



**CITY COUNCIL MEETING
7010 NORTH HOLMES
GLADSTONE, MISSOURI
MONDAY, AUGUST 12, 2024**

The City Council will meet in Closed Executive Session at 6:45 pm, Monday, August 12, 2024, Gladstone City Hall, 7010 North Holmes, Gladstone, Missouri. The Closed Executive Session is closed pursuant to RSMo. Open Meeting Act Exemption 610.021 (1) for Litigation and Confidential or Privileged Communications with Legal Counsel, 610.021 (2) Real Estate, and 610.021 (12) Negotiated Contract.

OPEN STUDY SESSION 7:15 PM

1. **MARC Regional Resource Sharing Agreement – Fire Chief Desautels** will provide an overview of this program and how it benefits the region.

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 the Agenda.**
5. **Approval of the July 22, 2024, Closed City Council Meeting Minutes.**
6. **Approval of the July 22, 2024, Regular City Council Meeting Minutes.**

7. **Communications from the Audience:** *Members of the public are invited to speak about any topic not listed on the agenda. While speaking, please state your name and address for the record and limit comments to 5 minutes.*
8. **Communications from City Council.**
9. **Communications from the City Manager.**
10. **CONSENT AGENDA**

CONSIDER SPECIAL EVENT PERMIT: Sunflower 5K Run/Walk, Saturday, August 24, 2024, Atkins-Johnson Farm and Museum, 6:00 am to 12:00 pm.

CONSIDER SPECIAL EVENT PERMIT: King of Kings Lutheran Church Congregation Picnic, Sunday, September 8, 2024, Happy Rock Park West, 4:00 to 8:00 pm.

RESOLUTION R-24-46, A Resolution revising the General Fund FY24 Midyear Budget for the City of Gladstone, Missouri, and authorizing expenditures of funds.

RESOLUTION R-24-47, A Resolution authorizing revisions to the Purchasing Policy for the City of Gladstone, Missouri.

RESOLUTION R-24-48, A Resolution authorizing acceptance of an Omnia Partners proposal from Play and Park Structures in the amount of \$38,314.00 for the purchase of picnic tables and trash cans for the Oak Grove Park shelters.

RESOLUTION R-24-49, A Resolution authorizing the City Manager to execute a contract with Goddard and Son Roofing, Inc., in the total amount not to exceed \$67,418.00 for the replacement of the Community Center's Lower Roof, Project CC2551.

FINANCIAL REPORT FOR 12 MONTHS ENDING JUNE 30, 2024.

REGULAR AGENDA

11. **CONSIDER APPROVAL OF ANNUAL MEADOWBROOK COMMUNITY IMPROVEMENT DISTRICT BUDGET FOR JULY 1, 2024 TO JUNE 30, 2025, FIVE (5) YEAR PLAN, AND APPOINT BOARD MEMBERS; TERM EXPIRATION JULY 1, 2028: JON CARPENTER, BETO LOPEZ, CHRIS GAHAGEN, DAVE STANLEY, AND JAMES STUART II.**

- 12. RESOLUTION R-24-50**, A Resolution authorizing the City Manager to enter into an agreement with the Mid-America Regional Council (MARC) for the City of Gladstone, Missouri to participate in the MARC Regional Resource Sharing Agreement Plan.
- 13. RESOLUTION R-24-51**, A Resolution accepting easements from certain property owner(s) in conjunction with the Linden Connector Trail, Project TP2373.
- 14. RESOLUTION R-24-52**, A Resolution authorizing expenditure to Security Bank of Kansas City to extinguish debt associated with improvements to the Atkins-Johnson Farm and Museum not to exceed \$270,000.00.
- 15. RESOLUTION R-24-53**, A Resolution authorizing Change Order No. 10 in the amount of \$149,837.50 to the contract with Lan-Tel Communications Services Incorporated, for the FY23 Curb, Gutter, and Sidewalk Program - Phase 2 Project TP2305.
- 16. RESOLUTION R-24-54**, A Resolution authorizing Change Order No. 1 in the amount of \$547,008.00 to the contract with Metro Asphalt, Incorporated, for the FY25 Mill and Overlay Program, Project TP2506.
- 17. RESOLUTION R-24-55**, A Resolution authorizing the City Manager to execute a contract with C.P. Excavating, LLC, in the total amount not to exceed \$559,288.00 for the Northeast 68th Terrace and North Bellefontaine Storm Drainage, Project CP2432 pending Missouri Department of Natural Resources Concurrence.
- 18. Other Business.**
- 19. Adjournment.**

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

City Clerk Kris Keller
City of Gladstone
7010 North Holmes
Gladstone, MO 64118
816-423-4096

Posted at 4:30 pm
August 8, 2024



Fire Department Memorandum

DATE: August 6, 2024
TO: Robert Baer, City Manager
FROM: Mike Desautels, Fire Chief
RE: August 12, 2024 Study Session – MARC Regional Resource Sharing Agreement

I would like to give a brief 10 to 15 minute presentation on the MARC Regional Resource Sharing Agreement. This Agreement was developed by a workgroup of Emergency Managers, approved by the MARC Regional Homeland Security Coordinating Council (RHSCC) and the MARC Board of Directors to provide a document intended for all jurisdictions in the MARC region willing to share resources during emergencies with other jurisdictions; and was developed to serve as a safety net mutual aid agreement to fill in the gaps between the various mutual aid agreements that serve law enforcement, EMS, fire service, public works, etc.

This Agreement will strengthen the current mutual aid agreements by establishing a basic understanding of liability issues and procedures. This Agreement will clarify in writing the typical handshake agreement that jurisdictions have often relied upon when requesting and sharing resources and will provide an understanding of which jurisdictions are willing to participate in a sharing agreement to support the requests of other jurisdictions to meet their needs during an emergency event.

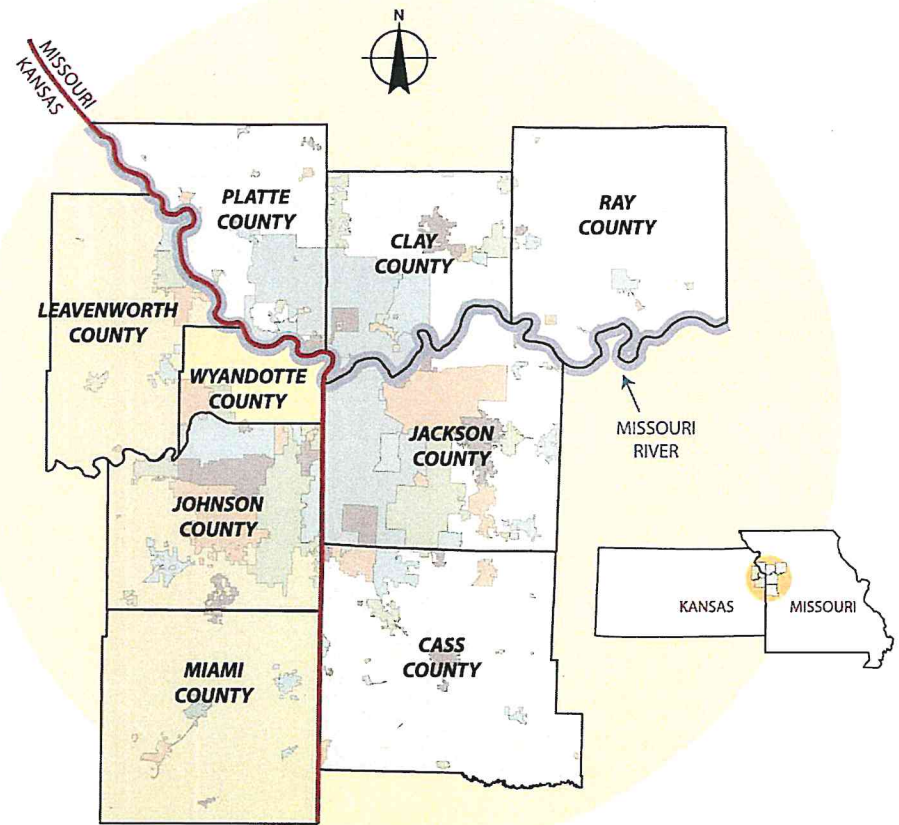
Respectfully,

Mike Desautels

Mike Desautels, Fire Chief/EMD

Designed to Strengthen Resource
Sharing Across the Bistate Area and
implement FEMA/NIMS Best Practice

Regional Resource Sharing Agreement





Safety Net Agreement Regional Resource Sharing

- Helps communities access resources
 - morgue, public information, volunteers, transportation services etc.
 - Provides clarity on those willing to share resources.
 - Defines liability and sharing between jurisdictions.
-



Safety Net Agreement Regional Resource Sharing

- Supports detailed operational agreements.
- Recommended by FEMA
- Not intended to replace existing Mutual Aid agreements



Participants in the Regional Homeland Security Committee Workgroup



Lee's Summit,
Missouri,
Emergency
Management





**MINUTES
REGULAR CITY COUNCIL MEETING
GLADSTONE, MISSOURI
JULY 22, 2024**

PRESENT: Mayor Tina Spallo
Mayor Pro Tem Les Smith
Councilmember Jean Moore
Councilman Bill Garnos
Councilman Spencer Davis

City Manager Bob Baer
Assistant City Manager Austin Greer
City Attorney Chris Williams
Deputy City Clerk Becky Jarrett

ABSENT: City Clerk Kris Keller

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

Mayor Spallo opened the Regular City Council Meeting Monday, July 22, 2024, at 7:30 pm.

Item No. 2. On the Agenda. Roll Call.

Mayor Spallo stated that all Councilmembers were present and there was a quorum.

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

Mayor Spallo asked all to stand and join in the Pledge of Allegiance to the Flag of the United States of America. She thanked the VFW Post 10906 Color Guard: Carla Gleaton, Gordon Harris, Jim Zimmerman, and Joe Liles.

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

The agenda was approved as published.

Item No. 5. On the Agenda. Approval of the July 8, 2024, Closed City Council Meeting Minutes.

Councilmember Moore moved to approve the minutes of the July 8, 2024, Closed City Council meeting as presented. **Mayor Pro Tem Smith** seconded. The Vote: "aye", Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Item No. 6. On the Agenda. Approval of the July 8, 2024, Regular City Council Meeting Minutes.

Councilmember Moore moved to approve the minutes of the July 8, 2024, Regular City Council meeting as presented. **Mayor Pro Tem Smith** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Item No. 7. On the Agenda. Communications from the Audience.

Burt Comstock, 7600 N. Park, addressed the Council. Mr. Comstock said he is an Associate Pastor of Living Word Community Church, is very active with the Gladstone Chamber, and has been involved with the City of Gladstone for over twenty years. His question tonight is “where are our police officers?” He said that vehicles on 76th Street frequently exceed 40 mph causing a safety hazard for those living in the area. He often sees cars running or rolling through stop signs including school buses and commercial vehicles. Mr. Comstock reported that about twenty years ago the revenue from traffic violations was close to \$1 Million; a year or so ago, the revenue from violations was \$300,00- up from the year before. This is because the City does not have police officers enforcing the laws. The half-cent sales tax that the citizens recently passed was supposed to be used to recruit and retain police officers, but he doesn’t see them on the streets. Mr. Comstock said he has contacted the Police Department regarding his traffic concerns and he was told that they don’t have the staff available. He heard that the Police are thinking about eliminating the traffic division and that is concerning to him. He ended by saying that it’s a sad day in Gladstone when citizens do not feel safe in their own community and he doesn’t feel safe.

Jerry Powell, 7600 N. Park, addressed the Council. He stated that he is the Senior Pastor at Living Word Community Church, which has been meeting at the Gladstone Community Center for over sixteen years. He is also an ambassador with the Gladstone Chamber of Commerce. He wanted to echo a bit of what Pastor Burt said and express his concerns for what is going on at 76th Street. He has lived in his home, on a busy corner lot, for over sixteen years. Mr. Powell commented that it is a “raceway” and that is not an exaggeration. He has had cars pass him using the bicycle lane. Since he works from home, he watches many cars that do not stop at the stop sign, including school buses. He also told a story of how his neighbor’s dog was killed when it ran out in the street and a speeding car didn’t have a chance to stop in time. Mr. Powell encouraged the Police Department to come and sit in front of his house to observe what goes on. He also stated he has called the Police Department and been told that traffic control is at the bottom of their priorities and that the Department is short on help. Mr. Powell said that he highly regards the Police Department and will work alongside them in any way he can, but that he will continue to speak up about this problem.

George Wages, 7201 N. Park, addressed the Council. Mr. Wages said there is a vacant lot to the east of him on NE 72nd Street that was recently re-zoned and approved to have a house built on it. At the Planning Commission meeting, the builder was asked when he was going to start construction and he had indicated “after the first of the year.” Mr. Wages said that as of today, no construction has begun.

The other item he brought up was the vacant lot at M-1/NE 72nd Street that the church purchased. They cut down 99% of the trees and now the lot is full of weeds and brush. He asked why this is not a code violation. The other day he saw a truck come by and dump a bunch of limbs and trees right next to the church. He thanked the Council for their time.

Item No. 8. On the Agenda. Communications from City Council.

Mayor Pro Tem Smith said that the EMAC Committee met last week and learned that they are three members down on that committee. It does make it hard for them to obtain a quorum, so we might want to look at some target marketing for volunteers. He also thanked everyone who attended the carnival at Gladstone Bowl. They raised thousands of dollars for St. Jude’s Children’s Hospital.

Mayor Pro Tem Smith said that as a Councilman, he doesn't receive too many phone calls; however, over the last six weeks he has received five phone calls that have all started with asking where the police are in regard to traffic enforcement. He asked City Manager Baer where the City's priorities are with traffic and does the City still have a traffic division. To him, it's not about the revenue, it's about the number of stops. Generally, there is a correlation between traffic stops and accidents.

City Manager Baer answered that Mayor Pro Tem Smith is exactly right. After serving twenty-eight years in Public Safety, a great deal of it in the traffic unit, he knows that enforcement/violations and accidents mirror each other. If one goes up, the other goes down. Right now, the Police Department is down some officers, but we emphasize that traffic enforcement is the job of every officer and not just the traffic unit, as we have done in the past. We have shifted some priority to an impact unit, where traffic would be part of that as well as law enforcement and focused on license plate expiration which was recently an issue. Internally, City Manager Baer said that some conversations have already happened and NE 76th Street from Troost east to Maple Park Place has been made a priority for traffic enforcement.

Mayor Spallo said that Mr. Wages must have been reading her mind because she too noticed the corner of NE 72nd Street/M-1, which needs to be addressed.

Mayor Spallo introduced Gladstone resident, Tatem Pettet, who was in the audience with her dad, Tim. Tatum just finished her first year at Missouri University and did a great job. She is majoring in Communications and is going to spend some time with the City's Communications Specialist, Nikki Lansford, to find out how things are done at the City. She may even write a story for an upcoming magazine.

Item No. 9. On the Agenda. Communications from the City Manager.

City Manager Baer announced that the City of Gladstone is currently taking grant applications for home repairs. The Neighborhood Commission will consider these grant applications, which can be found on the City's website or by contacting City Hall. Thirteen applications have already been received.

Item No. 10. On the Agenda. **CONSENT AGENDA.**

Following the Clerks' reading:

Mayor Pro Tem Smith moved to approve the Consent Agenda as published. **Councilmember Moore** seconded. The Vote: "aye", Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Mayor Pro Tem Smith moved to approve a Special Event Permit, Private Carnival, The Young Presidents Organization-Kansas City Chapter, 7010 North Holmes, Thursday, October 3, 2024, 5:00 to 9:00 pm. **Councilmember Moore** seconded. The Vote: "aye", Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Mayor Pro Tem Smith moved to approve a Building Permit for the Animal Clinic of the Woodlands, 2610 NE 60th Street. **Councilmember Moore** seconded. The Vote: "aye", Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

REGULAR AGENDA.

Item No. 11. On the Agenda. **RESOLUTION R-24-41**, 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, 2024, through June 30, 2025.

Councilmember Moore moved to approve **RESOLUTION R-24-41**, 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, 2024, through June 30, 2025. **Mayor Pro Tem Smith** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Item No. 12. On the Agenda. **RESOLUTION R-24-42**, A Resolution authorizing acceptance of work and authorizing final payment in the amount of \$500.00 to Metro Asphalt, Incorporated, for the FY24 Mill and Overlay Program, Project TP2406.

Mayor Pro Tem Smith moved to approve **RESOLUTION R-24-42**, A Resolution authorizing acceptance of work and authorizing final payment in the amount of \$500.00 to Metro Asphalt, Incorporated, for the FY24 Mill and Overlay Program, Project TP2406. **Councilman Davis** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Item No. 13. On the Agenda. **RESOLUTION R-24-43**, A Resolution authorizing a Change Order in the amount of \$37,897.00 to the contract with Centric Construction Group, LLC, for additional scope of work for the interior renovation of City Hall.

Councilman Garnos moved to approve **RESOLUTION R-24-43**, A Resolution authorizing a Change Order in the amount of \$37,897.00 to the contract with Centric Construction Group, LLC, for additional scope of work for the interior renovation of City Hall. **Mayor Pro Tem Smith** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Item No. 14. On the Agenda. **RESOLUTION R-24-44**, A Resolution authorizing Change Order No. 1 in the amount of \$53,030.00 to the contract with Vance Brothers, Incorporated, for the FY24 Intermediate Maintenance Program, Project TP2403.

Councilman Davis moved to approve **RESOLUTION R-24-44**, A Resolution authorizing Change Order No. 1 in the amount of \$53,030.00 to the contract with Vance Brothers, Incorporated, for the FY24 Intermediate Maintenance Program, Project TP2403. **Councilmember Moore** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Item No. 15. On the Agenda. **RESOLUTION R-24-45**, A Resolution authorizing the City Manager to execute a contract with Metro Asphalt, Incorporated, in the total mount not to exceed \$956,790.00 for the FY25 Mill and Overlay Program, Project TP2506.

Mayor Pro Tem Smith moved to approve **RESOLUTION R-24-45**, A Resolution authorizing the City Manager to execute a contract with Metro Asphalt, Incorporated, in the total mount not to exceed \$956,790.00 for the FY25 Mill and Overlay Program, Project TP2506. **Councilman Garnos** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0)

Item No. 16. On the Agenda. **FIRST READING BILL NO. 24-24**, An Ordinance amending the City Code regarding alarm systems and user permits.

Mayor Pro Tem Smith moved **BILL NO. 24-24** be placed on its First Reading. **Councilmember Moore** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0) The Clerk read the Bill.

Mayor Pro Tem Smith moved to accept the First Reading of **BILL NO. 24-24**, waive the rule and place the Bill on its Second and Final Reading. **Councilmember Moore** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0) The Clerk read the Bill.

Mayor Pro Tem Smith moved to accept the Second and Final Reading of **BILL NO. 24-24** and enact the Bill as **Ordinance 4.677**. **Councilmember Moore** seconded.

Roll Call vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0) **Mayor Spallo** stated **BILL NO. 24-24** stands enacted as **Ordinance Number 4.677**.

Item No. 17. On the Agenda. **FIRST READING BILL NO. 24-25**, An Ordinance amending the City Code to address vehicle sideshows and street racing.

Councilmember Moore moved **BILL NO. 24-25** be placed on its First Reading. **Councilman Davis** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0) The Clerk read the Bill.

Councilmember Moore moved to accept the First Reading of **BILL NO. 24-25**, waive the rule and place the Bill on its Second and Final Reading. **Councilman Davis** seconded. The Vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0) The Clerk read the Bill.

Councilmember Moore moved to accept the Second and Final Reading of **BILL NO. 24-25** and enact the Bill as **Ordinance 4.678**. **Councilman Davis** seconded.

Mayor Pro Tem Smith asked if Chief Farris could explain the background to this Ordinance and what the City’s intentions are.

Chief Fred Farris approached the podium. He said that everyone has probably saw the social media posts and news stories about the out of control street races that have their own following. Earlier this year, Kansas City passed an Ordinance banning not only the races, but the crowds that are gathering. Other jurisdictions have followed suit and that’s basically what Gladstone is doing; taking a proactive approach.

Mayor Pro Tem Smith said he likes how the Ordinance adds parking lots and private property.

Councilman Davis thanked Chief Farris for addressing this. He said that a few years ago he remembered Kansas City installed pucks in the middle of intersections to try and stop some of these sideshows. He asked if those have worked for Kansas City.

Chief Farris said he didn’t know, but he could find out from Kansas City.

Roll Call vote: “aye”, Councilman Davis, Councilman Garnos, Councilmember Moore, Mayor Pro Tem Smith, and Mayor Spallo. (5-0) **Mayor Spallo** stated **BILL NO. 24-25** stands enacted as **Ordinance Number 4.678**.

Item No. 18. On the Agenda. Other Business.

There was no other business.

Item No. 19. On the Agenda. Adjournment.

Mayor Spallo adjourned the July 22, 2024, Regular City Council meeting at 8:06 pm.

Respectfully submitted:

Becky Jarrett, Deputy City Clerk

Approved as presented: _____

Approved as modified: _____

Tina M. Spallo, Mayor



Request for Council Action

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 8/2/2024

Department: Community Development

Meeting Date Requested: 8/12/2024

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

Subject: Special Event Permit

Background: The Friends of the Atkins-Johnson Farm & Museum will be hosting their annual Sunflower 5K Run/Walk (formerly Restoration 5K Run/Walk) fundraising event. The funds raised support the programs of the Atkins-Johnson Farm & Museum.

The 5K runners will start at the AJ Farm & Museum, and run along NE Pleasant Valley Road, through White Chapel Cemetery, back along NE Pleasant Valley Road and end at AJ Farm & Museum. The 1K walkers will start at the AJ Farm & Museum and walk throughout the farm property.

The event will take place on Saturday, August 24, 2024 from 6:00 am to 12:00 pm. The run/walk should only impact traffic between the hours of 7:00 am and 9:00 am.

Budget Discussion: N/A.

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

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

Alan Napoli
Department Director/Administrator

JM
City Attorney

BB
City Manager

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: SEPTEMBER 2, 2024
PERMIT NO.: SEP24-00070
RE: TYPE 4 OUTDOOR SPECIAL EVENT

NAME OF EVENT: FRIENDS OF THE ATKINS-JOHNSON FARM SUNFLOWER 5K
RUN/WALK
LOCATION OF EVENT: 4109 NE PLEASANT VALLEY ROAD
DATE OF EVENT: SATURDAY, AUGUST 24, 2024
TIME OF EVENT: 6:00 AM TO 12:00 PM
EST. ATTENDANCE: 150±

REQUESTED TEMPORARY VARIANCE:

- ☐ Section 2.100.250(1) Outdoor display, sale and storage.
- ☐ Section 2.100.250(3) Sales transactions.
- ☒ 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 3.100.060 Burning prohibited general; 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.

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

Signed: _____

Alan D. Napoli, C.B.O.

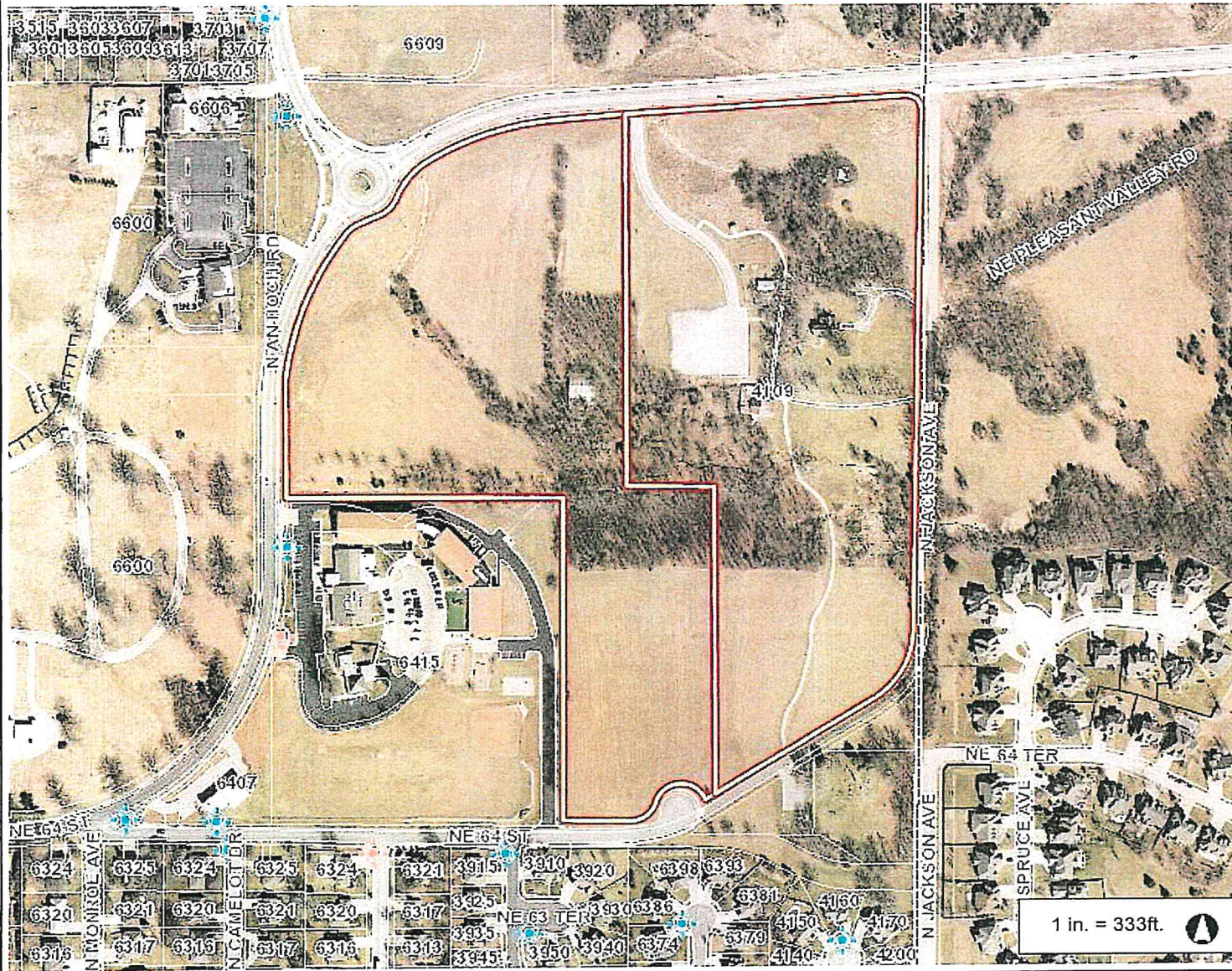
Community Development Administrator | Building Official

ATTACHMENT(S):

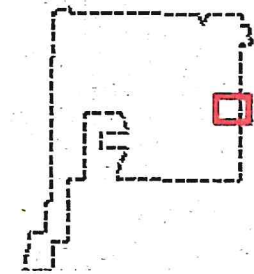
- ☒ Map
- ☒ Run/Walk Route



Gladstone, MO



1 in. = 333ft.

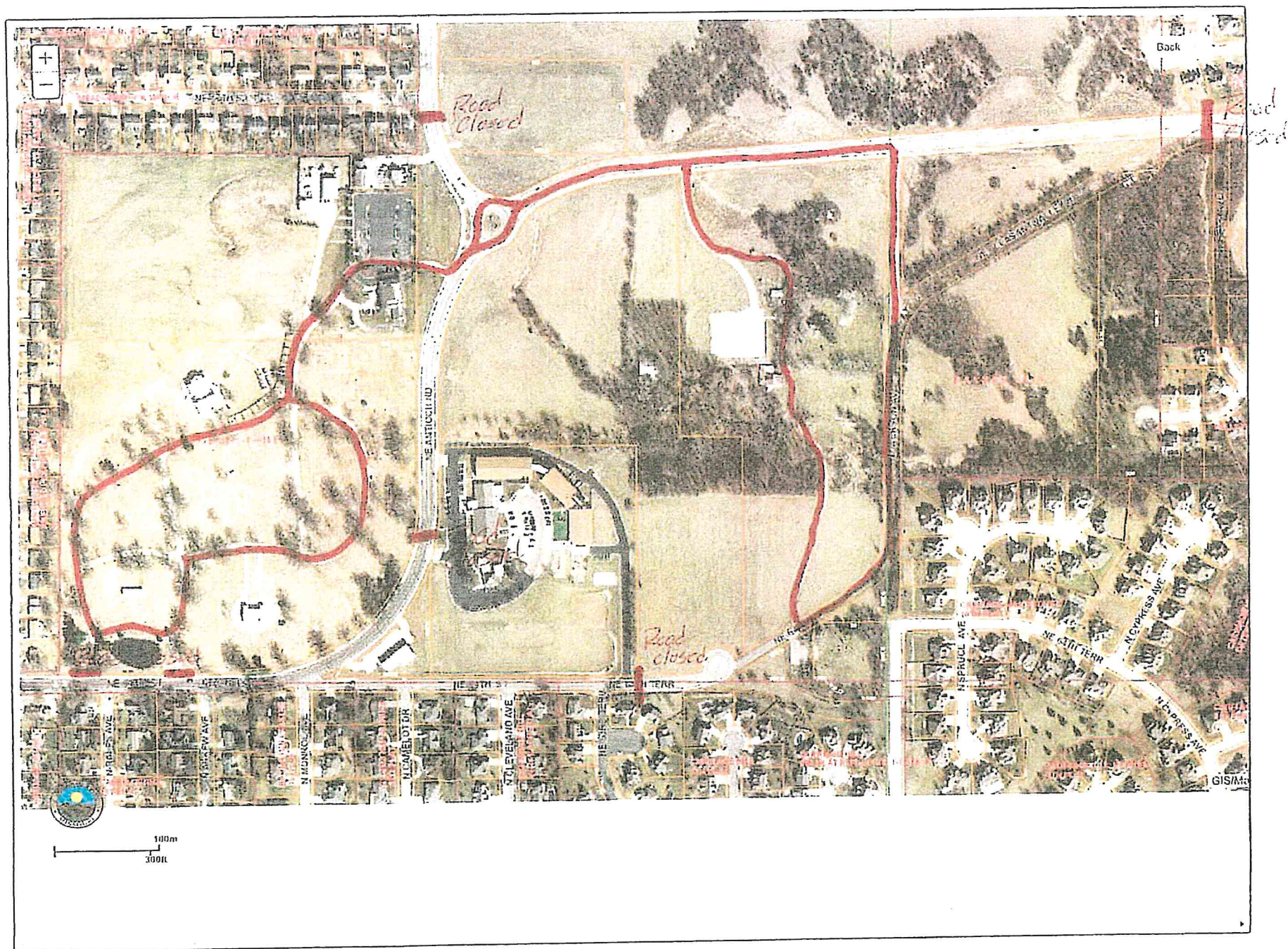


Legend

- KCPL Lights
- Gladstone Lights
- School Point
- Bike Parking
- Bus Stop
- Point of Interest
- Church
- Apartment Point
- Street Centerline
- Edge Of Pavement
- Driveway
- City Limits
- Parcel
- House Number
- Villages
- Apartment Polygon

Notes

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THIS MAP IS NOT TO BE USED FOR NAVIGATION





Request for Council Action

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 7/24/2024

Department: Community Development

Meeting Date Requested: 8/12/2024

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

Subject: Special Event Permit

Background: The King of Kings Lutheran Church will be holding a picnic for its congregation. The picnic will be potluck and games for children will be available.

The event will be held on Sunday, September 8, 2024, at Happy Rock Park West from 4:00 pm to 8:00 pm.

Budget Discussion: N/A.

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

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

Alan Napoli
Department Director/Administrator

JM
City Attorney

BB
City Manager

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: JULY 24, 2024
PERMIT NO.: SEP24-00067
RE: TYPE 4 OUTDOOR SPECIAL EVENT

NAME OF EVENT: CHURCH PICNIC
LOCATION OF EVENT: 7512 NE ANTIOCH ROAD
HAPPY ROCK PARK WEST
DATE OF EVENT: SUNDAY, SEPTEMBER 8, 2024
TIME OF EVENT: 4:00 PM TO 8:00 PM
EST. ATTENDANCE: 100±

REQUESTED TEMPORARY VARIANCE:

- ☐ Section 2.100.250(1) Outdoor display, sale and storage.
- ☐ Section 2.100.250(3) Sales transactions.
- ☒ 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 3.100.060 Burning prohibited general; 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.

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

Signed:


Alan D. Napoli, C.B.O.

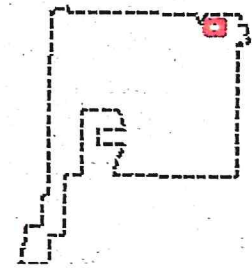
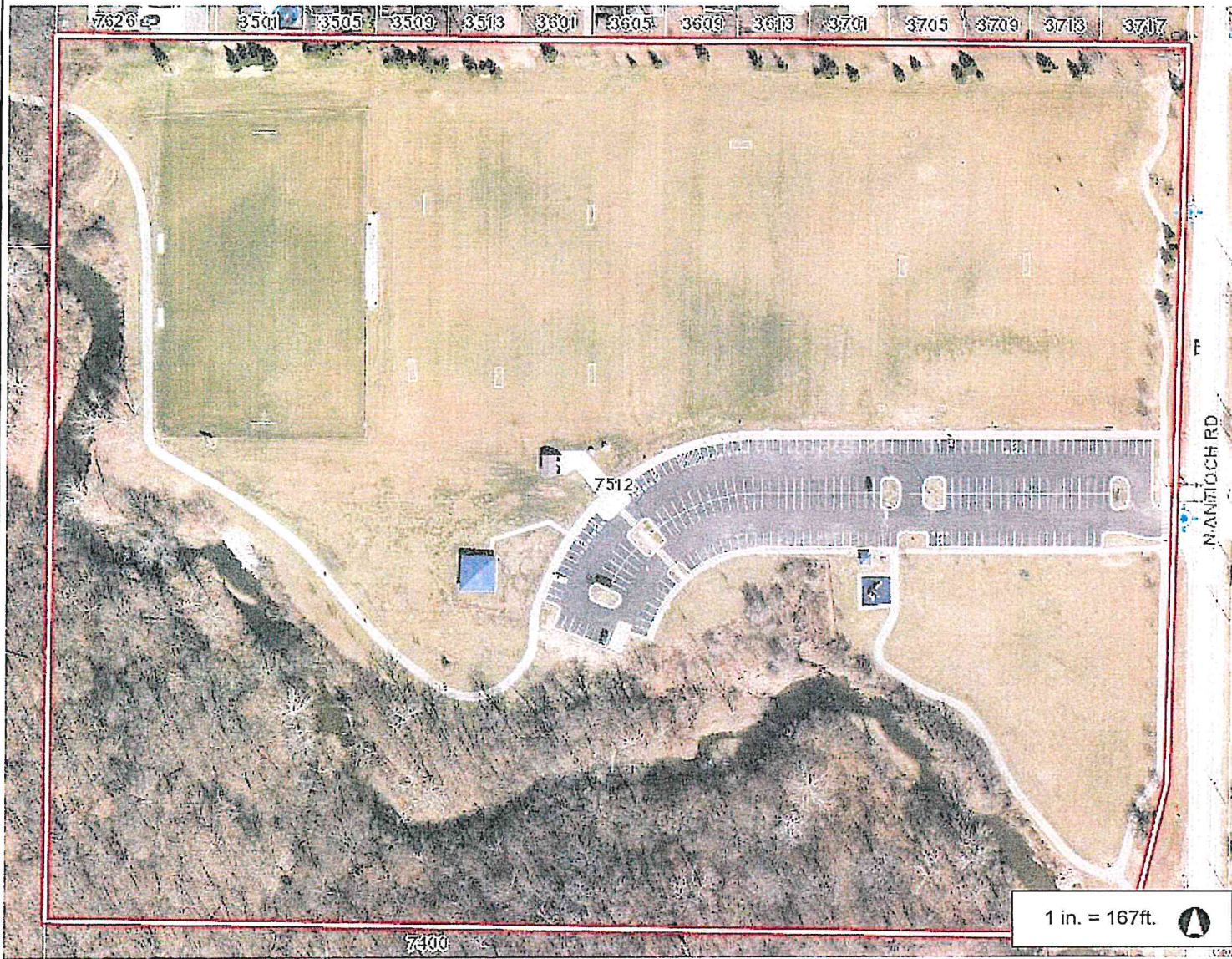
Community Development Administrator | Building Official

ATTACHMENT(S):

- ☒ Map
- ☐ Other _____



Gladstone, MO



Legend

- Stop Sign
- KCPL Lights
- Gladstone Lights
- School Point
- Bike Parking
- Bus Stop
- Point of Interest
- Church
- Apartment Point
- Street Centerline
- Edge Of Pavement
- Driveway
- City Limits
- Parcel
- House-Number
- School Polygon
- Villages
- Apartment Polygon

Notes

1 in. = 167ft.



333.3 0 166.67 333.3 Feet

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Request for Council Action

RES ☒ # R-24-46

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 7/31/2024

Department: Finance

Meeting Date Requested: 8/12/2024

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

Subject: 2024 Fiscal Year Budget Amendment

Background: With the 2024 fiscal year coming to a close, staff analyzes revenues and expenditures to ensure that the City has the appropriate budget authority to pay expenditures through the end of the fiscal year.

Budget Discussion: N/A.

Public/Board/Staff Input: In completing a review of revenues and expenditures for the 2024 fiscal year, staff is recommending a budget amendment for the 2024 fiscal year. The reason for the budget amendment (\$2.6 million) is to allow the transfer of ARPA funds out of the home fund (General Fund) to the respective funds where the projects have been completed (budget authority approved at midyear for project funds). An equal amount of revenue will be recognized. The City's remaining ARPA allocation from the beginning of FY24 was approximately \$2.25 million and during the fiscal year, the City completed projects with additional funding from Clay County in the amount of \$350,000. Projects completed include the Oak Grove park shelters, City Hall renovation, water main replacements, and co-located dispatch. The amounts also include a portion of operating costs for the Community Center Fund. Unless new ARPA funds/grants are awarded to the City, 100% of ARPA funding have been expended as of June 30, 2024.

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

Dominic Accurso
Department Director/Administrator

JM
City Attorney

BB
City Manager

RESOLUTION NO. R-24-46

A RESOLUTION REVISING THE GENERAL FUND FY24 MIDYEAR BUDGET FOR THE CITY OF GLADSTONE, MISSOURI, AND AUTHORIZING EXPENDITURES OF FUNDS.

WHEREAS, the Council of the City of Gladstone, Missouri, has determined the need for additional appropriations in the above referenced funds.

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

THAT, the General Fund expenditure budget be revised as set forth below:

	REVISING BUDGET RESOLUTION <u>NO. R-24-16</u>	REVISING BUDGET RESOLUTION <u>NO. R-24-XX</u>	INCREASE (DECREASE)
GENERAL FUND	\$26,161,815	\$28,761,1815	\$2,600,000

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to expend the amounts as shown in the Revised Budget.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-24-47

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 8/7/2024

Department: Finance

Meeting Date Requested: 8/12/2024

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

Subject: Revisions to the City's Purchasing Policy

Background: The City's purchasing, procurement card, and accounts payable policy is a document that guides staff on policies and procedures on how goods and services should be purchased for the City of Gladstone. As time goes by and situations present themselves, revisions to the policy are considered necessary.

Budget Discussion: N/A.

Public/Board/Staff Input: The current policy states that purchases \$20,000 and over require the approval of Division Head, Department Head, Finance Director, City Manager, and the City Council. In past years, that seemed to be sufficient. As the cost of supplies, services, maintenance and repairs increase, it is not uncommon for a repair to cost over \$20,000. This could delay the repair of an emergency response vehicle or HVAC system for days or even weeks. Staff is recommending the increase of the City Manager's spending authority to \$29,999.99, with City Council approval required at \$30,000. The competitive quotes guidance will stay the same with quotes, bids, and public advertisement at \$1,000, \$5,000, and \$20,000. A red line version of the draft is attached to the RCA.

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

Dominic Accurso
Department Director/Administrator

JM
City Attorney

BB
City Manager

CITY OF GLADSTONE



PURCHASING, PROCUREMENT CARD, ACCOUNTS PAYABLE POLICY

[August 2024](#)~~October 2016~~

**CITY OF GLADSTONE, MISSOURI
PURCHASING POLICY**

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. GENERAL	1
II. PURCHASING DEFINITIONS	1
III. CONFLICT OF INTEREST	<u>2</u>
IV. APPROVAL REQUIREMENTS AND THRESHOLDS	<u>23</u>
V. COMPETITIVE QUOTES AND BIDS	<u>34</u>
VI. RECORD KEEPING	<u>45</u>
VII. PURCHASES MADE WITH FEDERAL FUNDS	5
VIII. PURCHASE MECHANISMS	6
XIX. VISA CARDS	<u>78</u>
X. ACCOUNTS PAYABLE SYSTEM	<u>910</u>
XI. PURCHASE ORDER PROCESS	<u>4011</u>
XII. CHECK REQUESTS	<u>101</u>
XIII. PROFESSIONAL ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING SERVICES	<u>142</u>
XIV. SURPLUS PROPERTY	<u>4516</u>

I. GENERAL

This policy provides guidelines to be followed in purchasing goods and services for the City. These policies and procedures supersede all prior purchasing directives, memoranda, and practices. The City Manager shall be responsible for enforcing this policy.

All purchasing will demonstrate a reasonable and good faith effort to obtain goods and services at the lowest possible cost with the optimum quality needed. Competition among suppliers shall be encouraged.

Vendors will be treated in a fair and businesslike manner with preference given to local vendors. See exceptions for preference to local vendors in Section VII.

The City Council sets goals, priorities, and standards for City programs and services through adoption of the annual budget. The budget establishes expenditure levels for each department. No further Council action is required to initiate purchases within the budget limits, except as outlined in Sections [IV and VII and IV](#).

Department Heads are granted full responsibility and broad discretion by the City Manager to make purchases within the scope of their departmental appropriations. Budget appropriations do not mandate expenditures unless the need continues to exist at the time of purchase. The City Manager may establish spending levels below those budgeted if revenue collections are inadequate to fulfill budgetary needs. Expenditures in excess of the appropriated personnel services element require written approval of the City Manager.

All City Purchases are exempt from the sales taxes of Missouri and its political subdivisions.

II. PURCHASING DEFINITIONS

The following words or terms, when used in this policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Authorized/Designated Person: Any City employee approved by the City Manager or a Department Director to make procurement decisions on behalf of the City.

Award: The presentation, after careful consideration, of a purchase agreement or contract to the selected bidder.

Bidder: A person who submits a bid in response to a public notice or invitation for bid.

City: The City of Gladstone, Missouri.

City Manager: The chief administrative officer of the City.

Contract: A legally binding agreement for the procurement of supplies, services or construction.

Contractor: A person or entity pursuing, or a party to, a contract with the City.

Council: Duly elected governing body of the City.

Procurement: Purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction, including performance of any necessary functions, such as writing specifications, selection and solicitation of sources, preparation and award of contract, and contract administration.

Procurement Card: An efficient, cost-effective method of purchasing and paying for items. The program utilizes a credit card to consolidate many transactions on one monthly payment to the sponsoring bank. The card can be used for in-store purchases as well as mail, phone, fax or on-line orders.

Professional Services: Services including, but not limited to, appraisal, architectural, auditing, banking, engineering, environmental, financial, geo-technical, legal, real estate, surveying and title.

Purchase Order: A purchaser's written document to a supplier formally stating the terms and conditions of a proposed transaction.

Quotation: A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser by letter, fax, telephone or other means of communication.

Request for Proposals: Any document utilized for soliciting proposals.

Specification: Any description of the physical or functional characteristics of a supply, service or construction item. It may include a description or any requirement for inspecting, testing or preparing a supply, service or construction item for delivery.

III. CONFLICT OF INTEREST

No employee shall have a financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies, equipment or services. Any employee violating this section shall forfeit his/her office or employment.

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No employee shall engage in any business or transaction or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties or that would tend to impair his/her independence of judgment or effectiveness in the performance of his/her official duties. The City Manager shall have the final determination of incompatibility or impairment.

No employee shall sell or barter anything to the City. No employee shall make any contract with the City or purchase anything from the City other than those things which the City offers generally to the public (i.e., utility services), and then only on the same terms as are offered to the public.

Any financial or other private interest in any proposed City legislation by an employee shall be promptly disclosed to the City Manager upon learning of the proposed legislation, regarding the nature and extent of such interest.

No employee shall appear on behalf of a private interest before any officer, department or agency of the City government and no employee shall represent private interests in any action or proceeding against the interest of the City, in any litigation to which the City is a party or in any action or proceeding in the Municipal Court in which the City or any agency or any officer or employee of the City, in the course of his/her duties, is a complainant.

IV. APPROVAL REQUIREMENTS AND THRESHOLDS

Amount	Approvals	Bids*
\$0-999.99	Division, Dept. Head (or Finance Director for Capital items)	None
\$1,000-4,999.99	Division, Dept. Head (or Finance Director for Capital items)	Verbal
\$5,000- 49,999.99	Division, Dept. Head, Finance Director, City Manager	Written
\$50,000-over	Division, Dept. Head, Finance Director, City Manager, City Council	Formal

*See Section IV regarding competitive quotes and bids.

- A. Capital purchases in any amount (60's line items) shall require the approval of the Division Head, Department Director, and the Finance Director. These will ordinarily be \$5,000 or greater in amount.
- B. Supplies and Services purchases (20's, 30's, and 40's line items) less than \$1,000 shall require the approval of the Division Head, and Department Head.
- C. Supplies and Services purchases (20's, 30's, and 40's line items) at least \$1,000 but less than \$5,000 shall require the approval of the Division Head, Department Head, and Finance Director.
- D. All purchases greater than \$4,999.99 but less than \$50,000 shall require the approval of the Division Head, Department Head, Finance Director, and City Manager.
- E. Purchases of \$50,000 or more shall require the approval of the Division Head, Department Head, Finance Director, City Manager, and City Council.

- F. In addition, purchases of computer hardware or software must also be approved by Information Technology (IT) to assure compatibility with the existing computer network.

V. COMPETITIVE QUOTES AND BIDS

Purchases in excess of \$1,000 from a single vendor shall require competitive verbal quotations. Verbal quotes may be obtained by telephone, fax, in writing, or from current catalog price lists. Verbal quotes shall be solicited from at least three (3) vendors. See required recordkeeping in Section V. Listing of verbal quotes shall be included in the purchase order.

Purchases in excess of \$5,000 require written specifications and written competitive quotes from at least three (3) vendors. Specifications will include detailed requirements for the items to be purchased and procedures for submitting quotations. Written quotes must be maintained by the requesting department and listing of written quotes must be included in the purchase order. Copies of written quotes must be submitted to Finance before final reviews can be completed and purchase order approved and issued. Written quotes should also be listed in the purchase order when it is entered by the department. Contracts must be reviewed and approved by the City Attorney.

Purchases in excess of \$20,000 require legal advertisement, written specifications, sealed bids, and are awarded by the City Council. Sealed bids shall be submitted to the City Clerk for public opening and evaluation prior to City Council action. Contracts must be reviewed and approved by the City Attorney, and an original executed contract must be provided to the City Clerk.

The City of Gladstone desires to support local Gladstone businesses whenever possible by purchasing locally if feasible and in compliance with this policy. Whenever satisfactory goods and services are available locally, local Gladstone businesses are invited to provide bids to supply these needs. Preference to local Gladstone businesses shall be given in instances in which quality and service are equal and the local Gladstone business bid does not exceed the submitted lowest bid by more than five percent (5%). See exceptions for preference to local vendors in Section VII.

These guidelines may be modified or waived under any of the conditions listed below. Written justification for such must be submitted with the purchase order.

- A. The goods or services are available from only one vendor;
- B. Any emergency exists;
- C. The repair or maintenance work does not substantially alter, add to or change any equipment, building, structure, or facility;

- D. A concession or maintenance service agreement is being renewed for goods, services, workmanship, material, or performance for an additional ~~four (4)~~ one (1) year periods if allowed under the contract terms;
- E. It is advantageous to purchase through the cooperative purchasing contracts of other governmental agencies;
- F. The services are not conducive to lowest price bidding, for example legal, engineering, audit, or medical services, or services for senior citizen activities;
- G. For purchases that are of an on-going, repetitive nature, i.e., concrete, asphalt, equipment repairs, or any other items approved by the City Manager. The City Manager shall have the authority to approve, on an annual basis, a vendor listing of not less than three (3) vendors to be used by the city for each approved product or service. Vendors shall annually submit price lists and purchases may then be made by Department Heads on a price/availability basis for purchases up to \$5,000 without obtaining separate quotes on each purchase;
- H. Professional services for architecture, engineering, or land surveying shall be obtained as further outlined in Section XII.

VI. RECORD KEEPING

All purchasing activities should be documented to verify a good faith effort to obtain the lowest possible price at the optimum quality. Verbal quotes will be included with the purchase order. The requesting department will maintain original written quotes, list them in the purchase order, and send copies of the written quotes to Finance.

A record of any quotes or bids will document vendor competition. This record shall include a list of vendors solicited, persons contacted, dates, prices, quantities, and any other pertinent information.

All purchasing documentation will include verification of receipt and actual cost. The department shall maintain any original receiving slips with the original documentation of the verbal or written quotes. Original invoices or sales receipts of any size shall be forwarded to Accounts Payable for processing.

VII. PURCHASES MADE WITH FEDERAL FUNDS

The City has implemented procurement standards under the Uniform Grant Guidance (UGG). It is the City's responsibility to maintain oversight to ensure performance in ~~accuracy~~ accordance with terms and conditions of the grant.

The City will award contracts to responsible contractors with the ability to perform ~~sees~~ successfully. When the City uses federal grant money to purchase goods or services, all recipients of federal money need to be checked for suspension or debarment to receive federal

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funds. This process needs to be documented as well. Vendors will be checked using the System for Award Management or SAM (www.sam.gov) to ensure and document that the vendor is eligible to receive federal money and has not been suspended or debarred before entering into the contract.

For any contract or vendor used longer than a year, an updated search will be done to ensure that there has been no change in the contractor's or vendor's status with SAM.

Under the UGG, giving preference to local vendors is not allowed. The City will not consider state or local geographical preferences when evaluating bids or proposals when federal grant money is used. The City will also take all necessary affirmative steps to use minority, women's business, and labor surplus area firms.

VIII. PURCHASE MECHANISMS

The City uses three mechanisms for making approved purchases. These are Visa procurement cards, check requests, and purchase orders (POs). The chart below shows how these mechanisms should be used to pay for purchases. Exceptions to these processes must be approved by the Finance Director and/or City Manager.

Purchase type	Amount	Preferred purchase mechanism		
		Visa card	Check Request	Purchase Order
Routine Supplies, either operations (20's) or maintenance (30's); routine Services, either operations (40's) or maintenance (50's) (see exceptions below)	\$0.01-\$999.99	1	NA	2
Routine Supplies, either operations (20's) or maintenance (30's); routine Services, either operations (40's) or maintenance (50's) (see exceptions below)	\$1,000 and up	NA	NA	1
Ongoing, repetitive purchases under annual contract arrangements approved in advance by the City Manager	Up to \$5,000	NA	NA	1
Capital Purchases (60's)	\$5,000 and up	NA	NA	1
Lodging for training classes	Up to \$1,000	1	NA	1
Lodging for training classes	\$1,000 and up	NA	NA	1
Meals for training classes (local--reimburse employee with receipt, or use Visa)	Any	1	1	NA
Meals for training classes (out of town, use per diem)	Any	NA	1	NA
Services related to senior-citizen activities/trips	Any	1	NA	1
Refunds from revenue accounts	Any	NA	1	NA
Payments for liabilities (payroll expenses, taxes, debt, escrow refunds) or from assets (establish cash drawer)	Any	NA	1	NA

Key:
1. Preferred method
2. Acceptable, but not preferred
NA Not allowed for this purchase type

IX. VISA CARDS

The purpose of the City of Gladstone Visa Procurement Card Program is to establish an efficient, cost-effective method of purchasing and paying for small-dollar goods and services directly associated with City business. It is a complement to, not a replacement for, the purchase order system and travel policy. All purchases on cards will be subject to the same approval and budget restrictions as any other purchase.

Employee cardholders, division and department supervisors will be held accountable for any purchases made on the card. At any time, City Management may suspend a purchasing card.

Reasons for suspension include, but are not limited to:

For individual cardholders

- Failure to consistently retain receipts
- Unauthorized transactions or personal transactions
- Transactions not entered in the accounting system
- Repeated instances of transactions with no available budget

Cards are issued to employees upon request of the department head and approval by the Finance Department. The card is issued under the name of the employee cardholder, and should be protected the same as if the card was the employee's personal card. No one other than the employee whose name is on the card should use it. Under no circumstances should the card be used for personal business or for business of any entity other than the City of Gladstone. Any use of the card outside these guidelines may result in the employee cardholder being held personally liable for the transactions and may result in disciplinary action.

Each card has both a transaction dollar limit (how much can be charged at one time) and a cycle limit (how much can be charged each month). Each card also is assigned to an "exclude group" consisting of business types where the card's use is not allowed. All of these limits are assigned by the joint decision of the department head and the Finance department. If the card is declined and the cardholder thinks it should not have been, the cardholder may call the Finance department Visa coordinator who will contact the bank to find out why the decline occurred. Most declines occur when a business has been coded incorrectly in the Visa system; if that is the case, the bank will be instructed to remove that code from the exclude list at least temporarily to allow the purchase to go through.

Examples of business types that are "excluded" include, but are not limited to:

- Financial Institutions for cash advances (including ATMs)
- Steamship and Cruise Lines
- Boat Dealers
- Bars and Taverns
- Religious Goods Store

These are not the types of firms with which the City will ordinarily be doing business.

There may be other business types that are blocked for some employees but not for others. This will vary depending on the employee's needs to perform his or her normal duties. The main example here is travel-related businesses such as hotels and rental cars. Employees who do not travel as part of their normal routine do not have access to those businesses. However, if an employee is to be sent for training, the department head may contact Finance to have the employee's "exclude list" changed temporarily to allow the card to be used for those transactions. Please note, employees who travel should rely on a per-diem for meals and mileage reimbursement for other travel expenses. Cards should only be used for lodging, public transportation, or fuel in a City owned vehicle.

In the rare instance that a decline occurs due to either the transaction or cycle limit, it is unlikely that the charge will be allowed to go through. Cardholders are responsible for knowing their limits and maintaining records of how much has been spent each month. In cases of emergency the Finance Director and City Manager may authorize extending limits temporarily.

The employee cardholder is responsible for the security of the Visa card and account number. In the event that the card is lost or stolen, or if the cardholder suspects that the account number has been compromised, he or she must notify the Finance Visa coordinator immediately. The card will be canceled and a replacement requested.

Visa cards are specific to the individual in a particular position. If an employee vacates a position, the card must be turned in to Finance. If that employee is moving to a new position in a new department the old card will be canceled and a new one issued with limits appropriate to the new position.

Recordkeeping is the key to success of the Visa program. Monthly statements are mailed to each cardholder, with a master statement mailed to Finance for payment to the bank. Each department has an assigned coordinator who is responsible for making sure that all receipts are turned in. That individual is also responsible for coding transactions each week in the accounting software after Finance uploads the transaction file from the bank. Although each department may establish its own general policy for how the month's charges are submitted to Finance, there are a few common requirements.

- Each transaction must be verified by an original receipt showing what was purchased and when. Copies of the detailed receipts must be attached to the electronic transaction in the accounting software for review by the Finance department.
- Each cardholder must sign and date his/her statement or an attached log sheet of all transactions on the statement indicating that it is correct.
- Each transaction must be entered in the accounting software with a full description and comments to allow for better identification in account inquiry without users having to pull up the attached image of the receipt.
- Each department head must review the statements and must approve all Visa transactions via work flow in the accounting software.
- A final review of all transactions will be performed by the Finance department to verify budget availability, account coding, and description.
- Receipts and statements must be submitted timely so that the coordinators can forward the signed department transaction listing to Finance for payment by the due date. Statements

cycle on the first business day of the month and payment is due 25 days later, so that normally means that everything must be completed by the 15th to get payment processed before the due date of the 26th.

Each department is responsible for keeping track of all purchases on the Visa cards in relation to budget. Purchases on the Visa cards are not encumbered and subtracted from available budget until all approvals have been completed in the accounting system, and do not show up as paid until all departments have turned in their transactions on or around the 15th of the following month and Finance can post the payment to the bank. It may be as long as six weeks before a purchase shows up completely in the general ledger. To avoid going over budget, no purchases should be made without approval from the department or division head responsible for the budget. Transactions over budget will need to be funded before approval by Finance. Repeated violations of budget on card transactions may result in suspension of card privileges.

X. ACCOUNTS PAYABLE SYSTEM

General Overview

The Accounts Payable system encompasses check requests and purchase orders (POs).

Accounts Payable Processing Summary

- Any vendor setup will be done by Finance. This ensures that all information necessary for yearly IRS reporting purposes has been received, and provides for necessary internal control over fraudulent or duplicate payments to vendors. If a new vendor is needed, please send Accounts Payable an email that lists the vendor's name, address, fax number, and other relevant contact information. Finance will then follow up with the vendor to get all the necessary information. No vendor will be paid until the required information is received.
- Vendors send all invoices directly to Accounts Payable.
- Accounts Payable date stamps the invoices and sends electronic images of the invoices to departments for processing.
- Departments request payments of invoices through the purchase order process. Purchase orders can be used for any payment request.
- Purchase orders are electronically approved by department heads or their designee. Each department head will retain ultimate responsibility for all purchases made by his/her department. However, circumstances in each department may warrant that some of the day-to-day duties be delegated. At the department head's discretion, he/she may designate others in the department who may do the online approvals (division or department). Such designation shall be in writing or via email and shall include specific line items that the person is authorized to use. This designation must be updated annually in July.
- Once approvals are completed, Accounts Payable will officially issue the purchase order, making it available for receipts.
- Departments are responsible for entering receipts against the issued purchase orders. This is electronic acknowledgement that the items have been received in good order, and are ready for payment. Accounts Payable will not pay invoices until the purchase order has been marked received.
- Invoices received back with all approvals and receipts in place by Wednesday 5:00 p.m. will be processed in time for that Friday's check run. However, all vendor terms will be

observed. Under the Uniform Commercial Code, payment is due to the vendor 30 days after the invoice date unless otherwise specified by the vendor. Under normal circumstances this is plenty of time to allow for purchase order entry, all approval levels including the City Manager's if needed, and processing by accounts payable. If invoices are processed regularly in all departments there should be no problems with late payments. Occasionally a vendor will offer a discount for a shorter payment time (i.e., 2% discount in 10 days, or net invoice amount due in 30 days). Accounts Payable will work with the departments to expedite payments to take advantage of any offered discounts.

- Check is cut and sent directly to vendor along with any remittance advice provided by departments.

Required documentation for payment processing consists of:

- Original receipts/invoices are required for any payment to be made. Statements do not qualify as original invoices. Finance will maintain all original invoices. In the event of a lost invoice, a clearly-marked duplicate from the vendor will be considered as a substitute for the original. Photocopies will not be accepted.
- All purchase orders require an electronic attachment before they can be processed. Proper documentation includes, but is not limited to a vendor invoice, signed contract, signed resolution, or detailed receipt. If the department has already completed the purchase, a copy of the invoice or receipt should be attached. If the order is pending, then a copy of any competitive quotes or specifications or an accepted proposal should be attached.

XI. PURCHASE ORDER PROCESS

Purchase orders should be considered the primary avenue for payments from the accounts payable system. The purchase order system is designed to get all required approvals as outlined above. When a purchase order is processed prior to placing the order, it represents a contract between the City and the Vendor.

XII. CHECK REQUESTS

Check requests are the other payment mechanism from the accounts payable system. This form is used for those relatively few instances that do not fit in with either the Visa program or the purchase order categories. These include all payments to employees for reimbursements or for travel; refunds from revenue accounts; payments from escrow accounts or other liabilities; or payments from asset accounts. This would also include small one-time payments to vendors who do not accept Visa. The form to be used for check requests is located on the network at [S:\city\City Forms\AP Forms & Instructions\Check Request.xls](#).

Requests for refunds issued to citizens must be accompanied by a copy of a system-generated receipt or proof of previous payment. This verifies that the person is actually entitled to the reimbursement. However, because it does not prove that program participation was canceled, the department head or designee must provide signature approval for the refund. Because a refund is, by nature, a one-time payment, the required documentation should be attached to the one time payment form, signed and dated by the department head, and forwarded to Accounts Payable for processing.

Please reference the Travel Reconciliation for detailed information on travel reimbursements.

XIII. PROFESSIONAL ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING SERVICES

A. DEFINITIONS

1. The term, “professional services” shall mean those services within the scope of practices of architecture, engineering, or land surveying, as defined by the laws of the State of Missouri, or those performed by any architect, professional engineer, or registered land surveyor in connection with this professional employment or practice.
2. The term, “firm” shall mean any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, or land surveying in the State of Missouri, or to provide professional services as described herein.

C. GENERAL PROCEDURE AND RESPONSIBILITIES

1. The procurement policy herein described shall be initiated for projects whose expenditure value exceeds \$20,000 or in other cases in which the City Manager may deem it advisable. At such time that the procedures described in this section have been completed, and before a contract or purchase order is issued, the bid solicitation, bid tabulation, and supporting documentation will be forwarded to the Contract Administrator in the Finance Department to be reviewed for procedural compliance.
2. Project Initiation. When a Department Head identifies a project for which professional services will be necessary, the department will draft a scope of services for the specific project. This scope of services will be submitted to the City Manager for authorization to initiate the project, and a determination as to which type of selection will be required in accordance with the policies of the Purchasing Manual. The scope of services should include the following:
 - a) A description of the work required and its objectives.
 - b) The nature of specific tasks and services to be accomplished.
 - c) The type and amount of assistance to be given by the City department involved.
 - d) Required time frame.

- e) Financial conditions or limitations; grant programs involved.
3. Expressions of Interest. After authorization, the Department Head will contact those firms on the roster and those firms responding to advertisements, if applicable, for a written expression of interest in the specific project. The request should invite comment as to the special experience in the project being considered, describe previous experience with similar projects, and the availability of the firm to provide required service within any time limitations.
4. Screening and Requests for Proposals. The expressions of interest will then be presented to the Department Head for initial screening. Factors to be determined in the initial screening will include:
- a) Specialized experience in the type of work required.
 - b) Record of the firm in accomplishing work on other projects in the required time.
 - c) Quality of work previously performed by the firm for the City.
 - d) Recent experience showing accuracy of cost estimates.
 - e) Community relations including evidence of sensitivity to citizen concerns.
 - f) Geographic location of the office of the firm which would serve the project.
 - g) Qualifications and experience of key personnel.
 - h) Relations with previous clients.

The Department Head, with the advice and consent of the City Manager, will designate three or four firms who will be requested to present detailed proposals on the project and be interviewed.

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5. Detailed Proposals. Firms submitting detailed proposals will be asked to provide the following:
- a) A resume of the firm principal who will be responsible for the project.
 - b) A resume of the proposed project supervisor.

- c) Resumes of key project personnel.
 - d) A statement of the ability of the firm to meet required time schedules.
 - e) A description of how the project would be conducted.
 - f) A schedule of hourly rates for various services offered and a proposed project fee range.
 - g) A list of municipal references for similar types of projects.
 - h) Any other pertinent information the firm wished to present.
6. Interview and Selection. Upon receipt of the detailed proposals, the Department Head will review the proposals, interview the prospective firms, and make the final selections as to the firm for the project. Similar systems for rating shall be used on similar projects and will be standardized where possible. The prime factors to be rated in the final screening are the firm's:
- a) Management capabilities
 - b) Technical capabilities
 - c) Approach to the project
 - d) Understanding of City's objectives
 - e) Proposed work schedule
 - f) Staff to be assigned
 - g) Fee and/or schedule of hourly rates
 - h) Knowledge of local situation
 - i) Ability to communicate
 - j) Presentation and attitude
 - k) Confidence factor
7. Contract Negotiation. The selected firm will then be requested to come in for a final conference with the Department Head to define precisely the scope of services to be provided and to finalize the compensation

requirements for the work. A contract will then be prepared and submitted to the City Counselor for review, and then submitted to the City Manager for presentation to the City Council for approval, as required by the Purchasing Manual. An original executed contract shall be provided to the City Clerk.

If, after reasonable effort, a contract cannot be negotiated, the negotiations with the designated firm shall be terminated and negotiations shall be started with the next firm recommended.

8. Exceptions.

- a) In view of the fact that special conditions will occasionally arise that make use of this policy impractical, there can be exceptions made. Reasons for exceptions may include an emergency situation which precludes a selection time frame of at least two (2) months, or an extremely specialized need in which there is only one feasible source of expertise. If it appears there is a need for an exception to the policy, the City Manager will inform the City Council to allow them the opportunity to deny the exception.
- b) If the number of firms willing and available to perform a specific task is small, the step involving initial screening may be skipped and the selection process will go directly to detailed proposals. If two or more projects, during any three (3) year period, are of such similar nature, the Department Head, with the approval of the City Manager, may request a detailed proposal from a previously-contracted firm and then, following an interview, enter into contract negotiations with that firm. Should contract terms not be reached with the selected firm, the Department Head must revert to the procedures as outlined previously in this policy.

D. COMPENSATION OR FEE

This amount will include all services to be rendered to the City by the firm, with the exception of certain pass-through expenses that will be identified by contract, if applicable, and it will be calculated by one of the following methods, at the preference of the City:

- 1. Lump sum or fixed fee
- 2. Cost per unit
- 3. Hourly basis with total not to exceed a fixed amount

E. PROHIBITION AGAINST CONTINGENT FEES

1. Each contract entered into by the City Council for professional services shall contain a prohibition against contingent fees as follows:

“No firm shall retain a person, to solicit or secure a City contract for professional services upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.”

2. For the breach or violation of the foregoing provision, the City Council shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

XIV. SURPLUS PROPERTY

A detailed list of any surplus, obsolete, worn-out, or confiscated department property shall be submitted to the Director of Public Safety with recommendation for disposal. The list will be circulated to all Department Heads and provided to the Finance Department upon completion for fixed asset accounting purposes. Upon request, items may be transferred to another department subject to approval of the City Manager.

Surplus property may be sold by sealed bid, public or online auction or donated for recycling with authorization of the City Council. Such items shall be stripped of all City identification and City information prior to sale. Unsold items may be recycled, junked and/or sold for scrap upon approval of the City Manager.

RESOLUTION NO. R-24-47

A RESOLUTION AUTHORIZING REVISIONS TO THE PURCHASING POLICY FOR THE CITY OF GLADSTONE, MISSOURI.

WHEREAS, Resolution No. R-16-69 passed on October 24, 2016, adopted a “**Purchasing Policy**” as a guideline for the purchase of all goods and services for the City of Gladstone; and

WHEREAS, a review of the current purchasing policy was conducted and found that certain revisions are necessary;

WHEREAS, staff is recommending the increase of the City Manager’s spending authority from \$19,999.99 to \$29,999.99

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

THAT, a revised “**City of Gladstone, Missouri Purchasing, Procurement Card, and Accounts Payable Policy**” attached hereto as Exhibit “A” is hereby adopted, and shall be used as the guideline for purchase of all goods and services for the City of Gladstone, Missouri.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-24-48

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 7/30/2024

Department: Parks & Recreation

Meeting Date Requested: 8/12/2024

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

Subject: Replacement of Oak Grove Park Picnic Tables and Trash Cans

Background: After replacing both shelters at Oak Grove Park, there is a need to replace the old picnic tables and trash cans. Additionally, three of the picnic tables will be replaced with ADA picnic tables.

Budget Discussion: Funds are budgeted in the amount of \$38,314.00 from the General Fund.

Public/Board/Staff Input: It is the recommendation of the Parks, Recreation, and Cultural Arts Department Director to accept the Omnia Partners proposal from Play and Park Structures for the total purchase price of \$38,314.00 for (20) picnic tables and (10) trash cans.

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

Justin Merkey
Department Director/Administrator

JM
City Attorney

BB
City Manager

RESOLUTION NO. R-24-48

A RESOLUTION AUTHORIZING ACCEPTANCE OF AN OMNIA PARTNERS PROPOSAL FROM PLAY AND PARK STRUCTURES IN THE AMOUNT OF \$38,314.00 FOR THE PURCHASE OF PICNIC TABLES AND TRASH CANS FOR THE OAK GROVE PARK SHELTERS.

WHEREAS, Omnia Partners holds hundreds of competitively bid cooperative contracts for use by government, education, and non-profit organizations; and

WHEREAS, the Director of the Department of Parks, Recreation, and Cultural Arts recommends the acceptance of an Omnia Partners proposal from Play and Park Structures for (20) picnic tables and (10) trash cans in the total amount of \$38,314.00.

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

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to accept the Omnia Partners proposal from Play and Park Structures in the total amount of \$38,314.00.

FURTHER, THAT, funds for such purpose are authorized from the FY2025 General Fund Budget.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-24-49

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 8/6/2024

Department: Parks & Recreation

Meeting Date Requested: 8/12/2024

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

Subject: Community Center Lower Roof Replacement

Background: The portion of the Community Center's roof that is over the service entry area received a score of 1 out of 10 rating when inspected this past Spring; therefore, staff is recommending the replacement of the roof.

Budget Discussion: Funds are budgeted in the amount of \$ 67,418.00 from the CCPT Fund.

Public/Board/Staff Input: Staff advertised an RFP and received three (3) bids from prospective contractors. Staff is recommending Goddard and Son Roofing, Inc., to complete the project as they were the lowest bid received.

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

Justin Merkey
Department Director/Administrator

JM
City Attorney

BB
City Manager

RESOLUTION NO. R-24-49

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH GODDARD AND SON ROOFING, INC., IN THE TOTAL AMOUNT NOT TO EXCEED \$67,418.00 FOR THE REPLACEMENT OF THE GLADSTONE COMMUNITY CENTER'S LOWER ROOF, PROJECT CC2551.

WHEREAS, three (3) proposals were received for the Replacement of the Gladstone Community Center's lower roof, and the proposal from Goddard and Son Roofing, Inc., in the amount of \$67,418.00 has been determined by the Director of Parks, Recreation, and Cultural Arts to be the best proposal.

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

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a contract with Goddard and Son Roofing, Inc., for work as outlined in the Agreement for a total amount not to exceed \$67,418.00.

FURTHER, THAT, funds for such purpose are authorized from the Community Center Park Tax Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



CITY OF GLADSTONE MISSOURI

Financial Report for 12 Months Ending June 30, 2024

Preface

Although the fiscal year officially ends at June 30, revenues and expenditures for the City of Gladstone will continue to change up until the financial audit in October. These statements are based on information known as of a certain date. The final audited financial statements or Annual Comprehensive Financial Report (ACFR) is reported on a modified accrual basis for Governmental Funds and full accrual basis for the enterprise fund (CWSS). The monthly interim financial report is compiled on a cash basis. Over the next couple of months, staff will be making final adjustments for receivables and payables for goods and services received during the fiscal year as well as prepaid expenses and deferred revenue for goods and services not received or performed during the fiscal year. Something to consider is that most invoices are paid in arrears (June bills are paid in July/August).

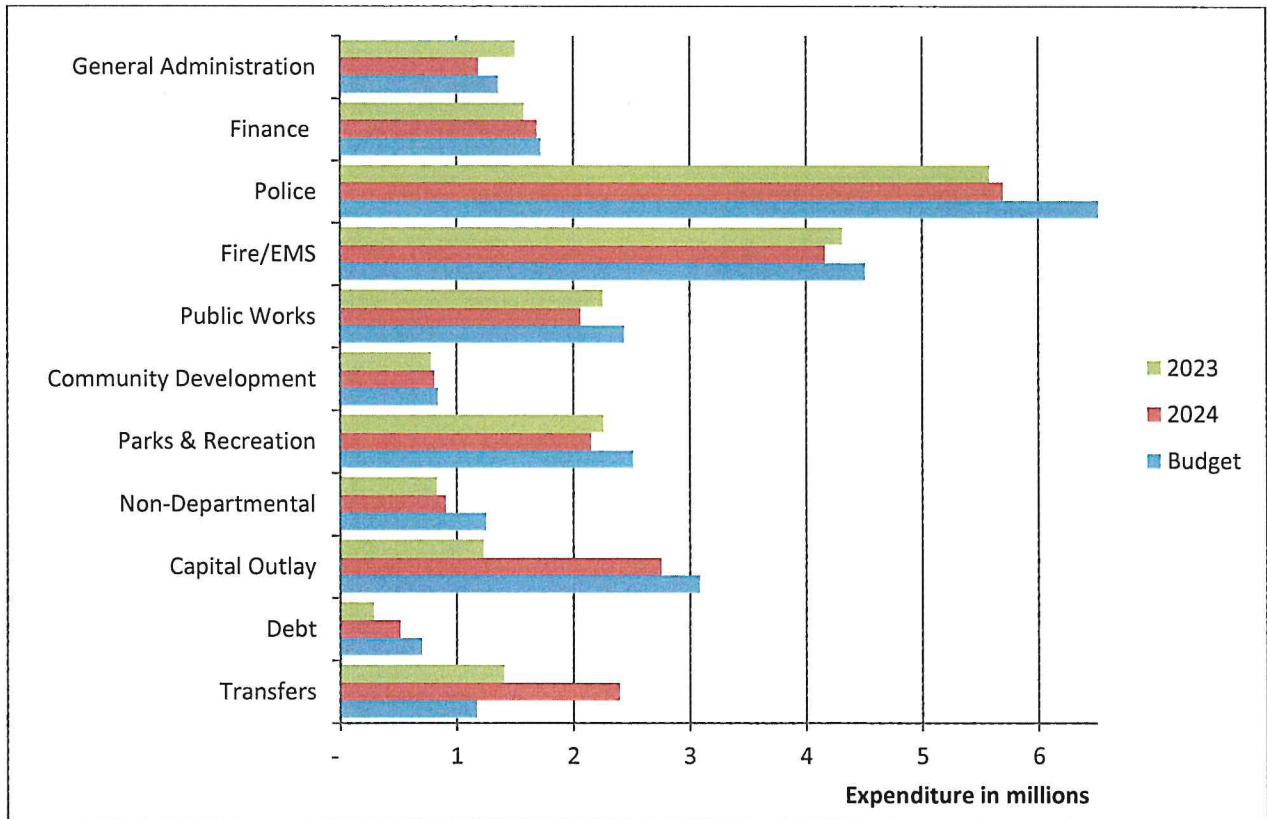
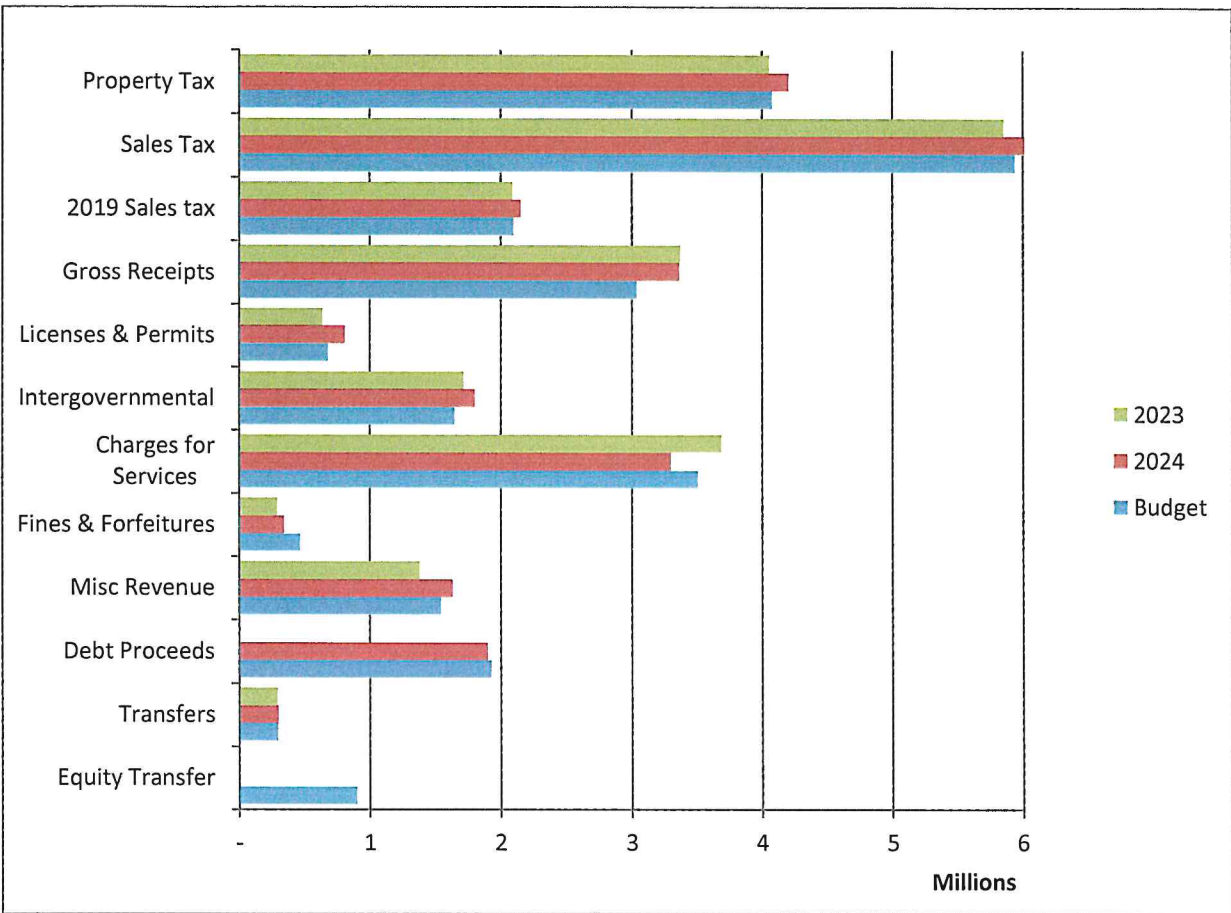
Equity transfers remain \$0 for all funds, as it is not a revenue, but use of fund balance that provides for additional expenditures while keeping the budget balanced. Funds that have a substantial equity transfer in comparison to total revenue (Public Safety Sales Tax Fund) may appear to have lagging revenue results. The fund had a significant equity transfer due to the spend down of debt proceeds from a previous year's capital project (purchase of new body cameras).

If needed, staff will present a year end budget amendment. The amendment will allow budget for revenues expenditures for ARPA projects (all ARPA projects are substantially complete at June 30 and all ARPA funding will be drawn down). The General Fund will receive an equal amount of revenue and expenditure to transfer ARPA funding to the respective project funds. Both the Community Center and the Capital Improvement Sales Tax fund have significant ARPA projects. Since the ARPA revenue has not been recognized by the funds, revenues may appear to be lagging.

Additional information is in the narrative below.

GENERAL FUND

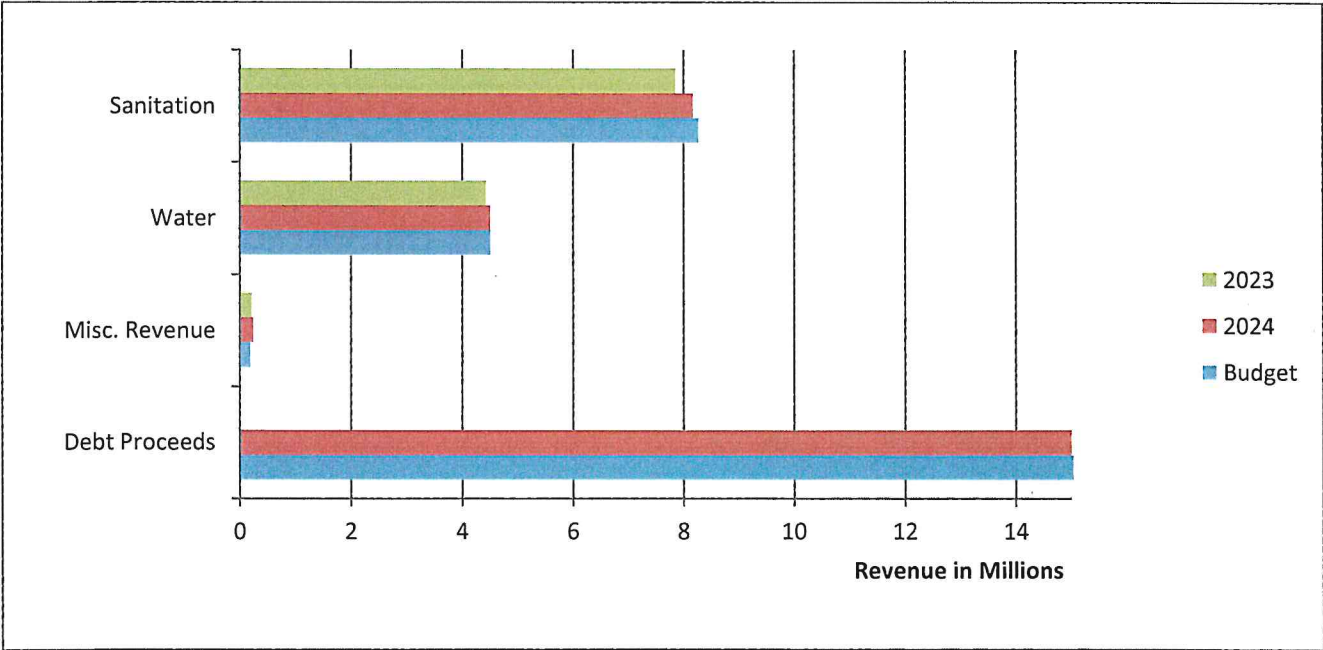
Total revenues for the General Fund through 12 months or 100% of this fiscal year are \$26,660,093 compared to total budgeted revenues for the year of \$26,161,815 or 106% of budgeted revenue (Operating revenue is \$24,459.87 or 102% without debt proceeds, transfers, or equity transfer). Property tax revenue is \$4,206,456, an increase of 4% over the previous year. Sales tax on a cash basis is \$6,834,672 or \$977,814 (17%) more than last year due to increases from use tax. The 2019 sales tax (1/2 cent sales tax passed in 2019) is \$2,152,901, an increase of 3%. Gross receipts taxes are \$3,368,206, a decrease of \$60,839 or 3%. License and Permit revenues are \$810,881, 26% or \$169,785 more than FY23 due to business license renewals and building permits. Intergovernmental revenue is \$1,682,561 or \$99,015 (6%) over previous year due to increases in the gas tax. Charges for Services are \$3,304,060 a decrease of 5% or \$384,416 compared to the previous year. Fines and Forfeitures have increased from the same time last year to \$344,784 or 17%. Miscellaneous Revenue is \$1,633,966, an increase of \$249,996 due to interest income and sale of assets. Debt proceeds for the General Fund are \$1,900,706. Transfers into the fund are \$300,000. An equity transfer of \$903,470 is budgeted for the 2024 fiscal year.



Expenditures through 12 months or 100% of this fiscal year amounted to \$24,346,702 or 93% of FY24 budgeted expenditures of \$26,161,815 (operating expenditures are \$18,681,203 or 88% of operating expenditures). This indicates that actual expenditures are 5% or \$1,043,454 more than last year's expenditures of \$22,053,248. General Administration expenditures are \$1,188,853, a decrease of \$316,133 or 21% due to changes in personnel. Finance expenditures have increased \$112,112 to \$1,691,279 also due to changes in personnel. Police expenditures are \$5,697,194, an increase of \$113,680. Fire/EMS expenditures have decreased 4% to \$4,166,052 due to open positions and a decrease in fleet maintenance. Public Works expenditures are \$2,063,036 or 9% less than the prior year due to open positions and decreases in heavy equipment maintenance. Community Development expenditures are \$810,918 or an increase of 4%. Parks & Recreation expenditures are \$2,156,347, a decrease of \$104,130 (5%) from the same time last year. Non-Departmental expenditures are \$907,524, an increase of \$74,841 (9%) due to development agreements. Capital Outlay is \$2,754,416. Payment for debt has increased by \$224,533 to \$516,083 due to 2024 lease purchase. Transfers from the General Fund are \$2,395,000. Current revenues exceed current expenditures in the amount of \$2,313,391 (due to lease proceeds and changes in personnel/open positions) Capital equipment along with certain supplies and services, that were budgeted for the 2024 fiscal year but not yet purchased will be recommended during the midyear budget review.

COMBINED WATER AND SEWERAGE SYSTEM FUND

Total budgeted revenues for the fiscal year are \$28,426,435. Total revenues through 12 months or 100% of this fiscal year, amounted to \$27,932,624 or 99% of FY24 budgeted revenues (98% excluding debt proceeds). Increases in both sanitation and water revenues are due to increased water and sewer rates. Debt proceeds of \$15,007,264 were received for the 2024 equipment lease purchase and COP.

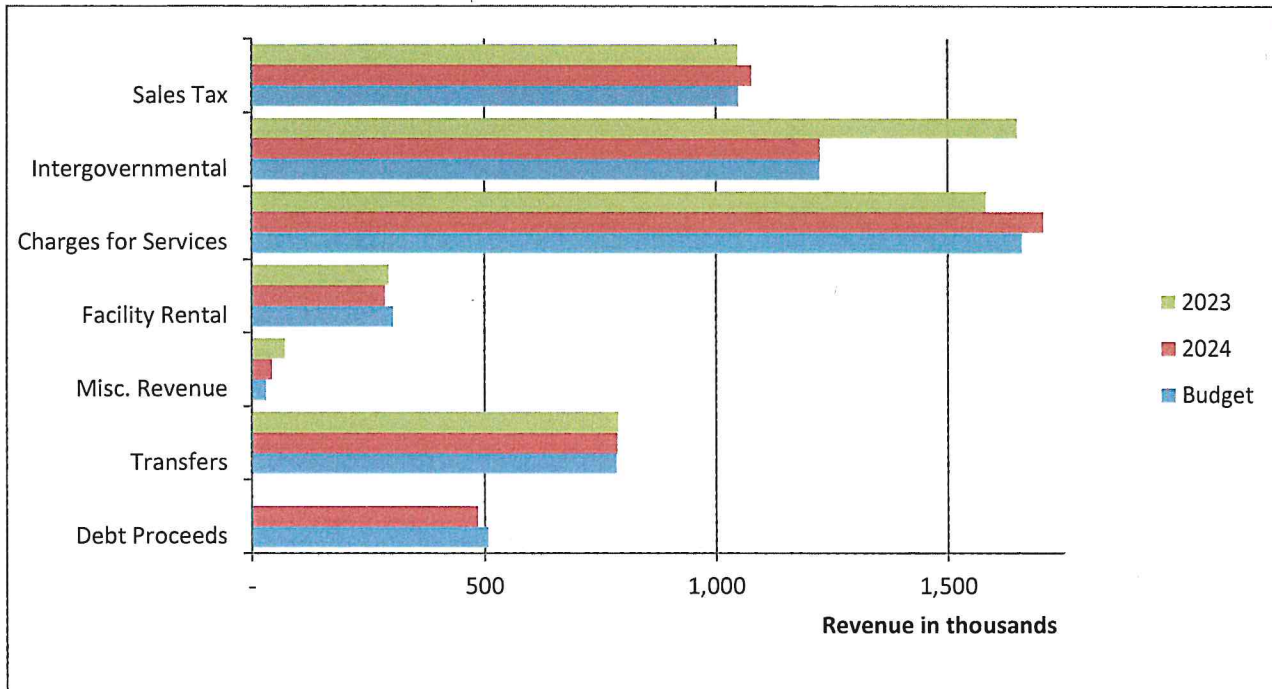


Total budgeted expenditures for the fiscal year are \$15,426,435. Total expenditures through 12 months or 100% of this fiscal year amounted to \$13,686,635 or 89% of FY24 budgeted expenditures (operating expenditures are \$10,489,832 or 94% of budgeted operating expenditures). Production expenditures are \$1,373,351, and comparable to the previous year. Operations division expenditures are \$954,281, an increase of \$269,920 due to changes in personnel. Sewer division expenditures have decreased \$85,490 to \$298,246 due to sewer line maintenance. Non-departmental expenditures are \$7,857,954, an increase of \$704,516 due to increased sewer charges for sewage treatment. Capital outlay is \$2,586,467. Payment for debt is \$566,336, a decrease of \$1,026,082 due to debt falling off the debt schedule. Current revenues exceed current expenditures by \$14,245,989 (without debt proceeds, expenditures exceed revenue by \$761,275).

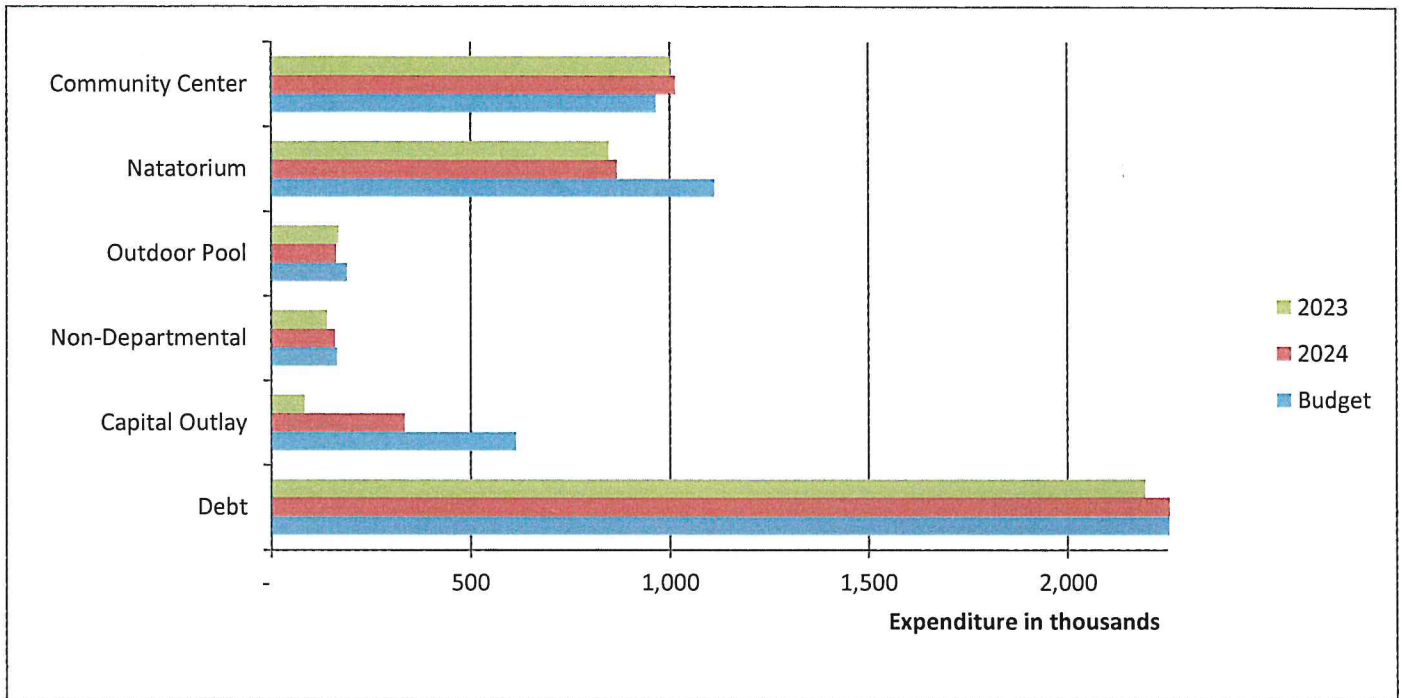
Additional items to consider with the CWSS fund. Amounts are reported on a cash basis in the financial statement and will be converted to full accrual for the ACFR (depreciation, capital purchases and debt will be adjusted to the balance sheet, as well as adjustments for pension and accrued compensated absences will be added). The fund will also receive about \$250,000 in ARPA funding for the completion of the water main replacement project from Clay County.



COMMUNITY CENTER AND PARKS TAX FUND

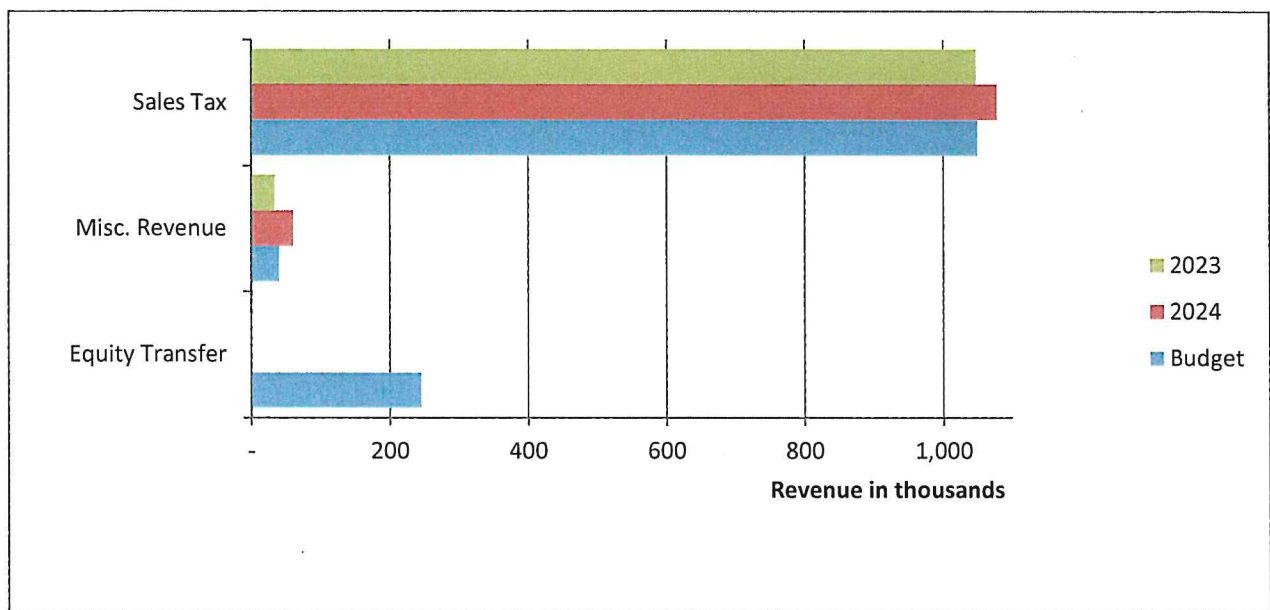


Total budgeted revenues for the fiscal year are \$5,567,150. Total revenues through 12 months or 100% of this fiscal year, amounted to \$5,613,157 or 101% of FY24 budgeted revenues. Sales tax received is \$1,077,458, an increase of \$28,924 (3%) from the previous year. Intergovernmental revenue consists of a charge to the North Kansas City School District for the natatorium of \$725,000 and \$500,000 in ARPA funding. Charges for Services are \$1,706,559, an increase of \$124,555 (8%). Revenue from facility rental is \$287,467. Miscellaneous revenue is \$44,170. Transfers to the fund are \$786,000 and debt proceeds of \$486,503 have been received this fiscal year.

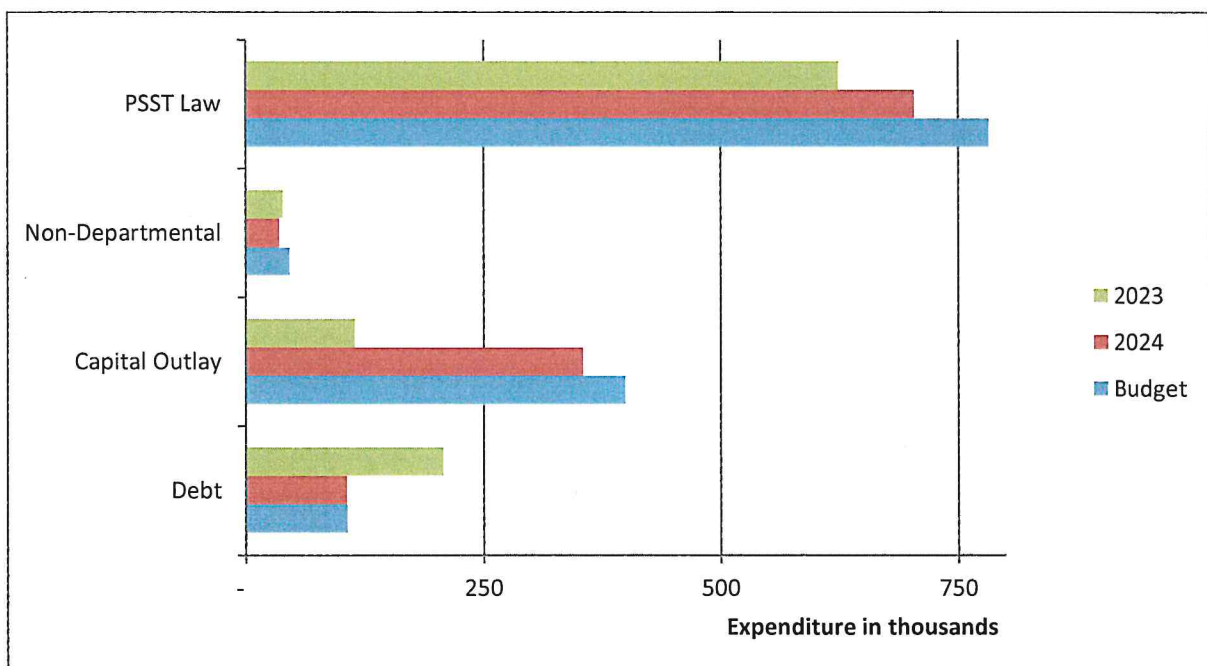


Total budgeted expenditures for the fiscal year are \$5,324,897. Total expenditures through 12 months or 100% of this fiscal year amounted to \$4,806,946 or 90% of FY24 budgeted expenditures (operating expenditures used as of June 30th are also 90% of total operating budget). Community Center expenditures are \$1,014,538 comparable to the previous year. Natatorium expenditures are \$868,207, or 2% more than the previous year due to changes in personnel. Outdoor Pool expenditures are \$161,004, a decrease of 4% from last year. Non-departmental expenditures have increased 13% to \$161,004, due to increases in property and liability insurance. Capital outlay is \$335,087. Payment for debt is \$2,264,001. Current revenues exceed current expenditures by \$806,211 (remainder of debt proceeds will be drawn down in FY25).

PUBLIC SAFETY SALES TAX FUND



Total budgeted revenues for the fiscal year are \$1,336,872. Total revenues through 12 months or 100% of this fiscal year amounted to \$1,138,066 or 85% of FY24 budgeted revenues. Sales tax on a cash basis is \$1,077,439, or an increase of \$28,933 (3%). Miscellaneous revenue is \$60,627. An equity transfer of \$245,872 (or 18% of budgeted revenue) is budgeted to fund the purchase of new body cameras from a previous lease purchase.



Total budgeted expenditures for the fiscal year are \$1,336,872. Total expenditures through 12 months or 100% of this fiscal year are \$1,200,251 or 90% of the FY24 budgeted expenditures. Law division is \$703,768, an increase of \$79,236 from the same time last year due to filled positions. Non-Departmental is \$35,657, compared

to \$39,250 during the previous year. Capital outlay is \$354,764. Payment for debt is \$106,062. Current expenditure over current revenue for the fund is \$62,185.

Respectfully submitted,

A handwritten signature in dark ink, reading "Dominic Accurso". The signature is written in a cursive style with a large, looped initial "D".

Dominic Accurso
Director of Finance



Request for Council Action

RES ☐# City Clerk Only

BILL ☐# City Clerk Only

ORD ☐# City Clerk Only

Date: 8/1/2024

Department: General Administration

Meeting Date Requested: 8/12/2024

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

Subject: Consideration of the Meadowbrook Shopping Center Community Improvement District Budget and Five Year Plan

Background: Meadowbrook Shopping Center went through a major update approximately ten (10) years ago. The City supported that renovation by allowing the creation of a Community Improvement District (CID). The CID levies a one-cent sales tax to help offset redevelopment costs.

Budget Discussion: N/A.

Public/Board/Staff Input: The CID is required to seek City approval of a five (5) year plan. The attached five (5) year plan complies with that requirement and is substantially the same as the previous five (5) year plan.

Recently, the property owners have contacted City Staff requesting that the City Council consider extending their CID. City Staff has informed the City Council of this request and the overall feedback from the City Council is that they will approve the CID extension if more improvements will be made. City Staff is working with the property owners on what those improvements will be as well as a timeline for those improvements to be completed.

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

Austin Greer
Assistant City Manager

JM
City Attorney

BB
City Manager

Meadowbrook Village CID

Annual Meeting Agenda

July 23, 2024

1:00 PM

Zoom Meeting:

Meeting ID: 850 4053 4391

Passcode: 641091

- 1) Call to Order**
- 2) Adoption of the Agenda**
- 3) Public Comment**
- 4) Presentation by developers on construction and improvements to CID**
- 5) Budget discussion FY 24-25**
- 6) Five year forecast discussion 2024-2029**
- 7) Appointments and next meeting**
- 8) Closed session may be held if necessary pursuant to RSMO Section 610.021 (1) (2) or (11) to discuss matters related to legal, real estate, or competitive bidding**
- 9) Motion to Adjourn**

Meadowbrook
CID Budget, July 1, 2024 - June 30, 2025
Prepared: June 29, 2024

	<u>2024-25</u>
Receipts	
CID Deposits from MO DOR	70,000
Total Receipts - CID Project	<u>70,000</u>
 Expenditures	
Interest Expense - General Construction Loan	13,900
Interest Expense - Dunkin Donuts	20,350
Interest Expense - Popeye's Loan	24,209
Interest Expense - Add'l Meadowbrook Improvements	1,870
Interest Expense - 2024 Improvements	
Professional Fees	1,000
CID Budget Meeting	500
CID Payments, City of Gladstone 1.5% of receipts	1,050
Total Expenditures	<u>62,879</u>
Receipts in Excess of Expenditures /	
(Expenditures in Excess of Receipts)	<u>7,121</u>

Meadowbrook
CID Forecast, July 1 - June 30
Prepared: June 29, 2024

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5 YEAR TOTAL
Receipts						
CID Deposits from MO DOR	70,000	70,000	70,000	70,000	70,000	350,000
Total Receipts - CID Project	70,000	70,000	70,000	70,000	70,000	350,000
Expenditures *						
Interest Expense - General Construction Loan	13,900	12,900	11,900	10,900	9,900	59,500
Interest Expense - Dunkin Donuts	20,350	19,950	19,550	19,150	18,750	97,750
Interest Expense - Popeye's Loan	24,209	23,809	23,409	23,009	23,409	117,845
Interest Expense - Add'l Meadowbrook Improvements	1,870	1,845	1,820	1,795	1,770	9,100
Interest Expense - 2024 Improvements						
Professional Fees	1,000	1,000	1,000	1,000	1,000	5,000
CID Budget Meeting	500	500	500	500	500	2,500
CID Payments, City of Gladstone 1.5% of receipts	1,050	1,050	1,050	1,050	1,050	5,250
Misc. CID allowable Expenses-total category	15,000	17,000	20,000	23,000	25,000	
Total Expenditures	77,879	78,054	79,229	80,404	81,379	396,945
Receipts in Excess of Expenditures /						
(Expenditures in Excess of Receipts)	(7,879)	(8,054)	(9,229)	(10,404)	(11,379)	(46,945)

Meadowbrook Village Community Improvement District
Statement of Profit and Loss
For the year ended June 30, 2024

	<u>2023-24</u>
Receipts	
CID Sales Tax Deposits	85,413
CID Use Tax Deposits	656
Interest on CID	0
Total Receipts - CID Project	<u>86,069</u>
 EXPENSES *	
Interest Expense - General Construction Loan	14,900
Interest Expense - Dunkin Donuts	20,750
Interest Expense - Popeye's Loan	24,609
Interest Expense - Add'l Meadowbrook Improvements	1,895
Building Survey	9,800
Parking Lot Expenses	16,609
Professional Fees	
Legal	2,500
CID Budget Meeting	500
CID Payments, City of Gladstone 1.5% of receipts	1,291
Total Expenditures	<u>92,854</u>
Receipts in Excess of Expenditures / (Expenditures in Excess of Receipts)	<u><u>(6,785)</u></u>

*There were additional expenses in excess of those listed which were for allowable items. Because of the accounting cost to identify them with the only result being an increase in the net loss because expenses exceeded revenue, they were not itemized.



Request for Council Action

RES ☒ # R-24-50

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 08/05/2024

Department: Fire/EMS - GEMA

Meeting Date Requested: 08/12/2024

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

Subject: A Resolution authorizing the City Manager to enter into an Agreement with the Mid-America Regional Council (MARC) for the City of Gladstone, Missouri, to participate in the MARC Regional Resource Sharing Agreement plan.

Background: The Regional Resource Sharing Agreement was developed by a workgroup of Emergency Managers, approved by the MARC Regional Homeland Security Coordinating Council (RHSCC) and the MARC Board of Directors to provide a document intended for all jurisdictions in the MARC region willing to share resources during emergencies with other jurisdictions; and was developed to serve as a safety net mutual aid agreement to fill in the gaps between the various mutual aid agreements that serve law enforcement, EMS, fire service, public works, etc.

This Agreement will strengthen the current mutual aid agreements by establishing a basic understanding regarding liability issues and procedures. This Agreement will clarify in writing the typical handshake agreement that jurisdictions have often relied upon when requesting and sharing resources and will provide an understanding of which jurisdictions are willing to participate in a sharing agreement to support the requests of other jurisdictions to meet their needs during an emergency event.

Budget Discussion: N/A.

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

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

Mike Desautels
Department Director/Administrator

JM
City Attorney

BB
City Manager



PROMULGATION DOCUMENT

REGIONAL COORDINATION GUIDE (RCG)

The Regional Homeland Security Coordinating Committee (RHSCC), in conjunction with other emergency preparedness agencies in the Kansas City metropolitan area, has developed the Regional Coordination Guide (RCG) for use as appropriate by all of the jurisdictions in the nine (9) county, bi-state region represented by the Mid-America Regional Council (MARC).

The RCG is not an operational document, rather it is intended to complement and support the Gladstone Emergency Operations Plans (EOP). When implemented, the RCG is designed to enhance the ability of local governments to coordinate their efforts, share resources, release consistent information and respond as effectively and efficiently as possible to emergency incidents in the region.

This Promulgation Document provides a non-binding expression of interest in performing services and activities detailed in the RCG. The RCG does not create or intend to contractually and/or legally obligate this jurisdiction to commit their resources and/or relinquish their jurisdictional authorities as legally defined.

The RCG will be accepted as an addendum to the Gladstone EOP when it is signed and dated below by the appropriate government official.

Robert M. Baer

City Manager, Gladstone, MO

Date

RESOLUTION R-24-50

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE MID-AMERICA REGIONAL COUNCIL (MARC) FOR THE CITY OF GLADSTONE, MISSOURI TO PARTICIPATE IN THE MARC REGIONAL RESOURCE SHARING AGREEMENT PLAN.

WHEREAS, the Regional Resource Sharing Agreement was developed by a workgroup of Emergency Managers, approved by the MARC Regional Homeland Security Coordinating Council (RHSCC) and the MARC Board of Directors to provide a document intended for all jurisdictions in the MARC region willing to share resources during emergencies with other jurisdictions; and

WHEREAS, the Regional Resource Sharing Agreement was developed to serve as a safety net mutual aid agreement to fill in the gaps between the various mutual aid agreements that serve law enforcement, EMS, fire service, public works, etc.; and

WHEREAS, the Regional Resource Sharing Agreement will strengthen the current mutual aid agreements by establishing a basic understanding regarding liability issues and procedures; and

WHEREAS, the Regional Resource Sharing Agreement will clarify in writing the typical handshake agreement that jurisdictions have often relied upon when requesting and sharing resources; and

WHEREAS, the Regional Resource Sharing Agreement provides an understanding of which jurisdictions are willing to participate in a sharing agreement to support the requests of other jurisdictions to meet their needs during an emergency event; and

WHEREAS, the concept of the Regional Resource Sharing Agreement is considered a best practice and encouraged by the Federal Emergency Management Agency (FEMA), Missouri State Emergency Management Agency (SEMA), and the Gladstone Emergency Management Agency (GEMA).

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

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to sign and participate in the MARC Regional Resource Sharing Agreement.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-24-51

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/6/2024

Department: Public Works

Meeting Date Requested: 8/12/2024

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

Subject: Easements, Linden Connector Trail, Project TP2373

Background: The proposed Linden Connector Trail is an east-west trail connection that will start at N. Oak Trafficway/NE 69th Street and end at Missouri Route 1/NE 68th Street. The proposed 8,500-foot trail will consist of a combination of on-street and off-street facilities and a pedestrian bridge over Rock Creek. In order to construct the project, a temporary construction easement and permanent trail and drainage easements are required from Linden Baptist Church.

Budget Discussion: Funds are budgeted in the amount of \$900,000.00 from the Transportation Improvement Sales Tax. Ongoing costs are estimated to be \$ 1500.00 annually. Previous years' funding was \$75,000.00.

Public/Board/Staff Input: Staff requests that the easements listed on the attached resolution be submitted to the City Council for acceptance.

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

Timothy A. Nebergall
Department Director/Administrator

JM
City Attorney

BB
City Manager

RESOLUTION NO. R-24-51

A RESOLUTION ACCEPTING EASEMENTS FROM CERTAIN PROPERTY OWNER(S) IN CONJUNCTION WITH THE LINDEN CONNECTOR TRAIL, PROJECT TP2373.

WHEREAS, easements from certain property owner(s) are necessary for the City to construct public improvements in conjunction with the Linden Connector Trail, Project TP2373.

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

THAT, the easements attached hereto as Exhibits “A” through “C” are hereby accepted.

Temporary Construction Easement

“A” – Linden Baptist Church

611 NE 69th Street

Permanent Drainage Easement

“B” – Linden Baptist Church

611 NE 69th Street

Permanent Trail Easement

“C” – Linden Baptist Church

611 NE 69th Street

FURTHER, THAT, the City Manager of the City of Gladstone is hereby authorized to execute and undertake and perform on behalf of the City of Gladstone, Missouri, the obligations and undertakings set forth in said conveyances; and

FURTHER, THAT, the City Clerk is hereby directed to record said documents in the Office of the Recorder of Deeds, Clay County, Missouri.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # **R-24-52**

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 7/31/2024

Department: Finance

Meeting Date Requested: 8/12/2024

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

Subject: Previous Debt on the Atkins-Johnson Farm

Background: In 2009 the City entered into a financing agreement in the amount of \$500,000.00 for improvements to the Atkins-Johnson Farm and Museum. Over the past few years, interest rates have increased to almost three times what they were in 2009 (based on the Wall Street Journal Prime Rate).

Budget Discussion: Funds are budgeted in the amount of \$ 270,000.00 from the General Fund. Ongoing costs are estimated to be \$0 annually. Previous years' funding was \$0.

Public/Board/Staff Input: Since interest rates have increased over the past few years, the cost of debt has increased. Staff is recommending that the City pay off the financing agreement using the surplus budget remaining from the 2024 fiscal year. Funding will come as a 2025 midyear budget request/recommendation.

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

Dominic Accurso
Department Director/Administrator

JM
City Attorney

BB
City Manager

RESOLUTION NO. R-24-52

A RESOLUTION AUTHORIZING EXPENDITURE TO SECURITY BANK OF KANSAS CITY TO EXTINGUISH DEBT ASSOCIATED WITH IMPROVEMENTS TO THE ATKINS-JOHNSON FARM AND MUSEUM NOT TO EXCEED \$270,000.00.

WHEREAS, in 2009 the City borrowed \$500,000.00 to finance improvements at the Atkins-Johnson Farm and Museum; and

WHEREAS, the current principle balance of the debt is \$266,376.71.

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

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to expend an amount not to exceed \$270,000.00 to extinguish the debt incurred with Security Bank of Kansas City.

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

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-24-53

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date 8/7/24

Department: Public Works

Meeting Date Requested: 8/12/24

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

Subject: Change Order 10 to the FY23 Curb, Gutter & Sidewalk - Phase 2, Project TP2305

Background: The contract for Project TP2305 was awarded to Lan-Tel Communications Services, Incorporated, as authorized by Resolution R-23-13. Change Orders 1 through 9 expanded the scope of that project to include additional concrete work across the City. Change Order 10 further expands the scope to include additional streets added to the mill and overlay program.

Budget Discussion: A financial breakdown of the contract is as follows:

Original Contract Amount:	\$ 369,085.00
Change Orders 1 thru 9	<u>723,945.50</u>
Total approved to date:	1,093,030.50
Change Order 10	<u>149,837.50</u>
Revised Contract Amount:	<u>\$ 1,242,868.00</u>

Funds for this work are available from the General Fund and budgeted in the TST Fund.

Public/Board/Staff Input: City staff recommends approval of this change order.

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

Timothy Nebergall
Department Director/Administrator

JM
City Attorney

BB
City Manager

RESOLUTION NO. R-24-53

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 10 IN THE AMOUNT OF \$149,837.50 TO THE CONTRACT WITH LAN-TEL COMMUNICATIONS SERVICES INCORPORATED, FOR THE FY23 CURB, GUTTER AND SIDEWALK PROGRAM – PHASE 2 PROJECT TP2305.

WHEREAS, additional work under the FY23 Curb, Gutter and Sidewalk Program – Phase 2 Project has been determined necessary and is recommended by the Director of Public Works.

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

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute Change Order No. 10 to the FY23 Curb, Gutter and Sidewalk Program – Phase 2 Project TP2305 with Lan-Tel Communications Services, Incorporated, as follows:

Original Contract Amount:	\$ 369,085.00
Change Orders 1 thru 9	<u>723,945.50</u>
Total approved to date:	1,093,030.50
Change Order 10	<u>149,837.50</u>
Revised Contract Amount:	<u><u>\$ 1,242,868.00</u></u>

FURTHER, THAT, funds for such purpose are available from the Transportation Sales Tax Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # **R-24-54**

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 8/7/24

Department: Public Works

Meeting Date Requested: 8/12/24

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

Subject: Change Order No. 2 to the FY25 Mill and Overlay Program, Project TP2506

Background: The contract for Project TP2506 was awarded to Metro Asphalt, Incorporated, as authorized by Resolution R-24-42. Change Order No. 1 expands the scope of work to include the streets listed on the attached memorandum.

Budget Discussion: A financial breakdown of the contract is as follows:

Original Contract Amount:	\$ 956,790.00
Change Order 1	<u>547,008.00</u>
Revised Contract Amount:	1,503,798.00

Funds are available from the General Fund and budgeted in TST.

Public/Board/Staff Input:

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

Timothy Nebergall
Department Director/Administrator

JM
City Attorney

BB
City Manager



Department of Public Works
Memorandum

DATE: August 7, 2024

TO: Robert M. Baer, City Manager

FROM: Timothy A. Nebergall, Director of Public Works

RE: Additional Mill and Overlay

Per your request, Public Works has prepared the following list of streets for mill and overlay utilizing budget savings from FY24. This list represents approximately 7-lane miles of mill and overlay in addition to the 11-lane miles already budgeted in TST.

Additional Mill & Overlay Streets		
Street	From	To
Old Antioch	NE 76 th St	City Limits (north)
N. Holmes	NE 68 th Ter	NE 69 th St
N. Garfield	NE 58 th Ter	NE 61 st St
N. Garfield Ct	N. Garfield	CDS (east)
N. Forest	NE Shady Lane	NE 68 th St
N. Walnut	NE 72 nd Ter	Dead End (north)
NE 72 nd Ter	N. Walnut	N. Grand
N. Grand	NE 72 nd Ter	Dead End (north)
NE 73 rd St	N. Walnut	N. Oak
NE 70 th Ter	N. Oak	N. Walnut
N. Walnut	NE 70 th Ter	NE 72 nd St
NE 72 nd Ter	N. Woodland	N. Euclid
N. Woodland	NE 72 nd Ter	NE 76 th St
N. Walrond	NE 64 th St	N. Indiana
NE 64 th Ter	N. Walrond	N. Indiana

In order to complete this work, change order(s) with Metro Asphalt in the amount of \$547,008 and Lan-Tel (concrete) in the amount of \$150,000 will be placed on the next City Council agenda.

RESOLUTION NO. R-24-54

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 IN THE AMOUNT OF \$547,008.00 TO THE CONTRACT WITH METRO ASPHALT, INCORPORATED, FOR THE FY25 MILL AND OVERLAY PROGRAM, PROJECT TP2506.

WHEREAS, additional work under the FY25 Mill and Overlay Program Project TP2506 has been determined necessary and is recommended by the Director of Public Works.

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

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute Change Order No. 1 to the FY25 Mill and Overlay Program, Project TP2506 with Metro Asphalt, Incorporated, as follows:

Original Contract Amount:	\$ 956,790.00
Change Order 1	<u>547,008.00</u>
Revised Contract Amount:	1,503,798.00

FURTHER, THAT, funds for such purpose are authorized from the Transportation Sales Tax Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-24-55

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/6/2024

Department: Public Works

Meeting Date Requested: 8/12/2024

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

Subject: Contract Award, NE 68th Terr. and N. Bellefontaine Storm Drainage, Project CP2432

Background:

Eight bids were received for this project, including Bid Alternate B:

CP Excavating, LLC	\$559,288.00
Linaweaver Construction Inc.	\$690,825.00
Redford Construction, Inc.	\$724,285.00
Infrastructure Solutions LLC	\$737,095.00
Legacy Underground Construction	\$751,940.00
VFA Builders	\$780,390.00
Leath & Sons, Inc.	\$869,058.00
JM Fahey Construction	\$889,481.00

The project consists of the installation of a new culverts under NE 67th Terrace and NE 68th Terrace just west of N. Bellefontaine, bank stabilization and related appurtenances.

Budget Discussion: Funds are budgeted in the amount of \$600,000.00 from the Capital Improvement Sales Tax Fund. Ongoing costs are estimated to be \$ 500.00 annually. Previous years' funding was \$65,000.00. The Engineer's Estimate for the project is \$782,500.00. This project is partially funded with a Missouri Department of Natural Resources (DNR) COVID relief grant in the amount \$395,000.00.

Public/Board/Staff Input:

C.P. Excavating is a company based in Cameron, MO. Staff has conducted a check of their references, and all responses were positive. Please note that award of this contract is contingent upon DNR concurrence.

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

Timothy A. Nebergall
Department Director/Administrator

JM
City Attorney

BB
City Manager

RESOLUTION NO. R-24-55

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH C.P. EXCAVATING, LLC, IN THE TOTAL AMOUNT NOT TO EXCEED \$559,288.00 FOR THE NORTHEAST 68TH TERRACE AND NORTH BELLEFONTAINE STORM DRAINAGE, PROJECT CP2432 PENDING MISSOURI DEPARTMENT OF NATURAL RESOURCES CONCURRENCE.

WHEREAS, eight (8) proposals were received for the Northeast 68th Terrace and North Bellefontaine Storm Drainage, Project CP2432, and the proposal of C.P. Excavating, LLC, in the amount of \$559,288.00 has been determined by the Director of Public Works to be the lowest and best proposal.

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

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a contract with C.P. Excavating, LLC, for work as outlined in the contract for a total amount not to exceed \$559,288.00.

FURTHER, THAT, funds for such purpose are authorized from the Capital Improvement Sales Tax Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF AUGUST 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk