

April 8<sup>th</sup> 2024

City of Wayland

Regular Meeting

4pm

Mayor David Bunker brought meeting to order with “A Pledge to the Allegiance” followed by roll call of the Aldermen Sherry Bunker present, Donna Ash present, Connie Handyside present, Joe Booth absent. City workers Doug Smeltser present & Dan Garner present; also City Deputies Ryan Orr & Clayle Franklin.

Visitors were – Colleen South and Dan Dover of Rural Water.

Dan Dover was first with a copy of a “Bid Protest Policy” of which all towns should have in place. After copies were passed out to each Board Member for review and Dan explained the purpose of the adoption of the policy Sherry Bunker made motion 2<sup>nd</sup> by Donna Ash to adopt. Vote was Sherry Bunker aye, Donna Ash aye, Connie Handyside aye, Joe Booth absent. Following is Policy that was adopted:

**City of Wayland Bid Protest Policy.** Purpose – This policy establishes a fair and efficient procedure for addressing concerns regarding the City of Wayland’s bid selection process, ensuring integrity and transparency in procurement actions. Eligibility – Only participants directly affected by the procurement decision (bidders or proposers) are eligible to submit a protest. – Grounds for protest – Protests may be submitted on grounds such as non-compliance with procedures, errors in the bid evaluation, or issues affecting the fairness of the competition. – Submission Process 1. **Written Notice:** A formal protest must be submitted in writing, detailing the specific reasons for the protest and including any supporting documentation. 2. **Deadline:** The protest must be received within five (5) business days following the aggrieved party’s notification of the procurement decision. Review Process – The City will review the protest, considering the merits of the case based on provided evidence and applicable laws. A written decision will be issued within ten (10) business days of receiving the protest. Decision – The decision rendered by the City of Wayland will be final and binding. If the protest is upheld, corrective actions will be taken as deemed appropriate. Stay of Procurement – Procurement activities may be suspended pending resolution of the protest, at the discretion of the City.

Minutes from the March 2024 Regular Meeting was next. Sherry Bunker made motion 2<sup>nd</sup> by Donna Ash to accept. Vote was Sherry Bunker aye, Donna Ash aye, Connie Handyside aye, Joe Booth absent.

Bills were reviewed. Sherry Bunker made motion 2<sup>nd</sup> by Donna Ash to pay bills. Vote was Sherry Bunker aye, Donna Ash aye, Connie Handyside aye, Joe Booth absent.

Old Business – City Clerk stated that we can afford to spend up to \$18,000.00 to replace the electronic sign. Connie Handyside made motion 2<sup>nd</sup> by Sherry Bunker to hold off on purchase of the sign for six months. Vote was Connie Handyside aye, Sherry Bunker aye, Donna Ash aye, Joe Booth absent.

The Mayor presented the Council with pictures of a person’s yard, that had been sent to him, here in town that was taken by a resident that is lodging a complaint about the state of the yard. This is not the first complaint the Mayor has received against this property. After discussion among the Council Connie Handyside made motion 2<sup>nd</sup> by Sherry Bunker that if any property owner has multiple complaints lodged against him a Certified letter is to be sent showing which code they are in violation of and the alternative if they continue to let it go; also to invite them to attend the next Council meeting. Vote was

Connie Handyside aye, Sherry Bunker aye, Donna Ash aye, Joe Booth absent. A letter will be sent out to this property owner.

New Business – Deputy Orr ask if signs could be put up on the corner of Avondale and Taylor of no parking on both sides of the street. Doug and Dan are going to get this done.

Dan Garner asked about cost of living for Doug Smeltser, the City Clerk and himself as he has not had any raise or cost of living since he started 2 years ago and Doug and the City Clerk have not had any raises or cost of living in the past six years. Connie Handyside made motion 2<sup>nd</sup> by Sherry Bunker to have the City Clerk put together what they are spending on Insurance for each employee – what their hourly pay is – when they were hired – how much vacation they get and what Holidays they receive. These sheets to be given to the Aldermen as soon as possible and they will go into closed session and make their decision at the May Regular meeting. Vote was Connie Handyside aye, Sherry Bunker aye, Donna Ash aye, Joe Booth absent.

Connie Handyside made motion 2<sup>nd</sup> by Donna Ash to adjourn. Vote was Connie Handyside aye, Donna Ash aye, Sherry Bunker aye, Joe Booth absent.

**MEETING ADJOURNED,**

