copy maps, CAD, etc.) process in phased steps. This approach will streamline the process, but also emphasize quality throughout the project.

SAM will load the existing merged data into Esri's ArcCatalog for processing. The geodatabase designed will serve as the framework to migrate the data into the GIS dataset. For CAD, SAM will 'break apart' the various layers contained in the CAD dataset by layer and also its respective geometry (line, point, polygon & annotation) and load the data into a staging geodatabase. Once the layers have been separated, SAM will utilize custom geoprocessing tools to begin importing the CAD data into the geodatabase. SAM will import the data into the final GIS structure layers. SAM will ensure that all data is integrated into a clean and easy-to-use system.

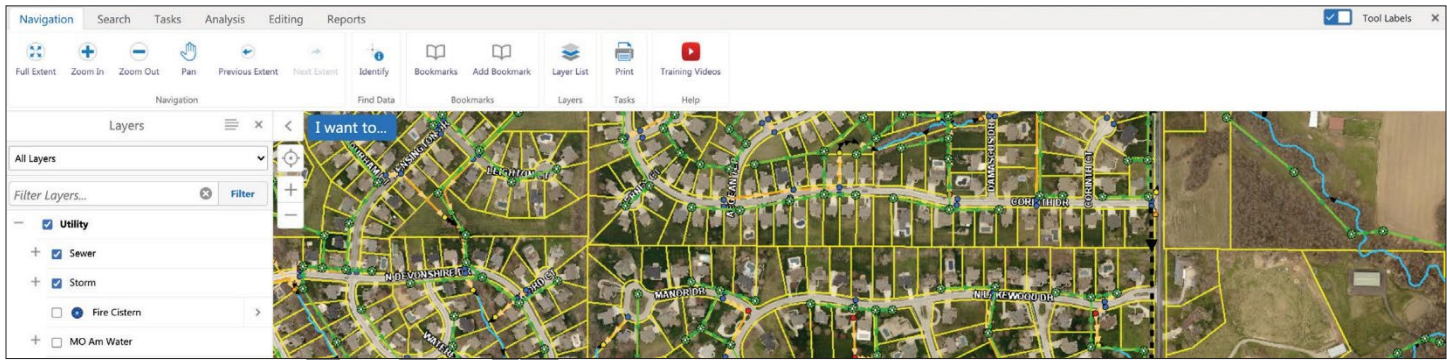
SAM has developed custom “CAD to GIS” tools that address any topological issues that can be resolved in a semi-automated manner and that will import data into a geodatabase and perform advanced data clean-up techniques. SAM will perform QA/QC processes to ensure the data integrity for the city.

### Specialized Experience

SAM understands that The City wishes to partner with the firm that best provides comprehensive GIS solutions to meet the city’s needs. SAM’s specialized experience enable us to develop efficient and customized solutions for projects of any scale. Below are highlights of the unique benefits SAM provides our clients in creativity and innovation.

- **Field to Finish Solutions:** SAM understands that the successful outcome of any GIS project requires a ‘field to finish’ approach that starts with accurately collecting field data and leads to a GIS program that provides long-term solutions. SAM’s customer support goes well beyond the deliverable- our unrivaled support and training support clients throughout the lifecycle of the project and long after project completion.
- **Nationwide Resources, Localized Support:** SAM boasts one of the nation’s most diverse and experienced design and consulting firms in geospatial and asset inventory services. Our company is specifically assembled to provide the best solutions to local governments. We are proud of the long-term commitment we employ and the dedication to the growth and advancement they secure through client satisfaction. This commitment to providing the very best in GIS has earned our company the trust of countless organizations, and an extensive list of references and supporters across the country.
- **Cutting-Edge GPS Technology:** SAM is the largest private consumer of Trimble equipment in the country. Our relationship with Trimble allows SAM to stay on the forefront of advancements in GPS technology and data collection. Our internal Advanced Technology team has created channels for information sharing, feedback and problem solving in order to identify and improve critical workflows for success.
- **Esri Business Partner:** As an Esri business partner for over 20 years, our staff develops data routinely in the Esri environment and actively keeps up with training and advancements in software and enterprise solutions. Our internal development team provides custom programming, data integration and system implementation in order to best leverage geospatial data and support our client’s GIS programs.
- **GIS Development:** Utilizing industry standards, SAM’s GIS team has developed tools within Esri in order to best draw and connect utility network data, while establishing QA/QC points to facilitate communication and information flow between field and office staff and client and project staff. Our internal GIS team boasts extensive experience designing Geodatabases and utility datasets for the primary purpose of engineering and asset management.

SAM understands that the product we deliver is not just data, but also a solution for our clients. SAM will collaborate with the client to adjust the end product as needed to create additional solutions and maximize results.



### INTEGRITY™ WEB-BASED GIS AND ASSET MANAGEMENT

Built by SAM on Esri technology, Integrity is a web-based and mobile GIS software solution to edit, maintain and analyze GIS data. With built-in workflows for daily operations and utility asset management for municipal government, users can quickly access their mapping data on any computer or mobile device, increasing efficiencies in communication throughout various departments and to constituents. SAM developed Integrity to provide our clients with a user-friendly and cost-effective tool to access and update their GIS data in a multi-user environment.

### CORE COMPONENTS & FUNCTIONALITY

Integrity will provide a variety of useful tools and features to assist users on a daily basis that include:

- Zoning notification changes
- Code enforcement reports
- Tracking permits
- Recording and tracking nuisances
- Economic development reports
- Addressing
- Tracking water main breaks
- Tracking sewer cleaning and jetting
- Reports on manhole inspections
- Street sign inventory
- Utility inventory and condition assessment
- Mobile field editing and record keeping
- Work orders by department and priority
- Scheduling tasks
- Valve isolation tools
- Blight and housing program tracking
- Reports for grant applications
- Reports for regulatory compliance
- Pavement management
- ADA compliance
- CIP areas and project layout
- Natural disaster mitigation and preparedness
- Large format, high-resolution map printing
- Built-in tools to measure, draw and label
- Create and edit buffer zones
- Link PDF documents, photos or videos
- Advanced search and query functionality

### PROGRAM DESIGN AND DEVELOPMENT

If not already in place, SAM will assist with Esri Organizational account set up for the Client. Organizational user accounts from Esri are required in order to utilize the GIS program. The client is responsible for all costs incurred through Esri user accounts. SAM will ensure data is secured and services that are published are organized and accessible in order to implement the Integrity web viewer. SAM will setup a customized SAM Integrity viewer. Developed on the HTML5 platform, the GIS website will allow the accessibility of GIS data via any tablet or mobile iOS, Apple, Android or Windows device. SAM will setup and incorporate the following Esri GIS datasets for the GIS website:

- All GIS data designed and created by SAM under the scope of this project
- Any Esri "GIS ready" shapefile data and aerial photography provided by the client
- Incorporate Cooper County GIS data



SAM will publish the GIS data to the client’s Esri ArcGIS Online Organizational Account and then consume the web services into the Integrity Interface. Maintenance services for the Integrity GIS program include:

- Functional Interface with workflows from Geocortex
- 24/7 unlimited site access via the internet
- TLS secure protocol to protect your online data
- Administration control of users
- Multiple-user environment
- Back-end system administration to ensure the GIS program is functioning and accessible
- Esri Organizational Account Management

SOFTWARE INTEGRATION

SAM provides integration for our clients on a regular basis. We have integrated with hundreds of county GIS programs and municipal software applications. Our team has worked with Tyler Technologies solutions for over 15 years to leverage. We are prepared and full understand these systems and how to integrate them together and manage the ongoing scripts and services to maintain the connections.

WORK TIMETABLE

SAM anticipates accomplishing all steps of this project within 13 weeks.

|                          | 3-Apr | 10-Apr | 17-Apr | 24-Apr | 1-May | 8-May | 15-May | 22-May | 5-Jun | 12-Jun | 19-Jun | 26-Jun | 3-Jul |
|--------------------------|-------|--------|--------|--------|-------|-------|--------|--------|-------|--------|--------|--------|-------|
| Kickoff/<br>Data Audit   |       |        |        |        |       |       |        |        |       |        |        |        |       |
| Data<br>Conversion       |       |        |        |        |       |       |        |        |       |        |        |        |       |
| Website<br>Development   |       |        |        |        |       |       |        |        |       |        |        |        |       |
| Client Data<br>Review/QC |       |        |        |        |       |       |        |        |       |        |        |        |       |
| Website<br>Training      |       |        |        |        |       |       |        |        |       |        |        |        |       |

Advantages of Integrity web-based GIS

- Cross platform functionality
- HTML5 mobile
- Full editing rights
- Asset management
- Password protected
- Integrated with County data
- Print high-resolution maps
- Advanced search and report tools
- Email and share maps
- Utility maintenance tables



DELIVERABLES

After the staff at the City of Boonville has reviewed and approved all converted and digitized data, SAM will present a full set of deliverables to the city. All GIS data will be uploaded into the city’s geodatabase and also integrated into the city’s web-based GIS. The following deliverables will be provided:

- Esri ArcGIS Geodatabase containing datasets for all data layers.
- Esri map documents (.mxd)
- GIS website development and implementation
- Twenty (20) hours on-site GIS training for staff as requested in the RFP
- Annual GIS website maintenance

ASSUMPTIONS

As indicated in the questions and answers for this solicitation, there is a large volume of digital and paper records that will need to be reviewed and converted into GIS. Based on the requested scope of work, SAM used the following assumptions to determine time and level of effort for the fee schedule:

- SAM has included up to 200 hours of digitizing and conversion time.
- SAM will push out an Esri web service to Tyler Technologies for system integration.
- Cooper County’s GIS web service will be incorporated into the City of Boonville’s GIS program.
- The on-site training for 20 hours can be adjusted down if not all is needed by city staff.
- Annual GIS website maintenance includes database administration, ensuring functionality and access and up to 20 hours of remote technical support annually.

SAM FEE SCHEDULE

|                                     |                 |
|-------------------------------------|-----------------|
| GIS Development to Establish System | \$28,150.00     |
| Technical Data Audit                |                 |
| Geodatabase Design                  |                 |
| Digitizing and Data Conversion      |                 |
| Web-based GIS Development           |                 |
| 20 hours of On-site Training        | \$4,150.00      |
| Annual GIS Website Maintenance      | \$5,000.00/Year |

THIRD PARTY LICENSE REQUIREMENT

*\*Web-Based GIS requires a minimum of one (1) Esri Creator License for \$500.00 annually, paid to Esri.  
SAM will assist in setting this account up for the City of Boonville.*



**City of Boonville, Missouri**  
RFP- Mapping and GIS Services

**Appendix Documents - Resumes**



## Kirk Larson • Project Director



### EXPERIENCE

- SAM: 17 years
- Professional: 29 years

### EDUCATION

B.S. Geography, NWMSU -  
Maryville, MO

### PROJECT MANAGEMENT

- 200+ municipal & utility GPS projects
- Coordinates resources & project schedules
- Administers cost controls
- Serves as contract administrator

Kirk Larson is a Director of GIS Operations at SAM. Since 2005, Kirk has overseen the development and implementation of more than 200 municipal and utility GPS projects. His experience includes working in local government as a GIS Coordinator and in the private sector in various project management roles.

As Project Director, Kirk is responsible for working closely with various levels of client personnel and stakeholders to solidify the scope of work and contractual obligations. On a daily basis, Kirk assists with project management tasks and ensures that project staff, technical planning, project schedules, budgeting, client communication and quality control expectations are being met and/or exceeded.

Kirk's unique understanding and knowledge of utility asset management and GPS field collection positions him as an expert in those fields. To share this expertise and successful approach to similar projects, Kirk attends and presents at numerous industry events on an annual basis that focus on sustaining and growing municipalities and utility companies throughout the Country.

## Project Experience

As Project Director, Kirk oversees all aspects of the project to ensure quality deliverables are provided to the client. He also oversees all budgets and schedules for the project, utilizing his decades of experience that promise the project will be completed on time and within budget. The following are some of the projects Kirk has managed that match the City of Boonville's requested services:

Aerial photography, needs assessment and GIS development for Burlington Municipal Waterworks - 2015  
 GPS mapping and GIS development services for Denison Municipal Utilities - 2017  
 GPS mapping and GIS development services for Mt. Pleasant Municipal Utilities - 2016  
 GIS Consulting, Enterprise Program Design and Asset Management Integration for KCK BPU - 2014  
 GIS Web and Mobile Development and Implementation for Rolla Municipal Utilities 2021  
 GIS Enterprise System technical support and training for Cedar County, IA - 2015- Ongoing  
 GPS mapping and GIS development services for Osage Municipal Utilities - 2018-2019  
 Hard map conversion, GPS mapping and GIS development services for Ottumwa Water & Hydro - 2015  
 GIS development services for Poweshiek Water Association - 2015  
 GIS Enterprise System technical support and training for Butler County, MO - 2021  
 GIS development services with asset management capabilities for Kansas Municipal Energy Agency - 2009  
 CAD conversion, GPS mapping and GIS development for KCK Board of Public Utilities - 2013-2014  
 CAD conversion, GPS mapping and GIS development for McPherson Board of Public Utilities - 2014-2015  
 GPS mapping and GIS development services for Carthage Water & Electric - 2014-2015  
 GPS mapping and GIS development services for Sikeston Board of Municipal Utilities - 2016-Present  
 GIS Strategic Plan & GIS Development and Training – Iowa City, IA - 2020- Ongoing  
 GIS Strategic Plan/Needs Assessment for East River Electric Power Cooperative - 2016  
 GIS Strategic Plan and Business Analysis for Confidential - 2019  
 GIS Enterprise System technical support and training for Christian County, MO - 2019-Ongoing  
 GIS Script Development, Enterprise Updates and Implementation for Urbandale, IA - 2022  
 GIS Data Collection Project Management for Missouri Department of Conservation - 2019  
 Custom GIS Dev., Support, Training, GPS Data Collection and Inspections for St. Joseph, MO - 2010 to Present

## Ethan Herbek, GISP • Sr. Project Manager



### EXPERIENCE

- SAM: 18 years
- Professional: 18 years

### EDUCATION

B.S. Geography/GIS Minor,  
NWMSU- Maryville, MO

### CERTIFICATIONS

- GIS Professional (GISP) #71950
- National Association of Sewer Service Companies (NASSCO) – Completed Pipeline, Lateral and Manhole Assessment Certification Programs
- OSHA Certified in Occupational Safety and Health Training & Confined Spaces and Traffic Control for Field Engineering & Surveying

Ethan Herbek has experience in every level of utility GIS development and project management. He has served multiple roles in his time with SAM including Municipal Project Supervisor, Field Operations Supervisor, Utility GIS Specialist and Quality Control Manager. Throughout his tenure, Ethan has managed all aspects of SAM's mapping projects for cities and counties in more than 12 states

On a daily basis, Ethan coordinates and manages GPS data collection crews and GIS technicians. He is responsible for final geodatabase design on every project, LiDAR extraction and basin delineation mapping, ensuring all requirements are being captured and synchronized with the project plan.

As Senior Project Manager, Ethan is responsible for the daily GIS project development. He serves as the primary contact between the data development team and the client. He leads/attends all project meetings, oversees data integration and development and manages client deliverable requirements. Ethan is directly involved with all project team decisions which helps ensure consistent project development and delivery.

## Project Experience

As Sr. Project Manager, Ethan oversees every project, from field to finish, including field work, data development and all QA/QC procedures. The following are some of the projects Ethan has assisted with that match the City of Boonville's requested services:

GPS mapping and GIS development services for Denison Municipal Utilities - 2017  
 GIS Consulting, Enterprise Program Design and Asset Management Integration - KCK BPU, 2014  
 GIS Program Development Support and training for John Deere Seeding and Cylinder - 2019  
 GIS Program Development Support and training for John Deere Harvester - 2020  
 GIS Web and Mobile Development and Implementation, Rolla Municipal Utilities - 2021  
 GPS mapping and GIS development services for Osage Municipal Utilities - 2018-2019  
 Hard map conversion, GPS mapping and GIS development services for Ottumwa Water & Hydro - 2015  
 GIS development services with asset management capabilities for Kansas Municipal Energy Agency - 2009  
 CAD conversion, GPS mapping and GIS development for KCK Board of Public Utilities - 2013-2014  
 CAD conversion, GPS mapping and GIS development for McPherson Board of Public Utilities - 2014-2015  
 GPS mapping and GIS development services for Carthage Water & Electric - 2014-2015  
 GPS mapping and GIS development services for Sikeston Board of Municipal Utilities - 2016-Present  
 GIS Strategic Plan & GIS Development and Training for Iowa City, IA - 2020-Ongoing  
 GIS Strategic Plan/Needs Assessment for East River Electric Power Cooperative - 2016  
 GIS Strategic Plan and Business Analysis for Confidential - 2019  
 GIS Data Collection Project Management for Missouri Department of Conservation - 2019  
 Custom GIS Dev., Support, Training, GPS Data Collection and Inspections for St. Joseph, MO - 2010 to Present

## Chase Young • GIS Solutions Architect



### EXPERIENCE

- SAM: 8 years
- Professional: 8 years

### EDUCATION

B.S. GIS, NWMSU - Maryville, MO

### TECHNICAL EXPERTISE

- GPS hardware and software knowledge and support
- Quality control / technical support
- Geodatabase design / maintenance
- Esri ArcGIS Desktop and Pro
- LiDAR extraction

Chase Young serves as the GIS Solutions Architect on data development of utility data. Chase has served in multiple capacities since joining SAM including GPS field technician, crew chief and Phase Manager. Chase is responsible for overseeing all GIS mapping of assets and utilities, data conversion and integration. Chase also leads all quality control and quality assurance and provides technical support to clients after delivery of the GIS.

Chase's expertise in all ArcGIS applications and tools enables him to completely customize GIS programs tailored to meet the clients' specific needs. Custom Python scripts developed by Chase automate many tasks throughout all lifecycles of a GIS that provide regular updates to clients. On a daily basis, Chase is available to provide technical support to clients for all GIS needs.

Throughout every project, Chase works with the Project Manager on all phases of a project to ensure the GIS program meets all needs of the client, both immediate and longterm.

## Project Experience

As GIS Solutions Analyst, Chase supports integration process of data into the GIS to ensure a seamless and accurate geodatabase development. Chase also assists in the QA/QC processes. The following are some of the projects Chase has supported that match the City of Boonville's requested services:

GIS Data Collection Project Management – Missouri Department of Conservation, 2019  
 Web-based GIS development, script programming, and support for Ottumwa Water & Hydro, KS - 2020  
 Web-based GIS and script development and support – John Deere Seeding and Cylinder, 2019  
 Web-based GIS and script development and support – John Deere Harvester, 2020  
 GIS Web and Mobile Development and Implementation, Rolla Municipal Utilities 2021  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Augusta, KS - 2020  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Charles City, IA - 2018  
 Web-based GIS development, script programming, and support for Beeville, TX- 2020, 2021  
 GPS & GIS Data Dev. for Utilities and Cemetery, Web-Based GIS Implementation & Support for Concordia, KS - 2016  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Cresco, IA - 2018  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Farmington, MO -2018  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for John Deere, Inc. - 2018  
 GPS and GIS Data Development and Updates, Web-Based GIS Implementation and Support for Lake Mills, IA - 2015  
 GPS Data Collection and GIS Data Development for MO Dept. of Conservation - 2019  
 Web-based GIS development, script programming, and support for NextEra Energy- 2019-Ongoing  
 GIS Data Development and Updates for Utilities, Web-Based GIS Implementation and Support for Osage, IA - 2018  
 GPS & GIS Data Dev. and Updates, Web-Based GIS Implementation and Support for Sioux Center, IA - 2019 And 2020  
 GPS and GIS Data Development and Updates, Master Agreement contract for St. Joseph, MO - 2007-Ongoing  
 GPS and GIS Data Development and Updates, Web-Based GIS Implementation and Support for Waverly, IA - 2019  
 Web-based GIS development, script programming, and support for Denison, IA - 2020  
 Web-based GIS development, script programming, and support for Northeast Public Sewer District - 2021

## Kelton Baker • Field Operations Lead



### EXPERIENCE

- SAM: 3 years
- Professional: 9 years

### EDUCATION

B.S. GIS, NWMSU - Maryville, MO

### TECHNICAL EXPERTISE

- GPS hardware and software knowledge and support
- Quality control / technical support

Kelton Baker serves as the Field Operations Lead for all feature data collection projects in SAM's GIS division. Kelton has served in a variety of capacities since joining SAM, including (cadastral mapping, map layout and design, data integration, utility data layer development, field operations management, and mobile mapping data acquisition).

Prior to joining SAM, Kelton served in the Missouri Air National Guard as an Aircraft Loadmaster. In this time, Kelton performed duties to ensure the safe and efficient delivery of cargo and personnel to a wide variety of environments. Throughout every project, Kelton is in constant communication with field crews to ensure all on-site operations are on schedule and running as expected.

### Relevant Experience

As Field Operations Lead, Kelton manages the field crews to ensure timely field data collection so that projects stay on time in the early phases. This time for processing and QA/QC procedures in the later phases of the project. The following are some of the projects Kelton has supported that match the City of Boonville's requested services:

GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Augusta, KS - 2020  
 Web-based GIS development, script programming, and support for Beeville, TX- 2020, 2021  
 GPS Data Collection and GIS Data Development for MO Dept. of Conservation - 2019  
 Web-based GIS development, script programming, and support for NextEra Energy- 2019-Ongoing  
 GPS & GIS Data Dev. and Updates, Web-Based GIS Implementation and Support for Sioux Center, IA - 2019 And 2020  
 GPS and GIS Data Development and Updates, Master Agreement contract for St. Joseph, MO - 2007-Ongoing  
 GPS and GIS Data Development and Updates, Web-Based GIS Implementation and Support for Waverly, IA - 2019  
 Web-based GIS development, script programming, and support for Denison, IA - 2020  
 Web-based GIS development, script programming, and support for Northeast Public Sewer District - 2021  
 GIS Data Collection Project Management – Missouri Department of Conservation, 2019  
 Web-based GIS development, script programming, and support for Ottumwa Water & Hydro, KS - 2020  
 Web-based GIS and script development and support – John Deere Seeding and Cylinder, 2019  
 Web-based GIS and script development and support – John Deere Harvester, 2020  
 GIS Web and Mobile Development and Implementation, Rolla Municipal Utilities 2021

## Mitchell Bradshaw • GPS Field Crew Chief



### EXPERIENCE

- SAM: 8 years
- Professional: 8 years

### TECHNICAL EXPERTISE

- RTK survey-grade GPS- Sokkia GRX 1 and GRX 2, Topcon HiPer SR
- Mapping-grade GPS – Trimble Geo7X and R2
- Carlson SurvCE & PC, Collector, ArcPAD

Mitchell Bradshaw has more than eight (8) years of GPS field data collection and utility inspection experience with SAM. His knowledge in GPS data collection procedures and quality control measures ensures accuracy and efficiency on every project. As GPS Field Crew Chief, Mitchell trains all GPS Field Technicians in utilizing RTK survey-grade and mapping-grade GPS equipment. He is knowledgeable in identifying key components of all utility networks. Knowing critical asset types is essential in developing a clean and accurate geodatabase.

Mitchell leads GPS field crews to collect utility infrastructure data for the project. He oversees data collection and inspections and field check all collected data prior to processing that information in the office. Mitchell will maintain communication with city staff when providing on-site GPS and GIS services.

### Relevant Experience

As GPS Field Crew Chief, Mitchell supports the field data collection of all data to ensure accurate and consistent data for a seamless and accurate geodatabase development. The following are some of the projects Mitchell has supported that match the City of Boonville's requested services:

GIS Data Collection Project Management – Missouri Department of Conservation, 2019  
 Web-based GIS development, script programming, and support for Ottumwa Water & Hydro, KS - 2020  
 Web-based GIS and script development and support – John Deere Seeding and Cylinder, 2019  
 Web-based GIS and script development and support – John Deere Harvester, 2020  
 GIS Web and Mobile Development and Implementation, Rolla Municipal Utilities 2021  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Augusta, KS - 2020  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Charles City, IA - 2018  
 Web-based GIS development, script programming, and support for Beeville, TX- 2020, 2021  
 GPS & GIS Data Dev. for Utilities and Cemetery, Web-Based GIS Implementation & Support for Concordia, KS - 2016  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Cresco, IA - 2018  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for Farmington, MO -2018  
 GPS and GIS Data Development for Utilities, Web-Based GIS Implementation and Support for John Deere, Inc. - 2018  
 GPS Data Collection and GIS Data Development for MO Dept. of Conservation - 2019  
 Web-based GIS development, script programming, and support for NextEra Energy- 2019-Ongoing  
 GIS Data Development and Updates for Utilities, Web-Based GIS Implementation and Support for Osage, IA - 2018  
 GPS & GIS Data Dev. and Updates, Web-Based GIS Implementation and Support for Sioux Center, IA - 2019 And 2020  
 GPS and GIS Data Development and Updates, Master Agreement contract for St. Joseph, MO - 2007-Ongoing  
 GPS and GIS Data Development and Updates, Web-Based GIS Implementation and Support for Waverly, IA - 2019  
 Web-based GIS development, script programming, and support for Denison, IA - 2020  
 Web-based GIS development, script programming, and support for Northeast Public Sewer District - 2021

**EXHIBIT A**

**WORK ORDER NO. \_\_\_\_\_**

Date:  
Project: Title

1. **PROJECT SCOPE AND DESCRIPTION:** The City of Boonville, Missouri (“The City”) and Surveying And Mapping, LLC have entered into a written agreement, dated [     ] (the “Agreement”) in which Surveying and Mapping, LLC is to provide professional services in support of a project known as the GIS Mapping and Support located in Boonville, Missouri. This project shall consist of the scope of work shown in Attachment A and shall include the provision by Surveying and Mapping, LLC of:

2. **SPECIAL PROVISIONS/PRIME AGREEMENT FLOWDOWNS:**

3. **RATES:**

Attachment A itemizes the lump sum fees for the described scope of services for the initial project requested by The City.

4. **PROJECT SCHEDULE:**

Begin Date: \_\_\_\_\_  
End Date: \_\_\_\_\_

**Surveying And Mapping, LLC**

**By:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**The City of Boonville, Missouri**

**By:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Attachment B**

**Confidentiality Agreement**

**Police Board Minutes From  
April 10, 2023  
Boonville Police Department  
401 East Morgan Street  
Boonville, Mo. 65233**

**1. Due to lack of a quorum no official business was conducted. Members present were briefed on current events happening at the police department.**

**A. Members Present: Gene Cummins, Brett Cooper, and Chief Randy Ayers**

**B. Members Absent: Michael Stock, Ralph Twillman, Jonathon Morten, Mike Drew.**

**C. Guests Present: None**

**2. Next Meeting July 10, 2023**

**Respectfully Submitted,**

**Chief Randy Ayers**

Date: April 17, 2023  
To: Mayor and Council  
From: Jeff Ditto, Director  
Re: Board of Public Works No Quorum Meeting

---

**BOARD OF PUBLIC WORKS  
MEETING  
March 30<sup>th</sup>, 2023**

**NOTICE POSTED:** Monday March 22<sup>nd</sup>, 2023, at 9:15am

The Board of Public Works met at the City Services Building at 1200 Locust, 5:30 p.m. March 30<sup>th</sup>, 2023.

**ROLL CALL:** Voting Members Present; Ed Scrivner & Van Donley. Non-Voting Members Present, Jeff Ditto, Director of Public Works. Council Representative Barry Elbert was present. Voting Member absent was Curtis Robertson.

Without a quorum of voting members, the meeting was cancelled. Board did discuss high water bills due to broken water lines.

The next regularly scheduled meeting is April 27<sup>th</sup>, 2023.



## *Planning and Zoning Commission*

### Cancelled Meeting

**April 11, 2023**

**6:00 p.m.**

**City Council Chambers**

**525 E. Spring Street**

**Boonville MO 65233**

---

The Tuesday, April 11, 2023, meeting of the Planning and Zoning Commission has been cancelled due to lack of agenda items and the scheduled Sine Die Meeting of City Council on the same night.

**NOTICE:** The City of Boonville will comply with the Americans with Disabilities Act (ADA). Individuals who require an accommodation due to disability to attend this meeting should contact our office at (660) 882-2332 or Relay Missouri, 1-800-735-2966 TTY at least 48 hours in advance.



**BARRALE RENSHAW**  
**CPAs & Advisors LLC**

6200 Chippewa St. St. Louis, MO 63109

HOUSING AUTHORITY OF THE CITY OF BOONVILLE  
BOONVILLE, MISSOURI  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022  
AND  
REPORT ON COMPLIANCE AND  
ON INTERNAL CONTROL

## **INDEPENDENT AUDITOR'S REPORT**

Board of Commissioners  
Housing Authority of the City of Boonville  
Boonville, Missouri

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the Housing Authority of the City of Boonville, which comprise the statement of net position as of June 30, 2022, and the related statements of revenue, expenses and changes in net position and cash flows for the year ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of the City of Boonville, as of June 30, 2022 and the changes in financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Housing Authority of the City of Boonville, and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Boonville's ability to continue as a going concern for the 12 months following fiscal year ended June 30, 2022.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Boonville's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Boonville's, ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The HUD-required Financial Data Schedule are presented for purposes of additional analysis and are not a required part of the financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the above-described supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

***Other Matters***

The other matters has not been subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 15, 2023 on our consideration of the Housing Authority of the City of Boonville's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Housing Authority of the City of Boonville's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the City of Boonville's internal control over financial reporting and compliance.

*Barrale Renshaw CPAs and Advisors*

Barrale Renshaw CPAs and Advisors LLC  
February 15, 2023

**Independent Auditor's Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit  
of Financial Statements Performed in Accordance with  
*Government Auditing Standards***

Board of Commissioners  
Housing Authority of the City of Boonville  
Boonville, Missouri

We have audited, Housing Authority of the City of Boonville, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Housing Authority of the City of Boonville, (Authority), which comprise the statement of net position as of June 30, 2022, and the related statement of revenue, expense and change in net position and cash flows for the year then ended and related notes to the financial statements, and have issued our report thereon dated February 15, 2023.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Boonville's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Housing Authority of the City of Boonville's internal control. Accordingly, we do not express an opinion on the effectiveness of Housing Authority of the City of Boonville's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Boonville's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



**BARRALE RENSHAW**

• CPAs & Advisors LLC •

6200 Chippewa St. St. Louis, MO 63109

---

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Barrale Renshaw CPAs and Advisors*

Barrale Renshaw CPAs and Advisors LLC  
February 15, 2023

HOUSING AUTHORITY OF THE CITY OF BOONVILLE

Boonville, Missouri

**SIGNIFICANT DEFICIENCIES COMMUNICATED IN PRIOR YEARS**

June 30, 2022

The prior audit report for the year ended June 30, 2021 contained no significant deficiencies.

HOUSING AUTHORITY OF THE CITY OF BOONVILLE

Boonville, Missouri

**SCHEDULE OF FINDINGS AND RESPONSES**

June 30, 2022

The current audit report for the year ended June 30, 2022 disclosed no audit findings.



## U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

### Public Housing Assessment System (PHAS) Score Report for Interim

Report Date: 03/29/2023

|                  |                                            |
|------------------|--------------------------------------------|
| PHA Code:        | MO054                                      |
| PHA Name:        | Housing Authority of the City of Boonville |
| Fiscal Year End: | 06/30/2022                                 |

| PHAS Indicators            | Score                 | Maximum Score                |
|----------------------------|-----------------------|------------------------------|
| Physical                   | 36                    | 40                           |
| Financial                  | 25                    | 25                           |
| Management                 | 25                    | 25                           |
| Capital Fund               | 10                    | 10                           |
| Late Penalty Points        | 0                     |                              |
| <b>PHAS Total Score</b>    | <b>96</b>             | <b>100</b>                   |
| <b>Designation Status:</b> | <b>High Performer</b> |                              |
| Published                  | 03/29/2023            | Initial published 12/22/2022 |

| Financial Score Details                              | Score | Maximum Score |
|------------------------------------------------------|-------|---------------|
| Audited/Non Single Audit                             |       |               |
| 1. FASS Score before deductions                      | 25.00 | 25            |
| 2. Audit Penalties                                   | 0.00  |               |
| Total Financial Score Unrounded (FASS Score - Audit) | 25.00 | 25            |

| Capital Fund Score Details                                   | Score  | Maximum Score |
|--------------------------------------------------------------|--------|---------------|
| Timeliness of Fund Obligation:                               |        |               |
| 1. Timeliness of Fund Obligation %                           | 90.00  |               |
| 2. Timeliness of Fund Obligation Points                      | 5      | 5             |
| Occupancy Rate:                                              |        |               |
| 3. Occupancy Rate %                                          | 100.00 |               |
| 4. Occupancy Rate Points                                     | 5      | 5             |
| Total Capital Fund Score (Fund Obligation + Occupancy Rate): | 10     | 10            |

#### Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

Date: April 17, 2023  
To: Mayor and Council  
From:  
Re: City Administrator

---

Date: April 17, 2023  
To: Mayor and Council  
From:  
Re: Mayor

---

Date: April 17, 2023  
To: Mayor and Council  
From:  
Re: City Clerk

---

Date: April 17, 2023  
To: Mayor and Council  
From: Jeff Ditto, Director  
Re: Public Works March 2023 Monthly Report

---

Public Works Monthly Report  
March 2023

WWTP:

Total flow processed – 30,700,000 gallons  
Average daily flow – 990,000 gallons  
Sludge disposed – 144.36

WTP:

Gallons pumped from river – 29,640,000 gallons  
Gallons pumped to customer – 29,816,000 gallons  
Remarks:

Water Distribution / Sewer Collection:

Repaired water leak on 400 block of Poplar Street.  
Replaced 3" Meter at Walmart.  
Repaired main in front of old Hospital  
Cleaned several sewer lines  
Installed 7 new meters

Street Department:

Repaired Water Department Street Cuts  
Fixed Pot Holes  
Cleaned street with Street Sweeper  
Picked up yard waste  
Fox Hollow Sewer Line

Central Garage:

Vehicles serviced and inspected – 11  
Vehicle and equipment repairs – 11

Weather:

Average Temperature –49°  
High Temperature – 75° March 23<sup>rd</sup>, 2023  
Low Temperature –23° March 18<sup>th</sup> & 19<sup>th</sup>, 2023  
Total Rain –2.38"  
Maximum Rain –0.41" March 22<sup>nd</sup>, 2023