TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
OCTOBER 21, 2025
REGULAR SESSION NO. 13
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.
AND
ONLINE ZOOM WEBINAR

ZOOM.US/JOIN
WEBINAR ID: 872 4703 7855
PASSCODE: 133312

Invocation/Pledge of Allegiance
Roll Call

Public Comments

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.

1a. Approval of the October 7, 2025 Board of Aldermen meeting minutes.

1b. R-3754-25: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF DIRECTORS TO THE RAYTOWN CROSSING COMMUNITY IMPROVEMENT DISTRICT BOARD OF DIRECTORS. Point of Contact: Missy Wilson, Economic Development Administrator.

REGULAR AGENDA

NEW BUSINESS

2. **R-3755-25: A RESOLUTION** AMENDING AN AGREEMENT WITH THE WILSON GROUP, INC. FOR PUBLIC IMPROVEMENTS RELATED TO THE COMMUNITY DEVELOPMENT DEPARTMENT FOR A TOTAL AMOUNT NOT TO EXCEED $53,736.39 FOR FISCAL YEAR 2024-2025. Point of Contact: Jason Hanson, City Engineer.

COMMUNICATIONS

3. **Communication from the Mayor**

4. **Communication from the City Administrator**

5. **Communication from the Board of Aldermen**

ADJOURNMENT

MINUTES
RAYTOWN BOARD OF ALDERMEN
OCTOBER 7, 2025
REGULAR SESSION NO. 12
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.
AND
ONLINE ZOOM WEBINAR

Mayor Michael McDonough called the October 7, 2025, Board of Aldermen Regular Meeting to order at 7:01 p.m. Timmy Hensel of The River 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 Theresa Tush, Alderman Loretha Hayden, Alderman Jim Aziere, Alderman Janet Emerson, Alderman Theresa Garza, Alderman Josh Morales, Alderman Bonnaye Mims, Alderman Diane Krizek

Absent: None

Public Comments

John Overfield
Jeffery Consiglia
Morris Melloy

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.

1a. Approval of the September 16, 2025 Board of Aldermen meeting minutes.

Alderman Mims, seconded by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 9-0.

Ayes: Aldermen Mims, Emerson, Walters, Garza, Hayden, Tush, Morales, Aziere, Krizek
Nays: None

REGULAR AGENDA

NEW BUSINESS

2. **R-3750-25: A RESOLUTION** AUTHORIZING AND APPROVING THE BUDGET OF THE CITY OF RAYTOWN FOR FISCAL YEAR 2025-2026. Point of Contact: Diane Egger, City Administrator.

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

The item was presented by Diane Egger, City Administrator.

Alderman Mims, seconded by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 9-0.

Ayes: Aldermen Mims, Emerson, Krizek, Aziere, Tush, Morales, Walters, Garza, Hayden
Nays: None

3. **R-3751-25: A RESOLUTION** AUTHORIZING AND APPROVING AN AMENDMENT TO THE CURRENT PURCHASING POLICY FOR THE CITY OF RAYTOWN. Point of Contact: Michael Graham, Finance Director.

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

The item was presented by Michael Graham, Finance Director.

Alderman Mims, seconded by Alderman Aziere, made a motion to adopt. The motion was approved by a vote of 9-0.

Ayes: Aldermen Mims, Aziere, Emerson, Walters, Garza, Hayden, Tush, Morales, Krizek
Nays: None

4. **R-3752-25: A RESOLUTION** AUTHORIZING AND APPROVING A PROSECUTORIAL SERVICE AGREEMENT BY AND BETWEEN THE CITY OF RAYTOWN, MISSOURI AND ROSS C. NIGRO, JR. Point of Contact: Diane Egger, City Administrator.

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

The item was presented by Diane Egger, City Administrator.

Alderman Mims, seconded by Alderman Garza, made a motion to adopt. The motion was approved by a vote of 9-0.

Ayes: Aldermen Mims, Garza, Morales, Tush, Krizek, Hayden, Emerson, Aziere, Walters
Nays: None

5. **R-3753-25: A RESOLUTION** AUTHORIZING AND APPROVING THE PURCHASE OF SKATE PARK EQUIPMENT FROM AMERICAN RAMP COMPANY OFF THE SOURCEWELL BUILD AGREEMENT IN AN AMOUNT NOT TO EXCEED $200,000.00 FOR FISCAL YEAR 2024-2025. Point of Contact: Dave Turner, Parks & Recreation Director.

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

The item was presented by Dave Turner, Parks & Recreation Director.

Alderman Emerson, seconded by Alderman Hayden, made a motion to adopt. The motion was approved by a vote of 9-0.

Ayes: Aldermen Emerson, Hayden, Walters, Garza, Tush, Morales, Aziere, Krizek, Mims
Nays: None

COMMUNICATIONS

6. **Communication from the Mayor**

Mayor McDonough spoke on recent events and City business.

7. **Communication from the City Administrator**

Diane Egger, City Administrator, provided an update on the City’s current projects and plans.

8. Communication from the Board of Aldermen

Comments were shared by Aldermen Garza, Morales, and Mims.

ADJOURNMENT

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

The meeting adjourned at 7:59 p.m.

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Teresa M Henry, City Clerk, MRCC

CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 10/08/2025

MEETING DATE: October 21, 2025

SUBMITTED BY: **DEPARTMENT: Administration**

Document Type: Resolution

SUBJECT/REQUEST

R-3754-25: Appointment of directors to the Raytown Crossing Community Improvement District Board of Directors

BACKGROUND/JUSTIFICATION

The Board of Directors of the Raytown Crossing Community Improvement District (the “District”) in accordance with Section 610.020 of the Revised Statutes of Missouri, met on July 16, 2025; and pursuant to the provisions of the approved Petition for the Creation of the District, the Board of Directors of the District desire to forward to the Mayor for appointment, with consent of the Board of Aldermen, nominations for successor Directors as set forth herein.

The Board of Directors hereby nominate the following Directors for their respective 3-year terms, to serve until their successors are appointed.
Tara Higgins 02/15/2025-02/15/2028
Anna Kuhnhoff 02/15/2025-02/15/2028

RECOMMENDED MOTION

Approve the resolution as submitted by staff.

PREVIOUS ACTION

COMMISSION/COMMITTEE REVIEW

Board of Directors of the Raytown Crossing Community Improvement District

FINANCIAL IMPACT

REVIEWED BY

Michael Graham
Jennifer Baird
Diane Egger
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1.	Reso Raytown Crossing CID Appointments 2025
2.	2025-03 - Nominating Successor Directors - Raytown Crossing CID

SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF DIRECTORS TO THE RAYTOWN CROSSING COMMUNITY IMPROVEMENT DISTRICT BOARD OF DIRECTORS

WHEREAS, pursuant to the provision of the approved Petition for the Creation of the Raytown Crossing Community Improvement District successor directors shall be appointed by the Mayor, with the consent of the Board of Alderman; and

WHEREAS, Tara Higgins and Anna Kuhnhoff, have been nominated by the existing Board of Directors of the District;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF RAYTOWN, MISSOURI, as follows:

THAT, the following Directors are appointed to their respective 3-year terms, to serve until their successors are appointed.

Tara Higgins 02/15/2025-02/15/2028
Anna Kuhnhoff 02/15/2025-02/15/2028

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 21st day of October, 2025.

____
Michael McDonough, Mayor

ATTEST:

____
Teresa M. Henry, City Clerk

Approved as to Form:

____
Jennifer M. Baird, City Attorney

RAYTOWN CROSSING

COMMUNITY IMPROVEMENT DISTRICT

Resolution 2025 - 03

A RESOLUTION NOMINATING SUCCESSOR DIRECTORS
FOR CONSIDERATION BY THE MAYOR AND BOARD OF ALDERMEN

WHEREAS, having provided notice of a meeting of the Board of Directors of the Raytown Crossing Community Improvement District (the "District") in accordance with Section 610.020 of the Revised Statutes of Missouri, the Directors met on July 16, 2025; and

WHEREAS, pursuant to the provisions of the approved Petition for the Creation of the District, the Board of Directors of the District desire to forward to the Mayor for appointment, with consent of the Board of Aldermen, nominations for successor Directors as set forth herein.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby nominate the following Directors for their respective 3-year terms, to serve until their successors are appointed.

Tara Higgins	02/15/2025 – 02/15/2028
Anna Kuhnhoff	02/15/2025 – 02/15/2028

PASSED by the Board of Directors on this 16th day of July, 2025.

Paul D. McKnight

Paul McKnight, Executive Director

CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 10/16/2025

MEETING DATE: October 21, 2025

SUBMITTED BY: **DEPARTMENT: Public Works**

Document Type: Resolution

SUBJECT/REQUEST

R-3755-25: Amend current contract with The Wilson Group, Inc. for an increase of $2,000.00 due to Change Order #1 for the addition of Kevlar panels to be installed in the Community Development Dept. counter project.

BACKGROUND/JUSTIFICATION

On March 4, 2025, the BOA approved a contract with The Wilson Group to install a new counter for the Community Development Dept. The bid amount was $47,033, and an extra 10% ($4,703.30) was approved for potential change orders for an approved amount not to exceed amount of $51,736.30.

At the City's request, The Wilson Group has submitted Change Order #1 in the amount of $5,722.00 for Kevlar panels to be installed within the Community Development Dept. counter project. This change order proposal is to install bullet resistant Kevlar panels on the inside of the new Community Development Dept. counter. This change order includes a cost for the labor on this project as well as the material for the Kevlar panels:
1. Provide & install ½" Kevlar panels on the inside of the cashier's counter wall.
2. Glue Kevlar to studs, screw Kevlar to studs as needed.
3. Frame a second wall on the inside of the Kevlar panels.

The total cost for these proposed changes is $5,722.00, which exceeds the remaining contingency balance of $4,703.30. As a result, the project team is requesting an additional $2000 (*instead of the exact difference of $1,018.70*) to fully cover the full change order cost with cushion for any further unexpected items that may be found.

The City Wide Capital Expenditures section of the Capital Sales Tax Fund Capital Expenditures has sufficient funds to accommodate this change order's overage. This is possible because the previously approved project amount of $51,736.30 is almost $29,000 below the budgeted amount of $86,000 for this Community Development Counter Remodel project.

RECOMMENDED MOTION

Staff recommends approval as submitted.

PREVIOUS ACTION

Community Development Dept. Cashier's Counter project BOA approval on March 4, 2025.

COMMISSION/COMMITTEE REVIEW

Sales Tax Oversite Committee approval.

FINANCIAL IMPACT

Contractor:	The Wilson Group, Inc.
Amount of Current Contract:	$51,736.30
Amount Budgeted:	$86,000.00
Amount Requested Additional:	$2,000.00
Account Name and Account Number:	Capital Sales Tax Fund – City Wide, Capital Expenditures = 205-00-00-100-57000

REVIEWED BY

Robinson Camp
Michael Graham
Jennifer Baird
Diane Egger
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Reso Amendment Wilson Group-Community Development Counter
2. Kevlar Panel Change Order 9.26.25

SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)

Document	Attached	If not attached, explain
Secretary of State:	no	on file in PW
Certificate of Insurance:	no	on file in PW
E-Verify Affidavits:	no	on file in PW
E-Verify proof of enrollment:	no	on file in PW
Bond:	no	on file in PW
IRS Form W-9:	no	on file in PW
Bid/RFP/RFQ: (submit all)	n/a	n/a
Bid/RFP/RFQ Tabulation:	n/a	n/a
Bid Waiver: Sole source or less than three bids	n/a	n/a
Contractor address and email:	no	on file in PW
Project Exemption Certificate needed:	no	on file in PW
Other:	no	on file in PW

A RESOLUTION AMENDING AN AGREEMENT WITH THE WILSON GROUP, INC. FOR PUBLIC IMPROVEMENTS RELATED TO THE COMMUNITY DEVELOPMENT DEPARTMENT FOR A TOTAL AMOUNT NOT TO EXCEED $53,736.39 FOR FISCAL YEAR 2024-2025

WHEREAS, the City entered into an agreement with The Wilson Group for public improvements related to the Community Development office on March 4, 2025 pursuant to Resolution R-3690-25 in the amount of $51,736.39; and

WHEREAS, the City desires to amend the current agreement with The Wilson Group, Inc. related to added improvements; and

WHEREAS, the Board of Aldermen find that it is in the best interest of the citizens of the City of Raytown to amend an agreement with The Wilson Group, Inc. for public improvements related to the Community Development office in a total amount not to exceed $53,736.39 for fiscal year 2024-2025;

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

THAT an amendment to an agreement with The Wilson Group, Inc. for public improvements related to the Community Development office in a total amount not to exceed $53,736.39 for fiscal year 2024-2025, is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute any and all documents necessary in connection with such agreement 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 21st day of October, 2025.

____
Michael McDonough, Mayor

ATTEST:

____
Teresa M. Henry, City Clerk

Approved as to Form:

____
Jennifer M. Baird, City Attorney

THE WILSON GROUP, Inc.
Commercial General Contractor

September 26, 2025 Change Order #1

Mr. Robinson Camp
City of Raytown
Reference: Development Dept Cashier's Counter Kevlar Panels With extra Wall

As requested, we have prepared this price proposal for the project referenced above. We have outlined the scope of work included in this price proposal below.

Development Dept Cashiers Counter Kevlar Panels $5,722
- Provide and install ½" Kevlar panels on the inside of the cashier's counter wall.
- Glue Kevlar to studs, screw Kevlar to studs as needed.
- Frame a second wall on the inside of the Kevlar panels.

Labor $2,307
Material $3,415

Assumptions:
- All work to be performed during regular business hours

Exclusions:
- Taxes excluded

We appreciate the opportunity to bid on this project. Feel free to contact me with any questions.

Sincerely,

THE WILSON GROUP, INC.