



**CITY COUNCIL MEETING
7010 NORTH HOLMES
GLADSTONE, MISSOURI
AUGUST 10, 2026**

The City Council will meet in Closed Executive Session at 6:15 pm, August 10, 2026, 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 7:00 PM

1. **North Oak Trafficway Road Improvement Project:** Director Nebergall will provide an update on the current project status and review the proposed project elements. A representative from Confluence will present the planned features to be incorporated into the project.

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 27, 2026, Closed City Council Meeting Minutes.**

6. **Approval of the July 27, 2026, 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.**
 - **Board and Commission Appointments**
9. **Communications from the City Manager.**
10. **CONSENT AGENDA**

RESOLUTION R-26-44, A Resolution accepting right-of-way and easements from certain property owners in conjunction with the North Oak Trafficway Road Construction Project TP2371.

RESOLUTION R-26-45, A Resolution authorizing the City Manager to enter into an Agreement with Conrad Fire Equipment for the purchase of nine (9) sets of personal protective structural firefighting gear in the total amount of \$39,195.00.

RESOLUTION R-26-46, A Resolution authorizing revisions to the Purchasing Policy for the City of Gladstone, Missouri.

RESOLUTION R-26-47, A Resolution declaring certain City property surplus and authorizing the sale and/or disposal of such property held by the City to the highest bidder via online auction, sealed bid, and/or otherwise disposed of as approved by the City Manager.

REGULAR AGENDA

11. **FIRST READING BILL NO. 26-28**, An Ordinance Amending Title III, Offenses, of the Code of Ordinances of the City of Gladstone, Missouri, to Amend Chapter 130 Offenses Against Public Peace and Safety.
12. **RESOLUTION R-26-48**, A Resolution authorizing Change Order No. 7 in the amount of \$100,000.00 to the contract with Fleshman Construction, Incorporated, for the Northeast 76th Terrace Storm Drainage and Parking Improvements Project CP2531.

13. RESOLUTION R-26-49, A Resolution authorizing Change Order No. 2 in the amount of \$140,875.00 to the contract with Linaweaver Construction, Incorporated, for the FY26 Water Main Replacements Project WP2687.

14. Other Business.

15. 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

Posted at 4:15 pm
8/6/2026
816-423-4096



Department of Public Works

Memorandum

DATE: August 6, 2026

TO: Robert M. Baer, City Manager

FROM: Timothy A. Nebergall, Director of Public Works

RE: North Oak Road Improvement Project Update

Purpose:

The purpose of this study session is to provide the City Council with an update on the North Oak Road Improvement Project, including current project status and proposed streetscape elements. A representative from Confluence will be present to discuss the streetscape features being incorporated into the project.

Background:

In 2020, the City of Gladstone and the City of Kansas City, Missouri (KCMO) completed the North Oak Corridor Plan. The final plan generally recommended maintaining the existing four-lane roadway configuration while incorporating access management improvements, enhanced bicycle and pedestrian facilities, and improved streetscape elements throughout the corridor.

Following completion of the plan, the City was awarded \$4,392,000 in Surface Transportation Program (STP) funds to advance the recommended improvements. Through coordination with property owners and project stakeholders, the design has been refined while continuing to support the original project goals of improved traffic safety, enhanced multimodal connectivity, and upgraded streetscape elements.

Project Progress and Schedule:

Right-of-way acquisition is nearing completion, and the acquisition files will soon undergo review as part of a MoDOT audit. The consultant team is also nearing completion of final design and anticipates submitting the project to MoDOT for approval later this month.

Coordination with utility providers is ongoing, with utility relocation activities anticipated to begin this fall. Following completion of the MoDOT approval process, the City anticipates advertising the project for bid later this fall, with construction expected to begin in early 2027. The overall construction duration is anticipated to be approximately 18 months.

If you have any questions, please contact me.



**MINUTES
REGULAR CITY COUNCIL MEETING
GLADSTONE, MISSOURI
MONDAY, JULY 27, 2026**

PRESENT: Mayor Jean Moore
Mayor Pro Tem Spencer Davis
Councilmember Tina Spallo
Councilman Les Smith
Councilman Cameron Nave

City Manager Bob Baer
Assistant City Manager Austin Greer
City Attorney Chris Williams
City Attorney Jackson Auer
City Clerk Kris Keller

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

Mayor Moore opened the Regular City Council Meeting Monday, July 27, 2026 at 7:30 pm.

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

Mayor Moore 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 Moore requested that all attendees stand and join in the Pledge of Allegiance to the Flag of the United States of America.

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 13, 2026, Closed City Council Meeting Minutes.

Councilmember Spallo moved to approve the minutes of the July 13, 2026, Closed City Council meeting as presented. Councilman Smith seconded. The Vote: "aye", Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0)

Item No. 6. On the Agenda. Approval of the July 13, 2026, Regular City Council Meeting Minutes.

Mayor Pro Tem Davis moved to approve the minutes of the July 13, 2026, Regular City Council meeting as presented. Councilman Nave seconded. The Vote: "aye", Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0)

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

There were no communications from the audience.

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

Councilman Nave thanked the City's Animal Control staff for their prompt response in addressing an animal-related issue and expressed appreciation for their continued service to the community. He also announced the upcoming Household Hazardous Waste Collection Event, to be held on Saturday, August 1, from 8:00 a.m. to 12:00 p.m., or until capacity is reached, at Happy Rock Park. Residents were reminded to bring proof of residency.

Councilman Smith invited the public to attend the Atkins-Johnson Barn Event Center ribbon-cutting ceremony on Tuesday, August 4, at 10:00 a.m. to help celebrate the project's completion. He noted that the barn project has been underway for some time and has generated significant interest in the community.

Councilmember Spallo reminded the public of the upcoming Theatre in the Park production of Bye, Bye, Birdie, scheduled for Friday, Saturday, and Sunday at 8:30 p.m. She encouraged residents to bring chairs and blankets and attend the performances.

Mayor Moore reported recently attending the Snow Cones with the Cops as well as the Kids Fest events, noting both were well attended and successful. She also expressed appreciation to the organizers of Kids Fest, Shelly Hersh, Liz Soria, and Andi Schibi for their efforts. Lastly, she reminded the public and fellow Councilmembers of the upcoming Glad Green Team clean-up event on Saturday, August 1, encouraging residents to participate.

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

City Manager Baer announced the unexpected passing of the City's Water Plant Superintendent, Steve Wescott, recognizing his nearly 30 years of dedicated service. He highlighted Mr. Wescott's passion for providing clean water to residents, his pride in the water plant, and his deep commitment to the community. He expressed condolences and asked that Mr. Wescott's wife, family, friends, and coworkers be kept in everyone's thoughts and prayers.

REGULAR AGENDA

Item No. 10. On the Agenda. **FIRST READING BILL NO. 26-25**, An Ordinance authorizing the City Manager to execute a Program Agreement between the City of Gladstone and the Missouri Highways and Transportation Commission for Surface Transportation Block Grant (STBG) Funding to construct North Oak Trafficway Improvements from Northeast 69th Street to Northeast 72nd Street – Federal Project STBG-3323(414), City Project TP2371.

Councilman Smith moved **BILL NO. 26-25** be placed on its First Reading. **Councilmember Spallo** seconded. The Vote: "aye", Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) The Clerk read the Bill.

Councilman Smith moved to accept the First Reading of **BILL NO. 26-25**, waive the rule and place the Bill on its Second and Final Reading. **Councilmember Spallo** seconded. The Vote: "aye", Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) The Clerk read the Bill.

Councilman Smith moved to accept the Second and Final Reading of **BILL NO. 26-25** and enact the Bill as **Ordinance 4.742**. **Councilmember Spallo** seconded.

Councilmember Spallo expressed appreciation to Tim Nebergall in connection with Bill No. 26-25, recognizing his leadership and years of work on the North Oak Trafficway Improvements Project. She thanked him, City staff, and project partner, the Mid-America Regional Council, for their collaboration in advancing the project and noted their efforts were now coming to realization.

Roll Call vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) **Mayor Moore** stated **BILL NO. 26-25** stands enacted as **Ordinance Number 4.742**.

Item No. 11. On the Agenda. FIRST READING BILL NO. 26-26, An Ordinance authorizing the execution of certain documents in connection with the refinancing of a project previously financed by the City under the provisions of Article VI, Section 27 of the Missouri Constitution, as amended, and Sections 100.010 to 100.200, inclusive, of the Revised Statutes of Missouri, as amended; and authorizing the execution of certain documents and taking of certain other actions in connection therewith.

Mayor Moore asked Attorney John Mullane to explain the Ordinance.

John Mullane, bond counsel with Kutak Rock provided background on Bill No. 26-26, explaining that in 2013 the City issued Chapter 100 industrial development revenue bonds to support development of The Heights Apartments at 601 NE 70th Street, with the City holding title to facilitate property tax abatement and leasing the property back to FNC Gladstone Apartments. He stated that the current action is to accommodate the company’s request to refinance the project through HUD, similar to a recent refinancing for the Parkside Apartments, and that because the City holds title, HUD requires the City to sign documents subjecting the property to a new security instrument. He noted that the Ordinance authorizes execution of various documents to implement HUD’s requirements, clean up the sublease structure by eliminating an intermediate sub-tenant so the original developer is the primary entity, and correct typographical errors and memorialize certain factual matters, all without changing the basic nature of the City’s Chapter 100 arrangement.

Mayor Pro Tem Davis moved **BILL NO. 26-26** be placed on its First Reading. **Councilman Nave** seconded. The Vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) The Clerk read the Bill.

Mayor Pro Tem Davis moved to accept the First Reading of **BILL NO. 26-26**, waive the rule and place the Bill on its Second and Final Reading. **Councilman Nave** seconded. The Vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) The Clerk read the Bill.

Mayor Pro Tem Davis moved to accept the Second and Final Reading of **BILL NO. 26-26** and enact the Bill as **Ordinance 4.743**. **Councilman Nave** seconded.

Roll Call vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) **Mayor Moore** stated **BILL NO. 26-26** stands enacted as **Ordinance Number 4.743**.

Item No. 12. On the Agenda. FIRST READING BILL NO. 26-27, An Ordinance authorizing the City Manager to execute Amendment No. 1 to the Rights-of-Way Use Agreement with Zayo Group, LLC.

Councilman Nave moved **BILL NO. 26-27** be placed on its First Reading. **Councilmember Spallo** seconded. The Vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) The Clerk read the Bill.

Councilman Nave moved to accept the First Reading of **BILL NO. 26-27**, waive the rule and place the Bill on its Second and Final Reading. **Councilmember Spallo** seconded. The Vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) The Clerk read the Bill.

Councilman Nave moved to accept the Second and Final Reading of **BILL NO. 26-27** and enact the Bill as **Ordinance 4.744**. **Councilmember Spallo** seconded.

Roll Call vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0) **Mayor Moore** stated **BILL NO. 26-27** stands enacted as **Ordinance Number 4.744**.

Item No. 13. On the Agenda. **RESOLUTION R-26-43**, A Resolution authorizing the City Manager to execute a Professional Services contract with Smith and Boucher Engineers in a total amount not to exceed \$160,000.00 for providing engineering services for the HUD HVAC Project at the Gladstone Community Center.

Councilman Smith moved to approve **RESOLUTION R-26-43**, A Resolution authorizing the City Manager to execute a Professional Services contract with Smith and Boucher Engineers in a total amount not to exceed \$160,000.00 for providing engineering services for the HUD HVAC Project at the Gladstone Community Center. **Councilman Nave** seconded. The Vote: “aye”, Councilman Nave, Councilman Smith, Councilmember Spallo, Mayor Pro Tem Davis, and Mayor Moore. (5-0)

Item No. 14. On the Agenda. Other Business.

There was no other business.

Item No. 15. On the Agenda. Adjournment.

Mayor Moore adjourned the July 27, 2026, Regular City Council meeting at 7:49 pm.

Respectfully submitted:

Kris Keller, City Clerk

Approved as presented: _____

Approved as modified: _____

Jean B. Moore, Mayor

**AGENDA ITEM #8 COUNCIL COMMUNICATIONS
BOARD & COMMISSION APPOINTMENT RECOMMENDATIONS
FOR CITY COUNCIL ACTION AUGUST 10, 2026**

<u>BOARD/COMMISSION</u>	<u>TERM EXPIRATION</u>
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BOARD OF ZONING ADJUSTMENT

New Appointment	Michael Jenkins	December 2027
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PLANNING COMMISSION

New Appointment	John Houlihan	December 2027
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Request for Council Action

RES ☒ # R-26-44

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/4/2026

Department: Public Works

Meeting Date Requested: 8/10/2026

Public Hearing: Yes ☐ Date: N/A

Subject: Property Acquisition, North Oak Trafficway Road Improvement Project TP2371

Background: The City of Gladstone is working to finalize the design of improvements to North Oak Trafficway from NE 69th Street to NE 72nd Street. In order to construct the improvements, right-of-way and/or easements are required from 20 property owners.

Budget Discussion: Funds are available from the 2024 COP and budgeted in the Transportation Sales Tax Fund.

Public/Board/Staff Input: Staff requests that the right-of-way and/or easements identified in the Resolution be submitted to the City Council for acceptance. Please note that executed documents have been received from Security Bank, the North Kansas City School District, and Jiffy Lube. Agreements in principle have also been reached with the owners of the Civic Center and AT&T. Once these documents are fully executed, all property acquisitions necessary for construction of the project will be complete.

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-26-44

A RESOLUTION ACCEPTING RIGHT-OF-WAY AND EASEMENTS FROM CERTAIN PROPERTY OWNERS IN CONJUNCTION WITH THE NORTH OAK TRAFFICWAY ROAD IMPROVEMENT PROJECT TP2371.

WHEREAS, right-of-way and easements from certain property owners are necessary to construct the North Oak Trafficway Road Improvement Project TP2371.

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

THAT, the right-of-way and easements from the property owners listed below as “CC through NN” are hereby accepted. Easement labeling is a continuation of the easements submitted and accepted under Resolutions R-26-21, R-26-26, R-26-32, R-26-34, and R-26-41.

Temporary Construction Easement

“CC” – Security Bank of Kansas City	7001 N. Oak Trafficway
“DD” – North Kansas City 74 School District	6889 N. Oak Trafficway
“EE” – SDI/JLI Limited Partnership (Jiffy Lube)	7025 N. Oak Trafficway
“FF” – Gladstone Civic Center	6920 N. Oak Trafficway
“GG” – AT&T	6912 N. Oak Trafficway

Permanent Construction Easement

“HH” – North Kansas City 74 School District	6889 N. Oak Trafficway
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Permanent Landscape & Utility Easement

“II” – Gladstone Civic Center	6920 N. Oak Trafficway
“JJ” – AT&T	6912 N. Oak Trafficway

Right-of-Way by Quit-Claim Deed

“KK” – Security Bank of Kansas City	7001 N. Oak Trafficway
“LL” – SDI/JLI Limited Partnership (Jiffy Lube)	7025 N. Oak Trafficway
“MM” – Gladstone Civic Center	6920 N. Oak Trafficway
“NN” – AT&T	6912 N. Oak Trafficway

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.

RESOLUTION NO. R-26-44

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY
OF GLADSTONE, MISSOURI, THIS 10 TH DAY OF AUGUST 2026.**

Jean B. Moore, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-26-45

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date 07/24/2026

Department: Fire

Meeting Date Requested: 08/10/2026

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

Subject: A Resolution authorizing the City Manager to enter into an agreement with Conrad Fire Equipment in the amount of \$39,195.00 for the purchase of nine (9) sets of Personal Protective Structural Firefighting (Bunker) Gear.

Background: This purchase is fully funded through a grant awarded by the Firehouse Subs Public Safety Foundation in the amount of \$39,195.00, resulting in no additional cost to the City's General Fund. The grant was submitted and awarded to provide an opportunity to replace aging frontline protective equipment with new NFPA-compliant bunker gear, enhancing firefighter safety, comfort, and operational readiness. Structural firefighting PPE is among the most critical equipment issued to firefighters, providing protection from extreme heat, flame, hazardous environments, and other occupational hazards encountered during emergency response. Replacing aging bunker gear ensures personnel are equipped with PPE that meets current NFPA standards to include cancer prevention initiatives, while directly supporting the City's commitment to firefighter safety, health, and operational effectiveness.

Budget Discussion: Funds are budgeted in the amount of \$39,195.00 from the GENERAL FUND. Ongoing annual costs are estimated at \$0. Previous years' funding for this item was \$0.

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

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

Mike Desautels
Fire Chief

CW
City Attorney

BB
City Manager

RESOLUTION NO. 26-45

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CONRAD FIRE EQUIPMENT FOR THE PURCHASE OF NINE (9) SETS OF PERSONAL PROTECTIVE STRUCTURAL FIREFIGHTING GEAR IN THE TOTAL AMOUNT OF \$39,195.00.

WHEREAS, the City of Gladstone has been awarded a grant from the Firehouse Subs Public Safety Foundation to be used toward the purchase of nine (9) sets of personal protective structural firefighting (bunker) gear; and

WHEREAS, Conrad Fire Equipment is proposing pricing based on their contract with the City of Kansas City, MO, which is authorized through that Agreement.

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

THAT, the City Manager is authorized to enter into a purchase agreement with Conrad Fire Equipment for the acquisition of nine (9) sets of personal protective structural firefighting gear in the amount of \$39,195.00.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 10TH DAY OF AUGUST 2026.

Jean B. Moore, Mayor

Attest:

Kris Keller, City Clerk



Request for Council Action

RES ☒# R-26-46

BILL ☐# City Clerk Only

ORD ☐# City Clerk Only

Date: 8/5/2026

Department: General Administration

Meeting Date Requested: 8/10/2026

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 circumstances. To maintain flexibility while upholding accountability, staff is proposing an amendment to Section XVI Surplus Property to allow property that is declared surplus to be donated for purposes other than recycling upon approval by the City Manager.

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

JA
City Attorney

BB
City Manager

RESOLUTION NO. 26-46

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 the second paragraph of Section XIV Surplus Property – “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, sold for scrap, or donated to another public, non-profit, or charitable entity with a demonstrated need for the item upon approval of the City Manager.”

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 10TH DAY OF AUGUST 2026.

Jean B. Moore, Mayor

ATTEST:

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) 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.

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, sold for scrap, or donated to another public, non-profit, or charitable entity with a demonstrated need for the item upon approval of the City Manager.



Request for Council Action

RES ☒ # R-26-47

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 8/6/2026

Department: Parks & Recreation

Meeting Date Requested: 8/10/2026

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

Subject: A Resolution authorizing the sale and/or disposal of such property held by the City to the highest bidder, via online auction, sealed bid, and/or otherwise disposed of as approved by the City Manager.

Background: A recent inventory of surplus equipment and property held by the City led to a comprehensive list from the Parks, Recreation & Cultural Arts and Public Works Departments. In order to sell the equipment, a Declaration of Surplus is required by the City Council. The proposed Resolution will declare the property as surplus and authorize the City Manager to sell and/or dispose of it. (See attached Exhibit A with full list of items)

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.

Jordan Brown
Parks Department Director

JA
City Attorney

BB
City Manager

Tim Nebergall
Public Works Department Director

RES ☒ # R-26-47

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

EXHIBIT A

Park Recreation & Cultural Arts Department

Description	Serial Number
Flora Park Play Structure	MPR010000PITO013
FreeMotion Incline Trainer	PP21029500416
FreeMotion Incline Trainer	PP21029500421
FreeMotion Incline Trainer	PP21029500418
Bleacher- Wood seat ,12', 3 Row-Quantity-1	N/A
Bleacher- Wood seat, 12', 4 Row-Quantity-1	N/A
Picnic Table, Green Wood top, 6'- Quantity-19	N/A
Picnic Table, White Wood top, 6'- Quantity-5	N/A

Public Works Department

Description	Serial Number
Generator (Onan 55 EN)	C760112812
Model # 55.0 EN-15R 15464	

Case Skid Steer	
Model # 440 Series 3	Product Identification Number (PIN) *N8M492670*

RESOLUTION NO. R-26-47

A RESOLUTION DECLARING CERTAIN CITY PROPERTY SURPLUS AND AUTHORIZING THE SALE AND/OR DISPOSAL OF SUCH PROPERTY HELD BY THE CITY TO THE HIGHEST BIDDER VIA ONLINE AUCTION, SEALED BID, AND/OR OTHERWISE DISPOSED OF AS APPROVED BY THE CITY MANAGER.

WHEREAS, the items set forth in the attachment, Exhibit “A” are no longer necessary for any municipal public purpose of the City; and

WHEREAS, the City Council finds that it is in the best interest of the citizens of the City of Gladstone that the said items be sold to the highest bidder via online auction, sealed bid and/or otherwise disposed of appropriately as approved by the City Manager.

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

THAT, the items set forth in Exhibit “A” are hereby declared surplus property of the City of Gladstone; and

FURTHER, THAT, the City Manager of the City of Gladstone is hereby authorized to sell the items set forth in Exhibit “A” to the highest bidder via online auction, sealed bid, or otherwise disposed of as appropriate upon approval of the City Manager.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 10TH DAY OF AUGUST 2026.

Jean B. Moore, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☐ # City Clerk Only

BILL ☒ # 26-28

ORD ☒ # 4.745

Date: 8/3/2026

Department: Police

Meeting Date Requested: 8/10/2026

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

Subject: An Amendment to Title III of the City Code to revise Chapter 130 Offenses Against Public Peace and Safety, Section 3.105.020 False Reports

Background: Individuals will at times provide a false name or identification in an attempt to conceal their true identity when law enforcement is conducting lawful investigations or investigating criminal or potentially criminal activity. This often results in law enforcement expending unnecessary time and resources identifying the individual. Current City Ordinance does not allow for charging those individuals for providing false information to law enforcement. This amendment would make it illegal to provide false information for the purpose of avoiding identification in their own name.

Budget Discussion: N/A

Public/Board/Staff Input: Staff recommends passing the Ordinance as written.

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

Fred J. Farris
Chief of Police

CW
City Attorney

BB
City Manager

AN ORDINANCE AMENDING TITLE III, OFFENSES, OF THE CODE OF ORDINANCES OF THE CITY OF GLADSTONE, MISSOURI, TO AMEND CHAPTER 130 OFFENSES AGAINST PUBLIC PEACE AND SAFETY.

WHEREAS, The Code of Ordinances of the City of Gladstone, Missouri (the “City Code”) includes provisions in Title III addressing offenses concerning public peace and safety within the City of Gladstone, Missouri (the “City”); and

WHEREAS, the City staff have prepared revisions to amend to Title III of the City Code to revise Chapter 130 Offenses Against Public Peace and Safety, Section 3.105.020 False Reports, to address when a person gives false information to a law enforcement officer for the purpose of avoiding identification in their own name.

WHEREAS, the City Council desires to approve the proposed amendment to Title III of the City Code as set forth in this ordinance.

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

SECTION 1: That Title III Offenses, Chapter 130 Offenses Against Public Peace and Safety, Section 3.105.020 False Reports, of the City Code is hereby amended with additions in **bold underline** and deletions in ~~strike through~~ notation as follows:

Section 3.105.020 – False reports.

- (a) A person commits the offense of making a false report if such person knowingly:
 - (1) Gives false information to a law enforcement officer for the purpose of implicating another person in a crime **or for the purpose of avoiding identification in their own name;**
 - (2) Makes a false report to a law enforcement officer that a crime has occurred or is about to occur; or
 - (3) Makes a false report or causes a false report to be made to a law enforcement officer, security officer, fire department or other organization, official or volunteer, which deals with emergencies involving danger to life or property that a fire or other incident calling for an emergency response has occurred.
- (b) It is a defense to a prosecution under subsection (a) of this section that the actor retracted the false statement or report before the law enforcement officer or any other person took substantial action in reliance thereon.
- (c) The defendant shall have the burden of injecting the issue of retraction under subsection (b) of this section.

SECTION 2: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

BILL NO. 26-28

ORDINANCE NO. 4.745

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY
OF GLADSTONE, MISSOURI, THIS 10TH DAY OF AUGUST 2026.**

ATTEST:

Jean B. Moore, Mayor

Kris Keller, City Clerk

First Reading: August 10, 2026

Second Reading: August 10, 2026



Request for Council Action

RES ☒ # R-26-48

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 8/4/2026

Department: Public Works

Meeting Date Requested: 8/10/2026

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

Subject: Change Order No. 7, NE 76th Terrace Storm Drainage & Parking Improvements, Project CP2531

Background: The contract for Project CP2531 was awarded to Fleshman Construction, Inc., authorized by Resolution R-25-07. Change Order No. 1 through 5 expanded the scope of the project to include additional work at various locations. Change Order No. 6 (R-26-38) provided for the removal and replacement of approximately 15-linear feet of two 6-foot by 9-foot corrugated metal pipes (CMPs) that had failed beneath Old Pike Road near Home Depot. That work is complete and the street is open to traffic. Although the repair addressed the immediate structural concern, the remaining pipes are in poor condition. Change Order No. 7 expands the project scope to rehabilitate the full length (approximately 100 linear feet each) of both existing CMPs by installing a centrifugally cast concrete lining. This process creates a new, structurally sound concrete pipe within each existing CMP, extending their service life. The rehabilitation method is particularly well suited for large-diameter pipes at significant depths and will not require another street closure.

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

Original Contract Amount:	\$ 662,815.34
Change Orders 1 thru 6	669,831.40
Total Approved to Date:	1,332,646.74
Change Order 7	100,000.00
Revised Contract Amount:	\$ 1,432,646.74

Funds are available from the Capital Improvements Sales Tax Fund.

Public/Board/Staff Input: 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-26-48

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 7 IN THE AMOUNT OF \$100,000.00 TO THE CONTRACT WITH FLESHMAN CONSTRUCTION, INCORPORATED, FOR THE NORTHEAST 76TH TERRACE STORM DRAINAGE AND PARKING IMPROVEMENTS PROJECT CP2531.

WHEREAS, additional work under the Northeast 76th Terrace Storm Drainage and Parking Improvements Project CP2531 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. 7 to the Northeast 76th Terrace Storm Drainage and Parking Improvements, Project CP2531 with Fleshman Construction, Incorporated, as follows:

Original Contract Amount:	\$ 662,815.34
Change Orders 1 thru 6	669,831.40
Total Approved to Date:	1,332,646.74
Change Order 7	100,000.00
Revised Contract Amount:	\$ 1,432,646.74

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

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 10TH DAY OF AUGUST 2026.

Jean B. Moore, Mayor

ATTEST:

Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-26-49

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 8/4/2026

Department: Public Works

Meeting Date Requested: 8/10/2026

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

Subject: Change Order No. 2, FY26 Water Main Replacements, Project WP2687

Background: The contract for Project WP2687 was awarded to Linaweaver Construction, Inc. as authorized by Resolution R-26-25. Change Order No. 1 (R-26-42) modified the scope of work to include stormwater improvements in the vicinity of 3108 NE 71st Terrace. Change Order 2 further expands the scope of work to include the replacement of an additional 750-linear feet of 8-inch water main on NE 60th Street from N. Chestnut to NE Kendallwood Parkway.

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

Original Contract Amount:	\$ 409,450.00
Change Order 1	156,800.00
Total Approved to Date:	\$ 566,250.00
Change Order 2	140,875.00
Revised Contract Amount:	\$ 707,125.00

Funds are budgeted in the Combined Waterworks and Sewerage System Fund.

Public/Board/Staff Input: The existing water main on NE 60th Street dead-ends near Kendallwood Parkway. The FY26 Water Main Replacement Program included plans to loop this main. Within the past month, four separate water main breaks have occurred on this line, in addition to seven documented breaks over the previous 10 years. Field staff who performed the repairs on this main have reported that it is in extremely poor condition and should be replaced. 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-26-49

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 IN THE AMOUNT OF \$140,875.00 TO THE CONTRACT WITH LINAWEAVER CONSTRUCTION, INCORPORATED, FOR THE FY26 WATER MAIN REPLACEMENTS PROJECT WP2687.

WHEREAS, additional work under the FY26 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. 2 to the FY26 Water Main Replacements Project WP2687 with Linaweaver Construction, Incorporated, as follows:

Original Contract Amount:	\$ 409,450.00
Change Order 1	156,800.00
Total Approved to Date:	\$ 566,250.00
Change Order 2	140,875.00
Revised Contract Amount:	\$ 707,125.00

FURTHER, THAT, funds for such purpose are budgeted in the Combined Waterworks and Sewerage System Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 10TH DAY OF AUGUST 2026.

Jean B. Moore, Mayor

ATTEST:

Kris Keller, City Clerk