



**CITY COUNCIL MEETING  
7010 NORTH HOLMES  
GLADSTONE, MISSOURI  
MONDAY, JULY 14, 2025**

The City Council will meet in Closed Executive Session at 7:00 pm, July 14, 2025, 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. **Gladfest 2025:** Nikki Lansford, Communications Specialist, will present plans for revitalizing one of the City's beloved traditions and introducing exciting new features.

**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 June 23, 2025, Closed City Council Meeting Minutes.**

6. **Approval of the June 23, 2025, 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 the City Council.**
9. **Communications from the City Manager.**

## **REGULAR AGENDA**

10. **FIRST READING BILL NO. 25-22,** An Ordinance authorizing the City Manager to enter into a Memorandum of Understanding with Clay and Platte Counties to develop a collaborative digital platform to promote regional tourism and economic development within the two-county region.
11. **RESOLUTION R-25-39,** A Resolution authorizing revisions to the Purchasing Policy for the City of Gladstone, Missouri.
12. **RESOLUTION R-25-40,** A Resolution authorizing Change Order No. 5 in the amount of \$45,500.00 to the contract with Linaweaver Construction, Incorporated, for the FY25 Water Main Replacements, Project WP2587.
13. **RESOLUTION R-25-41,** A Resolution authorizing the City Manager to execute a contract with Vance Brothers, LLC, in the total amount not to exceed \$144,973.00 for the FY26 Intermediate Maintenance Program, Project TP2603.
14. **RESOLUTION R-25-42,** A Resolution authorizing the City Manager to execute a contract with Metro Asphalt, Incorporated, in the total amount not to exceed \$1,099,838.40 for the FY26 Mill and Overlay Program, Project TP2606.
15. **Other Business.**
16. **Adjournment.**



***Department of General Administration  
Memorandum***

**DATE:** July 9, 2025

**TO:** Robert Baer, City Manager  
Austin Greer, Assistant City Manager & Community Development Director

**FROM:** Nikki Lansford, Communications Specialist

**SUBJECT:** Gladfest 2025 – Planning Update

Planning for Gladfest 2025, Gladstone's signature fall festival, is well underway. Scheduled for October 3–5 in Downtown Gladstone, this year's event brings back beloved traditions and introduces exciting new features.

**Key Highlights**

- **Parade Returns:** After a four-year hiatus, the Gladfest Parade is set for the morning of Saturday, October 4. Strong participation is anticipated from schools, businesses, and community organizations, with cash prizes offered in multiple categories.
- **Smokefest BBQ Competition:** Held Friday and Saturday, Smokefest will feature KCBS ribs, ribeye steak, and baked bean competitions. More than \$2,000 in prize money is available.
- **Live Entertainment:** A full weekend lineup of performances is confirmed, including JAM, a high-energy Michael Jackson and Bruno Mars tribute band expected to draw a large crowd.
- **Children's Art Contest:** New for 2025, this contest will highlight local youth artwork in a dedicated exhibit space, encouraging creative participation from families and schools.

City staff are finalizing logistics, coordinating with vendors, and conducting sponsor outreach. Registration for both the parade and Smokefest is live, and promotion of the art contest begins this month.

Gladfest 2025 is shaping up to be a vibrant celebration with expanded entertainment, renewed community engagement, and fresh activities for all ages. Ongoing updates will be provided as planning continues.

Thank you,

Nikki Lansford



# GLADSFEST SMOKEFEST

- ⚽ Dates: October 3-4 in Downtown Gladstone
- ⚽ Three competition categories:
  - ⚽ Ribs (mandatory)
  - ⚽ Ribeye steak
  - ⚽ Baked beans
- ⚽ Over \$2,000 in prize money
- ⚽ Utilities provided; electricity available
- ⚽ Registration links are live

FLAVORFUL • FESTIVE • FUN-FILLED

## GLADFEST Smokefest

**FRI, OCT. 3 - SAT, OCT. 4**  
 DOWNTOWN GLADSTONE

JOIN US FOR THE RETURN OF  
 GLADSTONE'S BBQ COMPETITION!

[www.discovergladstone.com](http://www.discovergladstone.com) • [www.gladstonechamber.com](http://www.gladstonechamber.com)

A small circular logo is in the bottom right corner.

# GLADSFEST PARADE

- ⚽ Date: Saturday, October 4<sup>th</sup> at 10 a.m.
- ⚽ Participants:
  - ⚽ Community Groups
  - ⚽ Schools
  - ⚽ Businesses
  - ⚽ Elected officials
- ⚽ Entry deadline: September 10<sup>th</sup> at 4 p.m.
- ⚽ Over \$4,900 in prize money
- ⚽ Registration links are live



# KIDS ART CONTEST

- ⚽ Themes:
  - Gladfest
  - U.S. 250<sup>th</sup> birthday
- ⚽ Age groups: 8 - 12
- ⚽ Winner rides in parade
- ⚽ Art displayed at Community Center
- ⚽ More details to come



# LIVE PERFORMANCES

## JAM



## SCHOOL OF ROCK



## MIDNIGHT RODEO





Experience the Events Like Never

discovergladstone.com

City of Gladstone... Facebook Home / X Sign In

HOME REGISTER

## Get Ready for Gladfest Smokefest, the Parade, and All the Festive Fun!

Experience the energy, create unforgettable memories, and join the celebration.

### Gladfest Smokefest



# PROMOTING GLADFEST

- ⚽ Promotion underway
- ⚽ Outreach platforms:
  - ⚽ Social media
  - ⚽ Website
  - ⚽ Newsletter
- ⚽ Social media ads
- ⚽ Press release
- ⚽ Partnerships



## QUESTIONS?





**MINUTES  
REGULAR CITY COUNCIL MEETING  
GLADSTONE, MISSOURI  
MONDAY, JUNE 23, 2025**

**PRESENT:** Mayor Les Smith  
Mayor Pro Tem Jean Moore  
Councilmember Tina Spallo  
Councilman Spencer Davis  
Councilman Cameron Nave  
  
City Manager Bob Baer  
Assistant City Manager Austin Greer  
City Attorney Chris Williams  
City Clerk Kris Keller

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

**Mayor Smith** opened the Regular City Council Meeting Monday, June 23, 2025 at 7:30 pm.

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

**Mayor Smith** 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 Smith** requested that all attendees stand and join in the Pledge of Allegiance to the Flag of the United States of America, and expressed appreciation to VFW Color Guard members Carla Gleaton and Jim Cox for their participation.

**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 June 9, 2025, Closed City Council Meeting Minutes.

**Mayor Pro Tem Moore** moved to approve the minutes of the June 9, 2025, Closed City Council meeting as presented. **Councilman Davis** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Item No. 6. On the Agenda.** Approval of the June 9, 2025, Regular City Council Meeting Minutes.

**Councilman Nave** moved to approve the minutes of the June 9, 2025, Regular City Council meeting as presented. **Mayor Pro Tem Moore** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Item No. 7. On the Agenda.** PROCLAMATION: National Parks and Recreation Month.

**Mayor Smith** presented the Proclamation to Director Jordan Brown. Director Brown thanked the Mayor and spoke briefly about the importance of Parks and Recreation in the community.

**Item No. 8. On the Agenda.** Communications from the Audience.

David E. Nelson, 5735 N. Clinton Lane, addressed the Council and thanked them for the opportunity to speak. He invited attendees to a public reading of the Declaration of Independence and the U.S. Constitution on July 4th at 9:30 a.m. at the Atkins-Johnson Farm and Museum and hopes there will be readings in multiple languages, marking the start of a year-long commemoration of America's 250th anniversary. He emphasized the importance of civic participation, encouraged sharing the event, and noted that while the gathering is small, it symbolizes a strong commitment to democratic values.

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

**Councilman Nave** shared that he attended his first Parks and Recreation Advisory Board and the board welcomed Jordan Brown, the new Director of Parks, Recreation, and Cultural Arts. He praised the board for their ongoing work and key updates included: upcoming opening of the 72nd Street pickleball courts, progress at the Atkins-Johnson Farm and Museum, Happy Rock Butterfly Islands, and the Dog Park. He announced Theatre in the Park productions, *Annie* this weekend and *Elf* in August. Additionally, the Golf Classic will be held on August 8th and lastly, the indoor Community Center pool will be closed for cleaning and will reopen on July 12th; discounted passes for the outdoor pool will be available during this time.

**Councilman Davis** noted that since there will not be a meeting before the 4th of July, he encouraged everyone to take a moment to reflect on the true meaning of the holiday. He reminded all to be proud of who they are and where they live, and expressed hope to see everyone at the Fourth of July celebration.

**Mayor Pro Tem Moore** reported attending last week's Planning Commission meeting, where Assistant City Manager Austin Greer gave a well-receive presentation on the many exciting projects happening throughout the City. She noted that due to a lack of quorum, the election of a new Chair was postponed and will take place at the next meeting.

**Mayor Smith** inquired with Chief Farris about plans for fireworks enforcement. The Chief assured the Mayor that enforcement would take place and citations would be issued as necessary.

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

City Manager Baer announced that City Hall will be closed on July 4th in observance of Independence Day and the celebration begins at 7:00 pm at Oak Grove Park with live entertainment, followed by a fireworks display at dusk (approximately 9:00 pm).

An electronics recycling event will be held on Saturday, June 28th, from 9:00 a.m. to 1:00 p.m. at the Public Works facility. Proof of residency is required.

Registration is now open for Smokefest, a new barbecue competition event taking place at Gladfest on October 3rd and 4th. More information is available on the City's website.

He introduced and welcomed the new Parks, Recreation, and Cultural Arts Director, Jordan Brown.

**Item No. 11. On the Agenda. CONSENT AGENDA.**

**Mayor Smith** asked if anyone wished to have any item removed from the Consent Agenda and placed on the Regular Agenda; no requests were made.

Following the Clerk's reading:

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

**Councilmember Spallo** moved to approve **SPECIAL EVENT PERMITS:**

**Oak Grove Park:** Theatre in the Park, Friday through Sunday, June 27, 28, 29, and August 1, 2, 3, 2025, 5:00-11:30 pm.

Independence Day Celebration, Friday, July 4, 2025, 5:00 to 11:00 pm.

**Councilman Nave** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Councilmember Spallo** moved to approve **BUILDING PERMIT:** 4101 NE Pleasant Valley Road, Atkins-Johnson Farm Event Center Project. **Councilman Nave** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-25-34**, A Resolution adopting the Mid-America Regional Council 2025 Multi-Jurisdictional Hazard Mitigation Plan for Cass, Clay, Jackson, Platte, and Ray counties in Missouri. **Councilman Nave** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-25-35**, A Resolution amending the Employee Handbook for the City of Gladstone, Missouri. **Councilman Nave** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Councilmember Spallo** moved to approve **RESOLUTION R-25-36**, A Resolution authorizing acceptance of work under contract with the Deister Company, Incorporated, and authorizing final payment in the amount of \$38,389.00 for the Water Treatment Plant East Primary Basin Bearing Replacement, Project WP2492G. **Councilman Nave** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Councilmember Spallo** moved to approve **MONTHLY FINANCIAL UPDATE MAY YTD 2025**. **Councilman Nave** seconded. The Vote: "aye", Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**REGULAR AGENDA.**

**Item No. 12. On the Agenda. FIRST READING BILL NO. 25-18**, An Ordinance approving a Collective Bargaining Agreement with the International Association of Fire Fighters, Local No. 42, and authorizing the City Manager to execute the agreement.

**Mayor Pro Tem Moore** moved **BILL NO. 25-18** be placed on its First Reading. **Councilmember Spallo** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Mayor Pro Tem Moore** moved to accept the First Reading of **BILL NO. 25-18**, waive the rule and place the Bill on its Second and Final Reading. **Councilmember Spallo** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Mayor Pro Tem Moore** moved to accept the Second and Final Reading of **BILL NO. 25-18** and enact the Bill as **Ordinance 4.702**. **Councilmember Spallo** seconded.

**Roll Call vote:** “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) **Mayor Smith** stated **BILL NO. 25-18** stands enacted as **Ordinance Number 4.702**.

**Item No. 13. On the Agenda.** **FIRST READING BILL NO. 25-19**, An Ordinance approving an amendment to the Collective Bargaining Agreement with the Fraternal Order of Police (FOP) West Central Missouri Lodge No. 50, and authorizing the City Manager to execute the agreement.

**Councilman Davis** moved **BILL NO. 25-19** be placed on its First Reading. **Councilman Nave** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Councilman Davis** moved to accept the First Reading of **BILL NO. 25-19**, waive the rule and place the Bill on its Second and Final Reading. **Councilman Nave** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Councilman Davis** moved to accept the Second and Final Reading of **BILL NO. 25-19** and enact the Bill as **Ordinance 4.703**. **Councilman Nave** seconded.

**Roll Call vote:** “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) **Mayor Smith** stated **BILL NO. 25-19** stands enacted as **Ordinance Number 4.703**.

**Item No. 14. On the Agenda.** **FIRST READING BILL NO. 25-20**, An Ordinance authorizing Unite Private Networks, LLC, dba Segra to use the City’s Rights-of-Way to construct, install, operate, and maintain fiber facilities and to authorize the City Manager to execute a Rights-of-Way Use Agreement Therewith.

**Councilmember Spallo** moved **BILL NO. 25-20** be placed on its First Reading. **Mayor Pro Tem Moore** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Councilmember Spallo** moved to accept the First Reading of **BILL NO. 25-20**, waive the rule and place the Bill on its Second and Final Reading. **Mayor Pro Tem Moore** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Councilmember Spallo** moved to accept the Second and Final Reading of **BILL NO. 25-20** and enact the Bill as **Ordinance 4.704**. **Mayor Pro Tem Moore** seconded.

**Roll Call vote:** “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) **Mayor Smith** stated **BILL NO. 25-20** stands enacted as **Ordinance Number 4.704**.

**Item No. 15. On the Agenda. FIRST READING BILL NO. 25-21**, An Ordinance authorizing the City Manager to execute up to three monthly agreements between the City of Gladstone, Missouri and the Kansas City Area Transportation Authority to provide IRIS public transportation services beginning July 1, 2025.

**Councilman Nave** moved **BILL NO. 25-21** be placed on its First Reading. **Councilman Davis** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Councilman Nave** moved to accept the First Reading of **BILL NO. 25-21**, waive the rule and place the Bill on its Second and Final Reading. **Councilman Davis** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) The Clerk read the Bill.

**Councilman Nave** moved to accept the Second and Final Reading of **BILL NO. 25-21** and enact the Bill as **Ordinance 4.705**. **Councilman Davis** seconded The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Mayor Pro Tem Moore** requested City Manager Baer for an explanation of the situation. He provided a brief explanation of the IRIS situation, noting that the current bus contract expires on June 30, 2025. A new three-month, month-to-month contract will begin on July 1, 2025. The new rates are approximately \$20 per ride, which is considered high; therefore, the City is exploring alternative ride-share options that may better align with the budget. No final decisions have been made at this time, and the temporary contract provides additional time to evaluate other options.

**Roll Call vote:** “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0) **Mayor Smith** stated **BILL NO. 25-21** stands enacted as **Ordinance Number 4.705**.

**Item No. 16. On the Agenda. RESOLUTION R-25-37**, A Resolution adopting the 2026 Annual Operating Budget for the City of Gladstone, Missouri, and authorizing the expenditures of funds for Municipal Services.

**Mayor Pro Tem Moore** moved to approve **RESOLUTION R-25-37**, A Resolution adopting the 2026 Annual Operating Budget for the City of Gladstone, Missouri, and authorizing the expenditures of funds for Municipal Services. **Councilmember Spallo** seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

**Item No. 17. On the Agenda. RESOLUTION R-25-38**, A Resolution authorizing the City Manager to execute an agreement between the City of Gladstone, Missouri, and Northland Neighborhoods, Incorporated, for the provision of consulting services to support the development and revitalization of neighborhoods from July 1, 2025 through June 30, 2026.

**Councilman Davis** moved to approve **RESOLUTION R-25-38**, A Resolution authorizing the City Manager to execute an agreement between the City of Gladstone, Missouri, and Northland Neighborhoods, Incorporated, for the provision of consulting services to support the development and revitalization of neighborhoods from July 1, 2025 through June 30, 2026. **Councilman Nave**

seconded. The Vote: “aye”, Councilman Nave, Councilman Davis, Councilmember Spallo, Mayor Pro Tem Moore, and Mayor Smith. (5-0)

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

There was no other business.

**Item No. 19. On the Agenda.** Adjournment.

**Mayor Smith** adjourned the June 23, 2025, Regular City Council meeting at 7:56 pm.

Respectfully submitted:

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Kris Keller, City Clerk

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

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

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Mayor Les Smith



## *Request for Council Action*

RES ☐ #

BILL ☒ # 25-22

ORD ☒ # 4.706

Date: 6/27/2025

Department: General Administration

Meeting Date Requested 7/14/2025

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

Subject: An Ordinance authorizing the City Manager to enter into a Memorandum of Understanding with Clay and Platte Counties to develop a collaborative digital platform to promote regional tourism and economic development within the two-county region.

Background: Clay and Platte Counties have partnered to launch a joint initiative focused on promoting regional tourism and economic development through the creation of a new website, GoNorthKC.com. This collaborative platform aims to highlight attractions, events, and business opportunities north of the river, showcasing the region as a vibrant destination. The City of Gladstone has the opportunity to join this regional effort by contributing \$5,000.00 toward the project. Participation would grant Gladstone the ability to feature local events and economic development initiatives on the site, helping to draw visitors and investment to the community. This partnership is especially timely and strategic as the region prepares for increased national and international attention with the upcoming FIFA World Cup Soccer event in 2026.

Budget Discussion: Gladstone's investment to assist in the development of the website is \$5,000.00.

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

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

Bob Baer  
Department Director/Administrator

CW  
City Attorney

BB  
City Manager

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH CLAY AND PLATTE COUNTIES TO DEVELOP A COLLABORATIVE DIGITAL PLATFORM TO PROMOTE REGIONAL TOURISM AND ECONOMIC DEVELOPMENT WITHIN THE TWO-COUNTY REGION.**

**WHEREAS**, Clay and Platte County, MO have created a joint marketing venture to develop a website entitled GoNorthKC.com that promotes regional tourism and economic development within the Kansas City northland region; and

**WHEREAS**, Clay and Platte County have encouraged municipalities within the northland area to enter into a Memorandum of Understanding (MOU) to partner in the development of the GoNorthKC.com website; and

**WHEREAS**, once established, the City of Gladstone will be able to use the digital platform to promote special events and economic development opportunities in Gladstone; and

**WHEREAS**, the City of Gladstone has a desire to work collaboratively with other partners to promote tourism, special events, and economic development opportunities in the area, specifically in light of the upcoming FIFA World Cup Soccer event in 2026.

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

**THAT**, the City Manager is hereby authorized to enter into the proposed Memorandum of Understanding, in substantially the form attached hereto and incorporated herein, with Clay and Platte County for the development of a collaborative digital platform to promote regional tourism and economic development, and to take any other such measures as may be required to ensure the execution of the agreement.

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 14TH DAY OF JULY 2025.**

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Mayor Les Smith

ATTEST:

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Kris Keller, City Clerk

First Reading: July 14, 2025

Second Reading: July 14, 2025

# CLAY-PLATTE JOINT MARKETING AND WEB DEVELOPMENT COOPERATIVE AGREEMENT

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## 1. Parties and Purpose

Parties: Clay County Missouri and Platte County Missouri together with any subsequent partners who adopt the agreement. Collectively referred to as “the Parties.”

Purpose: The purpose of this Agreement is to establish a shared framework under which Clay County will manage the strategy, design, development, and coordination of the GoNorthKC.com website, a collaborative digital platform promoting regional tourism and economic development in Clay and Platte County, with the goal of enhancing regional visibility and supporting tourism-driven collaboration across participating entities.

## 2. Scope of Work

Clay County shall:

- Develop a website strategy including architecture, branding, user experience, and functionality.
- Oversee design and technical development of the website.
- Serve as project manager throughout the planning and implementation phases.
- Coordinate collection and display of regional content, images, and listings from each partner.
- Enter into an agreement with a vendor to host and maintain the website infrastructure and provide quarterly performance reporting.

Platte County shall:

- Perform all responsibilities of a Partner as set out below and contribute at least: \$20,000 on or before August 1, 2025.

Each Partner agrees to:

- Appoint a point of contact to collaborate with Clay County.
- Provide content for their respective city/county page, and ensure all information remains accurate and current.
- Participate in promotional opportunities through the website and related marketing.
- Contribute payments toward the development the website. Contributions are voluntary and shall be invoiced upon written commitment.

## 3. Hosting and Future Costs

Hosting and maintenance costs will be paid by Clay County from contributions provided by Partners, grants, and Clay County funds during the term of the agreement. To the extent that contributions from Partners exceed the costs for the website project contemplated by this agreement, any surplusage shall remain with Clay County to be used in its discretion for the benefit of the GoNorth marketing campaign and related efforts to promote regional tourism.

#### **4. Usage Restrictions**

- Each Partner shall not sell advertising space on their designated city/county page without the prior written consent of Clay County and the majority of GoNorthKC partners.
- Partner pages may not be used for political purposes, partisan messaging, or unsanctioned promotions inconsistent with the goals of the GoNorthKC initiative.
- Clay County reserves the right to remove or require changes to any content deemed inappropriate or misaligned with the mission of the site.

#### **5. Intellectual Property and Ownership**

Clay County will manage administrative access to the website and ensure technical continuity. The parties acknowledge that images, content, works, information, and other intellectual property will be assembled, sampled, published, and displayed in a public forum, including across multiple media, print, and digital platforms. Each party hereby grants, conveys and assigns an irrevocable right to Clay County to publish such content provided that to the extent that any contributing party has any enforceable rights in or to such intellectual property, then it is understood and agreed that all content and media contributed shall remain the property of such contributing party subject to the license granted herein. The GoNorthKC branding, structure, and shared content shall be collectively owned and used for regional benefit. The license granted herein shall survive the termination of the agreement into perpetuity for any intellectual property published under the license granted herein.

#### **6. Term and Termination**

This Agreement will remain in effect for two (2) years from the date of final signature. It may be terminated at any time by mutual written agreement of all Parties or by any individual party with 30 days' written notice.

#### **7. Entire Agreement**

This writing contains the entire agreement of the parties. No representations were made or relied upon by either party, other than those expressly set forth herein. No agent, employee, or other representative of either party is empowered to alter any term of this agreement, unless done in writing and signed by the parties.

#### **8. Controlling Law**

The validity, interpretation, and performance of this agreement shall be controlled by and construed under the laws of the State of Missouri.

#### **9. Waiver**

The failure of either party to object to or take action with respect to any conduct of the other party that violates the terms of this agreement shall not be construed as a waiver of any current or future violation.

## 10. Notices

All notices pertaining to this agreement shall be in writing and transmitted either by personal delivery or via the United States Postal Service, using certified or registered mail with return receipt requested.

## 11. Incorporation of Terms and Conditions

Clay County's standard terms and conditions as set forth at

<https://www.claycountymo.gov/DocumentCenter/View/533/GENERAL-TERMS-AND-CONDITIONS-PDF>, are incorporated by reference.

## 12. Binding Effect

The provisions of this agreement shall be binding upon the parties hereto and their respective successors, assigns, and legal representatives.

## 13. Signatures

By signing below, the Parties affirm their commitment to the terms outlined in this Memorandum of Understanding.

**\*\*Clay County, Missouri\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**\*\*Platte County\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

PARTNERS:

The following municipalities agree to participate in the program as a Partner

**\*\*City of Liberty\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Optional Financial Contribution: \_\_\_\_\_

**\*\*City of Smithville\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Optional Financial Contribution: \_\_\_\_\_

**\*\*City of Excelsior Springs\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Optional Financial Contribution: \_\_\_\_\_

**\*\*City of Gladstone\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Optional Financial Contribution: \_\_\_\_\_

**\*\*City of North Kansas City\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

Optional Financial Contribution: \_\_\_\_\_

**\*\*City of Kearney\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Optional Financial Contribution: \_\_\_\_\_



## *Request for Council Action*

RES ☒ # R-25-39

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 6/27/2025

Department: General Administration

Meeting Date Requested: 7/14/2025

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

Subject: A Resolution authorizing revisions to the Purchasing Policy for the City of Gladstone, Missouri.

Background: The City must occasionally review and revise its Purchasing Policy to ensure it remains responsive, transparent, and aligned with current operational needs, legal standards, and best practices in public procurement. As community priorities evolve, certain procurement procedures may become impractical or inadequate to address unique or time-sensitive circumstances. To maintain flexibility while upholding accountability, staff is proposing an amendment to **Section IV. Competitive Quotes and Bids** to include the following language:

“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. In addition, by a majority vote, unless otherwise prohibited by federal or state law, the City Council may approve deviation from the competitive quotes and bid requirements to address unique circumstances for which the requirements of the policy may be infeasible, impractical, or not in the best interest of the City.”

This revision allows for exceptions when rigid adherence to policy may hinder the City's ability to act effectively, while still ensuring oversight and documentation to protect the public interest.

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.

Bob Baer  
Department Director/Administrator

CW  
City Attorney

BB  
City Manager

## **RESOLUTION NO. R-25-39**

### **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; and

**WHEREAS**, staff is recommending the following language be added/amended under **Section IV Competitive Quotes and Bids** - “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. In addition, by a majority vote, unless otherwise prohibited by federal or state law, the City Council may approve deviation from the competitive quotes and bid requirements to address unique circumstances for which the requirements of the policy may be infeasible, impractical, or not in the best interest of the City”.

**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 14TH DAY OF JULY 2025.**

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Mayor Les Smith

ATTEST:

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Kris Keller, City Clerk

## **EXHIBIT A**

# **CITY OF GLADSTONE**



## **PURCHASING, PROCUREMENT CARD, ACCOUNTS PAYABLE POLICY**

**CITY OF GLADSTONE, MISSOURI  
PURCHASING POLICY**

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## **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 V.

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.

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
\$0-999.99	Division, Dept. Head (or Finance Director for Capital items)
\$1,000-4,999.99	Division, Dept. Head (or Finance Director for Capital items)
\$5,000-29,999.99	Division, Dept. Head, Finance Director, City Manager
\$30,000-over	Division, Dept. Head, Finance Director, City Manager, City Council

\*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 \$30,000 shall require the approval of the Division Head, Department Head, Finance Director, and City Manager.
- E. Purchases of \$30,000 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. In addition, by a majority vote, unless otherwise prohibited by federal or state law, the City Council may approve deviation from the competitive quotes and bid requirements to address unique circumstances for which the requirements of the policy may be infeasible, impractical, or not in the best interest of the City.

- 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 one (1) year period 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 accordance with terms and conditions of the grant.

The City will award contracts to responsible contractors with the ability to perform 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 funds. This process needs to be documented as well. Vendors will be checked using the System for Award Management or SAM ([www.sam.gov](http://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 15<sup>th</sup> to get payment processed before the due date of the 26<sup>th</sup>.

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 15<sup>th</sup> 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.

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.



## *Request for Council Action*

RES ☒ # R-25-40

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 7/8/2025

Department: Public Works

Meeting Date Requested: 7/14/2025

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

Subject: Change Order No. 5, FY25 Water Main Replacements, Project WP2587

Background: The contract for Project WP2587 was awarded to Linaweaver Construction, Inc. as authorized by Resolution R-24-71. Previous Change Orders added two (2) emergency water main break repairs, ratified the emergency repair of ten (10) additional water main breaks including the one on NE 72nd Street just west of N. Oak Trafficway and added an additional 1,000 square feet of sidewalk replacement to the project. Change Order 5 adds the installation of a new gate valve to isolate Well No. 2 and the replacement of an existing check valve that is leaking at the wellfield.

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

Original Contract Amount:	\$ 645,180.00
Change Orders 1 thru 4	<u>168,945.15</u>
<b>Total approved to date:</b>	814,125.15
Change Order 5	<u>45,500.00</u>
<b>Revised Contract Amount:</b>	<b><u>\$ 859,625.15</u></b>

Funds are available from the Combined Waterworks and Sewerage System 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 A. Nebergall  
Department Director/Administrator

JA  
City Attorney

BB  
City Manager

## RESOLUTION NO. R-25-40

**A RESOLUTION AUTHORIZING CHANGE ORDER NO. 5 IN THE AMOUNT OF \$45,500.00 TO THE CONTRACT WITH LINAWEAVER CONSTRUCTION, INCORPORATED, FOR THE FY25 WATER MAIN REPLACEMENTS PROJECT WP2587.**

**WHEREAS**, additional work under the FY25 Water Main Replacements 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. 5 to the FY25 Water Main Replacements Project WP2587 with Linaweaver Construction, Incorporated, as follows:

Original Contract Amount:	\$ 645,180.00
Change Orders 1 thru 4	<u>168,945.15</u>
<b>Total approved to date:</b>	814,125.15
Change Order 5	<u>45,500.00</u>
<b>Revised Contract Amount:</b>	<u><b>\$ 859,625.15</b></u>

**FURTHER, THAT**, funds for such purpose are available from the Combined Waterworks and Sewerage System Fund.

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 14TH DAY OF JULY 2025.**

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Mayor Les Smith

ATTEST:

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Kris Keller, City Clerk



## *Request for Council Action*

**RES** ☒ # R-25-41

**BILL** ☐ # City Clerk Only

**ORD** # City Clerk Only

Date: 7/8/2025

Department: Public Works

Meeting Date Requested: 7/14/2025

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

Subject: Contract Award, FY26 Intermediate Maintenance Program, Project TP2603

Background: Two bids were received for this project. Vance Brothers was the low bidder with a bid of \$144,973.00. Pavement Management also bid, with a bid of \$179,801.00. The Engineer's Estimate for the project is \$175,000.00. This project involves the application of Type 2 micro-surface and striping on the following streets:

Street	From	To
N. Bales	NE Brooktree Lane	NE Shady Lane
N. Woodland	NE 69th Ter	NE 72nd St
NE 64th/65th St	N. Flora	M-1
N. Prospect Ave	NE 73rd Ter	CDS (North)
NE 74th St	N. Prospect Ave	CDS (East)
N. Highland	NE 72nd St	NE 76th St

Budget Discussion: Funds are available in the TST Fund. On-going costs are estimated to be \$200,000.00 annually. Previous years' funding was \$390,000.00.

Public/Board/Staff Input: Vance Brothers has performed this service for the City in the past. Staff has always been pleased with their work, and is looking forward to working with them again this year. The work is anticipated to begin later this summer.

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

Timothy A. Nebergall  
Department Director/Administrator

JA  
City Attorney

BB  
City Manager

**RESOLUTION NO. R-24-41**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH VANCE BROTHERS, LLC, IN THE TOTAL AMOUNT NOT TO EXCEED \$144,973.00 FOR THE FY26 INTERMEDIATE MAINTENANCE PROGRAM, PROJECT TP2603.**

**WHEREAS**, two proposals were received for the FY26 Intermediate Maintenance Program, Project TP2603, and the proposal of Vance Brothers, LLC, in the amount of \$144,973.00 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 Vance Brothers, LLC, for work as outlined in the contract for a total amount not to exceed \$144,973.00.

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

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 14TH DAY OF JULY 2025.**

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Mayor Les Smith

ATTEST:

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Kris Keller, City Clerk



## *Request for Council Action*

RES ☒ # R-25-42

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 7/8/2025

Department: Public Works

Meeting Date Requested: 7/14/2025

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

Subject: Contract Award, FY26 Mill and Overlay Program, Project TP2606

Background: Five bids were received for this project:

Metro Asphalt, Inc.	\$1,099,838.40
Superior Bowen Asphalt Company	\$1,130,306.45
J.M. Fahey Construction	\$1,182,031.00
Little Joe's Asphalt, Inc.	\$1,196,393.20
McAnany Construction	\$1,314,466.40

The project consists of approximately 75,000 square yards of milling, 10,000 tons of asphalt and other associated work.

Budget Discussion: Funds are available from the Transportation Sales Tax Fund. Ongoing costs are estimated to be \$1,000,000.00 annually. Previous years' funding was \$1,700,000.00. The Engineer's Estimate for the project is \$1,150,000.00.

Public/Board/Staff Input: Metro Asphalt is a company based in Independence, MO. They have performed mill and overlay projects for the City numerous times in the past. Staff has been pleased with their performance and is looking forward to working with them again.

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

Timothy A. Nebergall  
Department Director/Administrator

JA  
City Attorney

BB  
City Manager

**RESOLUTION NO. R-25-42**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH METRO ASPHALT, INCORPORATED, IN THE TOTAL AMOUNT NOT TO EXCEED \$1,099,838.40 FOR THE FY26 MILL AND OVERLAY PROGRAM, PROJECT TP2606.**

**WHEREAS**, five proposals were received for the FY26 Mill and Overlay Program, Project TP2606, and the proposal of Metro Asphalt, Incorporated, in the amount of \$1,099,838.40 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 Metro Asphalt, Incorporated, for work as outlined in the contract for a total amount not to exceed \$1,099,838.40.

**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 14TH DAY OF JULY 2025.**

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Mayor Les Smith

ATTEST:

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Kris Keller, City Clerk