



It is the policy of the City Council of the City of Kirksville to make available for sale, asphalt for application to City streets, alleys, and parking lots. Such asphalt shall be sold at a rate determined to cover expenses to manufacture, and make available the asphalt including applicable sales tax. This Sale of Asphalt Policy is established to outline the details necessary to ensure the sale of asphalt is done not to compete with for profit vendors, but to meet the unique needs of contractors to repair City streets, alleys, and parking lots.

## **I. ASPHALT SALES**

The City owns significant infrastructure in the form of roadways, alleys, parking lots that from time to time may require maintenance and repair. When maintenance and repair is needed to this infrastructure, the City will make available the sale of asphalt. Applicable customers will be encouraged to purchase this product to allow the City to set the quality of the asphalt mix, and reduce future repairs related to improper asphalt mix.

## **II. CUSTOMERS**

There are three different types of customers who would be expected to take advantage of this Policy and the ability to purchase city-produced asphalt. Those customers include: 1) those entities that rent city-owned facilities and are responsible for ongoing facility maintenance; 2) contractors and/or owners who have had to excavate a portion of a street, alley, or drive to repair/investigate private utility services; and 3) utility companies working in the right-of-way.

## **III. PROCESS**

At the start of each calendar year, the City will produce a calendar communicating the dates of operation for the asphalt plant. It will be the responsibility of the outside individual or entity to contact the Public Works Department communicating the estimated quantity of asphalt needed.

The City operates an asphalt production plant for a period of time during the construction season and will plan for the requested quantities communicating to the customers the schedule of when the asphalt will be ready for pickup.

Customers will be responsible for the pickup and application of the asphalt mix. The City will be responsible for producing the asphalt mix and loading the customer trucks with the product.

## **IV. BILLING AND COLLECTIONS**

Invoices shall be issued for all sales to those customers with approved credit by the 5<sup>th</sup> of each month. Payment in full is due by the 20<sup>th</sup> of each month.

Accounts not paid by the 20<sup>th</sup> of the month, will not be provided additional asphalt.

All accounts that are unpaid by the 30<sup>th</sup> of the month will be assessed an interest charge of 1.5% per month (18% per year).

The City will accept cash, check, and a variety of credit cards.

**V. PRICING**

Pricing will be based on the cost of production using current material costs and the cost of staff to dispense the asphalt to the customer. The Public Works Director has the authority to adjust pricing to ensure the cost of production is being covered.