

**CITY OF DRESDEN
BOARD MEETING AGENDA**

April 3, 2023

6:00 p.m.

- I. Call To Order By Mayor**
- II. Opening Ceremonies**
 - A. Welcoming Remarks
 - B. Invocation
 - C. Pledge of Allegiance
- III. Roll Call by City Recorder**
- IV. Minutes of the Previous Meeting**
- V. Communications From The Mayor**
- VI. Input From Citizens**
- VII. Employee's Report**
 - A. Carla Edwards – Finance
 - B. Josh Lassiter – Public Works
 - C. Jeff Pierpoint – Water Plant
 - D. Bryan Chandler – Police
 - E. Joey Winstead – Park
 - F. Paul Hutcherson – Fire
- VIII. Reports from Aldermen or Advisory Committees**
- IX. Unfinished Business**
 - A. None
- X. New Business**
 - A. Purchasing Policy Revision – Ordinance 2023-02
 - B. USDA Funding Application – Resolution 2023-11
- XI. Announcements**

May Board meeting will be moved to Monday, May 8th due to Iris Festival activities.
- XII. Adjournment**

City of Dresden
Board of Directors Meeting
March 6, 2023
6:00 p.m.

BE IT REMEMBERED that the Board of Mayor and Aldermen met in regular session on Monday, March 6, 2023 at 6:00 p.m. at the McWherter Civic Center. Mayor Mark Maddox was present and presiding when the following was entered into record. Mayor Mark Maddox, City Recorder Jennifer Branscum, Water Plant Operator Jeff Pierpoint, Park Director Joey Winstead, Police Chief Bryan Chandler, Public Works Director Josh Lassiter and Fire Chief Paul Hutcherson were present. City Attorney Beau Pemberton was also present. Mayor Mark Maddox called the meeting to order. Mayor Mark Maddox then asked for the roll call. Mayor Maddox gave the invocation and led the board and guests in the pledge.

Roll Call

Gwin Anderson	Present	Ralph Cobb	Absent
Curtis Doran	Present	Dale Hutcherson	Present
Kenneth Moore	Present	Willie Parker	Absent

Mayor Maddox presented the minutes of the February 13, 2023 meeting. Mayor Maddox asked if there were any corrections, additions or deletions to the minutes. With no input, Mayor Maddox stated the minutes were approved as presented.

Brandi George of 329 S. Poplar Street asked if the funding of the new complex had been determined yet. Mayor Maddox stated some proposals have been received and are being reviewed. She also asked if the invoice being presented during the meeting was related to the Washburn suit against the aldermen. Mayor Maddox stated it was. She asked why the citizens were being asked to bear that burden of paying for the services rendered by Herron Law Firm. Mayor Maddox stated the payment of the invoice had neither been approved or denied at this point.

Stephanie Kemp thanked the Board for the installation of the sewer line and asked about the installation of sidewalks for the block. Mayor Maddox stated that work would be forthcoming.

Josh Lassiter stated patch work would be done on the streets this week.

Mayor Maddox stated another round of Community Development Block Grants was available for application. He stated Travis Martin of A2H was present at the last meeting and presented some qualifying projects. Mayor Maddox asked the Board what project they would like to apply for (storm sirens, park improvements, sewer rehab or floating wetland at the lagoon). Mayor Maddox stated the projects were all comparable in costs. Aldermen discussed the need for sewer rehab or the floating wetlands. It was recommended to prioritize the repairs and rehab that is being discovered in the current camera study on the sewer lines. It was noted the City's match would be 17% on this grant and that no funds would be allocated unless the grant was received. Beau Pemberton stated he, City Recorder Branscum, and Jeff Pierpoint met with TDEC representatives via conference call to discuss the violation in permit for phosphorous, nitrogen and BOD levels. He stated the floating wetland project would help lower these numbers more in the lagoon. Curtis Doran made a motion to apply for floating wetland as the project for the CDBG application. Gwin Anderson seconded the motion. Anderson, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 4 to 0.

Mayor Maddox stated an invoice had been received from an attorney for services rendered to the aldermen as a result of the suit filed against the aldermen by Jeff Washburn who was mayor at the time of the suit. Mayor Maddox stated guidance was received from the Comptroller's office. He stated the Comptroller's Office and MTAS have advised the City of Dresden would be in violation of the Charter if the invoice is paid. No action was taken by the Board. It was recommended that Herron Law Firm be notified to bill his clients individually for the services rendered.

Mayor Maddox presented CDBG grant application 2023-07 for authorization to apply for the grant. Gwin Anderson made a motion to approve Resolution 2023-07. Kenneth Moore seconded the motion. Anderson, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 4 to 0.

Mayor Maddox presented Revenue Sharing Resolution 2023-08. He stated this resolution pledges support for more of the sales tax revenue be shared with municipalities. This resolution will be shared with the legislature. Dale Hutcherson made a motion to approve Resolution 2023-08. Curtis Doran seconded the motion. Anderson, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 4 to 0.

Mayor Maddox presented Donation Acceptance Resolution 2023-09. Dale Hutcherson made a motion to approve Resolution 2023-09. Curtis Doran seconded the motion. Anderson, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 4 to 0.

Mayor Maddox presented Budget Amendment Resolution 2023-10. Kenneth Moore made a motion to approve Resolution 2023-10. Dale Hutcherson seconded the motion. Anderson, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 4 to 0.

With no further business to discuss, Kenneth Moore made a motion to adjourn. Curtis Doran seconded the motion. Anderson, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 4 to 0.

Mayor Mark Maddox

ATTEST:

City Recorder Jennifer Branscum

City of Dresden
Board of Directors Meeting
March 9, 2023
6:00 p.m.

BE IT REMEMBERED that the Board of Mayor and Aldermen met in special session on Thursday, March 9, 2023 at 6:00 p.m. at the McWherter Civic Center. Mayor Mark Maddox was present and presiding when the following was entered into record. Mayor Mark Maddox, City Recorder Jennifer Branscum, and Police Chief Bryan Chandler were present.

Roll Call

Gwin Anderson	Present	Ralph Cobb	Absent
Curtis Doran	Present	Dale Hutcherson	Present
Kenneth Moore	Present	Willie Parker	Absent

Mayor Maddox stated the purpose of the meeting was to review the exterior design of the proposed municipal complex. Mayor Maddox asked A2H Engineer Ryan McDaniel to discuss the components of the design. Mayor Maddox then opened the floor to the aldermen for comments.

Gwin Anderson stated the consensus of the board from a previous meeting was they liked the braces on the exterior of the fire department above the bays. It was noted the braces are a non-structural item with a cost of about \$10,000-\$12,000. Cary Henson stated they can be listed as an added alternate on the bids. Gwin stated they can be left off if it distracts or takes away from the building. He also asked about the grass in the plaza. It was noted the purpose of the grass was for drainage but it may be a maintenance problem and may take away from the function of the plaza. It was noted some decorative gravel could be used around the building for drainage. The flag pole will be added to the plaza somewhere. Gwin then asked about the pneumatic tube system that is proposed. It was noted the tube system would be about \$38,000. Gwin stated we have never had one and he feels it can be left off. He stated the building will be handicap accessible. He stated he feels the system will be a maintenance issue. Gwin asked for the rendering of the dayroom of the fire department to be shown with no furniture in it.

Curtis Doran stated this is a modern facility amongst older buildings. He stated he feels this building will stick out. It was noted some slight adjustments can make a big difference. Henson stated the light bar around the top of the building can be an added alternate in the bids.

Dale Hutcherson thanked the engineers for presenting a high-quality rendering. He stated he would like to see it compliment the older buildings on the square more. He stated he liked the fire department. He added the front view needs more of a historical aspect to it and that he would like to see a darker brick color. It was noted that stone or other material can be bid as an added alternate to see the price difference. Some design options with the costs associated will be presented and a determination can be made on how to proceed.

Gwin Anderson asked if there was any way to provide a walkway entrance to the Flower Box until sidewalks can be poured. It was noted some of the sections of sidewalks around this block have been submitted to FEMA as a project for reimbursement but the pouring of the sidewalk would need to be completed by May. It was noted a section of sidewalk from the Flower Box to Wilson Street and a section of sidewalk in front of the Presbyterian Church has been proposed to be poured once their construction is complete.

Mayor Maddox asked if there were any further comments. With none, Gwin Anderson made a motion to approve the design idea and authorized the engineers to move forward with the project with the understanding that alternate options will be provided for review in the bid process. Dale Hutcherson seconded the motion. Anderson, Cobb, Doran, Hutcherson and Parker all voted yes. Moore abstained. The motion passed with a vote of 5 in favor and 1 abstention.

With no further business to discuss, Ralph Cobb made a motion to adjourn. Curtis Doran seconded the motion. Anderson, Cobb, Doran, Hutcherson, Moore and Parker all voted yes. The motion passed with a vote of 6 to 0.

Mayor Mark Maddox

ATTEST:

City Recorder Jennifer Branscum

Dresden Public Works
March 2023

Daily Checking of 25 Lift Stations
Cleaning of Sewer Lines
Read Water Meters & Checked High Readings
Repaired Water Lines & Water Mains
Installed New Remote Read Meters
Turn Ons & Offs
Picked up bulk items
Picked up brush
Routine Maintenance of Equipment
Picked Up Trash
Assisted with lead pipe survey as required by TDEC
Assisted contractor on camera study of sewer lines

DRESDEN POLICE DEPARTMENT

February 16, 2023 - March 15, 2023

Calls: 284

Roadway Accidents: 3

Private Property Accidents: 0

Citations

Chandler	1	FTA (City Ordinance)
Lee	4	Speeding
Travis	1	Move Over Law
	11	Speeding
	1	Hands Free Law
	3	DL Violations (1 Susp/Rev, 2 No DL)
	1	Registration
	1	Shoplifting
	1	Window Tint
Vargas	8	Speeding
	2	DL Violations (Exp DL, No DL)
	3	Reckless Driving
	1	Drag Racing
	1	Financial Resp
	1	Shoplifting
	1	Due Care
Wright	1	Stop Sign Violation
	1	Financial Resp

Total Offenses **43** **Citations** **34**

(There may be more than one offense on each citation)

Citation Collections: \$3,567.56

<u>Residence</u>	<u>#</u>	<u>Percentage</u>
Dresden	11	32%
Weakley Co	9	27%
Out of county	14	41%
TOTAL	34	100%

<u>Location</u>	<u>Citations Written</u>	<u>Percentage</u>
Cedar/Main	2	
Dresden	3	
E Locust	1	
E Main	1	
Ethridge	1	
Evergreen	1	
Gaylord	1	
Hwy 22	12	35%
Hwy 54 (Paris)	2	
Hwy 89	2	
Jones	1	
Meadowlawn	1	
N Church	1	
Pikeview	4	12%
W Main	1	
TOTAL	34	

City Court Docket: 3/21/23 23

6 No show

1 Continued

8 Pd before court (guilty plea per pmt)

5 Dismissed and ordered to pay court cost (no driving school).

1 Dismissed and ordered to driving school

1 Guilty

1 Warning

Arrests

Travis

Domestic Assault

Vargas

Drive on Susp/Rev DL, DUI 1st, Purchase Alcohol for Minor
 Drinking age Law
 Criminal Trespass
 Joyriding (warrant on file)

CITY OF DRESDEN



March 2023 Monthly Report

- Maintained city park properties
- Athletic field maintenance and game preparation
- Applied pre/post emergent fertilizer to Wilson Park, athletic fields and Terry Oliver Plaza
- Cleared down trees from Rail Trail
- Repaired fencing and other wind damaged areas on City properties
- Seasonal maintenance of equipment
- Added new signage to Wilson Park restrooms

RESOLUTION TO APPLY FOR FEDERAL ASSISTANCE

Resolution 2023-11

WHEREAS, the City of Dresden, Tennessee suffered destruction amongst its City Hall, Fire Department and Police Department as a result of the December 10, 2021 tornado; and,

WHEREAS, the City of Dresden, Tennessee proposes to construct a new municipal complex to include a multi-purpose safe room; and,

WHEREAS, City of Dresden, Tennessee intends to apply for and accept a loan and/or grant to be administered by the United States Department of Agriculture Rural Development (USDA RD) herein called the Government in an amount not to exceed \$6,988,119.00 under the terms offered by the Government; and,

WHEREAS, the purpose of said funds is to construct a municipal complex to include a multi-purpose safe room, City Hall, Police Department and Fire Department.

Now, therefore be it resolved that Mayor Mark Maddox is hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such financial assistance and to operate the facilities under the terms offered by the government.

IN WITNESS WHEREOF, this the 3rd of April, 2023 has duly adopted this resolution and caused to be executed by a vote of _____ to _____ upon a roll call vote.

By: _____
Mayor

(SEAL)

ATTEST: _____
City Recorder

**CITY OF DRESDEN
PURCHASING POLICY
Revised – Ordinance 2023-02**

As designated in Ordinance No. 2005-01, the Mayor, or his designee, shall act as purchasing agent for the city. All contracts, leases, and lease-purchase agreements extended beyond the end of any fiscal year must have prior approval of the governing body.

The purchasing agent shall have the authority to make purchases of more than \$5,000 and less than \$25,000 singularly or in the aggregate during any fiscal year and, except as otherwise provided, shall require two competitive bids or quotations, either verbal or written whenever possible prior to each purchase. Competitive bids or quotations for the purchase of items, which cost less than \$5,000 are desirable but not mandatory. All competitive bids or quotations received shall be recorded and maintained in the office of the city recorder for a minimum of two years after audit. In the awarding of all purchases, the City of Dresden shall take into consideration the cost of each bid received, the quality and availability of the goods offered for sale, and other factors which may affect the City's satisfaction with the product or service.

A description of all projects or purchase, except as herein provided, which costs \$25,000 or more singularly or in the aggregate during any fiscal year shall be prepared by the purchasing agent, Mayor or designee and submitted to the Board for authorization to proceed with the purchase. If sufficient funds are available in the budget, the Board may direct that bids or proposals be sought. The award of purchases, leases, or lease-purchasing of \$25,000 or more shall be made by the governing body to the lowest and or best responsible bidder.

Purchases amounting to \$25,000 or more may be allowed only under the following circumstances and, except as otherwise provided herein, when such purchases are approved by the governing body:

- Sole source of supply or proprietary products as determined after complete search by the purchasing agent, with governing body approval.
- Emergency expenditures with subsequent approval of the governing body.
- Purchases financed in cooperation with other governmental agencies
- Purchasing from non-profit corporations whose purpose or one of whose purposes is to provide goods or services specifically to municipalities.
- Purchases, leases, or lease-purchases, from any federal, state, or local governmental unit or agency, of second-hand articles or equipment or other materials, supplies, commodities, and equipment.
- Purchases through other units of governments as authorized by the Municipal Purchasing Law of 1983.
- Purchases directed through or in conjunction with the Department of General Services.
- Purchases from Tennessee state industries
- Professional service contracts as provided in Tennessee Code Annotated 29-20-407.
- Tort Liability Insurance as provided in TCA 12-4-407.
- Professional services shall not be bid.

The purchasing agent shall be responsible for following these procedures and the Municipal Purchasing Law of 1983, as amended, including keeping of required records and reports.

The purchasing agent may use a city purchase order to outline the terms and conditions for a purchase. A copy of the purchase order must be attached to each invoice prior to payment.

If the purchase is over the dollar limit, under no circumstances may multiple forms be used in an effort to avoid competitive bidding. The Board of Mayor and Aldermen shall approve any variations in the purchase order and invoiced amount for purchases exceeding \$25000.

Professional Service Contracts (TCA 12-4-106)

Professional services include legal services, fiscal agent, accounting services, financial advisory services, educational consulting services, engineering and architectural services, computer programming services, and similar services by professional people or groups. Only contracts for services performed within the professional's field of expertise are to be considered professional service contracts. Contracts for professional services will be awarded on the basis of recognized competence and integrity, rather than on competitive bids. Although cost may be considered in choosing the service provider, it must not be the sole factor.

Certain Insurance (TCA 29-20-407)

The city may purchase tort liability insurance, without competitive bidding, from the Tennessee Municipal League, or any other plan authorized by any organization of governmental entities representing cities and counties.

Purchases Through State-General Services (TCA 12-3-1001)

The city may take advantage of so called "state prices" regardless of any charter or general law requirements.

Purchases of Confiscated Property from the State (12-3-201)

The City may buy a motor vehicle that has been confiscated by the state, by any city officer, employee, or their agent when the purchase is for municipal use.

Emergency Purchases

Emergency purchases are to be made only when normal functions and operations of the city would be hampered by purchasing in the regular manner, or where property, equipment, or life are endangered through unexpected circumstances and materials, services, etc., are needed immediately.

Interest of Officer in Municipal Contracts (TCA 6-54-107)

No one holding a city office, elected or appointed, shall perform contract work for the city. No person shall hold or have any direct interest in any contract with the City. Direct interest is defined as any business in which the official is the sole proprietor, a partner, or the person who

has the controlling interest. Controlling interest means the person with the ownership or control of the largest number of outstanding shares owned by any individual or corporation.

No city officer shall be indirectly interested in any contract with the municipality unless the officer publicly acknowledges his interest, in the form of a signed, written statement presented to the Board of Mayor and Aldermen. Indirectly interested is defined as any contract in which the officer is interested, but not directly, but includes contracts where the office is directly interested, but is the sole supplier in the municipality. Examples of indirect conflicts of interest include, but are not limited to, the following:

- Minority ownership in a firm proposing to do business with the City.
- Conducting city business with persons related to members of the Board of Mayor and Aldermen, other city officers, or persons overseeing the proposed contract of such work.
- Any other proposed purchase or contract where a city officer stands to realize a material gain from the award.

Personal Interest of Officers Prohibited (TCA 12-4-101)

It is unlawful for any person whose duty is to vote for or to supervise any contract with a city to be directly interested in such a contract. No city officer or other person whose duty is to superintend any contract with a city shall be indirectly interested in any such contract, unless the officer or person publicly acknowledges his interest, in the form of a written statement submitted in advance, to the Board of Mayor and Aldermen.

A Petty Cash Fund shall not be used under any circumstance.

Sealed Bids or Proposals

Sealed bids are required on purchases of \$25000 or more. Bids must be advertised in a local newspaper of general circulation not less than five days before bid opening date.

A **Summary of Bids Form** should be used to record all bids. This form should be included in the information presented to the Board of Mayor and Aldermen for consideration of award of the bid. All bids should be opened at a specified time. The form shall include the name and address of each bidder, the amount of the bid or proposal, and a listing of witnesses present at the bid opening. Late bids shall not be accepted or opened and shall be returned to whomever submitted them.

Purchasing Agent's Responsibility

- Prepare bid request.
- Establish date and time for bid opening.
- Select possible sources of supply.
- Prepare specifications – unless of a technical nature, such as architectural, engineering, etc.
- Mail bid request and advertise as appropriate. If delivered by hand, a receipt of the bid request should be signed by the vendor.
- Accept delivery of bids prior to the scheduled bid opening and to protect them from tampering or premature opening.
- Conduct the bid opening.

- Evaluate bids using staff or professional assistance.
- Make recommendations on award to governing body for approval.
- Notify all bidders of bid results and purchasing decision.
- Maintain all specifications and bid data files.

General Information

The following policies shall apply to sealed bids:

1. **Bid or Proposal Opening:** Bids will be opened at the time and date specified on the bid request. All bids are opened publicly and read aloud, with tabulation proved to all vendors participating. Proposals for extensive systems, complicated equipment, or construction projects, may be evaluated privately with a public recommendation to the governing body after evaluation and study.
2. **Late bids:** No bids received after closing time will be accepted. All late bids will be returned unopened to the vendor. Bids postmarked on the bid opening date but received after the specified time will be considered late and will be returned unopened.
3. **Bid Opening Schedule:** The purchasing agent is responsible for setting bid opening dates and times.
4. **Telephone Bids:** The purchasing agent will not accept any bid by telephone. He may accept telephone quotes for amounts less than \$25,000.00
5. **Bid Form:** **WHEN** the purchasing agent sends duplicate copies of bid request forms to each bidder, thereby enabling the bidder to return one and maintain a file copy, bids will not be accepted on any vendor letterhead, vendor bid form or other substitutions unless special permission is given by the purchasing agent.
6. **Unsigned Bids:** Failure of a vendor representative to sign a bid proposal, removes that bid from consideration. A typed official's name will not be acceptable without that person's written signature.
7. **Acceptance of Bids:** The City reserves the right to reject any or all bids, to waive any irregularities in a bid, to make awards to more than one bidder, to accept any part or all of a bid, or to accept that bid (or bids) which in the judgment of the governing body is in the best interest of the city.
8. **Shipping Charges:** Bids are to include all shipping charges to the point of delivery. Bids will only be considered on the basis of delivered price, except as otherwise authorized by the governing body.
9. **Sample Product Policy:** The purchasing agent may request a sample product as part of a bid. If this is stated on the bid proposal form, the vendor is required to comply with this request or have the bid removed from consideration.
10. **Approved Equal Policy:** Specifications in the request for bids are intended to establish a desired quality or performance level or other minimum requirements which will provide the city with the best product available at the lowest possible price.
When a brand name and/or model is designated, it signifies the minimum quality acceptable. If an alternate is offered, the bidder must include the brand name or model to be furnished, along with complete specifications, and descriptive literature and, if requested a sample for testing. Brands and/or models other than those designated as "equal to" products shall receive equal consideration.
11. **Alternate Bids:** Should it be found, after bids have been opened, that a product has been offered with an alternative specification and that this product would be better for the city to use, all bids for that item may be rejected and specifications redrawn to allow all bidders an equal opportunity to submit bids on the alternate item.

12. **Tie bids:** A tie bid is one in which two or more vendors bid identical items at the same unit cost. Tie bids may be determined by one of the following factors:

- a) Discounts allowed
- b) Delivery schedule
- c) Previous vendor performance
- d) Vendor location
- e) Trade in value offered

If the tie cannot be resolved in this manner to the satisfaction of the governing body, the decision shall be based upon a coin toss as directed by the governing body.

13. **Cancellation of Invitation for Bid or Request for Proposal:** An invitation to bid, a request for proposal, or other solicitations may be cancelled, or any or all bids or proposals may be rejected in part as may be specified in the solicitation when it is in the best interest of the city. The reason shall be made a part of the bid or proposal file.

14. **Other Aspects To Be Considered in Bid Awards:**

- The ability of the bidder to perform the contract or provide the material or service required.
- Whether the bidder can perform the contract or provide the material or service promptly or within the time specified, without delay or interference.
- The character, integrity, reputation, experience, and efficiency of the bidder.
- The previous and existing compliance, by bidder, with laws and ordinances relating to the contract or service.
- The ability of the bidder to provide future maintenance and service for the use of the subject contract.
- Terms and conditions stated in the bid.
- Compliance and specifications or request for proposal.

Delinquent Delivery

Once the Purchasing Agent has issued a purchase order, no follow-up should be done unless the item has not been received. If this happens, the purchasing agent may initiate action, either written or verbal as time allows, to investigate the delay.

Contractual Purchases

Materials, supplies or services which are constantly needed for city operations will be taken on a formal bid and will be awarded by the governing body for a contract period, determined to be in the best interest of the city. This procedure shall be used in cases where the amount of the purchase of said materials, supplies, or services will be \$25,000 or more within a fiscal year. For amounts below \$5,000 the purchasing agent will make the award.

Items Covered by Warranty or Guarantee

The city buys many items which have a warranty or guarantee for a certain length of time, such as tires, batteries, water heaters, roofs and equipment. Before these items are repaired or replaced, the purchasing agent should be consulted to see if such warranty or guarantee covers the item. The city recorder shall maintain an active current file with complete information on such warranties or guarantees. All warranties must be remitted to the purchasing agent with the invoice indicating date of receipt.

Signatures

Contracts, applications for title, tax exemption certificates, agreements, and contracts for utilities shall not be signed by any city employee unless authorized in writing by the purchasing agent or by action of the governing body.

Trade-ins

List of equipment to be used as trade-in shall accompany the request and specifications. The list includes the model, year, serial and city tag numbers, and other pertinent data.

Sale of Surplus Property

No city materials, equipment or real estate shall be offered for sale to the public until the Board of Mayor and Aldermen has adopted a Resolution finding such items to be surplus to the City's needs and directing the Purchasing Agent to conduct either an auction or seal bid sale. All surplus property with an estimated value of more than \$500.00 shall be advertised for bidding.

Sales of surplus property shall be made only to the highest bidder.

No member of the Board of Mayor and Aldermen shall be permitted to purchase surplus city property except at a public auction conducted by the City.

Non-Performance Policy

Failure of a bidder to complete a contract, bid or purchase order in the specified time agreed on, or failure to provide the service, materials, or supplies required by such contract, bid, or purchase order, or failure to honor a quoted price on services, materials, or supplies on a contract, bid or purchase order may result in one or more of the following actions:

- Removal of a vendor from a bid list for a period to be determined by the governing body.
- Allowing the vendor to find the needed item for the city from another supplier at no additional cost to the city.
- Allowing the city to purchase the needed services, materials, or supplies from another source and charge the vendor for any difference in cost resulting from this purchase.
- Allowing monetary settlement

Other General Information

Preference to Local Dealers: When buying supplies, materials, equipment and services for the city's requirements, preference shall be given dealers who have stores or warehouses within the city – price, quality, delivery, and service being equal.

Federal Excise Tax: The City is exempt from the payment of excise taxes imposed by the federal government, and suppliers should be required to deduct the amount of such taxes from their bids, quotations, and invoices. The City is not required to pay sales tax on purchase.

Public Inspection of Records: The purchasing agent shall keep a complete record of all quotations, bids, and purchases orders. Such records shall be open to public inspection.

Designee: The Purchasing Agent may designate the City Recorder and/or Finance Director to serve as purchasing officer under his supervision and direction.

Within the Limits of the Approved Budget: Purchases must stay within appropriation limits in funds requiring budget either by law, regulation, or policy.

Performance and Bid Bonds: Performance and bid bonds may be required, as determined by the purchasing agent or the governing body.

Payment Bond: A payment bond is required for all contracts of \$25,000 or more to ensure that all materials are paid for by the contractor. The Purchasing Agent shall determine the amount of the payment bond, depending upon the value of the contract.

Architect or Engineer Required: Plans, specifications, and estimates for any public works project exceeding \$25,000 must be prepared by a registered architect or engineer as required by TCA 62-2-107.

Personal Purchases Through City Vendors: Any individual, employee, alderman or Mayor that wishes to purchase goods for personal use through City vendors may do so. However, the purchase shall be invoiced separately and directly to the individual, employee, alderman or Mayor making the purchase and being charged the appropriate sales tax amount. The purchase may be delivered to City Hall during the standard work week as a convenience. The City of Dresden must not engage in any activity that could have the appearance of Sales Tax Fraud.

Original Purchasing Policy Approved August 2004, Revised December 7, 2009, Revised October 1, 2012.

First Reading For Amendment to Policy: _____

Second Reading: _____

Mark Maddox, Mayor

Jennifer Branscum, City Recorder