TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
MARCH 19, 2024
REGULAR SESSION NO. 23
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
AND
ONLINE ZOOM WEBINAR
7:00 P.M.

The meeting will be streamed live and can be accessed on the City's website at www.raytown.mo.us. In addition, a video recording of the meeting will be available within 48 hours on the City's website. For questions, contact City Clerk, Teresa Henry at (816) 737-6004 or thenry@raytown.mo.us.

Public comments can be made in-person by signing in before the meeting using the sign-in sheet available in the City Hall Council Chamber. To make public comments remotely, please use the Zoom Webinar ID and Passcode below and notify the Clerk, using the contact information above, of your intent to give a Public Comment remotely during the live online meeting, or send your Public Comments to the City Clerk at the email address above by 12:00 p.m. (noon) on March 19, 2024 so that your comments can be presented in writing to the Board of Aldermen during the Public Comments section of the meeting agenda. All Public Comments received will be kept on file in the City Clerk's office.

zoom.us/join
Webinar ID: 827 4750 6224
Passcode: 205209

OPENING SESSION

Invocation/Pledge of Allegiance
Roll Call

Public Comments

Comments from the Mayor
Comments from the City Administrator
Committee Reports

LEGISLATIVE SESSION

1. **CONSENT AGENDA**
All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. An item designated for the Consent Agenda may be removed from the Consent Agenda at the request of the Mayor or an Alderman, where there is no objection by the remaining members of the Board. If there is an objection to removal of an item from the Consent Agenda, the item may be removed by a motion and vote of the Board.

Minutes from the March 5, 2024 Board of Aldermen Meeting

R-3586-24: A RESOLUTION AUTHORIZING AND APPROVING THE PURCHASE OF (3) 2025 FORD UTILITY POLICE INTERCEPTORS FROM SHAWNEE MISSION FORD OFF THE MISSOURI KANSAS COUNCIL OF PUBLIC PROCUREMENT COOPERATIVE BID UTILIZING THE CLAY COUNTY AGREEMENT IN AN TOTAL AMOUNT NOT TO EXCEED $155,831.00 FOR FISCAL YEAR 2023-2024. Point of Contact: Robert Kuehl, Police Chief.

OLD BUSINESS

2. **SECOND READING: Amended Bill No. 6661-24, Section VI-B-1: AN ORDINANCE** AUTHORIZING AND APPROVING THE ACCEPTANCE OF EASEMENTS IN CONNECTION WITH THE 59TH STREET AND RAYTOWN ROAD STORM WATER IMPROVEMENT PROJECT. Point of Contact: Robinson Camp, Public Works Director.

NEW BUSINESS

3. **R-3587-24: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE LAKOTA GROUP FOR THE 2024 COMPREHENSIVE PLAN UPDATE IN AN AMOUNT NOT TO EXCEED $120,000.00 FOR FISCAL YEAR 2023-2024. Point of Contact: Missy Wilson, Assistant City Administrator/Economic Development Administrator.

4. **R-3588-24: A RESOLUTION** APPROVING AND ADOPTING AN INVESTMENT POLICY FOR THE CITY OF RAYTOWN. Point of Contact: Michael Graham, Finance Director.

5. **R-3589-24: A RESOLUTION** AMENDING THE AGREEMENT WITH HARMON CONSTRUCTION, INC. FOR PUBLIC IMPROVEMENTS RELATED TO THE CITY HALL COURT OFFICE IN THE AMOUNT OF $1,801.91 FOR A TOTAL PROJECT AMOUNT NOT TO EXCEED $69,477.56. Point of Contact: Robinson Camp, Public Works Director.

ADJOURNMENT

MINUTES
RAYTOWN BOARD OF ALDERMEN
MARCH 5, 2024
REGULAR SESSION NO. 22
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
AND
ONLINE ZOOM WEBINAR
7:00 P.M.

Mayor Michael McDonough called the March 5, 2024, Board of Aldermen Regular meeting to order at 7:01 p.m. Brandon Smith, of Graceway Church, provided the invocation and led the pledge of allegiance.

Roll was called by Teresa Henry, City Clerk, and the attendance was as follows:

Present: Alderman Greg Walters, Alderman Ian Scott, Alderman Jim Aziere, Alderman Loretha Hayden, Alderman Ryan Myers, Alderman Janet Emerson, Alderman Bill Van Buskirk, Alderman Bonnaye Mims

Absent: Alderman Theresa Garza, Alderman Diane Krizek

Public Comments

None

Communication from the Mayor

Mayor McDonough spoke on recent events and City business.

Communication from the City Administrator

Damon Hodges, City Administrator, provided an update on the City's current projects and plans, and Robert Kuehl, Police Chief, provided an update on staffing in the Raytown Police Department.

Committee Reports

Comments were made by Aldermen Aziere, Myers, Hayden and Van Buskirk.

LEGISLATIVE SESSION

1. **CONSENT AGENDA**
All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. An item designated for the Consent Agenda may be removed from the Consent Agenda at the request of the Mayor or an Alderman, where there is no objection by the remaining members of the Board. If there is an objection to removal of an item from the Consent Agenda, the item may be removed by a motion and vote of the Board.

Minutes from the February 13, 2024 Board of Aldermen Meeting

R-3582-24: A RESOLUTION AUTHORIZING AND APPROVING THE PURCHASE OF FUEL FROM JOHN MOORE OIL COMPANY OFF THE CITY OF LEE'S SUMMIT, MISSOURI COOPERATIVE PURCHASE CONTRACT FOR FISCAL YEAR 2023-2024 IN AN AMOUNT NOT TO EXCEED $179,350.00. Point of Contact: Robinson Camp, Public Works Director.

R-3583-24: A RESOLUTION AUTHORIZING AND APPROVING THE CONTINUATION OF AN AGREEMENT WITH RPM MOWING, LLC. FOR MOWING SERVICES IN AN AMOUNT NOT TO EXCEED $60,000.00 FOR FISCAL YEAR 2023-2024. Point of Contact: Robinson Camp, Public Works Director.

R-3584-24: A RESOLUTION AUTHORIZING AND APPROVING THE PURCHASE OF EQUIPMENT TO UPFIT A 2024 FORD F-550 FROM AMERICAN EQUIPMENT COMPANY OFF THE CITY OF KANSAS CITY MISSOURI COOPERATIVE PURCHASE CONTRACT IN AN AMOUNT NOT TO EXCEED $65,000.00. Point of Contact: Robinson Camp, Public Works Director.

Alderman Mims, seconded by Alderman Hayden, made a motion to adopt. The motion was approved by a vote of 8-0-2.

Ayes: Aldermen Mims, Hayden, Scott, Van Buskirk, Emerson, Myers, Aziere, Walters
Nays: None
Absent: Aldermen Garza, Krizek

NEW BUSINESS

2. **FIRST READING: Bill No. 6661-24, Section VI-B-1: AN ORDINANCE** AUTHORIZING AND APPROVING THE ACCEPTANCE OF EASEMENTS IN CONNECTION WITH THE 59TH STREET AND RAYTOWN ROAD STORM WATER IMPROVEMENT PROJECT. Point of Contact: Robinson Camp, Public Works Director.

The item was read by title only by Teresa Henry, City Clerk.

Jason Hanson, City Engineer, presented the item and remained for any discussion along with Robinson Camp, Public Works Director.

Alderman Van Buskirk made a motion to suspend the rules and hold an immediate second reading.

The item and motion were discussed.

Alderman Van Buskirk rescinded his motion.

3. **R-3585-24: A RESOLUTION** AUTHORIZING AND APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LAMP RYNEARSON FOR ENGINEERING SERVICES FOR THE RAYTOWN ROAD IMPROVEMENT PROJECT IN AN AMOUNT NOT TO EXCEED $134,500.00 FOR FISCAL YEAR 2023-2024. Point of Contact: Robinson Camp, Public Works Director.

The item was read by title only by Teresa Henry, City Clerk.

Robinson Camp, Public Works Director, presented the item and remained for any discussion.

Alderman Myers, seconded by Alderman Mims, made a motion to adopt. The motion was approved by a vote of 8-0-2.

Ayes: Aldermen Myers, Mims, Van Buskirk, Scott, Hayden, Emerson, Aziere, Walters
Nays: None
Absent: Aldermen Krizek, Garza

Mayor McDonough called for a short recess at 8:22 p.m.

Mayor McDonough reconvened the meeting at 8:27 p.m.

STUDY SESSION

Financial Quarterly Report
Michael Graham, Finance Director

Michael Graham, Finance Director, presented the Financial Quarterly Report.

ADJOURNMENT

Alderman Myers, seconded by Alderman Mims, made a motion to adjourn. The motion was approved by a majority of those present.

The meeting adjourned at 8:53 p.m.

____
Teresa M Henry, City Clerk, MRCC

CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 02/20/2024

MEETING DATE: March 19, 2024

SUBMITTED BY: **DEPARTMENT: Police Department**

Document Type: Resolution Purchase

SUBJECT/REQUEST

R-3586-24: Approve the purchase of three police vehicles, not to exceed $156,000.00.

BACKGROUND/JUSTIFICATION

The Police Department replaces vehicles within the police fleet as necessary, to maintain operational effectiveness. Replacement prioritization and decisions are determined through a cooperative effort of Public Works, the City Maintenance garage staff, and the Police Department.

A total of $156,000.00 is budgeted for the purchase of two marked Police Patrol vehicles to replace two existing Patrol vehicles and one unmarked Police Investigations vehicle, an addition to the Investigations' fleet. The quoted price for the purchase of the three vehicles was $155,831.00 (at government purchasing pricing.) Upfitting expenses are not included in this request.

Note: Historically, the Police Interceptor vehicle ordering window opens with little notice and closes within a matter of days. Therefore, the three vehicles have already been ordered, but not purchased, on an emergency basis. The order was made within the guidelines of Section 6 of the City's Purchasing Policy, "Emergency Purchases."

RECOMMENDED MOTION

Approve the Resolution.

PREVIOUS ACTION

COMMISSION/COMMITTEE REVIEW

These purchases have been reviewed and approved by the Special Sales Tax Review Committee on 11-06-2023.

FINANCIAL IMPACT

Contractor: Shawnee Mission Ford	

Amount of Request/Contract: $156,000.00	
Amount Budgeted: $156,000.00	
From Account Name and #: 205-32-00-100-57000	Amount: $156,000.00
To Account Name and #:	Amount:

REVIEWED BY

Michael Graham
Damon Hodges
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Reso Police Vehicle Purchase 2023-2024
2. Shawnee Mission Ford MACPP 62-23 Award letter
3. Shawnee Mission Ford Quote 02-14-2024 2025 Ford Utility PI Unmarked
4. Shawnee Mission Ford Quote 02-15-2024 2025 Ford Utility PI Patrol

SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)

Document	Attached	If not attached, explain
Secretary of State:		
Certificate of Insurance:		
E-Verify Affidavits:		
E-Verify proof of enrollment:		
Bond:		
IRS Form W-9:		
Bid/RFP/RFQ: (submit all)		
Bid/RFP/RFQ Tabulation:		
Bid Waiver: Sole source or less than three bids		
Contractor address and email:		
Project Exemption Certificate needed:		
Other: Purchase Quotes, MKCPP Notice of Award	X	

A RESOLUTION AUTHORIZING AND APPROVING THE PURCHASE OF (3) 2025 FORD UTILITY POLICE INTERCEPTORS FROM SHAWNEE MISSION FORD OFF THE MISSOURI KANSAS COUNCIL OF PUBLIC PROCUREMENT COOPERATIVE BID UTILIZING THE CLAY COUNTY AGREEMENT IN A TOTAL AMOUNT NOT TO EXCEED $155,831.00 FOR FISCAL YEAR 2023-2024

WHEREAS, the Raytown Police Department has a need for the acquisition of three (3) 2025 Ford Utility Police Interceptors; and

WHEREAS, the City of Raytown, in the adoption of its purchasing policy has approved the practice of purchasing equipment from competitive bids awarded by other governmental entities through the cooperative bidding process; and

WHEREAS, the Missouri Kansas Council of Public Procurement Cooperative Bid has competitively bid and awarded an agreement (RNL No. 62-23) to Shawnee Mission Ford, Inc.; and

WHEREAS, funds for such purpose are budgeted from the Capital Sales Tax and such expenditure has been reviewed and on November 6, 2023 was recommended by the Special Sales Tax Review Committee as being consistent with voter intent; and

WHEREAS, the City of Raytown finds it is in the best interest of the citizens of the City of Raytown to authorize and approve the purchase of three (3) 2025 Ford Utility Police Interceptors from Shawnee Mission Ford, Inc. off the Missouri Kansas Council of Public Procurement Cooperative Bid utilizing the Clay County Agreement (RNL No. 62-23) in an amount not to exceed $155,831.00 for fiscal year 2023-2024.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the purchase of three (3) 2025 Ford Utility Police Interceptors from Shawnee Mission Ford, Inc. off the Missouri Kansas Council of Public Procurement Cooperative Bid utilizing the Clay County Agreement (RNL No. 62-23) in an amount not to exceed $155,831.00 for fiscal year 2023-2024 is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute all documents necessary to this transaction and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 19th day of March, 2024.

____
Michael McDonough, Mayor

ATTEST:

____
Teresa M. Henry, City Clerk

Approved as to Form:

____
Jennifer M. Baird, City Attorney

CLAY COUNTY

RNL No. 62-23

MKCPP 2024 MODEL YEAR METRO VEHICLE BID RENEWAL

ORIGINAL RESOLUTION: 2019-391

THIS RENEWAL AGREEMENT, MADE THIS 20th DAY OF November, 2023 is herein called Term and Supply Agreement for MKCPP 2024 Model Year Metro Vehicle Bid Renewal between Clay County Missouri (hereinafter "County") and Shawnee Mission Ford (hereinafter "Vendor").

WHEREAS, the County has caused to be prepared certain Agreement documents, General Terms and Conditions, Special Conditions and/or Specifications, Invitation for Bid for Term and Supply Agreement and any special bid clauses/addenda listed under Special Attachments below (hereinafter "Agreement Documents"), said Agreement Documents setting forth such equipment, supplies, labor and/or services to be furnished as therein fully described; and

WHEREAS, Vendor did on the 22nd day of October 2019 file with the County their Bid to furnish such equipment, supplies, labor and/or services, as specified; and

WHEREAS, the said Agreement Documents adequately and clearly describe the terms and conditions upon which the Vendor is to furnish such equipment, supplies, labor and/or services as specified; and

WHEREAS, All other aspects of the original Agreement will remain in effect for the duration of the Agreement term stated above including any addendums and/or modifications; IT IS AGREED.

1. Clay County, Missouri acting through its Purchasing Agent and upon approval of the Authorized Agent of the County does hereby accept, with modifications, if any, the Bid of Shawnee Mission Ford.
2. The Vendor's Bid and the County's Agreement Documents are the agreement between the parties hereto; that both parties hereby accept and agree to the terms and conditions of said Bid and Agreement Documents, and that the parties continue to be bound thereby and that the compensation to be paid the Vendor is as set forth in the Vendor's bid.
3. That this Renewal Agreement shall be effective for the Agreement period from November 21, 2023 to November 20, 2024.
4. No financial obligation shall accrue against the County until Vendor makes delivery pursuant to order of the Purchasing Agent and/or their approved designee.
5. This Agreement may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The County may terminate this Agreement immediately, under breach of Agreement, if the Vendor fails to perform in accordance with the terms and conditions. In the event of any termination of Agreement by the Vendor, the County may purchase such supplies and/or services similar to those so terminated, and for the duration of the Agreement period the Vendor will be liable for all costs in excess of the established Agreement pricing.
6. This is the fourth of four possible renewal periods of this Agreement. The Agreement pricing identified in Exhibit A, the attached renewal and pricing agreement will be in effect for the duration of this Agreement term stated in paragraph 3.

IN WITNESS WHEREOF, the parties have set their hands and seals the date and year first above written. The parties represent that the signatories below have full authority and authorization to sign on behalf of the respective parties.

APPROVED:

Purchasing

Expenditure Authority

Shawnee Mission Ford

SHAWNEE MISSION Ford MISSION TO DO MORE

11501 SHAWNEE MISSION PARKWAY ● SHAWNEE, KANSAS 66203-0179
(913) 631-0000 ● FAX (913) 268-6521
WWW.SHAWNEEMISSIONFORD.COM

February 14, 2024

Dyon Harper
City of Raytown

Ford has implemented allocation by FIN Code
MACPP Pricing

Unmarked

2025 Ford Utility PI AWD (**K8A**)

Exterior: Carbonize Grey (**M7**)
Interior: Cloth Front / Rear (**FW**)

Base Price:	$43,824
Options:	
• Cloth Seats (**FW**)	$65
• 3.0L Eco Boost (**99C**)	$3,084
• Ultimate wiring Kit (**67U**)	$602
• Rear Bumper Protect (16P)	$94
• Carpet Floor (**16C**)	$141
• Badge Delete (**16D**)	$NC
• Global Lock Unlock (**18D**)	$NC
• Front Aux Light (**21L**)	$546
• Rear Aux Lights (**43A**)	$376
• Noise Suppression (**60R**)	$94
• Quarter Glass Light (**63L**)	$546
• Cargo Vault (63V)	$253
• Front headlamp package (**66A**)	$846
• Tail lamp package (**66B**)	$405
• Rear Light Package (**66C**)	$432
• Connector Kit (**67V**)	$188
• Deflector Plate (**76D**)	$320
• Spotlight Delete (**Del 51R**)	$(300)
• Remote Start	$499
Total	$52,015

Thank you for your time and interest.
Sincerely,
Jay Cooper
Government Fleet Sales

J Cooper

SHAWNEE MISSION Ford MISSION TO DO MORE

11501 SHAWNEE MISSION PARKWAY • SHAWNEE, KANSAS 66203-0179
(913) 631-0000 • FAX (913) 268-6521
WWW.SHAWNEEMISSIONFORD.COM

February 15, 2024

Dyon Harper
City of Raytown

Ford has implemented allocation by FIN Code
MACPP Pricing

Patrol

2025 Ford Utility PI AWD (**K8A**)

Exterior: Agate Black (**UM**)
Interior: Cloth Front / Vinyl Rear (**9W**)

Base Price:	$43,824		
Options:			
• 3.0L Eco Boost (**99C**)	$3,084		
• Ultimate wiring Kit (**67U**)	$602		
• Rear Bumper Protect (16P)	$94		
• Global Lock Unlock (**18D**)	$NC		
• Front Aux Light (**21L**)	$546		
• Rear Aux Lights (**43A**)	$376		
• Whelen LED Driver side spotlight (**51T**)	$18		
• Noise Suppression (**60R**)	$94		
• Side marker lights (**63B**)	$320		
• Quarter Glass Light (**63L**)	$546		
• Cargo Vault (63V)	$253		
• Front headlamp package (**66A**)	$846		
• Tail lamp package (**66B**)	$405		
• Rear Light Package (**66C**)	$432		
• Connector Kit (**67V**)	$188		
• Deflector Plate (**76D**)	$320		
• Hub Caps (**Del 65L**)	$(40)		
Total	$51,908	@ 2	$103,816

Thank you for your time and interest.
Sincerely,
Jay Cooper
Government Fleet Sales

CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 03/07/2024

MEETING DATE: March 19, 2024

SUBMITTED BY: **DEPARTMENT: Public Works**

Document Type: Ordinance

SUBJECT/REQUEST

SECOND READING: Bill No. 6661-24, Section VI-B-1: Board of Aldermen acceptance of the first group of easements for the 59th Street & Raytown Road stormwater improvements project.

BACKGROUND/JUSTIFICATION

The Public Works Department and our engineering design firm of Lamp Rynearson has developed and obtained these easements from properties in the 59th Street and Raytown Road project area. We are still in progress in obtaining the rest of the project easements.

The easement we have obtained from Jackson County, that crosses their railroad right-of-way, is required by them to be recorded with the Jackson County recorder of deeds office within 30 days of receipt.

The Storm Water Fund had $6,164,660 budgeted for capital expenditures for this stormwater project.

RECOMMENDED MOTION

The Public Works Department recommends to accept the easements.

PREVIOUS ACTION

COMMISSION/COMMITTEE REVIEW

FINANCIAL IMPACT

Contractor:	N/A
Amount of Request/Contract:	$2,580
Amount Budgeted: 401-62-00-100-57000	$6,164,660
From Account Name and #:	Amount:

To Account Name and #:	Amount:

REVIEWED BY

Robinson Camp
Damon Hodges
Jennifer Baird
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Ord 59th Street and Raytown Road Storm Water Project Easements-Amended
2. 3b Easement Legal Descriptions - updated
3. 3c 59th St and Raytown Rd easement map - updated

SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)

Document	Attached	If not attached, explain
Secretary of State:		N/A
Certificate of Insurance:		N/A
E-Verify Affidavits:		N/A
E-Verify proof of enrollment:		N/A
Bond:		N/A
IRS Form W-9:		N/A
Bid/RFP/RFQ: (submit all)		N/A
Bid/RFP/RFQ Tabulation:		N/A
Bid Waiver: Sole source or less than three bids		N/A
Contractor address and email:		N/A
Project Exemption Certificate needed:		N/A
Other:		N/A

AN ORDINANCE AUTHORIZING AND APPROVING THE ACCEPTANCE OF EASEMENTS IN CONNECTION WITH THE 59TH STREET AND RAYTOWN ROAD STORM WATER IMPROVEMENT PROJECT

WHEREAS, the City needs to acquire certain permanent and temporary easements for the construction and maintenance of storm water improvement in connection with the 59th Street and Raytown Road Storm Water Improvement Project; and

WHEREAS, permanent easements necessary to construct such project have been designated on the approved construction plans for the project on file in the office of the City Engineer and signed by the following property owners to facilitate construction of the project:

LaQuietta Powell - 5913 Cedar Ave.
Wanda Mullins - 5902 Blue Ridge Blvd.
Matthew & Chelsea Standifer - 10101 E. 59th Street
Michelle Rowles - 10015 E. 59th Street
Danny Murphy - 5905 Raytown Road
Rebecca Sanders - 5900 Raytown Road
Tract 27, no address, railroad right-of-way, Jackson County

WHEREAS, temporary easements necessary to construct such project have been designated on the approved construction plans for the project on file in the office of the City Engineer and signed by the following property owners to facilitate construction of the project:

David & Kathy Stuart - 6009 Raytown Road
Wanda Mullins - 5902 Blue Ridge Blvd.
Matthew & Chelsea Standifer - 10101 E. 59th Street
Michael & Paula Chrisman - 5908 Cedar Ave.
Michelle Rowles - 10015 E. 59th Street
Danny Murphy - 5905 Raytown Road
Rebecca Sanders - 5900 Raytown Road
Columbia H Limited PTP - 5897 Raytown Road
Dyana Bishop & Bonnie Foster - 9801 E. 59th Street
Tract 27, no address, railroad right-of-way, Jackson County

WHEREAS, the Board of Aldermen find it in the best interest of the City to authorize and approve such easements.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, as follows:

SECTION 1 – AUTHORIZING AND APPROVING EASEMENTS. That the easements attached hereto as Exhibit "A" are hereby authorized and approved.

SECTION 2 – AUTHORITY TO EXECUTE DOCUMENTS. That the City Administrator is hereby authorized to execute the easements and the City Clerk is authorized to attest to the same.

SECTION 3 – RECORDING OF THE EASEMENTS. That the easements shall be recorded with the Jackson County Recorder.

SECTION 4 – REPEAL OF ORDINANCES IN CONFLICT. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5 – EFFECTIVE DATE. That this ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED and ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this 19th day of March, 2024.

____
Michael McDonough, Mayor

ATTEST:

____
Teresa M. Henry, City Clerk

Approved as to Form:

____
Jennifer M. Baird, City Attorney

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

List of Easement Legal Descriptions to accept:

Tract 62, 6009 Raytown Road, Temporary Construction Easement, David & Kathy Stuart

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL OF THE WEST 23.50 FEET OF THE NORTH 15.00 FEET OF THE SOUTH 20.00 FEET OF LOT 14, ASKANAS PARK, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI.

EXCEPT FOR ALL THAT PART LYING WITHIN THE RIGHT-OF-WAY OF RAYTOWN ROAD.

CONTAINING 300 SQUARE FEET, MORE OR LESS.

Tract 46, 5913 Cedar Ave, Permanent Drainage Easement, LaQuietta Powell

ATTACHMENT "A"

PERMANENT DRAINAGE EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF LOTS 3 AND 4, H.O. TEAGUE ADDITION, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE WEST LINE OF SAID LOT 3 AND THE SOUTH LINE OF THE 5.00 FEET-WIDE PLATTED UTILITY EASEMENT ABUTTING THE NORTH LINE OF SAID LOT 3, ACCORDING TO THE RECORD PLAT THEREOF; THENCE SOUTH 86°49'50" EAST, ALONG THE SOUTH LINE OF SAID 5.00 FEET-WIDE PLATTED UTILITY EASEMENT, A DISTANCE OF 107.89 FEET; THENCE SOUTH 40°53'14" EAST, DEPARTING THE SOUTH LINE OF SAID 5.00 FEET-WIDE PLATTED UTILITY EASEMENT, A DISTANCE OF 54.56 FEET TO THE INTERSECTION WITH THE WEST LINE OF A 5.00 FEET-WIDE PLATTED UTILITY EASEMENT ABUTTING THE EAST LINE OF SAID LOT 3; THENCE SOUTH 1°59'37" WEST, ALONG THE WEST LINE OF SAID 5.00 FEET-WIDE PLATTED UTILITY EASEMENT, A DISTANCE OF 14.56 FEET; THENCE NORTH 40°58'33" WEST, DEPARTING THE WEST LINE OF SAID 5.00 FEET-WIDE PLATTED UTILITY EASEMENT, A DISTANCE OF 49.20 FEET; THENCE SOUTH 2°34'10" WEST, ACROSS SAID LOTS 3 AND 4, A DISTANCE OF 101.53 FEET TO THE INTERSECTION WITH THE SOUTH LINE OF SAID LOT 4; THENCE NORTH 86°49'50" WEST, ALONG THE SOUTH LINE OF SAID LOT 4, A DISTANCE OF 10.00 FEET; THENCE NORTH 2°34'10" EAST, DEPARTING THE SOUTH LINE OF SAID LOT 4 AND ACROSS SAID LOTS 4 AND 3, A DISTANCE OF 104.99 FEET TO THE INTERSECTION WITH THE SOUTH LINE OF THE NORTH 20.00 FEET OF SAID LOT 3; THENCE NORTH 86°49'50" WEST, ALONG THE SOUTH LINE OF THE NORTH 20.00 FEET OF SAID LOT 3, A DISTANCE OF 101.52 FEET THE INTERSECTION WITH THE WEST LINE THEREOF; THENCE NORTH 1°59'37" EAST, ALONG THE WEST LINE OF SAID LOT 3, A DISTANCE OF 15.00 FEET TO THE POINT OF BEGINNING.

EXCEPT FOR ALL THAT PART LYING WITHIN A 5.00 FEET-WIDE UTILITY EASEMENT ABUTTING THE SOUTH LINE OF SAID LOT 4 AS SHOWN ON THE RECORD PLAT THEREOF.

CONTAINING 3,205 SQUARE FEET, MORE OR LESS

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 42, 5902 Blue Ridge Blvd., Permanent Drainage Easement, Wanda Mullins

ATTACHMENT "A"

PERMANENT DRAINAGE EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF LOT 1, CASSELL HOMESTEAD, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 1°59'37" WEST, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 11.00 FEET TO THE INTERSECTION WITH THE SOUTH RIGHT-OF-WAY LINE OF E. 59TH STREET, AS NOW ESTABLISHED; THENCE SOUTH 1°59'37" WEST, CONTINUING ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 199.53 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 1°59'37" WEST, CONTINUING ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 14.54 FEET; THENCE SOUTH 40°58'33" EAST, DEPARTING THE WEST LINE OF SAID LOT 1, A DISTANCE OF 14.13 FEET TO THE INTERSECTION WITH THE SOUTH LINE OF A TRACT OF LAND DESCRIBED AS LOT 1 IN A CORPORATION WARRANTY DEED FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS AS INSTRUMENT #2017E0006474 ON JANUARY 24, 2017; THENCE SOUTH 86°44'54" EAST, ALONG THE SOUTH LINE OF SAID LOT 1 AS DESCRIBED IN SAID DEED, A DISTANCE 13.75 FEET; THENCE NORTH 40°53'14" WEST, DEPARTING THE SOUTH LINE OF SAID LOT 1 AS DESCRIBED IN SAID DEED, A DISTANCE 34.37 FEET TO THE POINT OF BEGINNING.

CONTAINING 240 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 42, 5902 Blue Ridge Blvd., Temporary Construction Easement, Wanda Mullins

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF LOT 1, CASSELL HOMESTEAD, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 1°59'37" WEST, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 11.00 FEET TO THE INTERSECTION WITH THE SOUTH RIGHT-OF-WAY LINE OF E. 59TH STREET, AS NOW ESTABLISHED; THENCE SOUTH 1°59'37" WEST, CONTINUING ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 184.84 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 1°59'37" WEST, CONTINUING ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 39.36 FEET TO THE INTERSECTION WITH THE SOUTHWEST CORNER OF A TRACT OF LAND DESCRIBED AS LOT 1 IN A CORPORATE WARRANTY DEED FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS AS INSTRUMENT #2017E0006474 ON JANUARY 24, 2017; THENCE SOUTH 86°44'54" EAST, ALONG THE SOUTH LINE OF SAID LOT 1 AS DESCRIBED IN SAID DEED, A DISTANCE OF 37.32 FEET; THENCE NORTH 40°53'14" WEST, DEPARTING THE SOUTH LINE OF SAID LOT 1 AS DESCRIBED IN SAID DEED, A DISTANCE OF 54.84 FEET TO THE POINT OF BEGINNING.

EXCEPT FOR ALL THAT PART LYING WITHIN SAID LOT 1, CASSELL HOMESTEAD, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 1°59'37" WEST, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 11.00 FEET TO THE INTERSECTION WITH THE SOUTH RIGHT-OF-WAY LINE OF E. 59TH STREET, AS NOW ESTABLISHED; THENCE SOUTH 1°59'37" WEST, CONTINUING ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 199.53 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 1°59'37" WEST, CONTINUING ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 14.54 FEET; THENCE SOUTH 40°58'33" EAST, DEPARTING THE WEST LINE OF SAID LOT 1, A DISTANCE OF 14.13 FEET TO THE INTERSECTION WITH THE SOUTH LINE OF A TRACT OF LAND DESCRIBED AS LOT 1 IN A CORPORATION WARRANTY DEED FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS AS INSTRUMENT #2017E0006474 ON JANUARY 24, 2017; THENCE SOUTH 86°44'54" EAST, ALONG THE SOUTH LINE OF SAID LOT 1 AS DESCRIBED IN SAID DEED, A DISTANCE 13.75 FEET; THENCE NORTH 40°53'14" WEST, DEPARTING THE SOUTH LINE OF SAID LOT 1 AS DESCRIBED IN SAID DEED, A DISTANCE 34.37 FEET TO THE POINT OF BEGINNING.

CONTAINING 495 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 45, 10101 E. 59th Street, Permanent Sidewalk Easement, Matthew & Chelsea Standifer

ATTACHMENT "A"

PERMANENT SIDEWALK EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF LOT 2, H.O. TEAGUE ADDITION, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 2; THENCE SOUTH, ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 2.00 FEET; THENCE NORTHEASTERLY, DEPARTING THE WEST LINE OF SAID LOT 2, TO A POINT ON THE NORTH LINE OF SAID LOT 2 THAT IS 2.00 FEET EAST OF THE NORTHWEST CORNER THEREOF; THENCE WEST, ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 2.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 2 SQUARE FEET, MORE OR LESS.

Tract 45, 10101 E. 59th Street, Temporary Construction Easement, Matthew & Chelsea Standifer

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL OF THE EAST 14.00 FEET OF THE WEST 21.00 FEET OF THE NORTH 10.00 FEET OF LOT 2, H.O. TEAGUE ADDITION, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI.

CONTAINING 140 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 50, 5908 Cedar Ave., Temporary Construction Easement, Michael & Paula Chrisman

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL OF THE EAST 7.00 FEET OF THE NORTH 14.00 FEET OF LOT 36, ASKANAS PARK, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI.

CONTAINING 98 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 51, 10015 E. 59th Street, Permanent Drainage Easement, Michelle Rowles

ATTACHMENT "A"

PERMANENT DRAINAGE EASEMENT

LEGAL DESCRIPTION

ALL OF THE NORTH 20.00 FEET OF THE EAST 10.00 FEET OF THE WEST 21.00 FEET OF THE EAST 75.00 FEET OF LOT 38, ASKANAS PARK, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI.

CONTAINING 200 SQUARE FEET, MORE OR LESS.

Tract 51, 10015 E. 59th Street, Temporary Construction Easement, Michelle Rowles

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL OF THE NORTH 10.00 FEET OF THE EAST 75.00 FEET AND ALL OF THE SOUTH 15.00 FEET OF THE NORTH 25.00 FEET OF THE EAST 20.00 FEET OF THE WEST 26.00 FEET OF THE EAST 75.00 FEET OF LOT 38, ASKANAS PARK, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI. EXCEPT FOR ALL OF THE NORTH 20.00 FEET OF THE EAST 10.00 FEET OF THE WEST 21.00 FEET OF THE EAST 75.00 FEET OF SAID LOT 38.

CONTAINING 850 SQUARE FEET, MORE OR LESS.

Tract 54, 5905 Raytown Road, Permanent Drainage Easement, Danny Murphy

ATTACHMENT "A"

PERMANENT DRAINAGE EASEMENT

LEGAL DESCRIPTION

ALL THOSE PARTS OF LOTS 2 AND 3, ASKANAS PARK, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

COMMENING AT THE SOUTHWEST CORNER OF SAID LOT 2; THENCE SOUTH 86°46'04" EAST, ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 17.00 FEET TO THE INTERSECTION WITH THE EAST LINE OF A DRAINAGE EASEMENT FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS IN BOOK I-1439 AT PAGE 2181; THENCE SOUTH 1°59'34" WEST, ALONG THE EAST LINE OF SAID DRAINAGE EASEMENT, A DISTANCE OF 0.98 FEET TO POINT OF BEGINNING; THENCE NORTH 84°06'53" EAST, DEPARTING THE EAST LINE OF SAID DRAINAGE EASEMENT AND ACROSS SAID LOTS 3 AND 2, A DISTANCE OF 58.32 FEET; THENCE SOUTH 89°17'07" EAST A DISTANCE OF 25.21 FEET TO THE INTERSECTION WITH THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOT 2; THENCE SOUTH 1°59'34" WEST, ALONG THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOTS 2 AND 3, A DISTANCE OF 10.00 FEET; THENCE NORTH 89°17'07" WEST, DEPARTING THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOT 3, A DISTANCE OF 24.41 FEET; THENCE SOUTH 84°58'49" WEST A DISTANCE OF 30.23 FEET; THENCE SOUTH 83°18'17" WEST A DISTANCE OF 28.90 FEET TO THE INTERSECTION WITH THE EAST LINE OF SAID DRAINAGE EASEMENT; THENCE NORTH 1°59'34" EAST, ALONG THE EAST LINE OF SAID DRAINAGE EASEMENT, A DISTANCE OF 10.05 FEET TO POINT OF BEGINNING.

CONTAINING 821 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 54, 5905 Raytown Road, Temporary Construction Easement, Danny Murphy

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL THOSE PARTS OF LOTS 2 AND 3, ASKANAS PARK, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

TCE 1: COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 2; THENCE SOUTH 86°46'04" EAST, ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 9.03 FEET TO THE INTERSECTION WITH THE EAST RIGHT-OF-WAY LINE OF RAYTOWN ROAD, AS NOW ESTABLISHED AND ALSO BEING THE POINT OF BEGINNING; THENCE NORTH 2°16'00" EAST, ALONG THE EAST RIGHT-OF-WAY LINE OF SAID RAYTOWN ROAD, A DISTANCE OF 5.00; THENCE SOUTH 86°46'04" EAST, DEPARTING THE EAST RIGHT-OF-WAY LINE OF SAID RAYTOWN ROAD, A DISTANCE OF 45.35 FEET; THENCE NORTH 80°59'35" EAST A DISTANCE OF 12.00 FEET; THENCE NORTH 0°00'00" EAST A DISTANCE OF 4.37 FEET; THENCE NORTH 84°06'53" EAST A DISTANCE OF 8.43 FEET; THENCE SOUTH 89°17'07" EAST A DISTANCE OF 25.61 FEET TO THE INTERSECTION WITH THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOT 2; THENCE SOUTH 1°59'34" WEST, ALONG THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOTS 2 AND 3, A DISTANCE OF 34.38 FEET; THENCE NORTH 86°46'04" WEST, DEPARTING THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOT 3, A DISTANCE OF 31.27 FEET; THENCE NORTH 0°00'00" EAST A DISTANCE 14.99 FEET; THENCE NORTH 89°20'02" WEST A DISTANCE OF 22.63 FEET; THENCE SOUTH 83°18'17" WEST A DISTANCE OF 6.65 FEET; THENCE SOUTH 1°59'34" WEST A DISTANCE OF 6.81 FEET; THENCE NORTH 86°46'02" WEST A DISTANCE OF 22.01 FEET TO THE INTERSECTION WITH THE EAST LINE OF A DRAINAGE EASEMENT FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS IN BOOK I-1439 AT PAGE 2181; THENCE NORTH 1°59'34" EAST, ALONG THE EAST LINE OF SAID DRAINAGE EASEMENT A DISTANCE OF 14.00 FEET TO THE NORTH LINE OF SAID LOT 3; THENCE NORTH 86°46'04" WEST, ALONG THE NORTH LINE OF SAID LOT 3, A DISTANCE OF 7.97 FEET TO THE POINT OF BEGINNING.

EXCEPT FOR ALL THAT PART OF SAID LOTS 2 AND 3, BEING DESCRIBED AS FOLLOWS:

COMMENING AT THE SOUTHWEST CORNER OF SAID LOT 2; THENCE SOUTH 86°46'04" EAST, ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 17.00 FEET TO THE INTERSECTION WITH THE EAST LINE OF A DRAINAGE EASEMENT FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS IN BOOK I-1439 AT PAGE 2181; THENCE SOUTH 1°59'34" WEST, ALONG THE EAST LINE OF SAID DRAINAGE EASEMENT, A DISTANCE OF 0.98 FEET TO POINT OF BEGINNING; THENCE NORTH 84°06'53" EAST, DEPARTING THE EAST LINE OF SAID DRAINAGE EASEMENT AND ACROSS SAID LOTS 3 AND 2, A DISTANCE OF 58.32 FEET; THENCE SOUTH 89°17'07" EAST A DISTANCE OF 25.21 FEET TO THE INTERSECTION WITH THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOT 2; THENCE SOUTH 1°59'34" WEST, ALONG THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOTS 2 AND 3, A DISTANCE OF 10.00 FEET; THENCE NORTH 89°17'07" WEST, DEPARTING THE WEST LINE OF THE EAST 50.00 FEET OF SAID LOT 3, A DISTANCE OF 24.41 FEET; THENCE SOUTH 84°58'49" WEST A DISTANCE OF 30.23 FEET; THENCE SOUTH 83°18'17" WEST A DISTANCE OF 28.90 FEET TO THE INTERSECTION WITH THE EAST LINE OF SAID DRAINAGE EASEMENT; THENCE NORTH 1°59'34" EAST, ALONG THE EAST LINE OF SAID DRAINAGE EASEMENT, A DISTANCE OF 10.05 FEET TO POINT OF BEGINNING.

CONTAINING 1,046 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 15, 5900 Raytown Road, Permanent Drainage Easement, Rebecca Sanders

ATTACHMENT "A"

PERMANENT DRAINAGE EASEMENT

LEGAL DESCRIPTION

ALL OF THE NORTHEAST 5.00 FEET AND ALL OF THE NORTH 5.00 FEET OF LOT 6, VICTORY GARDENS, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, EXCEPT FOR THE WEST 72.50 FEET THEREOF.

CONTAINING 527 SQUARE FEET, MORE OR LESS.

Tract 15, 5900 Raytown Road, Temporary Construction Easement, Rebecca Sanders

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF LOT 6, VICTORY GARDENS, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE EASTERNMOST CORNER OF SAID LOT 6; THENCE SOUTH 72°23'25" WEST, ALONG THE SOUTH LINE OF SAID LOT 6, A DISTANCE OF 15.72 FEET; THENCE NORTHWESTERLY, DEPARTING THE SOUTH LINE OF SAID LOT 6, ALONG A CURVE TO THE LEFT THAT HAS AN INITIAL TANGENT BEARING OF NORTH 35°45'31" WEST, A RADIUS OF 186.25 FEET, A CENTRAL ANGLE OF 11°38'33", AND AN ARC DISTANCE OF 37.85 FEET; THENCE SOUTH 66°52'33" WEST, A DISTANCE OF 8.37 FEET; THENCE NORTH 64°34'04" WEST, A DISTANCE OF 13.13 FEET; THENCE NORTH 25°31'58" EAST, A DISTANCE OF 10.99 FEET; THENCE NORTHWESTERLY, ALONG A CURVE TO THE LEFT THAT HAS AN INITIAL TANGENT BEARING OF NORTH 53°19'12" WEST, A RADIUS OF 186.25 FEET, A CENTRAL ANGLE OF 6°00'30", AND AN ARC DISTANCE OF 19.53 FEET; THENCE NORTH 87°02'07" WEST, A DISTANCE OF 23.16 FEET TO THE INTERSECTION WITH THE EAST LINE OF THE WEST 62.50 FEET OF SAID LOT 6; THENCE NORTH 2°06'35" EAST, ALONG THE EAST LINE OF THE WEST 62.50 FEET OF SAID LOT 6, A DISTANCE OF 15.00 FEET TO THE INTERSECTION WITH THE NORTH LINE THEREOF; THENCE SOUTH 87°02'07" EAST, ALONG THE NORTH LINE OF SAID LOT 6, A DISTANCE OF 27.00 FEET; THENCE SOUTHEASTERLY, ALONG THE NORTHEAST LINE OF SAID LOT 6, AROUND A CURVE TO THE RIGHT THAT HAS AN INITIAL TANGENT BEARING OF SOUTH 60°24'02" EAST, A RADIUS OF 201.25 FEET, A CENTRAL ANGLE OF 26°02'11", AND AN ARC DISTANCE OF 91.45 FEET TO THE POINT OF BEGINNING.

EXCEPT FOR ALL OF THE NORTHEAST 5.00 FEET AND ALL OF THE NORTH 5.00 FEET OF SAID LOT 6, EXCEPT FOR THE WEST 72.50 FEET THEREOF.

CONTAINING 1,257 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 35, 5897 Raytown Road, Temporary Construction Easement, Columbia H Limited PTP

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF LOT 10, HAWTHORNE BUSINESS PARK, A REPLAT OF VICTORY GARDENS, LOTS 26 TO 93 AND TRACT A, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHERNMOST CORNER OF SAID LOT 10; THENCE NORTHWESTERLY, ALONG THE SOUTH LINE OF SAID LOT 10, A DISTANCE OF 60.59 FEET, AS MEASURED ALONG THE SOUTH LINE THEREOF; THENCE NORTHEASTERLY, DEPARTING THE SOUTH LINE OF SAID LOT 10, TO A POINT ON THE EAST LINE OF SAID LOT 10 THAT IS 40.08 FEET NORTH OF THE SOUTHERNMOST CORNER THEREOF; THENCE SOUTHERLY, ALONG THE EAST LINE OF SAID LOT 10, A DISTANCE OF 40.08 FEET TO THE POINT OF BEGINNING, EXCEPT FOR ALL THAT PART LYING WITHIN A 10.00 FEET-WIDE PLATTED UTILITY EASEMENT ABUTTING THE SOUTH LINE OF SAID LOT 10 AND ALL THAT PART LYING WITHIN A 50.00 FEET-WIDE PLATTED ROADWAY AND UTILITY EASEMENT ABUTTING THE EAST LINE OF SAID LOT 10.

CONTAINING 68 SQUARE FEET, MORE OR LESS.

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF LOT 10, VICTORY GARDENS, A SUBDIVISION OF RECORD SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 10; THENCE SOUTH 87°01'22" EAST, ALONG THE NORTH LINE OF SAID LOT 10, A DISTANCE OF 10.00 FEET; THENCE SOUTH 47°23'14" WEST, DEPARTING THE NORTH LINE OF SAID LOT 10, A DISTANCE OF 14.07 FEET TO THE INTERSECTION WITH THE WEST LINE OF SAID LOT 10; THENCE NORTH 2°06'35" EAST, ALONG THE WEST LINE OF SAID LOT 10, A DISTANCE OF 10.06 FEET TO THE POINT OF BEGINNING.

CONTAINING 50 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Additional List of Easement Legal Descriptions to accept:

Tract 27, no address, railroad right-of-way, Temporary Construction Easement, Jackson County

ATTACHMENT "A"

TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

ALL THOSE PARTS OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 49 NORTH AND THE NORTHEAST QUARTER OF SECTION 5, TOWNSHIP 48 NORTH, ALL IN RANGE 32 WEST OF THE FIFTH PRINCIPAL MERIDIAN, SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

TCE #1: COMMENCING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SECTION 5, TOWNSHIP 48 NORTH, RANGE 32 WEST OF THE FIFTH PRINCIPAL MERIDIAN; THENCE NORTH 87°02'07" WEST, ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 929.43 FEET TO THE INTERSECTION WITH THE EAST RIGHT-OF-WAY LINE OF THE FORMER CHICAGO, ROCK ISLAND, AND PACIFIC RAILROAD AS SHOWN IN A BOUNDARY SURVEY FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS AS INSTRUMENT NO. 2016E0119900, NOW BEING A RIGHT-OF-WAY OWNED AND MAINTAINED BY JACKSON COUNTY, MISSOURI PUBLIC WORKS (JCPW); THENCE NORTH 2°09'52" EAST, ALONG THE EAST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 107.21 FEET TO THE POINT OF BEGINNING; THENCE NORTH 2°09'52" EAST, CONTINUING ALONG THE EAST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 8.00 FEET; THENCE NORTH 87°52'35" WEST, DEPARTING THE EAST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 29.29 FEET; THENCE NORTH 2°07'25" EAST A DISTANCE OF 20.46 FEET; THENCE NORTH 66°08'19" WEST A DISTANCE OF 75.08 FEET TO THE INTERSECTION WITH THE WEST LINE OF SAID JCPW RIGHT-OF-WAY; THENCE SOUTH 2°09'52" WEST, ALONG THE WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 32.29 FEET; THENCE SOUTH 66°08'19" EAST, DEPARTING THE WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 44.15 FEET; THENCE NORTH 87°50'23" WEST A DISTANCE OF 41.02 FEET TO THE INTERSECTION WITH THE WEST LINE OF SAID JCPW RIGHT-OF-WAY; THENCE SOUTH 2°09'52" WEST, ALONG THE WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 8.03 FEET; THENCE SOUTH 87°52'35" EAST, DEPARTING THE WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 100.00 FEET TO THE POINT OF BEGINNING. CONTAINING 2,908 SQUARE FEET, MORE OR LESS.

AND ALSO

TCE #2: COMMENCING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SECTION 5, TOWNSHIP 48 NORTH, RANGE 32 WEST OF THE FIFTH PRINCIPAL MERIDIAN; THENCE NORTH 87°02'07" WEST, ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 929.43 FEET TO THE INTERSECTION WITH THE EAST RIGHT-OF-WAY LINE OF THE FORMER CHICAGO, ROCK ISLAND, AND PACIFIC RAILROAD AS SHOWN IN A BOUNDARY SURVEY FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS AS INSTRUMENT NO. 2016E0119900, NOW BEING A RIGHT-OF-WAY OWNED AND MAINTAINED BY JACKSON COUNTY, MISSOURI PUBLIC WORKS (JCPW); THENCE NORTH 87°02'07" WEST, CONTINUING ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 12.28 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 52°04'28" EAST, DEPARTING THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 15.17 FEET TO THE INTERSECTION WITH THE EAST LINE OF SAID JCPW RIGHT-OF-WAY; THENCE SOUTH 1°55'02" WEST, ALONG THE EAST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 1.31 FEET TO THE INTERSECTION WITH THE SOUTH RIGHT-OF-WAY LINE OF E. 59TH STREET, AS NOW ESTABLISHED; THENCE NORTH 87°02'07" WEST, ALONG THE SOUTH RIGHT-OF-WAY LINE OF SAID E. 59TH STREET, A DISTANCE OF 34.80 FEET; THENCE NORTH 52°04'28" WEST, DEPARTING THE SOUTH RIGHT-OF-WAY LINE OF SAID E. 59TH STREET, A DISTANCE OF 80.42 FEET TO THE INTERSECTION WITH THE WEST LINE OF SAID JCPW RIGHT-OF-WAY; THENCE NORTH 2°09'52" EAST, ALONG THE WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 6.16 FEET; THENCE SOUTH 52°04'28" EAST, DEPARTING THE WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 91.17 FEET; THENCE NORTH 37°55'32" EAST A DISTANCE OF 11.00 FEET; THENCE NORTH 52°04'28" WEST A DISTANCE OF 77.18 FEET; THENCE NORTH 37°31'10" WEST A DISTANCE OF 2.32 FEET; THENCE SOUTH 88°43'47" EAST A DISTANCE OF 7.40 FEET; THENCE SOUTH 52°04'28" EAST A DISTANCE OF 78.93 FEET TO THE POINT OF BEGINNING. CONTAINING 994 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

Tract 27, no address, railroad right-of-way, Permanent Drainage Easement, Jackson County

ATTACHMENT "A"

PERMANENT DRAINAGE EASEMENT

LEGAL DESCRIPTION

ALL THAT PART OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 49 NORTH AND ALL THAT PART OF THE NORTHEAST QUARTER OF SECTION 5, TOWNSHIP 48 NORTH, ALL IN RANGE 32 WEST OF THE FIFTH PRINCIPAL MERIDIAN, SITUATE IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS:

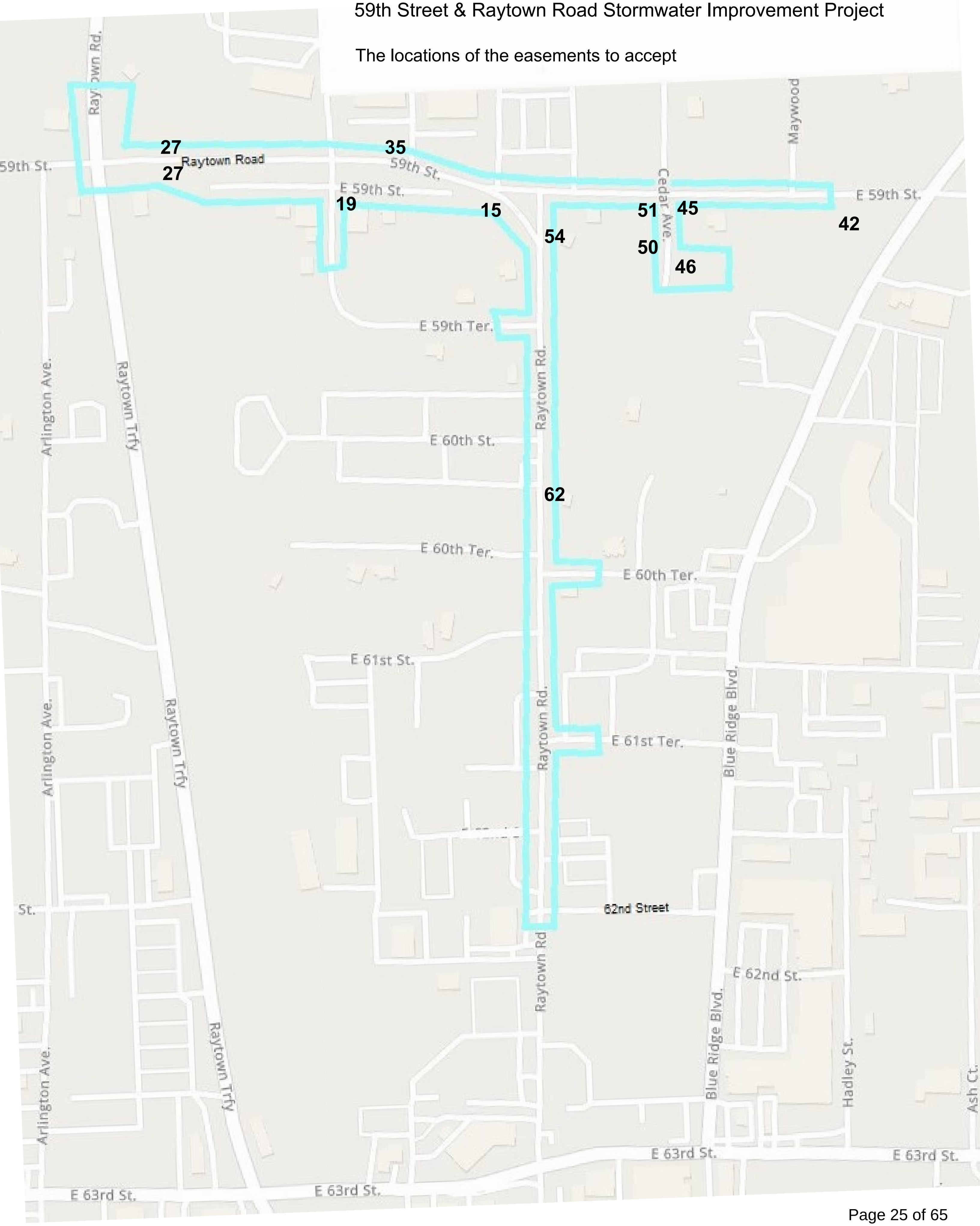
COMMENCING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 5; THENCE NORTH 87°02'07" WEST, ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 929.43 FEET TO THE INTERSECTION WITH THE EAST RIGHT-OF-WAY LINE OF THE FORMER CHICAGO, ROCK ISLAND, AND PACIFIC RAILROAD AS SHOWN IN A BOUNDARY SURVEY FILED WITH THE JACKSON COUNTY, MISSOURI RECORDER OF DEEDS AS INSTRUMENT NO. 2016E0119900, NOW BEING A RIGHT-OF-WAY OWNED AND MAINTAINED BY JACKSON COUNTY, MISSOURI PUBLIC WORKS (JCPW); THENCE NORTH 87°02'07" WEST, CONTINUING ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 21.01 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 52°04'28" EAST, DEPARTING THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 1.72 FEET; THENCE SOUTH 37°55'32" WEST A DISTANCE OF 11.00 FEET; THENCE NORTH 52°04'28" WEST A DISTANCE OF 17.45 FEET TO THE INTERSECTION OF THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 32; THENCE CONTINUING NORTH 52°04'28" WEST A DISTANCE OF 73.72 FEET TO THE INTERSECTION WITH THE WEST LINE OF SAID JCPW RIGHT-OF-WAY; THENCE NORTH 2°09'52" EAST, ALONG THE WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 63.49 FEET; THENCE SOUTH 87°52'35" EAST, DEPARTING WEST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 100.00 FEET TO THE EAST LINE THEREOF; THENCE SOUTH 2°09'52" WEST, ALONG THE EAST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 14.37 FEET; THENCE NORTH 89°12'18" WEST, DEPARTING THE EAST LINE OF SAID JCPW RIGHT-OF-WAY, A DISTANCE OF 92.57 FEET; THCENCE SOUTH 1°31'08" WEST A DISTANCE OF 34.27 FEET; THENCE SOUTH 37°31'10" EAST A DISTANCE OF 15.55 FEET; THENCE SOUTH 52°04'28" EAST A DISTANCE OF 75.47 FEET TO THE POINT OF BEGINNING.

CONTAINING 2,900 SQUARE FEET, MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE, NAD83.

59th Street & Raytown Road Stormwater Improvement Project

The locations of the easements to accept



CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 03/07/2024

MEETING DATE: March 19, 2024

SUBMITTED BY: **DEPARTMENT: Administration**

Document Type: Resolution Agreement/Contract

SUBJECT/REQUEST

R-3587-24: Board of Aldermen approval to authorize the City Administrator to execute a professional services agreement with The Lakota Group.

BACKGROUND/JUSTIFICATION

Staff issued a Request for Proposals (RFP) for consulting services to prepare an update to the comprehensive land use plan. The new, updated plan will provide vision, goals, objectives, and policies to guide the city's development and redevelopment for the next 20 years. The plan will guide the Board of Aldermen, Planning and Zoning Commission, staff, developers, property owners, and residents on the appropriate growth and redevelopment for Raytown.

The updated plan will integrate all aspects of urban development including demographics, land use recommendations, public facilities, transportation, environmental, and trends. A critical component of the plan will be setting a vision for the city's development and redevelopment.

Per the RFP, the qualified firm would need to take a creative and innovative approach to reviewing the needs of the community, while obtaining open-ended public input about the plan. The planning process should develop a comprehensive vision for the City, individual parks; open space areas; trails; business opportunities; amenities and programs.

The City received four (4) responses to the RFP. A committee of seven (7), that included City Staff, Alderman Garza, and Planning Commissioner Jason Sneddon, reviewed and ranked each response. The committee then decided to interview three of the four respondents. After the interview process, the committee unanimously agreed their recommendation is The Lakota Group.

The consultant will be conducting a thorough evaluation of the city's existing comprehensive plan that was adopted in 1996 and any other city plans that guide and/or impact development. Additionally, the consultant will provide the following:
1. Innovative ideas to address future trends in land use and community development;
2. Evaluation of existing land use map and categories and recommendation on a revised/new map and categories;
3. Analysis of population, economic, and land use trends and integrate them into the comprehensive plan;
4. Identify opportunities for development and redevelopment that will strengthen the city's

housing, industry, and commercial land uses;
5. Analysis of, and provide specific recommendations for Town Square Overlay District and Central Business District Design Elements.
6. Recommendation on an updated/new comprehensive land use Plan that will guide the community's vision for the city's development over the next 20 years;
7. Create a robust public outreach program that is multifaceted, unique, and reaches out to residents and property and business owners;
8. Coordinate public participation and plan creation with the Comprehensive Plan Steering Committee, Board of Aldermen, Planning and Zoning Commission, and city staff;
9. Attend and coordinate public meetings, including outreach and informational meetings with the public, Board of Aldermen, Planning and Zoning Commission and Parks and Recreation Board meetings; and
10. Prepare a final Comprehensive Plan document.

This contract would be for a two-year term. Payments for this contract would span over two fiscal years.

RECOMMENDED MOTION

Staff recommends authorizing the City Administrator to execute a Professional Services Agreement with The Lakota Group.

PREVIOUS ACTION

COMMISSION/COMMITTEE REVIEW

FINANCIAL IMPACT

Contractor:	The Lakota Group
Amount of Request/Contract:	$120,514.00
Amount Budgeted for FY' 24	$120,000.00
From Account Name and #: General Fund-City Wide #101-00-00-100-53999	Amount: $110,000 in FY' 24 Balance to be funded in FY' 25

REVIEWED BY

Michael Graham
Jennifer Baird
Teresa Henry
Damon Hodges

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Reso The Lakota Group-Comprehensive Plan Update-2024
2. Professional Service Agreement-The Lakota Group Comp Plan w Appendix A

SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)

Document	Attached	If not attached, explain
Secretary of State:		
Certificate of Insurance:		On file
E-Verify Affidavits:		
E-Verify proof of enrollment:		
Bond:		
IRS Form W-9:		On file
Bid/RFP/RFQ: (submit all)		On file
Bid/RFP/RFQ Tabulation:		On file
Bid Waiver: Sole source or less than three bids		
Contractor address and email:		On file
Project Exemption Certificate needed:		
Other:		

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE LAKOTA GROUP FOR THE 2024 COMPREHENSIVE PLAN UPDATE IN AN AMOUNT NOT TO EXCEED $120,000.00 FOR FISCAL YEAR 2023-2024

WHEREAS, the City of Raytown (the “City”) issued a Request for Proposals (RFP) for consulting services to prepare an update to the City of Raytown’s current Comprehensive Plan; and

WHEREAS, the City received four (4) response to the invitation to the RFP; and

WHEREAS, the City desires to enter into a professional services agreement with The Lakota Group for consulting services to update the City’s current Comprehensive Plan; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to enter into a Professional Services Agreement with The Lakota Group for consulting services to update the City’s current Comprehensive Plan as set forth in Exhibit ”A” in an amount not to exceed $120,000.00 for fiscal year 2023-2024.

NOW THEREFORE, **BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:**

THAT the Board of Aldermen find it is in the best interest of the City to enter into a Professional Services Agreement with The Lakota Group for consulting services to update the City’s current Comprehensive Plan as set forth in Exhibit ”A” in an amount not to exceed $120,000.00 for fiscal year 2023-2024.

FURTHER THAT the City Administrator is hereby authorized to execute any and all documents and to take any and all actions necessary to effectuate the terms of the Agreement and exercise the authority granted herein on behalf of the City.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 19th day of March, 2024.

____
Michael McDonough, Mayor

ATTEST:

____
Teresa M. Henry, City Clerk

Approved as to Form:

____
Jennifer M. Baird, City Attorney

PROFESSIONAL SERVICES AGREEMENT
For
2024 COMPREHENSIVE PLAN UPDATE

THIS AGREEMENT (“Agreement”) is entered into on this ____ day of __________________, 2024 by and between the City of Raytown, Missouri, (“City”) a municipal corporation of the fourth class and political subdivision of the State of Missouri, and The Lakota Group, Inc., an Illinois corporation doing business as **The Lakota Group (Lakota), 1 East Wacker Drive, Suite 2700, Chicago, Illinois 60601**.

WHEREAS, the City’s current plan, which was completed in 1996, requires professional services to update Raytown’s Comprehensive Plan (“Services”); and

WHEREAS, the updated Comprehensive Plan should address land use and community development, population analysis, redevelopment opportunities, transportation planning, and infrastructure analysis.

WHEREAS, Lakota has a proven record of providing the professional services required by the City to complete an update of Raytown’s Comprehensive Plan, and is determined to possess the necessary skills, qualifications and expertise to provide the Services.

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

I. SCOPE OF SERVICES

A. The term “Services” when used in this Agreement shall mean all phases and tasks necessary to complete the Comprehensive Plan update, including final documents for formal adoption, provided by Lakota in accordance with this Agreement. Lakota will be assisted by Tessere Architecture and Sam Schwartz Associates. A detailed Scope of Services is provided in **APPENDIX A** of this Agreement.

B. The City reserves the right to direct revision of the Services at the City’s discretion. Lakota shall advise the City of additional costs and time delays, if any, in performing the service, before Lakota performs the revised services.

C. For clarification, none of the services described in **APPENDIX A** are or will constitute engineering services as defined by Section 327.181, RSMo, or land surveying services as defined by Section 327.272, RSMo. If Lakota reasonably believes that any services requested by City constituted engineering or land surveying services, Lakota shall immediately inform City of its belief and cease to perform said services.

II. STANDARD OF CARE

A. Lakota shall exercise the same degree of care, skill, and diligence in the performance of all Services to the City that is ordinarily possessed and exercised by reasonable, prudent, and experienced professionals under similar circumstances.

B. Lakota represents it has all necessary knowledge and experience required to perform the Services described herein.

III. COMPENSATION

A. Lakota shall bill the City monthly over two fiscal years for services, fees, and reimbursable expenses based on the scope of service fees by task as provided in

APPENDIX A of this Agreement. The City agrees to pay the balance of the invoice within thirty (30) business days of the invoice date, and the payment is not dependent upon the success or failure of the project, project approvals or non-approvals. Invoices past due 30 days will bear interest at 1.5% per month.

B. Invoices will be accompanied by receipts for all reimbursable expenses and shall be itemized and detailed as to the type/date of the services/tasks performed.

C. In the event that, the City disputes an invoice, the City agrees to inform Lakota within ten (10) business days of receipt of the invoice, and both parties agree to meeting within ten (10) business days of Lakota's receipt of the dispute notice to clarify the nature of the dispute in an effort to resolve it while minimizing impacts to the performance of the services as outlined in **APPENDIX A**.

D. Lakota shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for five years after the expiration of this Agreement unless permission to destroy them is granted by the City.

E. City agrees to compensate Lakota for the Scope of Services described in **APPENDIX A** in an amount of $120,514.00, **including expenses,** payable over two fiscal years**.**

F. If City request additional services and expenses of Lakota beyond the Scope of Services, the services will be conducted on an hourly basis and billed according to Lakota's 2024 billing rates. If requested, a fee estimate will be provided for a task or assignment based on a defined Scope of Services.

G. Reimbursable expenses will be billed at actual costs, including:

- ***Travel*** *for field work/site visits (mileage/tolls/parking/cabs)*
- ***Delivery*** *(postage/messenger/express)*
- ***Copying/Reproduction***
- ***Computer Plots***
- ***Renderings/Models (****if requested by client)*
- ***Special Supplies necessary to complete the Scope of Services***
- ***Miscellaneous (****municipal documents, special reports, data)*

IV. SCHEDULE

A. Lakota shall commence performance of the Services as agreed upon after execution of this Agreement.

B. Neither the City nor Lakota shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.

C. Lakota will complete the defined project approach within a reasonable timeframe as determined by the City, dependent on scheduling of meetings and presentations. Lakota shall perform the Services described in **APPENDIX A** by January 24, 2024.

V. LIABILITY AND INDENMIFICATION

A. Lakota shall indemnify, defend and hold harmless the City and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, damages, and injuries (including attorney's fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with Lakota's negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Lakota's employees or agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials Lakota creates or supplies to the City, except to the extent that such claims arise from materials created or supplied by the City.

B. Lakota's obligations to indemnify and hold harmless shall remain in effect and shall be binding on Lakota whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

C. No party hereto shall disclose any information of any nature regarding this Agreement, except that either party may make such disclosures as are specifically required by law.

VI. INSURANCE

A. Lakota shall file by Effective Date of this Agreement with the City evidence of liability insurance that is consistent with the amounts set forth below.

B. The City shall be listed as an additional insured. The policy shall not be cancelled, or materially modified so as to be out of compliance with the requirements of this section, or not renewed without thirty (30) days advance written notice of such event being given to the City.

C. Lakota shall obtain and maintain Workers' Compensation Insurance at the limits required by Missouri law for all of their respective employees, and in case any work is sublet, Lakota shall require any subcontractors to provide Workers' Compensation insurance for all subcontractor's employees, in compliance with Missouri Law. Lakota hereby indemnifies the City for any damage resulting to it from the failure of either Lakota or any contractor or subcontractor to obtain and maintain such insurance. Lakota shall provide the City with a certificate of insurance indicating Workers' Compensation coverage by Effective Date.

D. Limits of Insurance:
   i. Comprehensive General Liability: Minimum limit $2,000,000 combined single limit for bodily injury and property damage per occurrence.
   ii. Comprehensive Automobile Liability: If applicable, $2,000,000 combined single limit.
   iii. Workers' Compensation: If applicable, statutory requirements. Employers' Liability: If applicable, $1,000,000 each employee, 1,000,000 each accident and $1,000,000 policy limit.
   iv. Automobile Liability: If applicable, $500,000 each employee, $500,000 each accident and $500,000 policy limit.
   v. Umbrella Coverage: $2,000,000 for each occurrence and $2,000,000 aggregate.

VII. OWNERSHIP OF WORK PRODUCT

Lakota agrees that any documents, materials, and work product produced in whole or in part through it under this Agreement, any intellectual property rights of Lakota therein (collectively the "Works") are intended to be owned by the City. Accordingly, Lakota hereby assigns to the City all of its rights, title and interest in and to such Works.

VIII. RESPONSIBILITY OF LAKOTA AND SUBCONTRACTORS

A. The City will require Lakota and any business procured by Lakota to do work under this Agreement:

i. To follow and be subject to the City's rules and regulations respecting its property and the conduct of employees thereto.
ii. To comply with laws, ordinances, rules, regulations, and orders of all public authorities applicable to these services, including obtaining business licenses, carrying insurance in the amounts specified in Section VI above, indemnification of the City, refraining from making media announcements, conflicts of interest, etc.
iii. Complying with all federal, state and local tax laws and social security, unemployment compensation and workers compensation acts applicable to the performance of these services.
iv. To operate and comply with all applicable federal, state and local laws relating to equal employment opportunities, and if required, with the rules or regulations enforced by the Office of Federal Contract Compliance or any similar federal or state agency monitoring employment practices or government contracts.

IX. MISCELLANEOUS PROVISIONS

A. Governing Law - This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
B. Media Announcements - Lakota and any business procured by Lakota to do work under this Agreement, shall not be authorized to make statements to the media or otherwise on behalf of the City without express direction and consent of the City.
C. Interest of Members of a City - No member of the governing body of the City and no other office, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Consultant shall take appropriate steps to assure compliance.
D. Interest of Consultant and Employees - Consultant covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
E. Entire Agreement - This Agreement contains the full understanding of the parties with respect to the subject matter hereof, and it supersedes all prior proposals, agreements, memoranda, statements and representations, written or oral, between the parties.
F. Conflict of Interest - Lakota certifies the no employee or officer of any agency with an interest in the Agreement has any pecuniary interest in the business of Lakota or this Agreement, nor does any employee or officer have an interest that would conflict in any manner or degree with the Consultant's performance of this Agreement.
G. Severability - For any reason, the Agreement may be cancelled, in whole or in part, by Lakota or upon the City's written notice. The City will pay Lakota's costs actually incurred as of the date of receipt of notice of default. Upon termination, Lakota will deliver all documents and products of whatever kind, and their reproducible origins related to the assignment, which have been produced to the date of the notice of termination.

H. Termination - Either party may terminate this Agreement on 15 days prior written notice. Lakota shall be compensated for all services performed to date of written termination notice.

X. NOTICES

Written notice between the parties shall be deemed to have been duly served if delivered in person or by certified mail to the following addresses:

To the Client:

City of Raytown
10000 E. 59th Street
Raytown, MO 64133
Att: Missy Wilson

To Lakota:

The Lakota Group
1 E Wacker Drive, Suite 2700
Chicago, Illinois 60601
Att: Scott Freres

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF RAYTOWN

____
Damon Hodges

ATTEST:

____
Teresa Henry, City Clerk

THE LAKOTA GROUP

____
Scott Freres, PLA, ASLA
President

APPENDIX A

Approach & Scope

Our planning approach to prepare Raytown's Comprehensive Plan is comprised of three phases, each with its key tasks and community engagement elements. We can tailor and customize the approach based on your community needs and circumstances. Our specific experience and past planning projects have utilized this general process with great success.

To go beyond basic land use thinking and assist the community in visualizing its physical development potential, we will prepare scenario plans and design studies of critical subareas and opportunity sites that may be further discussed during the assessment. Lakota is known for its "Min-Mid-Max" approach to development planning, which involves presenting multiple concepts for subareas or key sites to help community leaders, residents, and other stakeholders visualize the physical scale, character, and context of new development.

The Phase 1 findings and Phase 2 concept plans will be presented at multiple community events and meetings to gain input and refine the planning vision, goals and policies. We will generate additional strategies and solutions for enhancing subareas, and key corridors. The summary of findings and development concepts will be further refined and create the foundation for the Comprehensive Plan. The ideas, concepts, and strategies must be sensitive to the multiple needs of the community and responsive to its land use, environmental, physical and market constraints and overall revitalization potential. The new Comprehensive Plan will serve as the primary tool for the community and decision makers moving forward.

PHASE 1
ENGAGE & ASSESS: March to June 2024

The focus of Phase 1 is to establish a dynamic community planning process that involves a wide range of community stakeholders, committees, and public agency representatives, and to create a comprehensive information base and analysis maps to facilitate discussion and understanding of existing conditions. During this phase, we will develop an existing conditions report and diagnostic report to define how findings will inform planning goals and strategies. This initial phase will include robust community engagement opportunities, including open houses, pop-up events, and more.

TASK 1.1: Kick-Off & Tour

We will initiate the process by holding a Kick-Off meeting with city staff and elected officials. The purpose of this meeting is to introduce the planning team and discuss the overarching goals and objectives of the comprehensive planning initiative. Additionally, we will outline the scope of work, project schedule, and highlight relevant past and ongoing plans and projects. As part of this Kick-Off, we will guide the city through our engagement options to determine the most effective approach for Raytown, drawing from successful strategies employed previously. As part of that, we will discuss the demographics of the various target audiences we intend to engage with.

On the same day as the Kick-Off, we will schedule a driving tour with city staff. This exercise will enable us to identify and document pertinent land-use, urban design, and infrastructure considerations and limitations. Throughout the process, our team will continue to conduct additional driving and walking tours as necessary to gain a comprehensive understanding of the city, its neighborhoods, and its commercial corridors.

Following the Kick-Off meeting, we will refine the work plan and schedule based on the input received. This will involve creating a more detailed calendar of meeting dates and outlining the expected work products. Concurrently, we will develop a community engagement program to ensure active participation throughout the process.

As part of the kick-off, the entire team will familiarize themselves with Raytown's 1996 comprehensive plan, and the Highway 350 Corridor Plan, Central Business District Plan, Parks System Master Plan, and any other relevant documents.

TASK 1.2: Community Engagement Plan

Drawing from the techniques described in **Engagement and Outreach**, we will create a community engagement plan that describes the engagement activities planned for the project. This plan will be flexible and can change throughout the process but will provide a guide to establish shared expectations. The engagement plan will provide a description and schedule of all activities including meetings with the Steering Committee.

TASK 1.3: Raytown Conversations

We will host a high-level visioning session with the Steering Committee, which will also be extended to the broader Raytown community through a community Open House. The insights we gather from these conversations will form a foundation of knowledge for the analysis that follows. The Open House will feature interactive elements like a visioning booth, community open mic, expert panel, along with other tools, all aimed at capturing the city's aspirations. Through this gathering, we aim to grasp the community's priorities and main concerns, which will play a central role in shaping the project brand and overall Comprehensive Plan.

TASK 1.4: Project Brand & Website

We will develop a unique Raytown Comprehensive Plan logo and a dedicated website for the project. This is all about making sure the community can easily get involved. Social media posts, email campaigns, and signs and cards with QR codes channel people to the website for further participation. The logo and branding will set this process apart from other planning activities and give it a distinct identity. Using this online platform, we'll keep everyone informed about the process and generate excitement within the community, motivating them to contribute their ideas.

TASK 1.5: Information Gathering

A data request will be issued to staff outlining the data and materials needed for this effort, including GIS data and shapefiles, aerials, and any additional 2D or 3D information available. We will review additional relevant documents, including documents such as recent operational and capital budgets, as well as demographic, market, and employment trends, among other pertinent factors.

TASK 1.6: Field Work & Land Use Inventory

Field investigations will be conducted to assess existing conditions, land use characteristics, and help determine planning opportunities and constraints. We will review previous land use inventories prepared for the city and field verify uses. As part of our field work, we will identify with city staff any opportunity sites and additional key locations for further research.

TASK 1.7: Mapping & GIS Analysis

We will develop maps that tell stories, including land use, zoning, opportunity sites, parks and open space, level of service, traffic volumes, and other existing condition maps, as needed. The team will work with the city and other agencies to supplement our data with other materials for use in developing exhibit maps for the State of the City and Final Comprehensive Plan reports. Maps and exhibits will be refined during the planning process as additional data and information is gathered.

We will review all relevant plans, studies, land use regulatory codes, and ordinances. A summary of base data and relevant recommendations will be compiled to be later incorporated into the State of the City analysis.

TASK 1.8: Stakeholder Interviews & Listening Sessions

We will conduct interviews with local leaders, city staff, institutional and industrial leaders, agency representatives, property and business owners, and other key stakeholders to discuss city issues and gain insight into key topics. Stakeholders will also include schools, parks, and other interested commissions and groups. It will be important to ensure all sectors of the population are represented in this process, and additional outreach will be conducted to reach various groups. The purpose of the interviews and focus groups is to gain a thorough understanding of how the city and residents feel about growth and development and other factors that contribute to quality of life and economic development. We anticipate that interview sessions will include six to ten one-hour small group interviews over the course of two days. We are happy to do additional virtual meetings, as needed.

TASK 1.9: Community Open House & Speak-Out

We will host our second Community Open House where we will present our initial findings and encourage community participation in the planning process through interactive activities. This event is intended to reintroduce the planning process to the Raytown community and provide a casual platform for discussing the city's planning challenges and opportunities in a "Speak-Out" format.

At the workshop, we will set up interactive planning issue booths, distribute written questionnaires, facilitate visioning exercises, showcase a visual preference survey exhibit, conduct "piggy bank" voting, offer mapping stations, and more. These elements are strategically designed to collect community feedback on residents' planning concerns and possible strategies and solutions. While the format will be informal and open-ended to make it easy for all to participate, our team will also deliver a brief presentation to share information and findings.

In preparation for the Community Open House & Speak-Out, we will create marketing materials including posters, press releases, and social media posts to raise awareness about the event. We will collaborate with City staff to get messages posted to social media and on City email blasts.

After the workshop, we will make a static online version of these interactive exercises available on the project website, providing additional opportunities for community input. This can remain up for several weeks.

TASK 1.10: State of the City Report

We will prepare a comprehensive State of the City Report that encompasses a synthesis of the community engagement feedback and our initial analysis. We will integrate our team's research on housing, demographics, and market analysis. The report will include current land use patterns, zoning regulations, physical conditions, opportunities for neighborhood revitalization, transportation infrastructure, natural resource considerations, and development prospects.

This report will serve as a culmination of our efforts, presenting a holistic overview of the city's current situation and potential pathways for future growth. The State of the City Report will include a diagnostics report that outlines how the findings of this initial phase will shape the drafting of the comprehensive plan.

Upon its completion, the report will undergo a thorough review by the Steering Committee to ensure its accuracy and alignment with the city's current conditions and potential goals. Subsequently, we will update the project website to feature a downloadable version of the State of the City Report. This online resource will enable easy access for all stakeholders and interested parties, facilitating transparency, and understanding of the findings and recommendations presented in the report.

TASK 1.11: Steering Committee Meeting

We will conduct meetings with city staff and the Steering Committee to review the State of the City Report and to discuss revisions and the final version of the report.

PHASE 2
ENVISION: July 2024 to Oct 2024

During this phase, the Lakota team, together with city leaders and stakeholders, will generate a land use strategy and a range of comprehensive planning ideas and concepts through visioning sessions and workshops. From this idea exchange, we will develop planning principles and options to address housing, economic development, downtown and neighborhood improvements, natural resources and open space, thoroughfares and mobility. The integration of these planning topics promotes efficient land use, transportation, and economic development to enhance quality of life and achieve Raytown's long-term goals.

TASK 2.1: Policy Objectives & Alternative Scenarios

Based on the engagement and analysis in Phase 1, we will begin to define policy objectives that the city and its residents would support: transportation and connectivity; mixed land use; compact form; sustainable design; preservation of neighborhood character; expanded employment opportunities for local residents; infrastructure development needs. Such policy objectives would guide the development of goals in later tasks of this planning process.

"Alternative Scenarios" envision plausible change and evolution based on historic and projected trends. These scenarios would primarily focus on demographic shifts and population growth, showing how those variables would guide housing, transportation, parks and open space, retail, and other core comprehensive planning pillars. The scenarios will become integral to the Land Use Plan chapter of the Comprehensive Plan, including sub areas and identified opportunity sites.

TASK 2.2: Steering Committee Meeting

We will conduct a working session with the Steering Committee to discuss the policy objectives and Alternative Scenarios. The working session will define the framework for goals and strategy development based on a preferred long-term vision for Raytown.

TASK 2.3: Draft Land Use Strategy

The Land Use Strategy and Future Land Use Map will define the characters of the different parts of the city. To better illustrate the proposed character, we will develop conceptual site plans for opportunity sites or sub-areas. Potential growth, future mobility networks, neighborhoods and housing, commercial/employment districts, community facilities and institutions, parks and recreation areas, urban design planning, open space and environmental planning, and sustainability and resiliency planning, will be taken into account as part of defining the Land Use Strategy.

TASK 2.4: Commercial Corridor Strategies

Recognizing the importance of Raytown's commercial corridors, and building on the Future Land Use Map, we will develop corridor-specific strategies for sustainable economic development. The approach will be to give the corridors both an aesthetic and economic identity as part of Raytown's overall economy.

TASK 2.5: Downtown Strategies

Downtown Raytown is the heart of the city and has its own dedicated Main Street program. Historic downtowns are in the midst of their latest evolution as they continue to adapt to the ecommerce transformation, much like malls and box stores disrupted downtown economies in earlier eras. We will devote a portion of the plan to reimagining downtown Raytown's role in the local and regional economy as a vibrant destination.

TASK 2.6: Steering Committee Meeting

We will hold a meeting with the Steering Committee and staff to review the Draft Scenario Plans and Draft Land Use Strategy. During this meeting, we will introduce the key principles for each comprehensive planning topic, which will serve as the basis for developing goals, strategies, and action steps.

TASK 2.7: Community Open House

We will host a second Community Open House and ensure comprehensive outreach using methods and tactics outlined in the Engagement and Outreach menu. During the workshop, we will provide a short presentation of overall goals and work with the community to develop strategies and action steps to bring these goals to fruition. We will also include topic and issue stations for participants to provide input on specific scenarios and land use strategies. Topic and issue stations will include Urban Design, Open Space & Natural Resource Planning, Sustainability Initiatives, Transportation, among others. In addition to interactive visioning exercises, this workshop will incorporate case studies of comparable communities. These case studies will highlight policy innovations taken by cities facing similar challenges to drive transformation. Systems thinking, elaborated on in the following task, will be introduced in this workshop.

TASK 2.8: Systems Thinking

The concept of a livable Raytown serves as a foundation for comprehensive plan integration through a multidimensional approach to critical topics, such as economic vitality, housing diversity, transportation options, open space distribution, sustainability measures, resiliency action, and more. Systems Thinking recognizes the relationships and dependencies between different planning topics and emphasizes the need to consider how changes in one area can impact other interconnected components of a community. For instance, altering transportation patterns can influence land use decisions, which in turn impacts housing demand and economic activity.

Based on the defined policy objectives, and through leveraging the city's ongoing initiatives and frameworks, we will collaborate closely to establish tailored goals, benchmarks, and metrics by working closely with the Steering Committee, staff, and the Raytown community.

TASK 2.9: Shared Vision and Goals; Steering Comm Work Session

After gathering input from staff, steering committee, and the public, we will draft a shared community vision and subsequent goals. This Plan will define the preferred Land Use Strategy and overall policy framework for the comprehensive plan. Although these goals will be devised using a thematic approach, the concept of systems thinking will remain integral. We will meet with the Steering Committee to solicit their advice and input.

TASK 2.10: Community Goals & Strategies

Based on feedback received, we will create sub-chapters of goals and strategies for each topic and planning subject area. This framework document encapsulates the essence of Phase 2, "Envision", in the planning process. It will be made available on the comprehensive plan website as a downloadable version, facilitating community feedback.

PHASE 3
PLAN & IMPLEMENT: Nov 2024 to March 2025

In Phase 3, we will start crafting actionable recommendations to support the goals and strategies previously developed. During this phase, the Lakota team, together with city staff and leaders will finalize the overall community vision and develop preferred development strategies and concepts. To ensure longevity of the plan, we will create an accountability framework that identifies performance metrics and assign departments to each action, as well as identify local partners for collaborative initiatives. Implementation will be secured through a phasing approach and recommendations roadmap.

TASK 3.1: Community Feedback

We will conduct online outreach to all who have participated in earlier Open Houses, focus groups, and online surveys and workshops to participate in workshopping actionable recommendations and solicit overall feedback. Community members will weigh in on the list of goals and strategies and will take part in the decision-making process by brainstorming action steps to help bring ideas to fruition. Based upon feedback received during the outreach process, we will work closely with the city and others to iteratively refine the actionable recommendations.

TASK 3.2: Comprehensive Plan – Subsections

We will develop a set of actionable recommendations based on ideas provided by the community and feedback gathered through conversations with city staff. This document will be structured into distinct subsections, each centered around a specific topic. Collaborative working sessions will be arranged with the steering committee and other invested stakeholders to deliberate on each set of goals and strategies in a progressive manner. Meanwhile, the planning team, in collaboration with city staff, will refine individual chapters while the steering committee concurrently reviews successive chapters and topics.

TASK 3.3: Comprehensive Plan - Draft

Once consensus on both the shared vision plan and actionable recommendations is achieved, we will create the draft plan report. After vetting the report with city staff and Steering Committee, the report will be distributed to the community for review and posted to the project website, with opportunities to comment online. We believe that plans should be highly accessible and graphic. We often supplement technical documentation with creative solutions such as graphic maps, brochures, or web material.

The initial draft of the comprehensive plan will include responsible parties for implementation, timeframes and an implementation roadmap, as well as levels of priority at the strategy level.

TASK 3.4: Work Session: Board of Aldermen, Planning & Zoning Commission

After the completion of the Draft Plan, we will engage the Board of Aldermen and Planning & Zoning Commission in a facilitated discussion of the plan objectives and strategies, incorporating their feedback into the draft.

TASK 3.5: Comprehensive Plan – Final

After the working session with the Board of Aldermen, we will refine and develop additional compelling graphics and diagrams that convey the vision, ideas, and proposed strategies of the plan in both 2D and 3D formats.

Illustrative drawings, eye level perspectives, and aerial renderings combined with key diagrams and detailed narrative will help convey the message of the plan to city leaders and their constituents. These deliverables will be made available to the broader community and will serve as a guiding document for the future development of Raytown.

TASK 3.6: Amplify Plan Awareness

We will develop social media graphics for posting by the City as well as cards and/or posters with QR codes directing the community to the final plan. We can also host an online event to create enthusiasm and showcase the breadth of the planning effort.

TASK 3.7: Approvals

Once the comprehensive plan is finalized by staff and steering committee, we will work closely with city staff on approval and adoption by the Planning & Zoning Commission and Board of Aldermen.

CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 03/14/2024

MEETING DATE: March 19, 2024

SUBMITTED BY: **DEPARTMENT: Finance**

Document Type: Resolution

SUBJECT/REQUEST

R-3588-24: Approve the adoption of an investment policy for the City of Raytown.

BACKGROUND/JUSTIFICATION

The investment policy is a Board approved document that provides specific guidance on the investment of the City of Raytowns assets. The current investment policy is handled in the finance area. After reviewing several cities' policies, it was evident that the Board of Aldermen should approve an investment policy for the City. The investment policy included in today's meeting packet is based on the State of Missouri's Treasure's model investment policy. Investment entities have recommended a policy that includes additional types of investments. This allows spreading the assets across multiple types of investments.

RECOMMENDED MOTION

The Board is recommended to approve the Investment Policy.

PREVIOUS ACTION

COMMISSION/COMMITTEE REVIEW

FINANCIAL IMPACT

Contractor:	
Amount of Request/Contract:	
Amount Budgeted:	
From Account Name and #:	Amount:
To Account Name and #:	Amount:

REVIEWED BY

Michael Graham
Jennifer Baird

Damon Hodges
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Reso Investment Policy 2024
2. Reso Investment Policy 2024-Policy

SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)

Document	Attached	If not attached, explain
Secretary of State:		
Certificate of Insurance:		
E-Verify Affidavits:		
E-Verify proof of enrollment:		
Bond:		
IRS Form W-9:		
Bid/RFP/RFQ: (submit all)		
Bid/RFP/RFQ Tabulation:		
Bid Waiver: Sole source or less than three bids		
Contractor address and email:		
Project Exemption Certificate needed:		
Other:		

RESOLUTION NO.: R-3588-24

A RESOLUTION APPROVING AND ADOPTING AN INVESTMENT POLICY FOR THE CITY OF RAYTOWN

WHEREAS, the formal adoption of an Investment Policy by the City is desirable to ensure that the City has an established framework under which it will conduct its investment affairs; and

WHEREAS, the Board of Aldermen find it in the best interest of the citizens of the City of Raytown to adopt and implement such policies;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the Investment Policy attached hereto, marked Exhibit "A", and made a part hereof by reference is hereby approved and adopted.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 19th day of March, 2024.

____
Michael McDonough, Mayor

ATTEST:

____
Teresa M. Henry, City Clerk

Approved as to Form:

____
Jennifer M. Baird, City Attorney

City of Raytown
Investment Policy

I. Scope

This policy applies to the investment of all operating funds of the City of Raytown. Longer-term funds, including investments of employees' retirement funds and proceeds from certain bond issues (if applicable), are covered by a separate policy.

1. Pooling of Funds

Except for cash in certain restricted and special funds, the City of Raytown will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various' funds based on their respective participation and in accordance with the generally accepted accounting principles.

2. External Management of Funds

Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

II. General Objectives

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

a. Credit Risk

The City of Raytown will minimize credit risk (the risk of loss due to the failure of the security issuer or backer) by pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the City of Raytown will do business and diversifying the portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The City of Raytown will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and by investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio may also be placed in bank deposits or repurchased agreements that offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

a. A security with declining credit may be sold early to minimize loss of principal.
b. Liquidity needs of the portfolio require that the security be sold.
c. A security swap would improve the quality, yield, or target duration of the portfolio.

III. Standards of Care

1. Prudence

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the governing body and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Raytown.

3. Delegation of Authority

Authority to manage the investment program is granted to the Director the Director of Finance, hereinafter referred to as the primary investment officer and derived from Resolution 2024-71. The city administrator or designee will be the secondary investment officer if the Director of Finance is unable to perform the duties of the investment officer. Responsibility for the operation of the investment program is here by delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

IV. Investment Transactions

1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security brokers/ dealers selected by creditworthiness as determined by the investment officer and approved by the governing body.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

Audited financial statements.
Proof of National Association of Securities (NASD) certification
Completed broker/dealer questionnaire.
Proof of state registration.
Certification of having read and understood and agreeing to comply with the City ofRaytown's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

2. Internal Controls

The investment officer is responsible for establishing and maintaining, and internal control structure that will be reviewed annually with the City of Raytown's independent auditor. The internal control structure shall be designed to ensure that the assets of the City of Raytown are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognized that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgements by management.

The internal controls shall address the following points:

Control of collision
Separation of transaction authority from accounting and record keeping.
Custodial safekeeping.
Avoidance of physical delivery securities.
Clear delegation of authority to subordinate staff members.
Written confirmation of transactions for investments and wire transfers.
Development of a wire transfer agreement with the lead bank and third-party custodian.

3. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of the City of Raytown and shall be held by a third-party custodian as evidenced by safekeeping receipts.

V. Suitable and Authorized Investments

1. Investment Types

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that the City of Raytown will consider, and which shall be authorized for the investments of funds by the City of Raytown.

Governmental

Those securities issued by and or guaranteed by the federal governments or agency or instrumentality of the federal government.

a. United States Treasury Securities.

The City of Raytown may invest in obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal interest.

b. United States Agency Securities.

The City of Raytown may invest in obligations issued or guaranteed by any agency of the United States Government.

Fixed Income Investments

Secured by the FDIC insurance or collateral

c. Repurchase Agreements.

The City of Raytown may invest in contractual agreements between the City of Raytown and commercial banks or primary government securities dealers. The purchaser in a repurchase agreement (repo) enters into a contractual agreement to purchase Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.

d. Collateralized Public Deposits (Certificates of Deposit).

Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by State statue.

Other Fixed Income

Debt bills issued by commercial enterprises.

e. Banker's Acceptance Time drafts on and accepted by a commercial bank, otherwise known as bankers' acceptances. An issuing bank must have received the highest letter and numerical ranking by at least two nationally recognized statistical rating organizations. Must be issued by domestic commercial banks. Purchases of banker's acceptances may not exceed 180 days to maturity. No more than 5% of the total market value of the portfolio may be invested in the bankers' acceptance.

f. Commercial Paper

Commercial Paper which has received the highest letter and numerical ranking (i.e. A1/P1) by at least two nationally recognized statistical rating organizations. Eligible paper is further limited to issuing corporations that have a total commercial paper program size in excess of $250,000,000 and have long-term ratings. Purchases of commercial paper may not exceed 180 days to maturity. Approved commercial paper programs should provide some diversifications by industry. Additionally, purchases of commercial paper in the industry sectors that may from time to time be subject to undue risk and potential illiquidity should be avoided. The only asset backed commercial paper programs that are eligible for purchases are fully supported programs that provide adequate diversification by asset type. No securities arbitrage progams or commercial paper issued by Structured Investment Vehicles shall be considered. No more than 5% of the total market value of the entire portfolio may be invested in the commercial paper of any one issuer. No more than 25% of the entire portfolio may be invested in commercial paper. Commercial paper issuers must be subject to weekly credit reviews and daily news research analysis and a monitoring program must be established to promulgate best practices credit monitoring.

2. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of the City of Raytown's funds, the investment portfolio will be subject to the following restriction:

a. Borrowing for investment purposes ("Leverage") is prohibited.

b. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities) are not permitted. Investment in any instrument, which is commonly considered a "derivative" investment (e.g. options, futures, swaps, caps, floors, and collars), is prohibited.

c. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.

3. Collateralization

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the market value (including accrued interest) of the collateral should be at least 100%.

For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Corporation, or the National Credit Unions Share Insurance Fund.

All securities, which serve as collateral against the deposits of a depository institution must be safekept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts within five business days from the settlement date.

The City of Raytown shall have a depositary contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the City of Raytown's security interest in collateral pledge to secure deposits is enforceable against the receiver of a failed financial institution.

4. Repurchase Aereements

The securities for which repurchase agreements will be transacted will be limited to U.S. Treasury and government agency securities that are eligible to be delivered via the Federal Reserve's Fedwire book entry system. Securities will be delivered to the City of Raytown's designated Custodial

Agent. Funds and securities will be transferred on a delivery vs. payment basis.

VI. Investment Parameters

I. Diversification

The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

a. U.S. treasuries and securities having principal and/or interest guaranteed by the U.S. government - Exposure Limit - 100%

b. Collateralized time and demand deposits. - Exposure Limit - 100%

c. U.S. Government agencies, and government sponsored enterprises.
Exposure Limit - No more than 60%

d. Collateralized repurchased agreements.
Exposure Limit - No more than 70%

e. U.S. Government agency callable securities.
Exposure Limit - No more than 50%

f. Bankers' Acceptances.
Exposure Limit - No more than 50%

2. Maximum Maturities

To the extent possible, the City of Raytown shall attempt to match its investments with anticipated cash flow requirements. Investments in bankers' acceptances shall mature and become payable not more than one hundred eighty days (180) from the date of purchases. All other investments shall mature and become payable not more than three (3) years from the date of purchase. The City of Raytown shall adopt weighted average maturity limitations that should not exceed two (2) years and are consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VII. Reporting

1. Methods

The investment office shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the City of Raytown to ascertain whether investment activities during the reporting period have conformed to the investment policy.

The report will include the following:

Listing of individual securities held at the end of the reporting period.
Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration.
Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
Listing of investment by maturity date.
Percentage of the total portfolio which each type of investment represents.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

Bankers' acceptances must be reviewed monthly to determine if the rating level has change. Bankers' acceptances should be reviewed for possible sale if the securities are downgraded below the minimum acceptable rating levels.

3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the governing body of the City of Raytown. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

VIII. Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Adoption

This policy shall be adopted by resolution of the City of Raytown's governing body. The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the governing body for consideration.

CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 03/07/2024

MEETING DATE: March 19, 2024

SUBMITTED BY: **DEPARTMENT: Public Works**

Document Type: Resolution Agreement/Contract

SUBJECT/REQUEST

R-3589-24: Amending the Harmon Construction court counter project (PFM-2023-01B) contract in the amount of $1,801.91. Point of Contact Robinson Camp

BACKGROUND/JUSTIFICATION

On November 14, 2023, the Board of Alderman approved a contract with Harmon Construction to complete construction on the court counter in the amount of $67,675.65 with Resolution R-3561-23. During construction, the bulletproof glass was upgraded from a grade 1 to a grade 3 and vinyl lining of the wall was missed in the quantities during the bidding process. The following change orders reflect the change.

City of Raytown's Calculations	
Contracted Amount	$ 64,345.00
Change Order 1	$ 1,841.11
Change Order 2	$ 2,454.07
Change Order 3	$ 837.88
Total	**$ 69,477.56**

Change Order 1 & 2 reflect the upgrading of glass and Change Order 3 reflects the vinyl installation. The difference between the approved amount and the final total is $1,801.91.

RECOMMENDED MOTION

Staff recommends approval as submitted.

PREVIOUS ACTION

Award contract with Harmon Construction with Resolution R-3561-23.

COMMISSION/COMMITTEE REVIEW

FINANCIAL IMPACT

Contractor:	Harmon Construction
Amount of Contract:	$64,345.00
Amount Budgeted:	$67,675.65
Amount Requested	$1,801.91
Amount Total	$69,477.56
From Account Name and #:	Capital Sales Tax - Capital Expenditures
To Account Name and #:	205-00-00-100-57000

REVIEWED BY

Robinson Camp
Michael Graham
Jennifer Baird
Damon Hodges
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Reso 2023 Harmon Construction-Court Counter Project Amendment
2. R-3561-23 Harmon Contruction Court Counter 11-14-23
3. Change Order Number 1
4. Change Order Number 2
5. Change Order Number 3
6. Before - After Pics

SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)

Document	Attached	If not attached, explain
Secretary of State:		On File
Certificate of Insurance:		On File
E-Verify Affidavits:		On File
E-Verify proof of enrollment:		On File
Bond:		On File
IRS Form W-9:		On File
Bid/RFP/RFQ: (submit all)		On File
Bid/RFP/RFQ Tabulation:		On File
Bid Waiver: Sole source or less than three bids		N / A
Contractor address and email:		On File
Project Exemption Certificate needed:		N / A
Other:	X	Change Orders

RESOLUTION NO.: R-3589-24

A RESOLUTION AMENDING THE AGREEMENT WITH HARMON CONSTRUCTION, INC. FOR PUBLIC IMPROVEMENTS RELATED TO THE CITY HALL COURT OFFICE IN THE AMOUNT OF $1,801.91 FOR A TOTAL PROJECT AMOUNT NOT TO EXCEED $69,477.56

WHEREAS, the City of Raytown (the "City") issued an Invitation to Bid for public improvements for the City Hall Court Office; and

WHEREAS, the bid for said project was awarded o Harmon Construction, Inc. on November 14, 2023, pursuant to Resolution R-3561-23 in the amount of $67,675.65; and

WHEREAS, with Change Order No. 1 and Change Order No. 2, there was no increase in the approved amount; however, with Change Order No. 3, there was an additional, and the agreement needs to be amended in the amount of $1,801.91; and

WHEREAS, the Board of Aldermen desire to amend the agreement with Harmon Construction, Inc. for the public improvements to the City Hall Court Office in the amount of $1,801.91 for a total project amount not to exceed $69,477.56.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT an amendment to the agreement with Harmon Construction, Inc. for the public improvements to the City Hall Court Office in the amount of $1,801.91 for a total project amount not to exceed $69,477.56, is hereby authorized and approved; and

FURTHER THAT the City Administrator is authorized to execute all documents necessary or incidental to the performance thereof, accept the work performed under the contract and make final payment thereon.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 19th day of March, 2024.

____
Michael McDonough, Mayor

ATTEST:

Approved as to Form:

____
Teresa M. Henry, City Clerk

____
Jennifer M. Baird, City Attorney

RESOLUTION NO.: R-3561-23

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT WITH HARMON CONSTRUCTION, INC FOR PUBLIC IMPROVEMENTS RELATED TO THE CITY HALL COURT OFFICE IN AN AMOUNT NOT TO EXCEED $67,675.65

WHEREAS, on September 22, 2023, the City issued a Request for Proposal for public improvements for the City Hall Court Office; and

WHEREAS, the City received two (2) responses and has determined that the proposal submitted by Harmon Construction, Inc. was the responsive and responsible lowest bidder for the project; and

WHEREAS, the Board of Aldermen find it is in the best interest of the citizens of the City of Raytown to enter into an agreement with Harmon Construction, LLC for public improvements related to the City Hall Municipal Court Office in an amount not to exceed $67,675.65.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the agreement with Harmon Construction, LLC for public improvements related to the City Hall Municipal Court Office in an amount not to exceed $67,675.65, is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute all agreements or documents necessary to approve the purchase of goods and services contemplated herein and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, 14th day of November, 2023.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

18989 W 158th Street
Olathe, KS 66062
Ph : 913.962.5888

Change Request

To: City of Raytown
10000 E 59th St.
Raytown, MO 64133

Number: 1
Date: 1/31/24
Job: 23-644 Raytown City Hall
Phone:

Description: Upgraded Glass Protection

Reason: Owner Request
Source: Owner's Request

We are pleased to offer the following specifications and pricing to make the following changes:
Per Rob Camp's email on 1.30.24 -upgrading the transaction glass protection to level 3.

Work performed by subcontractors:

Description	Subcontractor			Price
Glass & Glazing	Structural Glass Solutions Inc			$1,649.00
			Subtotal:	$1,649.00
			Subtotal:	**$1,649.00**
	OHP	$1,649.00	10.00%	$164.90
	Insurance	$1,813.90	1.50%	$27.21
			Total:	**$1,841.11**

If you have any questions, please contact me at .

Submitted by: Harmon Construction, Inc

Approved by: Robinson E Camp
Date: 02 / 07 / 2024

Drew Wills

From:	kevin@structural-glass-systems.com
Sent:	Tuesday, January 30, 2024 1:25 PM
To:	Drew Wills
Subject:	Raytown City Hall - BR Glass

The add to go with a level 3 protection level as requested comes to $1,649.00

Thank you,

STRUCTURAL GLASS SYSTEMS, Inc.

Kevin Keck
6199 Executive Drive
Kansas City, MO 64120
Cell (816) 377-7631
Kevin@Structural-Glass-Systems.com

HARMON CONSTRUCTION
relationships before buildings

18989 W 158th Street
Olathe, KS 66062
Ph : 913.962.5888

Change Request

To: City of Raytown
10000 E 59th St.
Raytown, MO 64133

Number: 2
Date: 2/14/24
Job: 23-644 Raytown City Hall
Phone:

Description: Glass Change

Reason: Owner Request
Source: Owner's Request

We are pleased to offer the following specifications and pricing to make the following changes:
Addition of the 2-piece angle, including fabrication, one additional speaker hole, and additional field labor.

Work performed by subcontractors:

Description	Subcontractor				Price
Glass Changes - 2pc angle, speaker hole, labor	Structural Glass Solutions Inc				$2,198.00
				Subtotal:	$2,198.00
				Subtotal:	**$2,198.00**
		OHP	$2,198.00	10.00%	$219.80
		Insurance	$2,417.80	1.50%	$36.27
				Total:	**$2,454.07**

If you have any questions, please contact me at .

Submitted by: Harmon Construction, Inc

Approved by: Robinson E Camp

DocuSigned by:
Robinson E Camp
61B2CEBE842640D...

Date: 2/19/2024

From: Sean Harmon
Sent: Tuesday, February 13, 2024 1:30 PM
To: Robinson Camp; Kerry Newman
Cc: com-inbound-raytown-city-hall-hcluqrhsee@procoretech.com; Jose Vega
Subject: Raytown City Hall Glass Change Pricing

Hi Rob/Kerry,

Please see highlighted below regarding the changes discussed on site last week. Please note this will need HCI markup added in as well. Can you please confirm this is approved.

The add for the addition of the 2-piece angle, including fabrication, one additional speaker hole, and additional field labor totals $2,198.00

This will make the opening as we discussed in our jobsite meeting. One larger level 3 security piece of glass with black 2-piece angle at the head and all jambs. The bottom on the security glass will sit on top of the counter without any farming.

If you have any questions, please let me know.

Regards,

Sean Harmon
Operations Manager

d 913.747.1058 · c 913.927.2235 · f 913.962.5896
sharmon@harmonconst.com
18989 W 158th St · Olathe, KS 66062

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18989 W 158th Street
Olathe, KS 66062
Ph : 913.962.5888

Change Request

To: City of Raytown
10000 E 59th St.
Raytown, MO 64133

Number: 3
Date: 3/5/24
Job: 23-644 Raytown City Hall
Phone:

Description: Added Laminate on Counter Walls

Reason: Owner Request
Source: Owner's Request

We are pleased to offer the following specifications and pricing to make the following changes:
Cover below counter walls with laminate. Includes installation.

Work performed by subcontractors:

Description	Subcontractor				Price
Casework - Laminate on walls	Spike Ventures LLC/KC Woodwork				$750.00
				Subtotal:	$750.00
				Subtotal:	**$750.00**
		OHP	$750.00	10.00%	$75.00
		Insurance	$825.00	1.50%	$12.38
				Total:	**$837.38**

If you have any questions, please contact me at .

Submitted by: Harmon Construction, Inc

Approved by: ______________________
Date: ______________________

Estimate

KC Custom Woodworking
Tummons Custom Woodworking
1825 Locust ST
Kansas City, MO 64108
Phone 816-283-3335
Fax 816-221-8751

APPROVED

Robinson E Camp

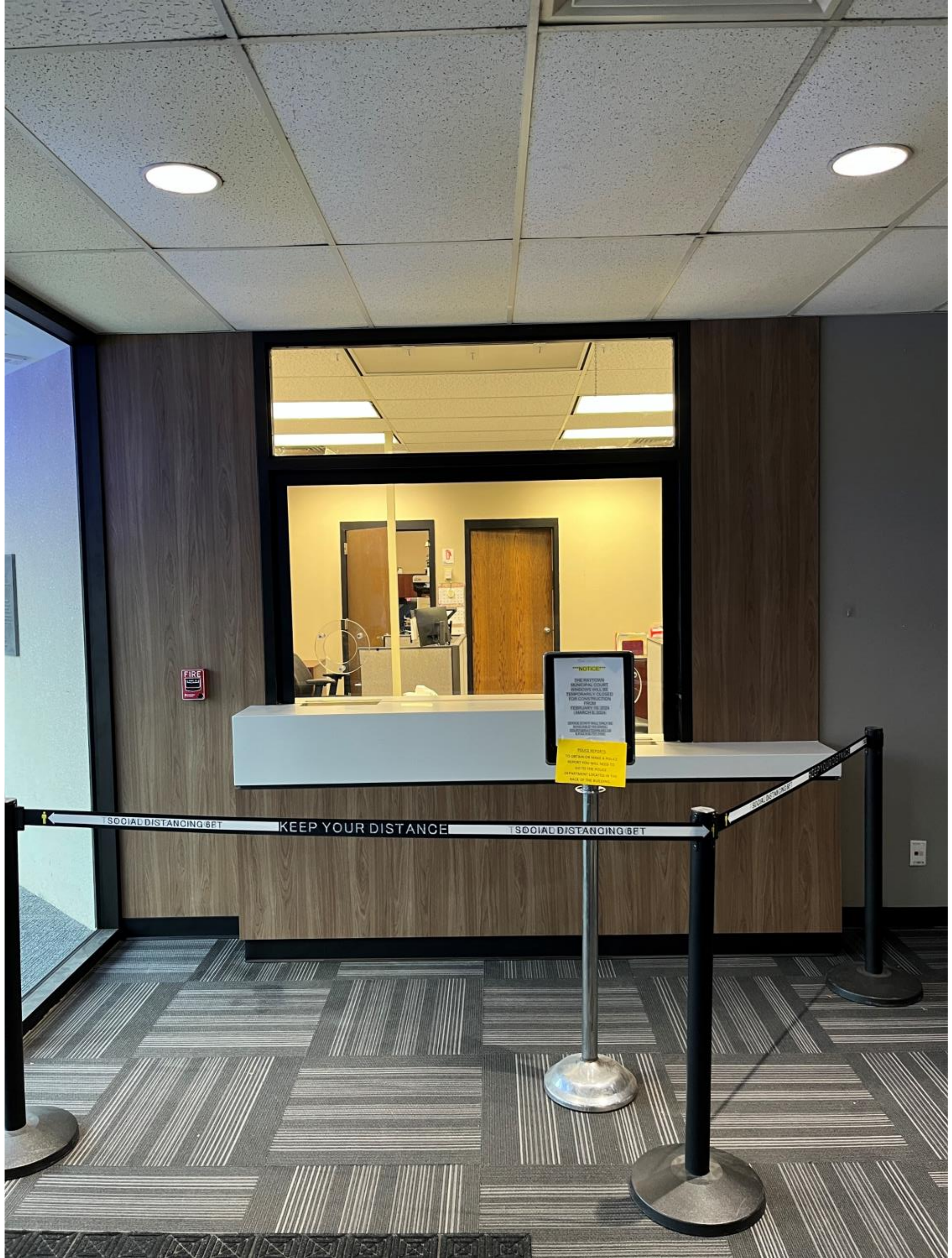
03/05/2024

Name/Address
Harmon Construction 18989 W 158th Street Olathe, KS 66062

Date	Estimate No.	Project
02/29/24	Raytown Walls	

Item	Description	Quantity	Cost	Total
MO nontax	Cover below counter walls with laminate		750.00	750.00
	---------------------------- includes installation -----------------------------			
			0.00%	0.00
			Total	$750.00


Merry Christmas
Merry Christmas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