



**CITY COUNCIL MEETING  
GLADSTONE, MISSOURI  
MONDAY, AUGUST 24, 2020**

**OPEN STUDY SESSION 6:30 PM**

1. Trozzolo Perception Study: Representatives from Trozzolo Communications will present their work to date in a summary of Phase 1 and 2 and the upcoming strategy for Phase 3.
2. Police Facility Design Group: Director Hasty will introduce James Estes, Principal of Police Facility Design Group, to discuss the Public Safety Headquarters Site Selection.
3. Small Business Grants: Assistant City Manager Bob Baer will provide an overview of the proposed CARES Act Small Business Grant Program.

**REGULAR MEETING: 7:30 PM**

**TENTATIVE AGENDA**

1. Meeting Called to Order.
2. Roll Call.
3. Pledge of Allegiance to the Flag of the United States of America.
4. Approval of Agenda.
5. Approval of the August 10, 2020, Closed City Council Meeting Minutes.
6. Approval of the August 10, 2020, Regular City Council Meeting Minutes.
7. **PROCLAMATION:** Gladstone Aquatics and Emergency Medical Services Personnel.

**8. CONSENT AGENDA.**

**CONSIDER SPECIAL EVENT PERMIT:** Trivia Night, 602 NE 70<sup>th</sup> Street, Linden Square, Friday, August 28, 2020, 7:00-9:30 pm.

**CONSIDER SPECIAL EVENT PERMIT:** The Grove Church Worship Night, 602 NE 70<sup>th</sup> Street, Linden Square, Sunday, August 30, 2020, 5:30-8:00 pm.

**CONSIDER SPECIAL EVENT PERMIT:** C3 Kansas City Worship, 602 NE 70<sup>th</sup> Street, Linden Square, Sunday, September 13, 2020, 6:00-7:00 pm.

**APPROVE FINANCIAL REPORT MONTH END JULY 2020**

**REGULAR AGENDA****9. Communications from the Audience.**

*Members of the public are invited to speak about any topic not listed on the agenda. When speaking, please state your name and address for the record and limit comments to 2 minutes.*

**10. Communications from the City Council.****11. Communications from the City Manager.**

**12. RESOLUTION R-20-41** A Resolution authorizing the City Manager to execute a professional services contract with Police Facility Design Group Architects in the amount of \$28,365.00 and reimbursable expenses, not to exceed \$1,000.00, for site evaluation services for the new Gladstone Public Safety/Police Headquarters Facility.

**13. RESOLUTION R-20-42** A Resolution authorizing the City Manager to execute a professional services contract with Hoefer Wysocki Architects in the amount of 8% of the total construction cost, plus additional services and reimbursable expenses, not to exceed \$1,042,525.00 for architectural design services for the construction of a new Public Safety/Police Headquarters Facility.

- 14. FIRST READING BILL NO. 20-27** An Ordinance authorizing the City Manager to enter into an agreement with the Clay County Economic Development Council for the distribution of CARES Act Funds in the form of small business grants to local businesses within Gladstone, Missouri.
- 15. PUBLIC HEARING:** Fixing the annual rate of levy for the 2020 Real Estate and Personal Property taxes within the corporate limits of the City of Gladstone, Missouri.
- 16. FIRST READING BILL NO. 20-28** An Ordinance enacted pursuant to Missouri Revised Statutes Section 67.110 fixing the annual rate of levy for the 2020 Real Estate and Personal Property taxes within the corporate limits of the City of Gladstone, Missouri.
- 17. Other Business.**
- 18. Adjournment.**

Representatives of the News Media may obtain copies of this notice by contacting:

City Clerk Ruth Bocchino  
City of Gladstone  
7010 North Holmes  
Gladstone, MO 64118  
816-423-4096

Posted at 1:00 pm  
August 20, 2020



***Department of Community Development***  
***Memorandum ASG 20-5***

**DATE:** August 18, 2020

**TO:** Scott Wingerson, City Manager

**FROM:** Austin Greer, Assistant To The City Manager/Planning Administrator

**SUBJECT:** Perception Study & Unified Messaging Strategy by Trozzolo Communications

**Description:** City Staff has been working with Trozzolo Communications to gauge residents/non-resident's perception of the City of Gladstone as well as developing and implementing a unified messaging strategy internally and externally.

**Background:** Trozzollo has been engaged and performed a perception analysis. This analysis determined that Gladstone currently lacks identity in the region. Since completion of the perception analysis, City Staff has been working with Trozzollo on Phase 2, which focuses on key brand messaging.

**Brand Message: We're All In**

**Key Messages:**

- **INSPIRED – It's why we do it.**
  - Our transformation is grounded in a down-home work ethic and a sense of pride in our hometown.
  - A vibrant community is blooming here, with events and entertainment at Linden Square, a community center, farmers market and parks.
  - This is home. There are many types of neighborhoods and a mix of home options for every stage of life.
- **INNOVATIVE – It's how we do it.**
  - Our city is focused on what's ahead, setting goals and achieving them.
  - In contrast to other cities that are revamping their downtowns, we are building our downtown and creating new spaces for community gatherings.
  - Entrepreneurs and new ventures have a home here and help strengthen our city's reputation and contribution to the region.
- **INVESTED – It's who we are.**
  - We are fully invested in fostering a welcoming community where people of all walks of life thrive.

- Residents are heard and are invited to invest themselves and take an active role in shaping our city's future.
- Our city is in it together, focused on developing the best possible community for the next generation of residents and businesses.

On Monday, August 24<sup>th</sup>, Trozzolo will present their work to date and summarize Stages 1 and 2. Their team will outline next steps heading into Phase 3, which is the final phase of this project.

The purpose of this study session is to refresh progress and to gather any input and/or thoughts on this project that the City Council may collectively have.

The consultants from Trozzolo that will be presenting on Monday night will be Natalie Long and Joshua Brewster.

MONDAY, AUGUST 24, 2020

# Gladstone Brand Strategy



## BRAND RESEARCH AND STRATEGY

- Deep-dive meeting with leadership.
- 18 in-depth interviews with residents, nonresidents, business owners and council members.
- 14 video interviews with residents and nonresidents.
- Brand audit of current marketing communications.
- Online survey with residents and nonresidents.
- Summary of research findings and insights for brand strategy.
- Development of core messaging platform and key messages.

# RESEARCH INSIGHTS

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## RESEARCH INSIGHTS

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- **Insiders Are In Love.**
- Residents know Gladstone as a safe, family-friendly community that has excellent city services and accessibility to Kansas City. But they don't appear to be "selling" Gladstone beyond its boundaries.

## RESEARCH INSIGHTS

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- **Outsiders Looking In Are Less Than Impressed.**
- The grass isn't greener from the outside looking in. Old perceptions die hard, as nonresidents do not recognize Gladstone as a crave-able place to live or visit.

## RESEARCH INSIGHTS

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- **The Battle Lines Are Being Drawn.**
- Without a desire from outsiders to live, work and play in Gladstone, the city is at risk of a downturn as the next generation of residents chooses between Gladstone and everywhere else. And the competition is only getting thicker.



## COMPETITION NEARBY



### 'It's the real deal': Parkville mixes old and new for winning recipe

By Nick Sloan Digital Producer

## Parkville, MO earns spot on list for greatest places in Missouri

By Nick Sloan Digital Producer  
Posted Jan 16, 2018

Posted in Missouri | September 18, 2017 by Liz Oliver

### How This Small Missouri Town Quietly Became The Coolest Place In The Midwest

It's not hard to find a great little town in Missouri. However, one small town just outside of Kansas City has quietly become one of the coolest places in the Midwest. Parkville is not only beautiful but the town manages to maintain its small town charm while being only minutes from Missouri's largest city, Kansas City. Visit one of the many antique shops, come out for their annual microbrewery festival, or dine at any of the amazing eateries. Come find out why Parkville is so cool, but don't just take our word, visit to find out for yourself!

Parkville is just 20 minutes north of Kansas City but it certainly doesn't seem like your average suburb.



This quite little town has a bustling business district that attracts visitors from all over the state.

## COMPETITION NEARBY



### North Kansas City School District begins new year with two new elementary schools

Posted 11:12 AM Aug 15 2018 Updated 11:12 AM Aug 15 2018

### Is a new 'Crossroads' forming in North Kansas City?

By JOYCE SMITH

jsmith@kcstar.com

AUGUST 27, 2015 02:05 PM UPDATED AUGUST 27, 2015 05:39 PM




A rendering of the new Restless Spirits Distilling Co., which is under construction in a 6,400-square-foot former warehouse building at 109 E. 18th Ave., across from Cinder Block.

Two years after opening, Cinder Block Brewery is about to get new neighbors that could help turn its little block in North Kansas City into a destination.

Restless Spirits Distilling Co. is under construction in a 6,400-square-foot former warehouse building at 109 E. 18th Ave., across from Cinder Block.

## COMPETITION NEARBY



### Liberty loves its downtown square, but there's much more to this Northland city

REPORT BY THE JOURNAL'S DEBORAH R. HANSEN FOR KANSAS CITY

[FACEBOOK](#) [TWITTER](#) [PINTEREST](#) [REDDIT](#) [LINKEDIN](#) [EMAIL](#)



**Liberty, Mo.** — Any longtime resident of Liberty can tell you this city has it all.

"I say a lot of times, if you can't find it in Liberty, you probably didn't need it anyway," Mayor Lyndell Brenton said.



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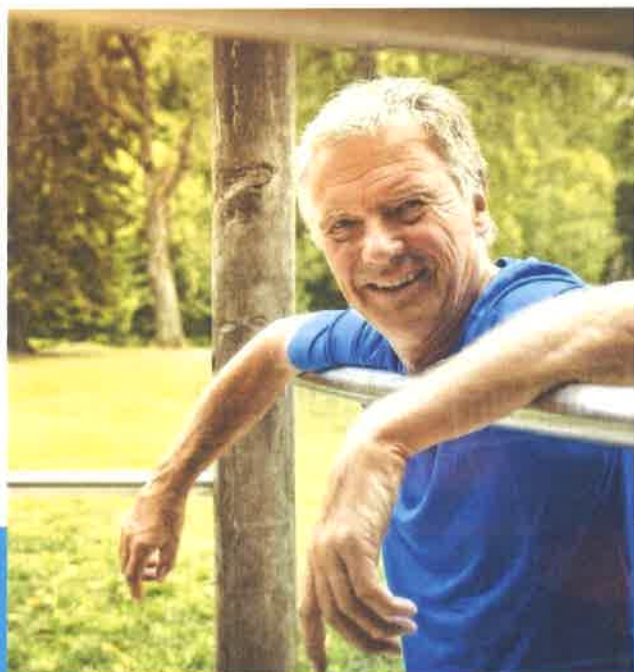
[Small, iPhone, and Live Chat Available. Learn More!](#)

## CHALLENGES TO OVERCOME

- **Defining Gladstone as a community.**  
Lack of clear definition of what is and is not in Gladstone. It's not a street or neighborhood.
- **Identity issues.**  
Neutral perceptions or the "epitome of average."
- **Revitalization.**  
Overcoming old knowledge or perceptions of crime, middle- or low-class housing and lack of amenities.

# KEY AUDIENCES

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## LONGTIME RESIDENTS:

Sam describes Gladstone as small, yet close to everything he needs. He's lived here for 11 years and feels it is safe, quiet and friendly.



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## YOUNG PROFESSIONALS:

Taylor discovered Gladstone as a place where she can be close to downtown KC, but get more home for her money. She enjoys having a gym and restaurants within walking distance, and work just a short drive away.



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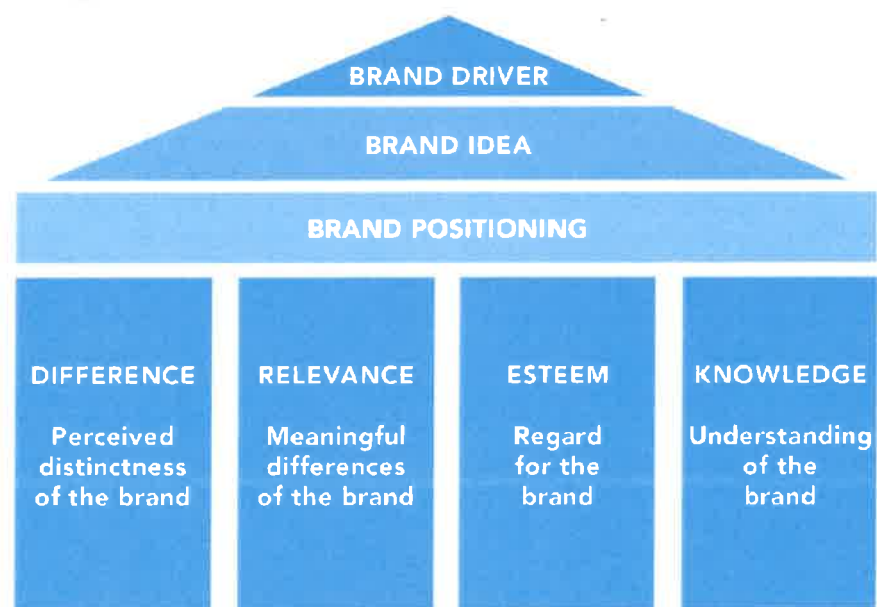
## FAMILIES:

David and Jennifer recently purchased their first home in Gladstone. They like the small-town feel with parks nearby and festivals for the family.

# BRAND STRATEGY

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## BRAND FRAMEWORK



## KNOWLEDGE

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- Residents know Gladstone as a safe, family-friendly community.
- It is recognized for its proximity to downtown Kansas City and the airport.
- Residents speak highly of its excellent city services.
- It can be difficult to know when you are in city limits.
- City is lacking a true identity or single message.

## ESTEEM

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- Neutral position – neither positive or negative.
- Described as the “epitome of average” by survey responder.
- Comparatively, ranks high for public safety, parks and amenities and value for dollar.
- Still lingering perceptions of strip malls and N. Oak.



## DIFFERENCE

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- Inclusive community where all walks of life can thrive.
- City management and services are just a call away and quick to respond to residents.
- It's leading the Northland in innovation. Entrepreneurs and new ventures are welcome.

## RELEVANCE

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- **Everyone feels at home.** We don't know an outsider here.
- **One degree to action.** People feel heard and are responded to.
- **Community culture.** Public services, parks and rec, festivals.
- **"Real" transformation.** Evolving and improving community, yet staying true to its roots.

## BRAND STRATEGY

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# Brand Platform



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Brand Statement:

***Gladstone provides a  
real place to call home with  
an evolving community and  
excellent city services.***

A brand statement describes the "mental space" an organization should occupy in the minds of a target audience. It serves as a foundational, internal statement to guide a brand's marketing strategies.





Brand Idea:

***Where innovation and progress call home.***

*A simple phrase or statement that clarifies why the brand is important in the eyes and hearts of your target audience. It is more than what you do and how you do it. It defines your purpose, your cause, your belief.*



Brand Driver:

*A word, phrase or notion that captures the essence of the brand's promise and is relevant to the target audience. It must be clear, simple and inspire action.*



Brand Driver:

***We're all in.***

*A word, phrase or notion that captures the essence of the brand's promise and is relevant to the target audience. It must be clear, simple and inspire action.*

## BRAND STRATEGY



## Key Messages

***We're all in.***

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Key Messages:

***Inspired. Innovative. Invested.***

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INSPIRED

- Our transformation is grounded in a solid work ethic and a sense of pride in our hometown.
- We are a vibrant community with parks, entertainment, quality infrastructure and highly regarded emergency services.
- This is home. There are many types of neighborhoods and a mix of home options for every stage of life.



## — INNOVATIVE

- Our city is focused on what's ahead, setting goals and achieving them.
- In contrast to other cities that are revamping their downtowns, we are building our downtown and creating new spaces for community gatherings.
- Entrepreneurs and new ventures have a home here, and help strengthen our city's reputation and contribution to the region.



## — INVESTED

- We are fully invested in fostering a welcoming community, where people of all walks of life thrive.
- Residents are heard, and are invited to invest themselves and take an active role in shaping our city's future.
- Our city is in it together, focused on developing the best possible community for the next generation of residents and businesses.



# Next Steps

## NEXT STEPS

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- Begin work on Phase 3, Visual Identity:
  - Logo
  - Colors
  - Fonts
- Integrate messaging into the community:
  - Banners on street poles
  - Magazines and publications
  - Website
  - Resident communications



Thank you.



[trozzolo.com](http://trozzolo.com)

816.842.8111






***Department of Public Safety  
Administration  
Memorandum MJH 20-31***

**DATE:** August 18, 2020

**TO:** Scott C. Wingerson, City Manager

**FROM:** Chief Michael J. Hasty, Director of Public Safety 

**CC:** Chris Williams, City Attorney  
Captain Jeffrey R. Self, Support Services Division Commander  
Captain Robert L. Hays, Police Field Services Division Commander  
Division Chief Sean Daugherty, Fire/EMS Division Commander  
File

**RE:** POLICE FACILITY DESIGN GROUP – SITE SELECTION

Part of the building projects approved for the Public Safety Department includes construction of a new police facility (headquarters). The professional services of a firm experienced in constructing police facilities is needed to conduct a comprehensive evaluation of locations within the city suitable for the structure.

A "Request for Proposals" (RFP) was developed and advertised on Monday, June 29, 2020 soliciting proposals from qualified firms to administer a process to evaluate sites for the police facility. The closing date for accepting proposals was Friday, July 17, 2020. Although a few architectural firms made telephone inquiries concerning the RFP, no proposals were received by the closing date.

One of the telephone inquiries received was from James Estes, Principal of Police Facility Design Group. This firm submitted a proposal in the fall of 2019 regarding design services for the Gladstone police facility and was one of seven firms interviewed by the evaluation team. Police Facility Design Group scored very high in the evaluation of their proposal and interview process.

I contacted Mr. Estes and we visited with him on Friday, July 24, 2020 regarding the site evaluation services needed to move the police building project forward. After the discussion, Mr. Estes indicated his interest in providing the professional services needed for site evaluation and offered a contract outlining the scope of services. The contract was submitted to Chris Williams, City Attorney, for review. It is clear the staff with Police Facility Design Group is qualified to provide the professional services needed for the site evaluation for the police

building project and I recommend a contract for professional services with this firm be presented to the City Council.

Representatives of the architectural firm Police Facility Design Group will be available for introduction to the City Council at their Study Session on Monday, August 24, 2020. A resolution authorizing you to sign a contract for architectural services with the firm of Police Facility Design Group will be on the Regular City Council Meeting agenda that same night. Please advise if you need further information.





***General Administration  
Memorandum - RMB***

**DATE:** August 18, 2020

**TO:** Scott Wingerson, City Manager

**FROM:** Robert Baer, Assistant City Manager

**RE:** Cares Act Small Business Grant Program

On March 27, 2020, Congress passed the Coronavirus Aid, Relief and Economic Security (CARES) Act, which created a funding source for states to combat the fiscal impact the COVID-19 pandemic has had on the economy. In April, the State of Missouri received its portion of the Federal disbursement and quickly allocated a share of that to be distributed to individual counties based on their population.

On May 1, 2020, Clay County passed Resolution 2020-139, allowing each municipality, school district and the Clay County Health Department to receive their proportionate share. Prior to receiving their share of the funding, each jurisdiction was required to agree to expend the funds in accordance to the guidelines provided by the United States Department of Treasury. The creation of a Small Business Grant Program has been established as one of the accepted uses of CARES Act funds.

The City of Gladstone is proposing that \$130,000 of the CARES Act funds received through Clay County be used to establish a Small Business Grant Program, which will allow Gladstone businesses to apply for up to \$7,500 to help reimburse expenditures and lost revenue related to the COVID-19 pandemic. Because this is a grant program, there is no requirement or expectation that money distributed to businesses will be paid back. The details of the program, including eligibility and other requirements for this funding opportunity, are addressed in the attached information and will also be the primary topic of the Study Session presentation.

On the City Council agenda for consideration, is the approval of an agreement with the Clay County Economic Development Council to collect, review and score grant applications in exchange for a 5% administrative fee. It is our hope that we can begin collecting the applications during the month of September and award the grants in early October, 2020.



# City of Gladstone

## CARES Small Business Grant Program Information Sheet

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Congress passed and the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020. On May 1, 2020, the Clay County Commission approved Resolution 2020-139, providing CARES funding to the City of Gladstone for eligible expenses incurred between March 1, 2020, and December 31, 2020, to address the COVID-19 pandemic.

The City Council established the CARES Small Business Grant Program, which will be administered by the Clay County EDC. This program will issue \$130,000 in grant funds to small businesses in Gladstone. Small businesses can apply for a grant up to \$7,500 to reimburse business expenses related to COVID-19.

### **Eligible businesses include:**

- Businesses physically located in Gladstone.
- Businesses that have a valid 2019 Business License.
- Public-facing businesses directly impacted by the 'Stay at Home' order such as retail, food service, arts and entertainment, hospitality, fitness, and personal services.
- Businesses that do not have current liens or fees owed to the City of Gladstone.
- Businesses or property owners that do not have current Code Enforcement violations as verified by Community Development.

### **Ineligible Businesses:**

- Business that exceeds 50% gross sales of alcohol, tobacco, CBD, vapor or vapor related products
- Following businesses types:
  - Consumer Marketing
  - Dealers of rare coins or stamps
  - Gambling / Adult Entertainment
  - Government owned
  - Illegal firms
  - Lending firms / Loan packaging firms
  - Multi-sales distribution
  - Pyramid / Multi-level marketing schemes
  - Real estate investing firms
  - Religious Institutions
  - Speculation-based business

### **Priority will be given to:**

- Businesses that have 20 or fewer full-time equivalent employees
- Businesses that have \$2.5 million or less in annual revenue.
- Businesses that have not already received Federal COVID-19 relief funds (Payroll Protection Program)

**Eligible Use of Funds:**

1. Grants can be used for expenses incurred from March 1, 2020, through September 30, 2020. Expenses can include but are not limited to payroll, rent, mortgage interest, utilities, inventory replacement, and COVID-19 supplies.
2. The grant funds may also be used to purchase necessary protective equipment for employees and customers and for exterior/interior cleaning needed to keep facilities sanitized.

**Additional Information:**

- Grant fund expenditures may be audited at a future date
- Recipients are strongly encouraged to maintain receipts and other proof of qualified expenditures
- Grant fund information is considered public information and can be published

**CARES Small Business Grant Applications accepted from September 1, 2020 to September 30, 2020.**



# City of Gladstone

## CARES Small Business Grant Program Application Form

**Requirements – These records must be presented with this application**

- ☐ Two forms of ID (each signer) – one with picture other with name only

### **Sole Proprietorship - General Partnership**

- ☐ Two years of personal tax returns 2018-2019 if 2019 not filed copy of the extension and 2017 tax information
- ☐ Schedules and 1099s, Income Statement & Balance Sheet
- ☐ Three months of personal bank statements (March, April, May of **2019 & 2020**)
- ☐ Copy of **2019** City Business License

### **Limited Liability Company (LLC) Limited Partnership (LP) Limited Liability Partnership (LLP)**

- ☐ Two years of business tax returns 2018-2019, if 2019 is not filed a copy of the extension and 2017 tax information
- ☐ Schedules and 1099s, Income Statement & Balance Sheet
- ☐ Three months of business bank statements (March, April, May of **2019 & 2020**)
- ☐ Copy of **2019** City Business License

Legal Name of Company: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of time you have been in business in Gladstone: \_\_\_\_\_

Name of Grant Applicant: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

- 1. Explanation of how funds will be used:** Grants can be used for expenses incurred from March 1, 2020, through June 30, 2020. Expenses can include but are not limited to payroll, rent, mortgage interest, utilities, inventory replacement, and COVID-19 supplies. The grant funds may also be used to purchase necessary protective equipment for employees and customers and for exterior/interior cleaning needed to keep facilities sanitized. (Documentation required)

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# City of Gladstone

## CARES Small Business Grant Program Application Form

**How will this grant help your business through the COVID-19 crisis: (Please disclose if you have received any COVID-19 related relief funding).**

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**Amount of Grant Funding Requested:** \_\_\_\_\_

I/We certify that the above information, including any attachments or exhibits provided herewith, are valid and correct to the best of my/our knowledge.

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

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

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Please email all information to [juliel@clayedc.com](mailto:juliel@clayedc.com)

**SUBJECT: Gladstone Grant Application**

Clay County Economic Development - 816-468-4989 - 7001 N. Locust, Gladstone, MO 64118

**City of Gladstone**  
**CARES Small Business Grant Program**  
**Checklist and Recommendation**

Name of Company : \_\_\_\_\_

Physical Address: \_\_\_\_\_ City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**Program Eligibility:**

- ☐ Business is physically located in Gladstone.
- ☐ Business had a valid 2019 Business License.
- ☐ Business is public-facing and was directly impacted by the 'Stay at Home Order'.
- ☐ Business does not currently have any liens or fees owed to the City of Gladstone.
- ☐ Business or property owner has no current Code Violations as verified by the Community Development Department

**Ineligible Businesses:**

- ☐ Business exceeds 50% gross sales of alcohol, tobacco, CBD, vapor or vapor related products
- ☐ Business type listed as:
  - Consumer Marketing
  - Dealers of rare coins or stamps
  - Gambling / Adult Entertainment
  - Government owned
  - Illegal firms
  - Lending firms / Loan packaging firms
  - Multi-sales distribution
  - Pyramid / Multi-level marketing schemes
  - Real estate investing firms
  - Religious Institutions
  - Speculation-based business

**Program Priority Considerations:**

- ☐ Business has 20 or fewer full-time equivalent employees, and;
- ☐ Business has \$2.5 million or less in annual revenue.
- ☐ Business has not received other Federal COVID-19 relief funds (Payroll Protection Program)

**Proposed Use of Grant Funds:**

- ☐ Eligible
- ☐ Not Eligible

**Business Financial Review Score:**

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**Grant Funding Recommendation:**

- ☐ Recommended
- ☐ Not Recommended

## City of Gladstone Small Business Grant Program



### History

March 27, 2020 Congress passed the Coronavirus Aid, Relief and Economic Security (CARES) Act.

April 2020 - CARES Act funds were distributed to the State of Missouri. A portion of that money was parceled out to Counties based on their population.

May 1, 2020 – Clay County passes Resolution 2020-139, which allows each municipality in Clay County to receive their proportionate share based on population.

## Restrictions on Use

This is a moving target based on new legislation and political wrangling that is occurring every day.

### What we know right now

- ✓ Can be used to cover COVID-19 related expenses
- ✓ Can be used to establish a Business Grant Program for local businesses affected by the COVID-19 pandemic

## Proposed Business Grant Program

Establish Grant Program with \$130,000 in available funds

Small Businesses can apply for up to \$7,500 to reimburse business expenses related to COVID-19.

- Specific cash flow gaps
- Payroll
- Fixed operating costs required to remain solvent
- Purchasing of cleaning or personal protection equipment
- Other costs tied to the pandemic (Documentation required)



## Eligible Businesses

- Business physically located in Gladstone
- Businesses that have a valid 2019 Business License
- Public-facing businesses directly impacted by the "Stay at Home Order"
- Businesses that do not have current liens or fees owed to the City of Gladstone
- Businesses or property owners that do not have current Code Enforcement violations as verified by the Community Development Department

## Ineligible Businesses

- Business that exceeds 50% gross sales of alcohol, tobacco, CBD, vapor or vapor-related products
- Business type listed as ineligible for SBA 7 (a) loans (with the exception of nonprofit businesses)
  - Consumer marketing
  - Dealer of rare coins or stamps
  - Gambling / Adult entertainment
  - Government owned
  - Illegal firms
  - Lending firms / loan packaging firms
  - Multi-sales distribution
  - Pyramid / Multi-level marketing schemes
  - Real Estate investing firms
  - Religious Institutions
  - Speculation-based businesses

## **Application Process**

### **Clay County Economic Development Council**

The City of Gladstone proposes entering into an agreement with the Clay County Economic Development Council to oversee the application and review process in exchange for a 5% administration fee.

**Application accepted during the month of September 2020**

**City review of recommendations and fund disbursement  
October 2020**

## **Additional Information**

Grant recipients will be asked to retain documentation for eligible COVID-19 related expenses because fund expenditures may be audited at a future date.

Grant fund information is considered public information and can be published



**MINUTES  
REGULAR CITY COUNCIL MEETING  
GLADSTONE, MISSOURI  
MONDAY, AUGUST 10, 2020**

**PRESENT:** Mayor Jean Moore  
Mayor Pro Tem R.D. Mallams  
Councilman Bill Garnos  
Councilman Tom Frisby  
Councilmember Tina Spallo

City Manager Scott Wingerson  
Assistant City Manager Bob Baer  
City Clerk Ruth Bocchino  
City Attorney Chris Williams

**Item No. 1. On the Agenda.** Meeting Called to Order.

**Mayor Moore** opened the Regular City Council Meeting Monday, August 10, 2020, at 7:30 pm.

**Item No. 2. On the Agenda.** ROLL CALL

City Clerk Ruth Bocchino called the Roll. All Councilmembers were present.

**Item No. 3. On the Agenda.** Pledge of Allegiance to the Flag of the United States of America.

**Mayor Moore** asked all to join in the Pledge of Allegiance to the Flag of the United States of America.

**Item No. 4. On the Agenda.** Approval of Agenda.

The Agenda was approved as published.

**Item No. 5. On the Agenda.** Approval of the July 27, 2020, Closed City Council Meeting Minutes.

**Mayor Pro Tem Mallams** moved to approve the minutes of the July 27, 2020, Closed City Council meeting as presented. **Councilman Garnos** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Item No. 6. On the Agenda.** Approval of the July 27, 2020, Regular City Council Meeting Minutes.

**Mayor Pro Tem Mallams** moved to approve the minutes of the July 27, 2020, Regular City Council meeting as presented. **Councilman Frisby** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Item No. 7. On the Agenda. CONSENT AGENDA.**

Following the Clerk’s reading:

**Councilmember Spallo** moved to approve the Consent Agenda as published. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-20-34** A Resolution authorizing acceptance of work under contract with Lan-Tel Communications Services, Incorporated, for the 2018 Curb, Gutter and Sidewalk-Phase 1 Project, and authorizing final payment in the amount of \$7,330.00 for Project TP1804. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-20-35** A Resolution accepting trail Right-of-Way from the owners of 6505 North Prospect Avenue in conjunction with the Rock Creek Greenway Trail-Phase 2; Project TP2072. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-20-36** A Resolution authorizing the City Manager to execute an agreement between the City of Gladstone, Missouri, and Northland Neighborhoods, Incorporated, to provide consulting services to assist in the ongoing development and revitalization of neighborhoods for the period of July 1, 2020, through June 30, 2021. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-20-37** A Resolution authorizing acceptance of a proposal from Shawnee Mission Ford, Shawnee, Kansas, for the purchase of one (1) 2020 Ford Expedition SUV for the total purchase amount of \$37,503.00. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-20-38** A Resolution authorizing acceptance of a proposal from Shawnee Mission Ford, Shawnee, Kansas, for the purchase of two (2) 2021 Ford Police Interceptor SUVs for the total purchase amount of \$66,808.00. **Mayor Pro**

**Tem Mallams** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-20-39** A Resolution authorizing acceptance of a proposal from Zoll Medical Corporation, Chelmsford, Massachusetts, for the purchase of two (2) Zoll ZVent Portable Ventilators for the total purchase amount of \$24,906.05.

**Mayor Pro Tem Mallams** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to approve **BUILDING PERMIT: White Chapel Funeral Home, 6600 Northeast Antioch Road, Gladstone, Missouri.** **Mayor Pro Tem Mallams** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Councilmember Spallo** moved to **APPROVE FINANCIAL REPORT FOR MONTH END JUNE, 2020.** **Mayor Pro Tem Mallams** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

## **REGULAR AGENDA.**

### **Item No. 8. On the Agenda.** Communications from the audience.

Doug Millison approached Council and stated: *"Hi, I'm Doug Millison, 7001 North Highland Court, Gladstone. I'd like to first congratulate our two new Council members. With the Chamber, I worked with Tom quite a bit doing city activities and I'm looking forward to working with you also. I'd like to take a moment to let the City Council and the citizens know what Post 626 does in their community. We just completed a Leadership year. I got re-elected as the Commander so you are stuck with me for another year. Over the past year, from July of 2019 through June of 2020, we have handled seven inquiries for assistance by veterans with 32 hours of community service, rendering over 700 hours in aid. We have served 88 hours of community service and donated over \$590.00 to the Kansas City VA. We've made donations to the Veterans Home in Cameron and Warrensburg and the St. Michaels Veterans Center in excess of \$1,300.00. We have conducted military funeral honors for over 72 veteran's families, donating 1200 hours to that effort. We have sponsored three high school students for the American Legion Oratorical Contest. We have attended school programs, Friday Fright Night, Rotary and Elk Scholarship Fundraiser events and volunteered at and attended local events such as Bluesfest, Gladfest, Friday Fright Night with another 399 hours of service to our community. Individually, we also volunteer at the National World War I Museum and Memorial, 2,203 hours there; the Christmas Store, 135 hours, and other assorted causes, 711 hours for a total contribution of 4,862 hours to the community. We have donated over \$800.00 locally and \$400.00 nationally and spent over \$3,600.00 in our programs. We have offered our assistance at the start of the pandemic to over 240 of our members, making sure they knew they could call on us if they needed us for any purpose. In closing, I'd like to thank the city, and in whatever capacity they may have on the subject, for supporting the Gladstone Dispatch. They have been instrumental*



partners in telling our story at whatever household in Gladstone where the paper actually gets past the sidewalk. Since 2014, they have printed 54 articles or pictures of our activities. Without this service and with so many other competing streams of informational output, our story would be lost in the noise. We appreciate having that support. Without an actual landmark, a building to hang our shingle on, it is hard to let people know that we are here to offer our veterans support whether they are members or not and that we are here to assist our community in any way we can. If we had a Post home, a base to stage our activities from, I'm sure our output would significantly improve over what we already do. Thank you for your time. I appreciate it."

**Mayor Moore** stated: "Thank you, Commander Millison. We appreciate you letting us know about all the awesome contributions for American Legion Post 626 and we'd like you to consider Gladstone as your home regardless if you have a building or not. Thank you very much."

**Item No. 9. On the Agenda.** Communications from the City Council.

**Councilmember Spallo** stated: "Thank you, Mayor. I'd just like to thank City Manager Wingerson and Director Hasty for some assistance with an issue with some speeding in our neighborhood and we are making strides with that, so thank you very much."

**Councilman Frisby** stated: "Thank you, Mayor. Just a quick note, I made it out to the farm, the Sunflower on the Farm activity last weekend and I will tell you that was an eye opening event. I have never ventured out to any of the sunflower farms around the region and they did well. I would like to give thanks to the Friends of the Farm and I saw a lot of them out there; especially Eugene, he headed up that whole agricultural end of that and those fields look amazing. I ventured up through there; the pumpkin patch is going to be awesome. I think after a few years of maturation that the sunflower field will rival any in the region and I wanted to thank him and thank them for doing that. They represented our city well."

**Item No. 10. On the Agenda.** Communications from the City Manager.

There were no comments.

**Item No. 11. On the Agenda.** **RESOLUTION R-20-40** A Resolution authorizing the City Manager to execute a Professional Services Contract with Confluence, Incorporated, in the amount of \$55,043.00 for the Architectural Design and Planning of Downtown Street and Parking Improvements in the area of Northeast 70th Street between North Oak Trafficway and North Cherry in Gladstone, Missouri.

**Mayor Pro Tem Mallams** moved to approve **RESOLUTION R-20-40** A Resolution authorizing the City Manager to execute a Professional Services Contract with Confluence, Incorporated, in the amount of \$55,043.00 for the Architectural Design and Planning of Downtown Street and Parking Improvements in the area of Northeast 70th Street between North Oak Trafficway and North Cherry in Gladstone, Missouri. **Councilman Garnos** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Item No. 12. On the Agenda.** **FIRST READING BILL NO. 20-25** An Ordinance authorizing the City Manager to execute agreements between the City of Gladstone, Missouri, and the Kansas City Area Transportation Authority to provide public transportation services and property management assistance for the period of July 1, 2020, through December 31, 2020.

**Councilman Garnos** moved **Bill No. 20-25** be placed on its First Reading. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0). The Clerk read the Bill.

**Councilman Garnos** moved to accept the First Reading of **Bill No. 20-25**, waive the rule, and place the Bill on its Second and Final Reading. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0). The Clerk read the Bill.

**Councilman Garnos** moved to accept the Second and Final Reading of **Bill No. 20-25**, and enact the Bill as **Ordinance 4.525**. **Mayor Pro Tem Mallams** seconded. The Vote: “aye”, Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Item No. 13. On the Agenda.** **PUBLIC HEARING:** Special Use Permit: Home Hair Salon on property located at 2700 Northeast 68<sup>th</sup> Terrace.

**Mayor Moore** opened the Public Hearing at 7:46 pm.

Austin Greer approached Council and stated: “*Good evening Mayor and City Council. The applicant is requesting a Special Use Permit for a home-based beauty salon at a residential home located at 2700 NE 68<sup>th</sup> Terrace. The home based beauty salon will operate on a part-time basis, including the following schedule: Monday, Wednesday, and Friday from 10:00 a.m. to 1:00 p.m.; Tuesday and Thursday from 4:00 p.m. to 7:00 p.m. The salon will have a separate entrance and restroom and there will be no more than two patrons in the salon at one time. A letter written by Casie Yates detailing her intentions and operations is included in your packet. City Staff recommends that the following conditions be considered if the Planning Commission and City Council approve this one-year Special Use Permit:*

1. *Casie Yates shall maintain a License as required by the State of Missouri. If for any reason the State of Missouri revokes or suspends the license of Casie Yates, the Special Use Permit shall also be automatically revoked or suspended.*
2. *This Special Use Permit is to be issued to Casie Yates to be used at this residence only. If she relocates to another residence, she must reapply for another permit. This Special Use Permit is to be non-transferable to another person either living at this residence or at any other location.*
3. *No person other than Casie Yates shall be employed at this location or any other address in association with the beauty salon operated by Casie Yates.*
4. *Hours of operation shall not exceed 30 hours per week, and shall not begin earlier than 8:00 a.m. nor end later than 7:00 p.m. on any day.*



5. Casie Yates shall reside at this address for this permit to be valid.
6. Casie Yates shall apply for and maintain all applicable State and City business and occupational licenses.
7. All fire safety requirements made by the City of Gladstone Fire Inspector in addition to all fire and other safety requirements for such State License shall be complied with and maintained as required.
8. No structural changes shall be made to the house or property for the purpose of operating the beauty salon. The intent of this requirement is to ensure that the premises shall maintain its residential character throughout the term of the Special Use Permit.
9. This permit is issued in accordance with the submitted site plan of the house provided by Casie Yates in her application for the Special Use Permit. Any false statements in the application or violation of these conditions or other City Code requirements may result in the revocation of this Special Use Permit.
10. No outside storage or signage shall be placed on the property.

City Staff recommends that the request be APPROVED contingent upon the conditions listed above. Thank you, that is all. Also, Mrs. Yates and her family are in the back left corner."

**Mayor Moore** stated: "Austin I have a question. I understand that also in the narrative there are some possible Saturdays; so in addition to the dates that you outlined, also perhaps, this business will be open on a Saturday; is that accurate?"

Mr. Greer stated: "I think that is an option. Mrs. Yates can probably allude to that a little bit more than I can but I do think there is an option for Saturdays if some of her clients may need it."

Mrs. Yates approached Council and stated: "Hello. I'm a little nervous, sorry. I would like to open my salon in my residence because it's safe, it's clean, it's private, and this is a time when health is a huge concern not only for my clients but for my family. I have a small clientele so we won't be a nuisance to anyone. I have adequate parking in my street or in my driveway; I can fit up to six cars in my driveway. I think that I will be an asset to the Gladstone Community. Thank you for your time. About Saturdays, just kind of alternating Wednesdays and Saturdays for people that can't get off work during the week."

**Mayor Moore** stated: "Thank you for clarifying."

**Mayor Moore** stated: "Is there anyone in the audience that wishes to speak in favor of this application?"

There were none.

**Mayor Moore** stated: "Is there anyone in the audience that wishes to speak in opposition to this application?"

There were none.

**Mayor Moore** closed the Public Hearing at 7:51 pm.

**Item No. 14. On the Agenda. FIRST READING BILL NO. 20-26** An Ordinance granting a Special Use Permit subject to certain conditions to Casie Yates for operation of a home hair salon operation on property located at 2700 Northeast 68<sup>th</sup> Terrace.

**Councilmember Spallo** moved **Bill No. 20-26** be placed on its First Reading. **Councilman Frisby** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0). The Clerk read the Bill.

**Councilmember Spallo** moved to accept the First Reading of **Bill No. 20-26**, waive the rule, and place the Bill on its Second and Final Reading. **Councilman Frisby** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0). The Clerk read the Bill.

**Councilmember Spallo** moved to accept the Second and Final Reading of **Bill No. 20-26**, and enact the Bill as **Ordinance 4.526**. **Councilman Frisby** seconded. The Vote: "aye", Councilmember Tina Spallo, Councilman Tom Frisby, Councilman Bill Garnos, Mayor Pro Tem R.D. Mallams, and Mayor Jean Moore. (5-0)

**Item No. 15. On the Agenda.** Other Business.

There was none.

**Item No. 16. On the Agenda.** Adjournment.

**Mayor Moore** adjourned the August 10, 2020, Regular City Council meeting at 7:53 pm.

Respectfully submitted:

---

Ruth E. Bocchino, City Clerk

Approved as presented: \_\_\_\_

Approved as modified: \_\_\_\_

---

Jean B. Moore, Mayor

# **PROCLAMATION OF THE MAYOR**

**WHEREAS**, lifeguarding and emergency medical service are vital public services; and

**WHEREAS**, the members of the **GLADSTONE AQUATICS AND EMERGENCY MEDICAL SERVICES TEAMS** are ready to provide lifesaving care to those in need at any moment; and

**WHEREAS**, regular lifeguard training, including active life saving drills, are necessary to maintain the safety oversight of the City of Gladstone's Municipal Pool; and

**WHEREAS**, the members of the **GLADSTONE AQUATICS AND EMERGENCY MEDICAL SERVICES TEAMS**, whether career or volunteer, engage in specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the response of the **GLADSTONE AQUATICS TEAM AND EMERGENCY MEDICAL SERVICES PERSONNEL** who were on duty on Monday, August 3<sup>rd</sup>, 2020, and worked collectively to rescue and provide emergency medical attention to a youth citizen visiting the pool.

**NOW, THEREFORE**, I, Jean B. Moore, Mayor of the City of Gladstone, Missouri, on behalf of the Gladstone City Council and all Gladstone residents, extend our grateful appreciation to:

## **GLADSTONE AQUATICS AND EMERGENCY MEDICAL SERVICES PERSONNEL**

Signed this 24th Day of August, 2020

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Mayor Jean B. Moore

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Mayor Pro Tem R.D. Mallams

---

Councilmember Bill Garnos

---

Councilman Tom Frisby

---

Councilmember Tina Spallo



## *Request for Council Action*

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/13/2020

Department: Community Development

Meeting Date Requested: 8/24/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Special Event Permit

Background: The Parks, Recreation and Cultural Arts Department will be hosting the City's First Annual Trivia Night at Linden Square on Friday, August 28, 2020 from 7:00pm to 9:30pm. The trivia questions will be about bands and music. Teams will be comprised of 2-4 people who will compete against other teams for a grand prize.

Social distancing measures will be put into place; including signage and marked seating for teams to remain a minimum of six (6) feet apart.

Budget Discussion: Funds are budgeted in the amount of \$ 0.00 from the N/A Fund. Ongoing costs are estimated to be \$ 0.00 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: See attached letter of transmittal

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Alan D. Napoli, C.B.O.  
Community Development Administrator | Building Official

# LETTER OF TRANSMITTAL



**CITY OF GLADSTONE**  
**Community Development Department**  
**P.O. Box 10719**  
**Gladstone, Missouri 64188-0719**  
**Tel. (816) 436-2200 Fax (816) 436-2228**



**TO: CITY COUNCIL**  
**FROM: COMMUNITY DEVELOPMENT**  
**DATE: AUGUST 13, 2020**  
**PERMIT NO.: BP-20-00566**  
**RE: TYPE 4 OUTDOOR SPECIAL EVENT**

**NAME OF EVENT: TRIVIA NIGHT**  
**LOCATION OF EVENT: 602 NE 70<sup>TH</sup> STREET**  
**LINDEN SQUARE**  
**DATE OF EVENT: FRIDAY, AUGUST 28, 2020**  
**TIME OF EVENT: 7:00PM - 9:30PM**  
**EST. ATTENDANCE: 96**

## REQUESTED TEMPORARY VARIANCE:

- ☒ Section 2.120.050 Noise prohibited.
- ☐ Section 2.130.010(2) Park rules and regulations (hours).
- ☒ Section 2.130.010(13) Park rules and regulations (alcoholic beverages).
- ☒ Section 2.135.040 Prohibition of smoking on or within all public park grounds.
- ☐ Section 2.140.040 Public fireworks display prohibited, exceptions.
- ☒ Section 5.110.1800 Drinking in public.
- ☐ Section 5.160.230(a) Street use permit (street use permit allowed).
- ☒ Section 9.1600.110 Temporary signs.
- ☐ Other - Section \_\_\_\_\_
- ☐ Other - Section \_\_\_\_\_

**REMARKS:** Parks, Recreation and Cultural Arts will be hosting Gladstone's First Annual Trivia Night. City staff has reviewed the application and finds that the variance(s) are appropriate for this venue.

**NOTE: APPROVAL IS SUBJECT TO LARGE GATHERINGS AND SOCIAL DISTANCE ORDERS BEING OFFICIALLY LIFTED.**

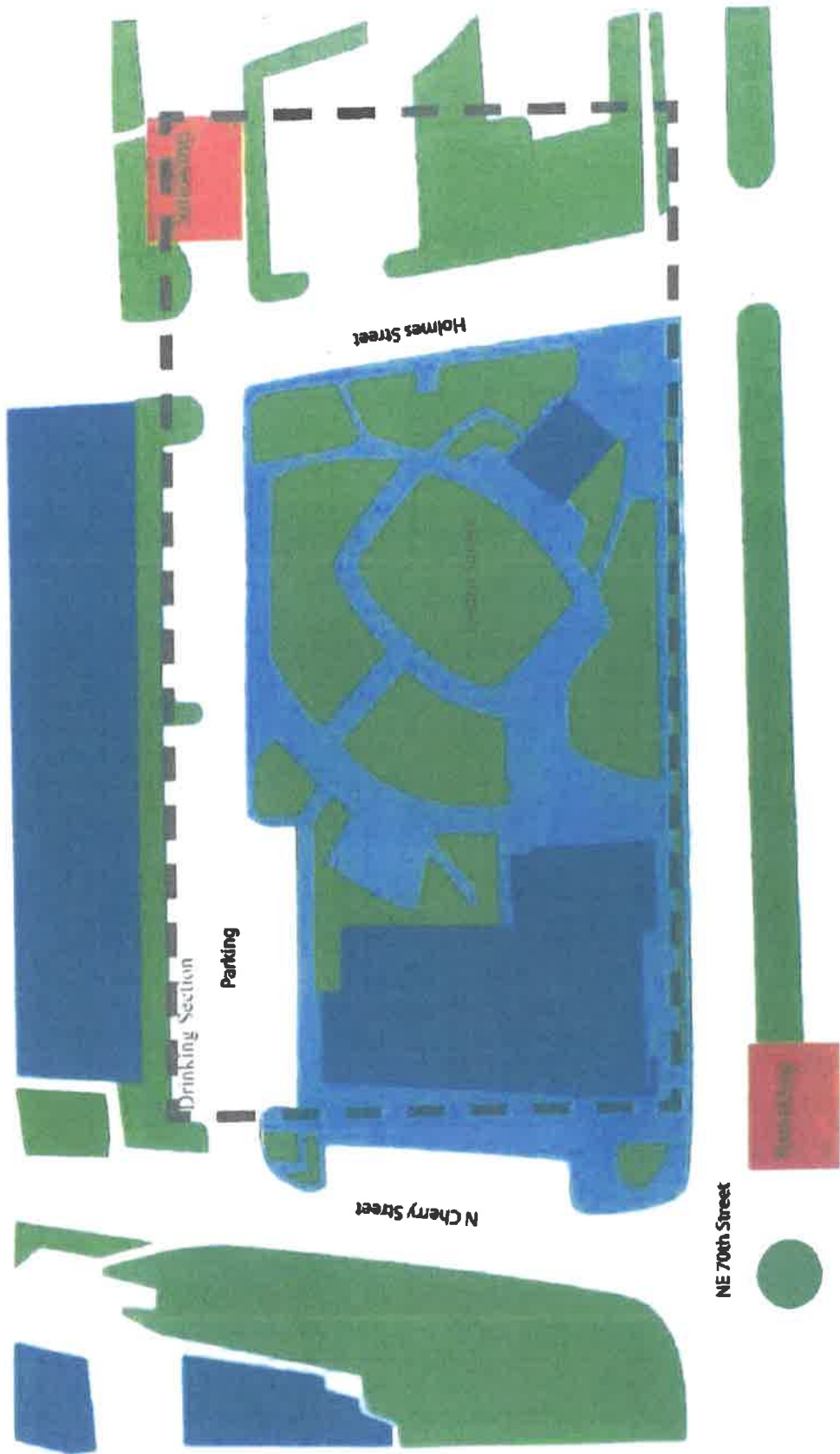
Signed: \_\_\_\_\_

Alan D. Napoli, C.B.O.

Community Development Administrator | Building Official

## ATTACHMENT(S):

- ☒ Map
- ☐ Other \_\_\_\_\_





## *Request for Council Action*

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/17/2020

Department: Community Development

Meeting Date Requested: 8/24/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Special Event Permit

Background: The Grove Church will be hosting an outdoor worship service at Linden Square on Sunday, August 30, 2020 from 5:30pm – 8:00pm; with an estimated participation of 120 worshipers.

Budget Discussion: Funds are budgeted in the amount of \$ 0.00 from the N/A Fund. Ongoing costs are estimated to be \$ 0.00 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: See attached letter of transmittal

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Alan D. Napoli, C.B.O.  
Community Development Administrator / Building Official

RCA DUE TO CITY CLERK WEDNESDAY 12:00 PM

# LETTER OF TRANSMITTAL



**CITY OF GLADSTONE**  
**Community Development Department**  
**P.O. Box 10719**  
**Gladstone, Missouri 64188-0719**  
**Tel. (816) 436-2200 Fax (816) 436-2228**



**TO: CITY COUNCIL**  
**FROM: COMMUNITY DEVELOPMENT**  
**DATE: AUGUST 17, 2020**  
**PERMIT NO.: BP-20-00591**  
**RE: TYPE 4 OUTDOOR SPECIAL EVENT**

**NAME OF EVENT: THE GROVE CHURCH - WORSHIP NIGHT**  
**LOCATION OF EVENT: 602 NE 70<sup>TH</sup> STREET**  
**LINDEN SQUARE**  
**DATE OF EVENT: SUNDAY, AUGUST 30, 2020**  
**TIME OF EVENT: 5:30PM – 8:00PM**  
**EST. ATTENDANCE: 120**

## REQUESTED TEMPORARY VARIANCE:

- ☒ Section 2.120.050 Noise prohibited.
- ☐ Section 2.130.010(2) Park rules and regulations (hours).
- ☐ Section 2.130.010(13) Park rules and regulations (alcoholic beverages).
- ☐ Section 2.135.040 Prohibition of smoking on or within all public park grounds.
- ☐ Section 2.140.040 Public fireworks display prohibited, exceptions.
- ☐ Section 5.110.1800 Drinking in public.
- ☐ Section 5.160.230(a) Street use permit (street use permit allowed).
- ☒ Section 9.1600.110 Temporary signs.
- ☐ Other – Section \_\_\_\_\_
- ☐ Other – Section \_\_\_\_\_

**REMARKS:** City staff has reviewed the application and finds that the variance(s) are appropriate for this venue.

**NOTE: APPROVAL IS SUBJECT TO LARGE GATHERINGS AND SOCIAL DISTANCE ORDERS BEING OFFICIALLY LIFTED.**

Signed: \_\_\_\_\_

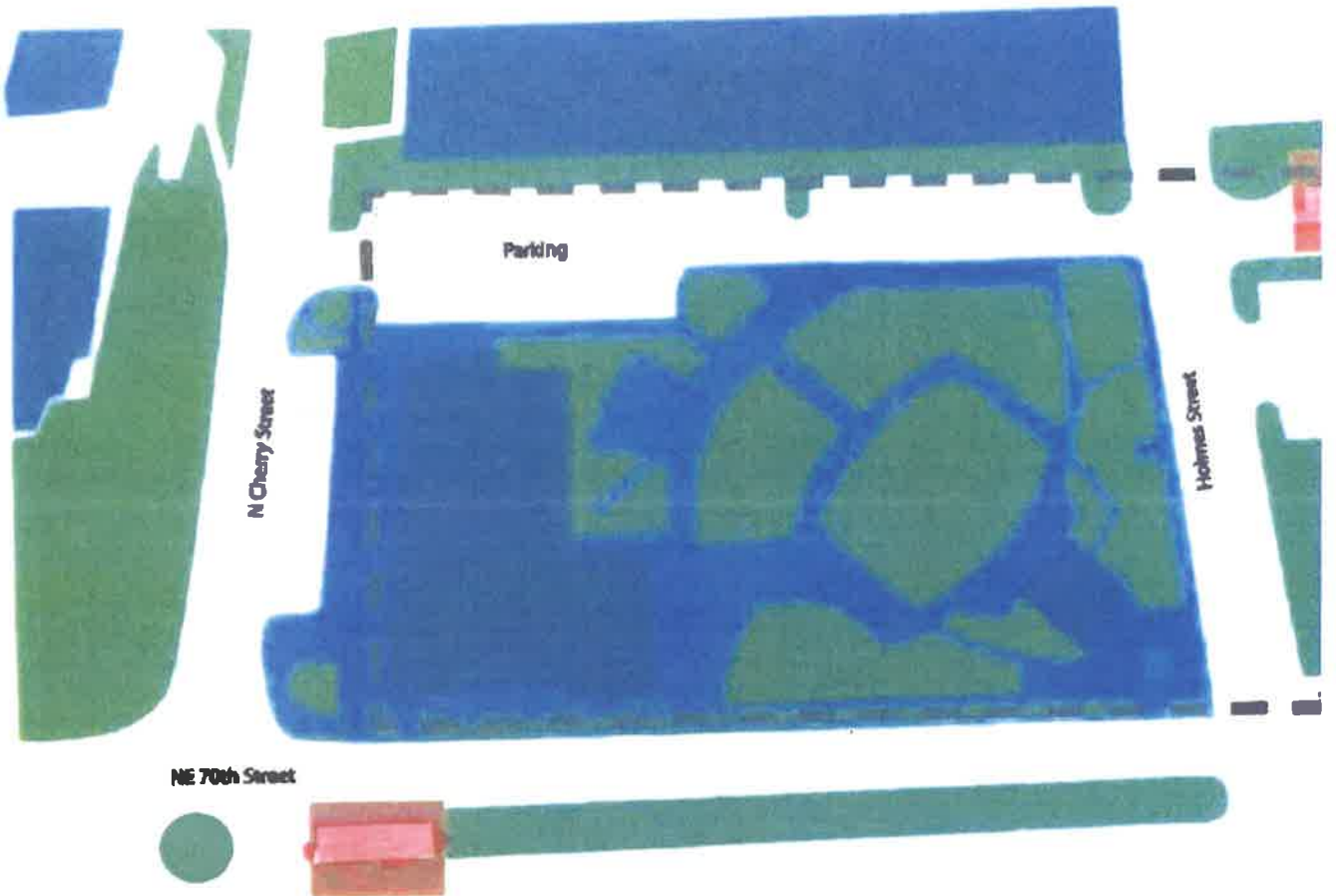
Alan D. Napoli, C.B.O.

Community Development Administrator | Building Official

## ATTACHMENT(S):

- ☒ Map
- ☐ Other \_\_\_\_\_





N Cherry Street

Parking

Holmes Street

NE 70th Street



## *Request for Council Action*

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/19/2020

Department: Community Development

Meeting Date Requested: 8/24/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Special Event Permit

Background: C3 Kansas City will be hosting an outdoor worship service at Linden Square on Sunday, September 13, 2020 from 6:00pm – 7:00pm; with an estimated participation of 30 worshipers.

Budget Discussion: Funds are budgeted in the amount of \$ 0.00 from the N/A Fund. Ongoing costs are estimated to be \$ 0.00 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: See attached letter of transmittal

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Alan D. Napoli, C.B.O.  
Community Development Administrator / Building Official

# LETTER OF TRANSMITTAL



**CITY OF GLADSTONE**  
**Community Development Department**  
**P.O. Box 10719**  
**Gladstone, Missouri 64188-0719**  
**Tel. (816) 436-2200 Fax (816) 436-2228**



**TO: CITY COUNCIL**  
**FROM: COMMUNITY DEVELOPMENT**  
**DATE: AUGUST 19, 2020**  
**PERMIT NO.: BP-20-00606**  
**RE: TYPE 4 OUTDOOR SPECIAL EVENT**

**NAME OF EVENT: C3 KANSAS CITY WORSHIP**  
**LOCATION OF EVENT: 602 NE 70<sup>TH</sup> STREET**  
**LINDEN SQUARE**  
**DATE OF EVENT: SUNDAY, SEPTEMBER 13, 2020**  
**TIME OF EVENT: 6:00PM – 7:00PM**  
**EST. ATTENDANCE: 30**

## REQUESTED TEMPORARY VARIANCE:

- ☒ Section 2.120.050 Noise prohibited.  
☐ Section 2.130.010(2) Park rules and regulations (hours).  
☐ Section 2.130.010(13) Park rules and regulations (alcoholic beverages).  
☐ Section 2.135.040 Prohibition of smoking on or within all public park grounds.  
☐ Section 2.140.040 Public fireworks display prohibited, exceptions.  
☐ Section 5.110.1800 Drinking in public.  
☐ Section 5.160.230(a) Street use permit (street use permit allowed).  
☒ Section 9.1600.110 Temporary signs.  
☐ Other – Section \_\_\_\_\_  
☐ Other – Section \_\_\_\_\_

**REMARKS:** City staff has reviewed the application and finds that the variance(s) are appropriate for this venue.

**NOTE: APPROVAL IS SUBJECT TO LARGE GATHERINGS AND SOCIAL DISTANCE ORDERS BEING OFFICIALLY LIFTED.**

Signed: \_\_\_\_\_

Alan D. Napoli, C.B.O.

Community Development Administrator | Building Official

## ATTACHMENT(S):

- ☒ Map  
☐ Other \_\_\_\_\_





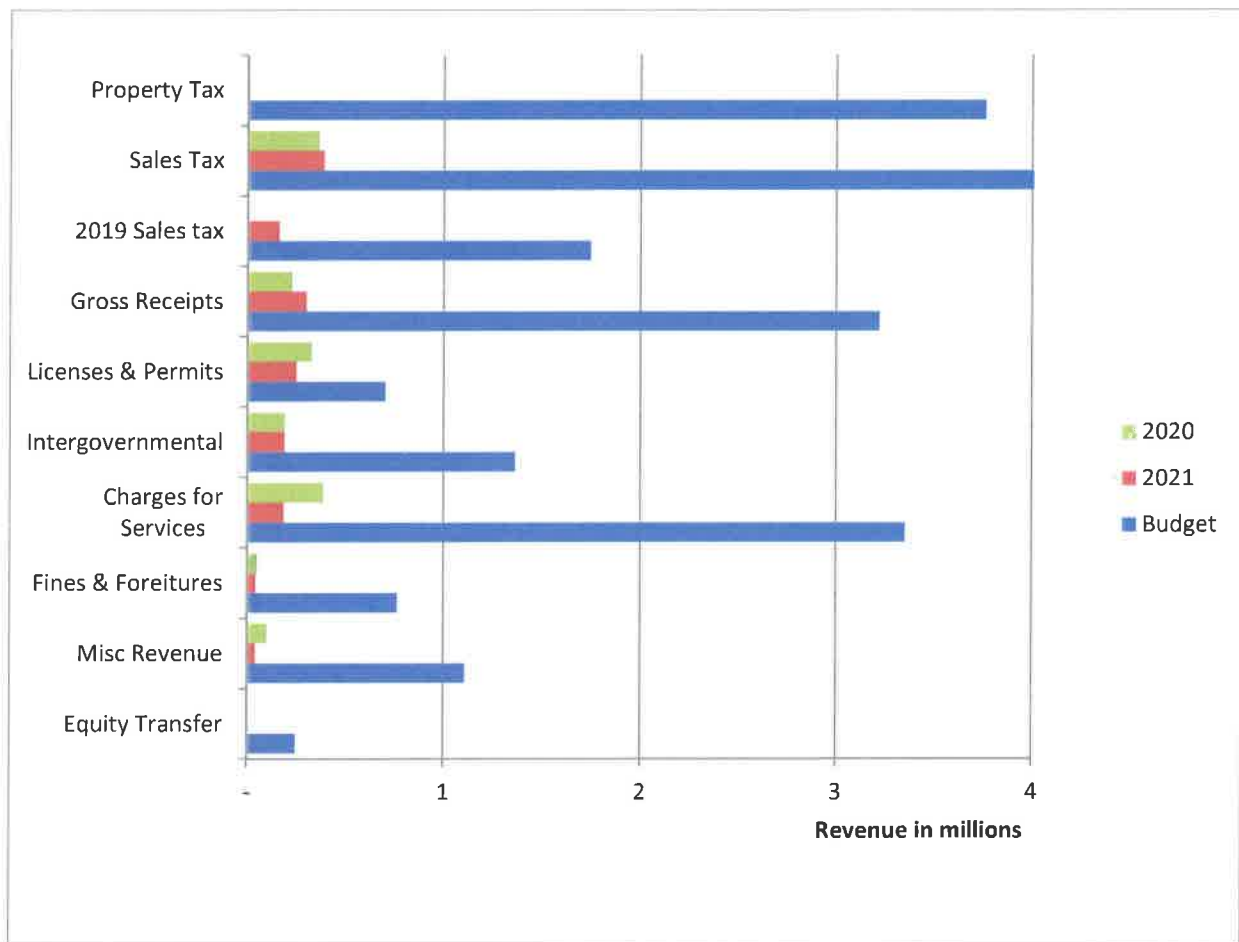
# CITY OF GLADSTONE MISSOURI

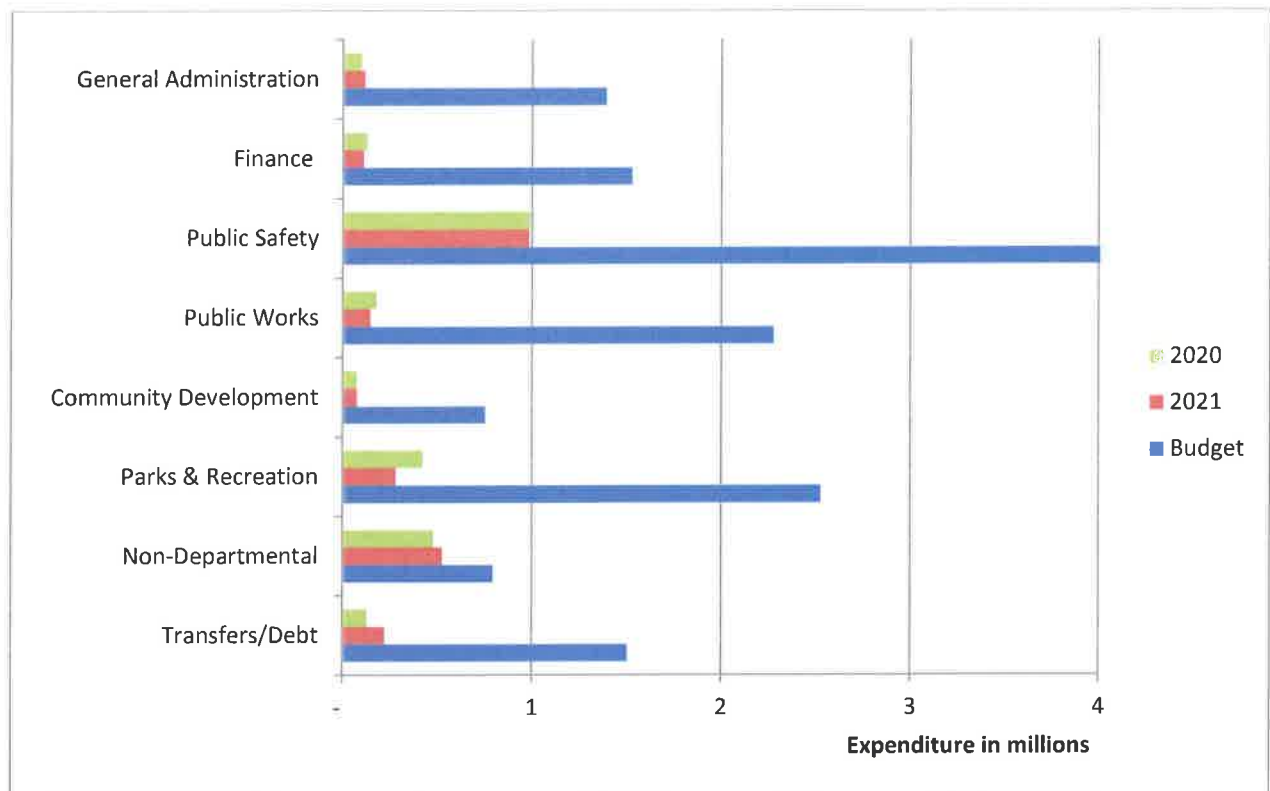
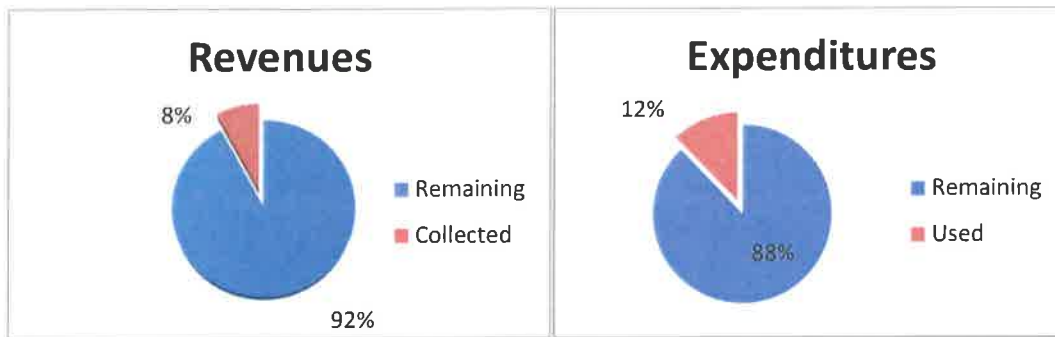
## Financial Report for 1 Month Ending July 31, 2020

### GENERAL FUND

#### General Fund Revenues

Total revenues for the General Fund through 1 month or 8% of this fiscal year are \$1,600,051 compared to total budgeted revenues for the year of \$20,423,596 or 8% of budgeted revenue. Property tax receipts are \$6,819. Sales tax on a cash basis is \$394,773 or \$27,611 (8%) over last year. The 2019 sales tax (1/2 cent sales tax passed in 2019) is \$165,294. Gross receipts taxes are \$305,498, up 33% from last year, mainly due to an increase in electric gross receipts. License and Permits revenues are \$254,220, down 36% or \$77,867 due to deferring the due date of business licenses past June 30th. Intergovernmental revenue has increased by \$1,258 from the previous year to \$193,308. Charges for Services are \$189,041, down 51% or \$200,626 compared to the previous year due to senior activities and recreation activities. Fines and Forfeitures have decreased 10% from the same time last year to \$46,184. Miscellaneous Revenue is \$44,914, down 57% or 60,574 due to the timing of rent payments.

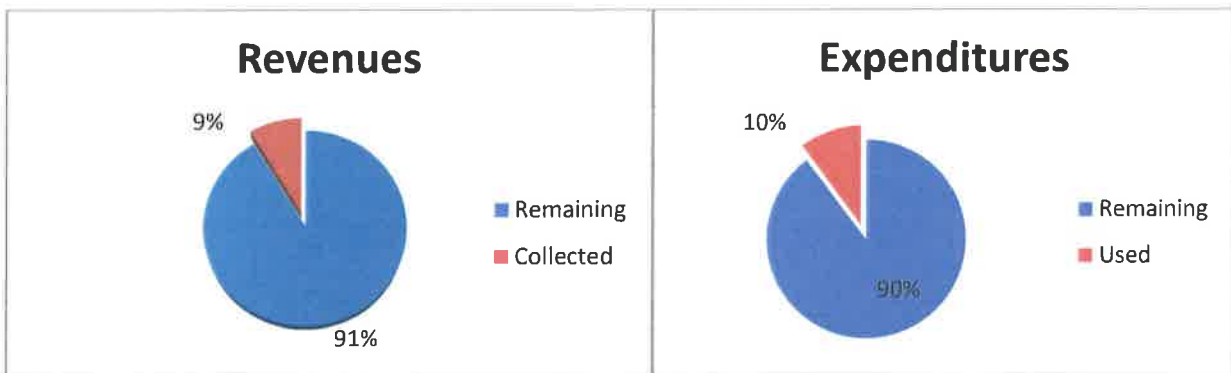
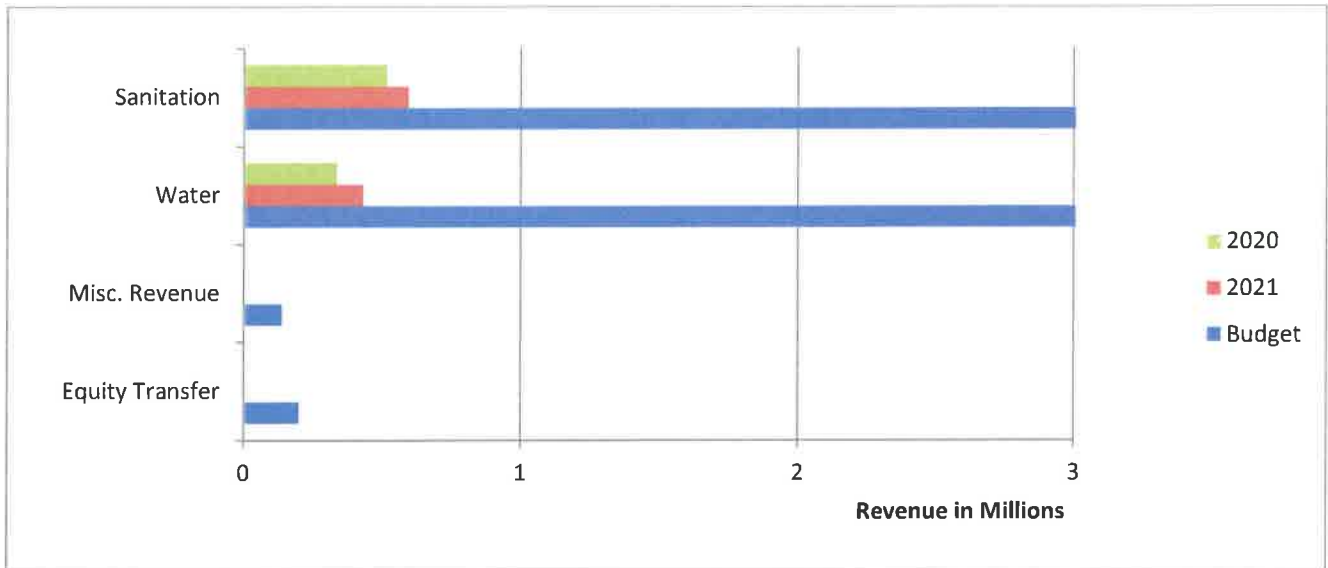




Expenditures through 1 month or 8% of this fiscal year amounted to \$2,485,679 or 12% of FY21 budgeted expenditures of \$20,373,273. This indicates that actual expenditures are 1% or \$37,782 less than last year's expenditures of \$2,523,461. General Administration expenditures increased \$19,154 or 19% from last year for a total of \$120,505 due to contractual payments. Finance expenditures are down \$17,502 to \$114,611 due to changes in personnel and purchase of equipment during the previous fiscal year. Public Safety expenditures are \$988,474, down \$4,943. Public Works expenditures are \$149,822 or 17% less than the prior year due to the timing of contractual payments. Community Development expenditures are \$80,152, comparable to last year's amount at the same time of \$79,746. Parks & Recreation expenditures are \$279,664, down 34% or \$144,545 from the same time last year due to decreases in Senior Activities and open part time positions. Non-Departmental expenses are 10% more than the previous year at \$528,663 due to increased insurance costs. Transfers and debt have increased \$91,774 to \$223,788 due to lease purchase from the 2020 fiscal year. Current expenditures exceed current revenues in the amount of \$885,630. This is due to the City's full year insurance premium and debt payments being due in July, while the bulk of the property taxes will not come in until January.

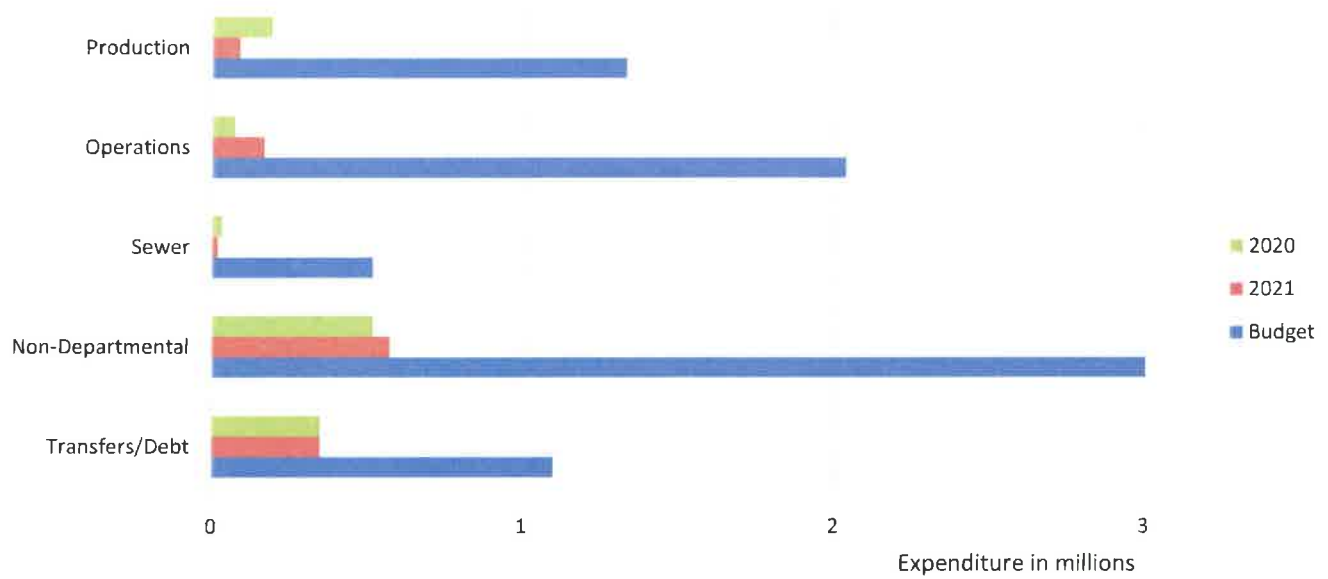
## COMBINED WATER AND SEWERAGE SYSTEM FUND

Total budgeted revenues for the fiscal year are \$11,845,216. Total revenues through 1 month or 8% of this fiscal year, amounted to \$1,025,760 or 9% of FY21 budgeted revenues. Revenues are up 19% or \$167,182 from last year due to increased water and sewer consumption.

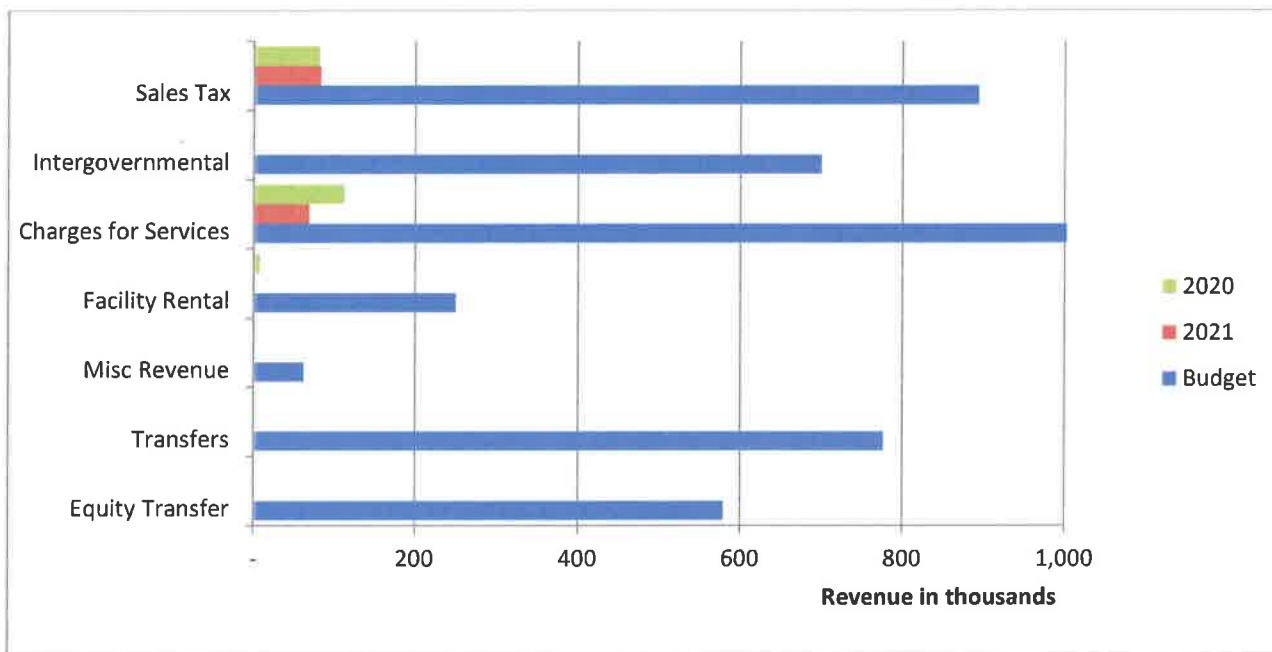


Total budgeted expenses for the fiscal year are \$11,839,095. Total expenses through 1 month or 8% of this fiscal year amounted to \$1,219,861 or 10% of FY21 budgeted expenses. Production expenditures are down \$103,365 to \$92,227 due to the timing of lime sludge disposal payment. Operations division expenditures are \$171,981, up \$95,112 due to water line replacements. Sewer division expenditures have decreased \$11,901 to \$22,840 due to the timing of supplies purchased. Non-departmental expenditures are \$577,811, up 8% due to the increase in usage. Transfers and debt are comparable to last year at \$355,002. Current expenditures exceed current revenues by \$194,101.

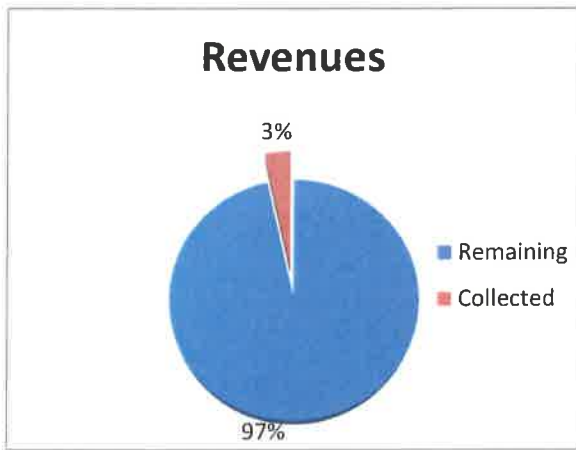




### COMMUNITY CENTER AND PARKS TAX FUND

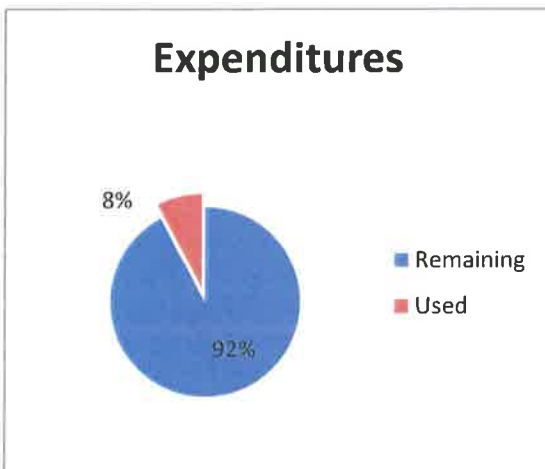
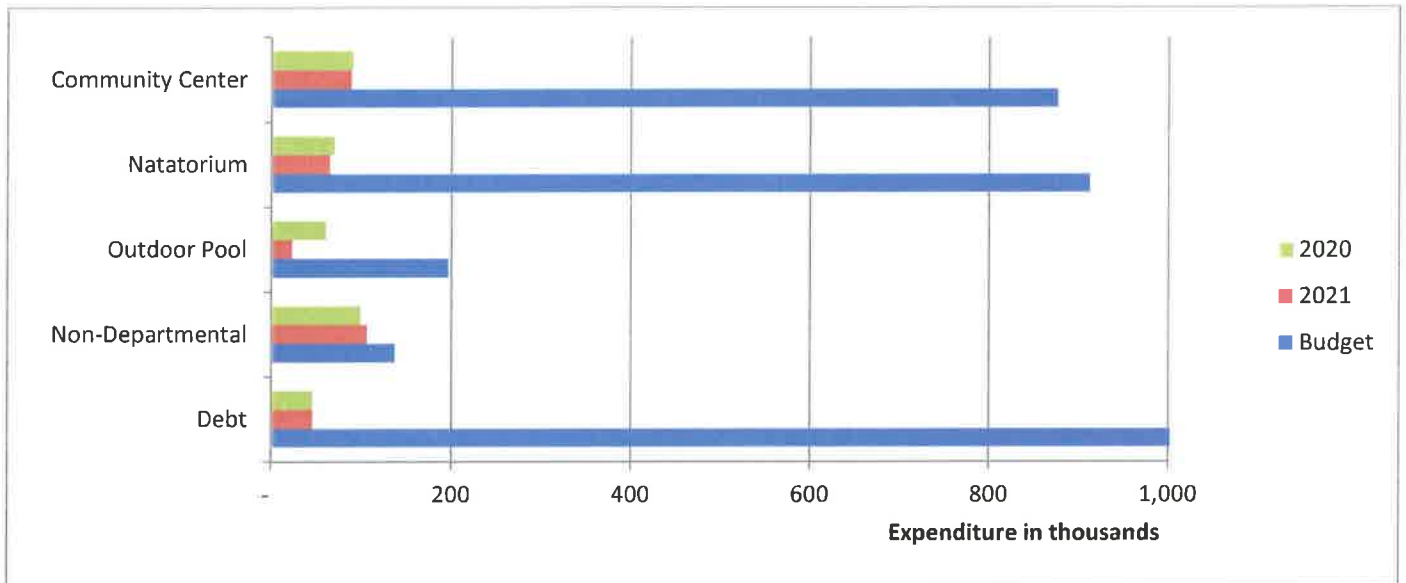






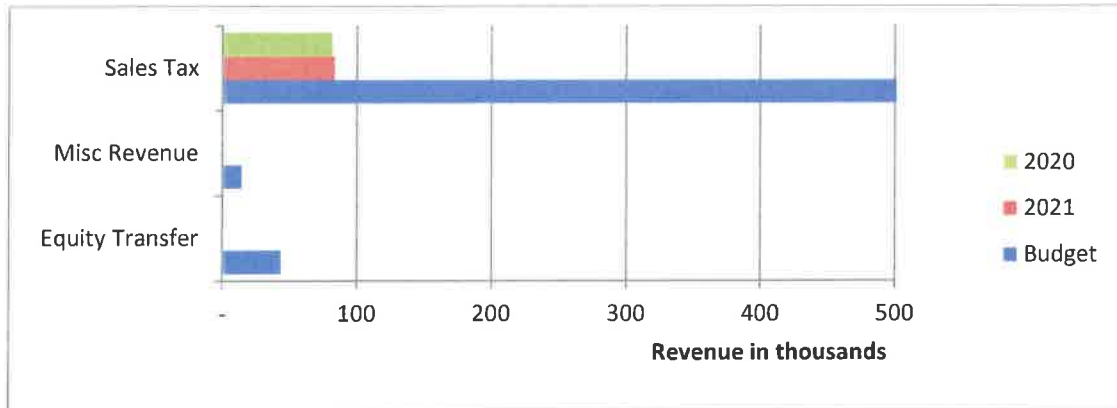
Total budgeted revenues for the fiscal year are \$4,519,630. Total revenues through 1 month or 8% of this fiscal year, amounted to \$154,583 or 3% of FY21 budgeted revenues. Sales tax received is \$83,953, up 2% from the previous year. Intergovernmental revenue (Charge to the North Kansas City School District for the natatorium) is usually received in January. Charges for Service are \$69,509, down 38% or \$43,290. Revenue from facility rental is down 93% due to refunds. Miscellaneous revenue is \$500, down \$2,005 from prior year. Budgeted transfers to the fund are \$777,700 and will occur throughout the fiscal year. Equity transfer budgeted for the fiscal year is \$579,306 to offset the anticipated revenue

loss.

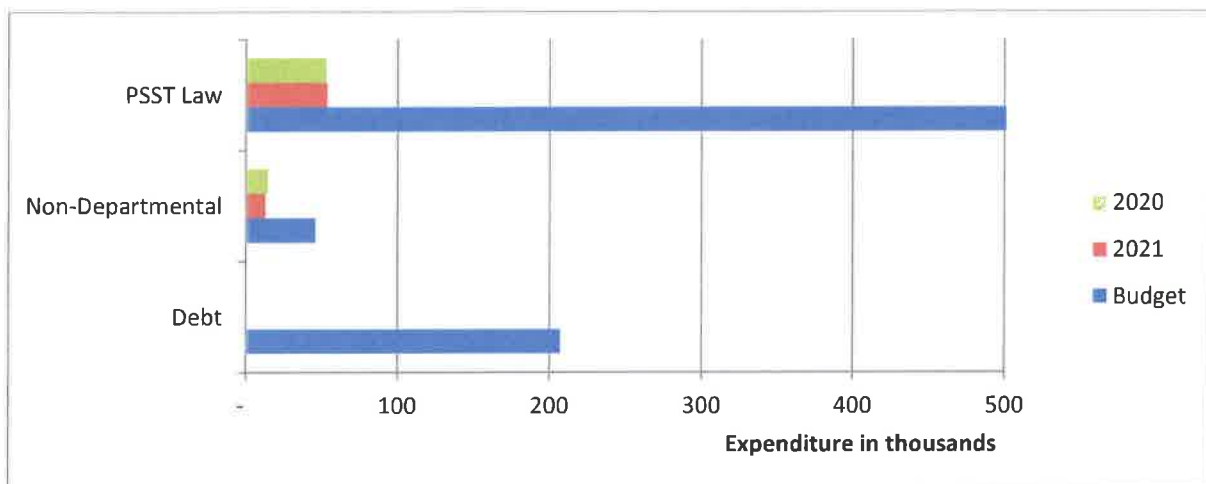
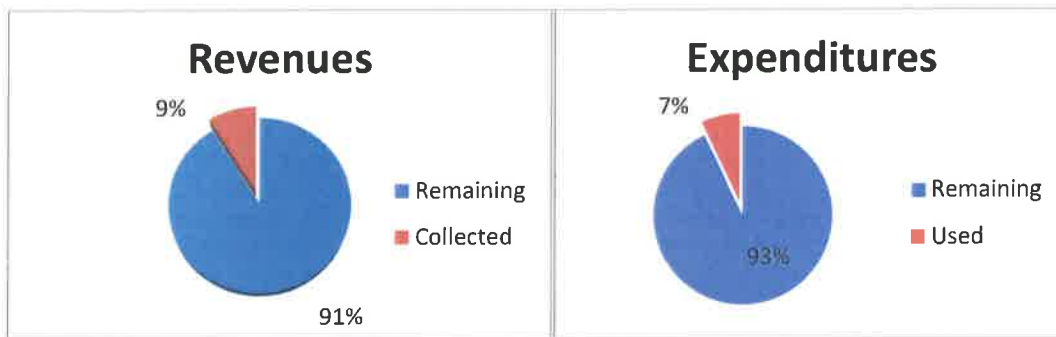


Total budgeted expenditures for the fiscal year are \$4,293,764. Total expenses through 1 month or 8% of this fiscal year, amounted to \$333,870 or 8% of FY21 budgeted expenses. Community Center expenses have decreased 1% from the same time last year to \$89,924. The Natatorium expenses are \$65,346, down \$5,453 from the same time last year. Outdoor Pool expenses are \$23,954, \$37,300 below the previous year. Non-departmental and debt are comparable to the prior year. Current expenses exceeds current revenues by \$179,296.

## PUBLIC SAFETY SALES TAX FUND



Total budgeted revenues for the fiscal year are \$952,675. Total revenues through 1 month or 8% of this fiscal year amounted to \$84,089 or 9% of FY21 budgeted revenues. Sales tax on a cash basis is up 2%. Miscellaneous revenue is comparable to the prior year.



Total budgeted expenditures for the fiscal year are \$950,769. Total expenses through 1 month or 8% of this fiscal year are \$67,100 or 7% of the FY21 budgeted expenses. Law division is \$53,803, down 1% from the same time last year. Non-Departmental is \$13,297, compared to \$15,063 during the previous year. No payments for debt have been made at this time. Current revenue over expense for the fund is \$16,912.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Dominic Accurso". The signature is written in a cursive style with a large, stylized initial "D".

Dominic Accurso  
Director of Finance

## **RESOLUTION R-20-41**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH POLICE FACILITY DESIGN GROUP ARCHITECTS IN THE AMOUNT OF \$28,365.00 AND REIMBURSABLE EXPENSES, NOT TO EXCEED \$1,000.00, FOR SITE EVALUATION SERVICES FOR THE NEW GLADSTONE PUBLIC SAFETY/POLICE HEADQUARTERS FACILITY.**

**WHEREAS**, the accomplishment of the work and services described in this Agreement is necessary and essential to the evaluation of sites for a new Gladstone Public Safety/Police Headquarters facility; and

**WHEREAS**, the City desires to engage the architectural firm to evaluate the sites for a Public Safety/Police Headquarters building and Police Facility Design Group Architects is willing to perform such services.

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

**THAT**, the City Manager of the City of Gladstone, Missouri, is hereby authorized to enter into a contract with Police Facility Design Group Architects for site evaluation services for the construction of a new Public Safety/Police Headquarters building for a total amount of \$28,365.00 and reimbursable expenses, not to exceed \$1,000.00.

**FURTHER, THAT**, funds for such purpose are authorized from the General Fund.

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GLADSTONE, MISSOURI THIS 24<sup>TH</sup> DAY OF AUGUST 2020.**

---

Jean B. Moore, Mayor

ATTEST:

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Ruth E. Bocchino, City Clerk



## *Request for Council Action*

RES ☒ # R-20-41

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/10/2020

Department: Public Safety

Meeting Date Requested: 8/24/2020

Public Hearing: Yes ☐ Date: Click here to enter a date.

Subject: Resolution authorizing the City Manager to sign a contract for site evaluation services with the architectural firm Police Facility Design Group for site evaluation services for the construction of a new police facility.

Background: A general sales tax was authorized by the voters of Gladstone to fund the construction of a new police facility for the Public Safety Department in April, 2019. A site evaluation process is needed for the new Public Safety Department Headquarters police building.

Budget Discussion: Funds are budgeted in the amount of \$ 10.5 million from the General Fund. Ongoing costs are estimated to be \$      annually. Previous years' funding was \$

Public/Board/Staff Input: Public Safety Department staff recommends engaging the services of the architectural firm Police Facility Design Group for site evaluation for a new Public Safety Department Headquarters police facility.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Mike Hasty  
Department Director/Administrator

JM  
City Attorney

SW  
City Manager

# **AIA** Document B203™ – 2017

## **Standard Form of Architect's Services: Site Evaluation and Project Feasibility**

for the following **PROJECT**:  
(Name and location or address)

Gladstone Police Department Site Assessment

**THE OWNER:**  
(Name, legal status and address)

City of Gladstone  
7010 N. Holmes  
Gladstone, MO 64118  
816-436-2200

**THE ARCHITECT:**  
(Name, legal status and address)

Police Facility Design Group, PA  
500 Grand Blvd, Suite 201A  
Kansas City, MO 64106  
816-298-6700

### **THE AGREEMENT**

This Standard Form of Architect's Services is part of the accompanying Owner-Architect Agreement (hereinafter, together referred to as the Agreement) dated the 24th day of August in the year 2020.  
(In words, indicate day, month and year.)

### **TABLE OF ARTICLES**

- |          |   |
|----------|---|
| <b>1</b> | <b>INITIAL INFORMATION</b>                              |
| <b>2</b> | <b>SITE EVALUATION AND PROJECT FEASIBILITY SERVICES</b> |
| <b>3</b> | <b>ADDITIONAL SERVICES</b>                              |
| <b>4</b> | <b>OWNER'S RESPONSIBILITIES</b>                         |
| <b>5</b> | <b>COMPENSATION</b>                                     |
| <b>6</b> | <b>SPECIAL TERMS AND CONDITIONS</b>                     |

### **ARTICLE 1 INITIAL INFORMATION**

§ 1.1 The Architect's services are based on the Initial Information set forth in this Article 1. Previous program documents and prior site evaluations.

#### **§ 1.1.1 Site(s) to be evaluated:**

To be determined. Proposed fee is based on a preliminary evaluation of 12 sites (including the existing police facility), and further detailed evaluation of six of these 12 sites.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an Owner-Architect agreement. It may be attached as an exhibit to AIA Document B102™–2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services or used with AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to any Owner-Architect agreement.

Init.

§ 1.1.2 The Owner's Development Objectives:

Make a determination as to the best site for supporting the development of the Gladstone Police Facility.

§ 1.1.3 The Architect shall retain the following consultants:

*(List name, discipline, address, and other information.)*

Not applicable.

§ 1.1.4 Other Initial Information on which the Architect's services are based:

*(List below other information that will affect the Architect's performance, such as the Owner's contractors and consultants, existing entitlements for land use or construction, existing encumbrances to land use, the Owner's budget for the Project, authorized representatives, and Owner confidentiality requirements.)*

Availability of prior Police Study documents and existing building information.

§ 1.1.5 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation.

## ARTICLE 2 SITE EVALUATION AND PROJECT FEASIBILITY SERVICES

§ 2.1 The Architect shall manage the Site Evaluation and Project Feasibility Services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 2.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.3 The Architect shall prepare, and periodically update, a schedule of Site Evaluation and Project Feasibility Services that identifies milestone dates for decisions required of the Owner, services furnished by the Architect, and completion of documentation to be provided by the Architect. The Architect shall coordinate the schedule of Site Evaluation and Project Feasibility Services with the Owner's Project schedule.

§ 2.4 The Architect shall submit documents regarding the Site Evaluation and Project Feasibility Services to the Owner at appropriate intervals for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner to complete the Site Evaluation and Project Feasibility Services.

§ 2.5 The Architect shall prepare a site evaluation and feasibility report based on the Architect's services  
*(Paragraphs deleted)*  
in Section 2.7.

§ 2.6 The Architect shall provide the listed Site Evaluation and Project Feasibility Services only if specifically designated below as the Architect's responsibility. Unless otherwise specifically addressed in the Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Site Evaluation and Project Feasibility Service is not being provided.

*(Table deleted)(Paragraph deleted)*

### § 2.7 Description of Services

Determine and make recommendation for the site that best supports the development and operation of the Gladstone Police Facility. Compare and contrast sites based on the acreage/area required to meet all established programmatic needs, compatibility with the intended facility development, police operational criteria, and project cost estimates..

Details of the Scope of Services are as follows:

#### Program Review and Update

1. Meet with key Police Managers in initial on-site information gathering work sessions to review previously completed space need programming. This review will result in the establishment of the individual spaces within the facility, the total building size requirement needed to meet Department needs today, and

separately for 20-years in the future; and the site needs such as parking, drives, etc. Where the existing Program does not provide sufficient, or current information, the following will be established:

- a. Facility needs out to 20 years (planning horizon) through the forecasting of department personnel for the planning horizon. Projections shall be developed by applying the City's anticipated percentage population increase for the period (from City accepted figures) to the current year departmental personnel counts.
- b. List of optimal functional elements through meetings with Department Managers. Functional elements are comprised of personnel, activities, and accessory use areas. Each distinct functional element becomes a room or space during design phase work.
- c. Estimate the detailed space needs for the functional elements currently required and the space required at the planning horizon. Establish current and future parking needs and the space requirement, including drives, to support that site need.
- d. Determine the best stacking of the functional elements (for multi-story building configurations) to establish the approximate footprint area on a site.

#### Site Evaluation

2. For each identified site, determine that the acreage/area meets the minimum required to support the development of all programmatic requirements. (For this initial site area size evaluation, the number of identified sites will be limited to 12, which includes the existing Gladstone Police Building).
3. For identified sites that meet the minimum site area requirement, the evaluation will consider the following: (Limited to six sites including existing police facility).
  - a. Sufficiency of site layout (using generic building footprint) that supports best building orientation (solar, streets), access to critical building points (public and staff access, vehicular building access locations, bulk materials entry points).
  - b. Police operational goals: Architect will assist the Police Department in identifying desirable criteria that support typical police operations at a site and neighborhood level. Architect will facilitate the Department in evaluating how well each site, being considered for development meets the established criteria.
  - c. Compatible usage: zoning, road improvement/site access, utility access, topography/grading, capacity for future expansion, neighboring land use.
  - d. Preliminary costs will be developed for each considered site. For sites that support new construction, square footage costs will be applied to the building programmed space based on single or multi-story construction. Typical site development cost will be applied utilizing unit costs. These costs would be anticipated to be relatively equal regardless of the site being considered.

Beyond the application of typical cost for building and site development, our evaluation will assess - based on the information available - non-typical costs for developing each site that may have an impact on the overall construction costs.

*(Paragraph deleted)*

- e. Evaluation of the existing facility will be based on the capacity of the existing police facility space (within the existing building envelop) to support the programmatic functions and the current site's capacity to support a building expansion for the balance of all other required program space. Additionally, we will evaluate the existing police department location in a similar manner - as defined above - to the other "new construction" sites.

For the evaluation associated with the cost of renovating existing space, we will determine the best use of that space and project the degree of renovation required in given areas within the current building envelop. We will assign square footage construction costs to areas for renovation based on a definition of the need for: total gutting and reconstruction, major renovation, minor renovation, or reassignment of use requiring no renovation.



## **Deliverables**

4. Report document that details each site with regard to the above stated evaluation criteria and cost, and the strengths and weaknesses corresponding to each site.
5. Ranking and recommendation for each of the considered sites.
6. Site diagrams for each considered site showing a generic building footprint, key access points, parking and drives, other site critical information.
7. Meet with Police Managers to present draft findings.
8. Make draft revisions and prepare a final written report documenting the study findings.
9. Provide City all information necessary to support the City by providing information necessary to the report findings and formally present the final results to City officials/ Council.

## **Not Included**

10. Beyond the existing police facility location, all evaluations are in consideration of new construction. For sites identified that have existing structures, we will evaluate the cost of razing such structures.

Evaluating any existing structure beyond razing will be an additional service.

11. Soft costs are not included in this evaluation. Soft costs are typically comprised of professional fees, geotechnical exploration, construction phase testing and inspection, and Owner's typical fixtures, furnishings, and equipment, etc. Cost comparisons are based on hard "bid-day" construction costs.
12. All site evaluations are assumed to be without benefit of site surveys and geotechnical documentation. Where these exist, we will take the information into account.
13. Site evaluation does not include a detail level anticipated after the development of civil engineering documents.

Civil engineering services required will be an additional service.

14. Architect is not responsible for developing information outside of this scope of service. Architect will obtain available information through the City, or as directed by the City for use in our evaluation.
15. Architect is not responsible for obtaining site acquisition costs or interacting with property owners in any capacity beyond accessing properties for review and possible photographs.
16. Detailed floor plans for the proposed use of the existing police facility are not included beyond a review of any previously prepared plans.
17. A detailed evaluation of the existing building conditions; HVAC systems, roof, structure, envelop, and other maintenance items are not included.

*(Paragraphs deleted)*

## **ARTICLE 3 ADDITIONAL SERVICES**

§ 3.1 Additional Services may be provided after execution of the Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article shall entitle the Architect to compensation pursuant to Section 5.2 and an appropriate adjustment in the Architect's schedule.

*(Paragraphs deleted)*

## **ARTICLE 4 OWNER'S RESPONSIBILITIES**

§ 4.1 The Owner shall provide the Architect with information necessary to perform the Site Evaluation and Project Feasibility Services, which may include a program or other Owner-provided information regarding the development objectives for the Project. If necessary, the Owner shall provide the services of a surveyor, geotechnical engineer, or environmental consultant.

§ 4.2 The Owner shall provide the Architect with any available previous studies, data, reports, surveys, or other documents which have a direct bearing on the Site Evaluation and Project Feasibility Services.

Init.

§ 4.3 The Owner shall provide access to the property and buildings as necessary for the Architect to complete the Site Evaluation and Project Feasibility Services.

#### ARTICLE 5 COMPENSATION

§ 5.1 If not otherwise specifically addressed in the Agreement, the Owner shall compensate the Architect for the Site Evaluation and Project Feasibility Services described in Article 2 as follows:  
(Insert amount of, or basis for, compensation.)

A stipulated sum of \$28,365, plus reimbursable expenses associated with travel (mileage) to sites, and report/documents printing. Reimbursable expense shall not exceed \$1,000.

§ 5.2 For Additional Services that may arise during the course of the Project, including those under Section 3.2, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

To be determined at the time of need by mutual agreement of the Parties.

§ 5.3 Compensation for Additional Services of the Architect's consultants, when not included in Section 5.2, shall be the amount invoiced to the Architect plus ten percent ( 10 %), or as otherwise stated below:

#### ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Site Evaluation and Project Feasibility are as follows:

§ 6.1. Pursuant to Section 285.530 RSMo, by its sworn affidavit in substantially the form attached to this Agreement and incorporated herein, Architect hereby affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Furthermore, Architect affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

§ 6.2. This Agreement shall terminate upon notice to the Architect by the Owner, acceptance by and presentation to the Owner of the final report, or 180 days; whichever comes first.

§ 6.3. The Architect is not responsible for unforeseen outcomes that result from recommendations that are without benefit of unavailable information; including but not limited to, subsurface and other unforeseen project conditions, property acquisition costs, and detailed site development costs.

§ 6.4.1 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 6.4.2 Commercial General Liability with policy limits not less than One Million Dollars and Zero Cents (\$1,000,000.00) for each occurrence and Two Million Dollars and Zero Cents (\$2,000,000.00) in the aggregate for bodily injury and property damage.

§ 6.4.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits not less than One Million Dollars and Zero Cents (\$1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 6.4.4 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 6.4.2 and 6.4.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 6.4.5 Workers' Compensation at statutory limits.

§ 6.4.6 Employers' Liability with policy limits not less than One Million Dollars and Zero Cents (\$1,000,000.00) each accident, One Million Dollars and Zero Cents (\$1,000,000.00) each employee, and One Million Dollars and Zero Cents (\$1,000,000.00) policy limit.

§ 6.4.7 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than One Million Dollars and Zero Cents (\$1,000,000.00) per claim and Two Million Dollars and Zero Cents (\$2,000,000.00) in the aggregate.

§ 6.4.8 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 6.4.9 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 6.4.

#### ARTICLE 7 SCOPE OF THE AGREEMENT

§ 7.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
Scott C. Wingerson, City Manager

  
\_\_\_\_\_  
ARCHITECT (Signature)

\_\_\_\_\_  
James P. Estes, President, Police Facility Design  
Group, PA

## **RESOLUTION R-20-42**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH HOEFER WYSOCKI ARCHITECTS IN THE AMOUNT OF 8% OF THE TOTAL CONSTRUCTION COST, PLUS ADDITIONAL SERVICES AND REIMBURSABLE EXPENSES, NOT TO EXCEED \$1,042,525.00 FOR ARCHITECTURAL DESIGN SERVICES FOR THE CONSTRUCTION OF A NEW GLADSTONE PUBLIC SAFETY/POLICE HEADQUARTERS FACILITY.**

**WHEREAS**, the accomplishment of the work and services described in this Agreement is necessary and essential to design for the construction of a Public Safety Department Police Headquarters building; and

**WHEREAS**, the City desires to engage the architectural firm to design a new Public Safety Headquarters Police facility and Hoefer Wysocki Architects is willing to perform such services.

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

**THAT**, the City Manager of the City of Gladstone, Missouri, is hereby authorized to enter into a contract with Hoefer Wysocki Architects for architectural design services for the construction of a new Public Safety Headquarters Police building for a total amount of 8% of the total construction cost, plus additional services and reimbursable expenses, not to exceed \$1,042,525.00.

**FURTHER, THAT**, funds for such purpose are authorized from the General Fund.

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GLADSTONE, MISSOURI THIS 24<sup>TH</sup> DAY OF AUGUST 2020.**

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Jean B. Moore, Mayor

ATTEST:

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Ruth E. Bocchino, City Clerk



## *Request for Council Action*

RES ☒ # R-20-42

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/10/2020

Department: Public Safety

Meeting Date Requested: 8/24/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Resolution authorizing the City Manager to sign a contract for design services with the architectural firm Hoefer Wysocki for the construction of a new police facility.

Background: A general sales tax was authorized by the voters of Gladstone to fund the construction of a new police facility for the Public Safety Department in April, 2019. After issuing an RFP for design services City staff interviewed a number of architectural firms and the firm of Hoefer Wysocki was selected.

Budget Discussion: Funds are budgeted in the amount of \$ 10.5 million from the General Fund. Ongoing costs are estimated to be \$       annually. Previous years' funding was \$

Public/Board/Staff Input: Public Safety Department staff recommends engaging the services of the architectural firm Hoefer Wysocki for the design of new Public Safety Department Headquarters police facility.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Mike Hasty  
Department Director/Administrator

JM  
City Attorney

SW  
City Manager

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE CLAY COUNTY ECONOMIC DEVELOPMENT COUNCIL FOR THE DISTRIBUTION OF CARES ACT FUNDS IN THE FORM OF SMALL BUSINESS GRANTS TO LOCAL BUSINESSES WITHIN GLADSTONE, MISSOURI.**

**WHEREAS**, Congress passed and the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020; and

**WHEREAS**, the City received a portion of the CARES Act funds distributed to Clay County from the State of Missouri; and

**WHEREAS**, it has been determined that small business grants to reimburse the costs of business interruption caused by the COVID-19 virus and associated expenses is an authorized use of CARES Act funds; and

**WHEREAS**, the Clay County Economic Development Council has agreed to administer the small business grant program on behalf of the City; and

**WHEREAS**, the City has determined that the Clay County Economic Development Council is qualified to administer and process the grant applications; and

**WHEREAS**, the City desires to enter into an Agreement with the Clay County Economic Development Council to administer the Gladstone Small Business Grant Program.

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

That the City Manager of the City of Gladstone, Missouri, is hereby authorized to enter into the proposed agreement with the Clay County Economic Development Council, on the terms and conditions set forth in the agreement, and to take any other such measures as may be required to ensure the distribution of CARES Act Funds allocated to the Gladstone Small Business Grant Program.

**INTRODUCED, PASSED, SIGNED, AND MADE EFFECTIVE BY THE CITY COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, ON THIS 24<sup>TH</sup> DAY OF AUGUST, 2020.**

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Jean B. Moore, Mayor

ATTEST:

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Ruth E. Bocchino, City Clerk

First Reading: August 24, 2020

Second Reading: August 24, 2020



## ***Request for Council Action***

RES ☐ # City Clerk Only

BILL ☒ # 20-27

ORD # 4.527

Date: 8/17/2020

Department: General Administration

Meeting Date Requested: 8/24/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Agreement with the Clay County Economic Development Council to administer a Small Business Grant Program.

Background: On March 27, Congress passed the Coronavirus Aid, Relief and Economic Security (CARES) Act, which established a funding source that was dispersed to individual States based on population. Missouri, in turn, distributed a certain amount of that funding to individual counties, also based on population. In May, Clay County divided up the funds allocated to them proportionally to each municipality but asked that each municipality be responsible for using their share in accordance to regulations set forth by the United States Treasury Department. It has been determined that the distribution of funds to small businesses in the form of grants is an allowable use of the CARES Act funds. The City of Gladstone has proposed using approximately \$130,000.00 to establish a business grant program, which will be used to help eligible businesses in Gladstone recover from the economic impact COVID-19 has had on them. The City is proposing that an eligible business may apply for and receive up to \$7,500.00 in grant assistance. The Clay County Economic Development Council, which helps administer small business loans, has agreed to administer the Gladstone Small Business Grant Program in return for 5% of the total funds dispersed to businesses. Clay County EDC will accept applications, receive supporting documentation and provide a final score based on criteria established from the information collected from the application process. It is our intention to distribute the majority of the available funds in October 2020.

Budget Discussion: Funds are budgeted in the amount of \$ 130,000 from the OTHER Fund. Ongoing costs are estimated to be \$ 0 annually. Previous years' funding was \$0

Public/Board/Staff Input: Staff recommends approval of the proposed agreement.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Bob Baer  
Department Director/Administrator

JM  
City Attorney

SW  
City Manager

Julie Lewis  
Business Specialist



**AN ORDINANCE ENACTED PURSUANT TO MISSOURI REVISED STATUTES SECTION 67.110 FIXING THE ANNUAL RATE OF LEVY FOR THE 2020 REAL ESTATE AND PERSONAL PROPERTY TAXES WITHIN THE CORPORATE LIMITS OF THE CITY OF GLADSTONE, MISSOURI.**

**WHEREAS**, a public hearing has been held after the publishing of the required notice in compliance with the provisions of RSMo 67.110.

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

**SECTION 1. TAX LEVY**

A Tax Levy for each property class not to exceed the below listed tax rates per One-Hundred Dollar (\$100.00) valuation shall be assessed as applicable on all Real Property and on all Personal Property within the corporate limits of Gladstone, Missouri, for the taxable year 2020.

|                   | 2020<br>Tax Rate<br>(Per \$100) |
|-------------------|---------------------------------|
| General Fund      |                                 |
| Real Estate       |                                 |
| Residential       | 0.8670                          |
| Agriculture       | 0.9290                          |
| Commercial        | 0.8770                          |
| Personal Property | 0.9290                          |

**INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 24th DAY OF AUGUST, 2020.**

\_\_\_\_\_  
Jean B. Moore, Mayor

ATTEST:

\_\_\_\_\_  
Ruth Bocchino, City Clerk

1<sup>st</sup> Reading: August 24, 2020

2<sup>nd</sup> Reading: August 24, 2020



## *Request for Council Action*

RES ☐ # City Clerk Only

BILL ☒ # 20-28

ORD # 4.528

Date: 8/13/2020

Department: Finance

Meeting Date Requested: 8/24/2020

Public Hearing: Yes ☒ Date: 8/24/2020

Subject: 2020 Property Tax Levy

Background: A Notice of Public Hearing was advertised on August 13, 2020, for the Public Hearing to set the real and personal property tax rates for the City of Gladstone on August 24, 2020. Residential real property increased \$28,100 (of which \$661,280 is new construction) to \$269,432,490. Agricultural real property decreased \$3,950 to \$30,020. Commercial real property decreased to \$68,639,133 (of which \$478,410 is new construction) or a decrease of \$284,045. Total real property valuation is \$338,101,643. Personal property increased from \$60,541,991 in the previous year to \$62,128,358 for the current year. The State auditor set the maximum increase for property tax at 2.3%. Due to the property tax calculation and valuation, the levy for residential real property will be set at 0.867 per \$100 (0.865 in 2019) and commercial real property will be set at 0.877 per \$100 (0.867 in 2019). Agricultural and personal property will continue to be set at 0.929 per \$100. Projected revenue from the 2020 property tax levy is estimated to be \$2,938,224 from real property and \$577,172 from personal property for a total of \$3,515,396 if 100% of the levy is collected.

Budget Discussion: Funds are budgeted in the amount of \$ [Click here to enter amount](#) from the Choose a Fund Fund. Ongoing costs are estimated to be \$ [Click here to enter amount](#) annually. Previous years' funding was \$ [Click here to enter amount](#)

Public/Board/Staff Input: Bill to follow the RCA.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Dominic Accurso  
Department Director/Administrator

JM  
City Attorney

SW  
City Manager