

TENTATIVE AGENDA
Raytown Board of Aldermen
August 1, 2023

Regular Session No. 8
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
AND
ONLINE ZOOM WEBINAR
7:00 PM

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 so that your comments can be presented in writing to the Board of Aldermen during the Public Comments section of the August 1, 2023 meeting agenda. All Public Comments received will be kept on file in the City Clerk's office.

zoom.us/join
Webinar ID: 884 3424 4738
Passcode: 491653

OPENING SESSION

Invocation/Pledge of Allegiance

Roll Call

Public Comments

Comments from the Mayor

Comments from the City Administrator

Committee Reports

STUDY SESSION

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. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda.

1.a. Acceptance of the July 11, 2023 Board of Aldermen Regular Meeting Minutes.

1.b. Acceptance of the July 18, 2023 Board of Aldermen Regular Meeting Minutes.

OLD BUSINESS

- 2. Second Reading: Bill No. 6639-23, Section IX: AN ORDINANCE AMENDING CHAPTER 6-ANIMALS, ARTICLE III, CARE AND CONTROL REGULATIONS, DIVISION**

1-GENERALLY, SECTION 6-64 CRUELTY TO ANIMALS AND FOWL AND AMENDING DIVISION 3-NUISANCE ANIMALS, SECTION 6-131-PRIVATE PROPERTY RIGHTS OF THE RAYTOWN MUNICIPAL CODE. Point of Contact: Diane Egger, Community Development Director.

NEW BUSINESS

3. Public Hearing: A public hearing to consider a Conditional Use Permit at property located at 9913 E. 56th Street.

3a. FIRST READING: Bill No. 6641-23, Section XIII: AN ORDINANCE APPROVING ISSUANCE OF A CONDITIONAL USE PERMIT TO MARK THATCHER OF BANKERS SECURITY SAFE AND VAULT COMPANY FOR OUTDOOR STORAGE OF MATERIALS AT 9913 E. 56TH STREET IN AN M, MANUFACTURING DISTRICT WITHIN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI. Point of Contact: Diane Egger, Community Development Director.

4. Public Hearing: A public hearing to consider a Conditional Use Permit for property located at 11900 E. 350 Highway.

4a. FIRST READING: Bill No. 6642-23, Section XIII: AN ORDINANCE APPROVING ISSUANCE OF A CONDITIONAL USE PERMIT TO WILLIAM CODY JACK OF ANCHORED UP LLC FOR VEHICLE SALES, NEW OR USED, USE IN THE FORM OF A BOAT SALES OPERATION AT 11900 E. MISSOURI 350 HIGHWAY IN AN M, MANUFACTURING, DISTRICT WITHIN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI. Point of Contact: Diane Egger, Community Development Director.

5. **R-3534-23: A RESOLUTION** AUTHORIZING AND APPROVING THE APPLICATION OF A GRANT REQUEST TO THE MISSOURI DEPARTMENT OF CONSERVATION IN THE AMOUNT OF \$28,000.00 TO UPDATE THE PARKS TREE INVENTORY PROGRAM AND COMPLETE NEEDED TREE MAINTENANCE ON PARK PROPERTIES. Point of Contact: Dave Turner, Parks & Recreation Director.

DISCUSSION ITEM(S)

6. Purchasing Policy - Alderman Bill Van Buskirk
7. Staffing - Alderman Bonnaye Mims

ADJOURNMENT

MINUTES
RAYTOWN BOARD OF ALDERMEN
JULY 11, 2023
REGULAR SESSION NO. 6
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
AND
ONLINE ZOOM WEBINAR
7:00 P.M.

Mayor Michael McDonough called the July 11, 2023, Board of Aldermen Regular meeting to order at 7:12 p.m. Herman Scales, of Seed of Faith International, 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 Bonnaye Mims, Alderman Loretha Hayden, Alderman Diane Krizek, Alderman Janet Emerson, Alderman Ian Scott, Alderman Bill Van Buskirk, Alderman Greg Walters, Alderman Ryan Myers, Alderman Theresa Garza

Absent: Alderman Jim Aziere

Public Comments

Comments were made by:

Morris Melloy, 5816 Manning Avenue
Robbie Tubbs, 6250 Ash Court
Steve Meyers, 7804 Woodson
Jeanette Gentry, 11000 E 57th Street

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.

Committee Reports

Comments were shared by Aldermen Van Buskirk and Mims.

STUDY SESSION

Mid-Year Financial Report
Michael Graham, Finance Director

Michael Graham, Finance Director, presented the item and remained for any discussion.

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. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda.

Approval of the Regular June 20, 2023 Board of Aldermen meeting minutes.

Alderman Mims, seconded by Alderman Meyers, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Myers, Walters, Scott, Hayden, Emerson, Garza, Van Buskirk, Krizek

Nays: None

Absent: Alderman Aziere

REGULAR AGENDA

OLD BUSINESS

2. **SECOND READING: Bill 6635-23, Section XIII: AN ORDINANCE AUTHORIZING AND APPROVING AN AGREEMENT BY AND AMONG SHIRIN INVESTMENTS, LLC, THE CITY OF RAYTOWN, MISSOURI AND THE CITY OF KANSAS CITY, MISSOURI FOR PLANS REVIEW IN CONNECTION WITH A CONVENIENCE STORE TO BE LOCATED AT 8619 BLUE RIDGE BLVD.** Point of Contact: Missy Wilson, Assistant City Administrator/Economic Development Administrator.

Alderman Mims, seconded by Alderman Garza, made a motion to continue to a date certain of August 15, 2023. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Garza, Hayden, Krizek, Emerson, Scott, Van Buskirk, Walters, Myers

Nays: None

Absent: Alderman Aziere

NEW BUSINESS

3. Public Hearing: A public hearing to consider a conditional use permit for property located at 5318 Raytown Road.

- 3a. **FIRST READING: Bill No. 6637-23, Section XIII: AN ORDINANCE APPROVING ISSUANCE OF A CONDITIONAL USE PERMIT TO EDUARDO RUIZ AND RUIZ AND SONS PROPERTIES, INC., TO OPERATE A CAR WASH AT 5318 RAYTOWN ROAD IN AN NC, NEIGHBORHOOD COMMERCIAL, DISTRICT WITHIN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI.** Point of Contact: Diane Egger, Community Development Director.

Mayor McDonough opened the public hearing.

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

Diane Egger, Community Development Director, presented the item and remained for any discussion along with the Eduard Ruiz, the applicant, and Eduardo Ruiz Gordillo.

Alderman Myers, seconded by Alderman Mims, made a motion to continue to a date certain of July 18, 2023. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Myers, Mims, Emerson, Krizek, Scott, Van Buskirk, Walters, Garza, Hayden

Nays: None

Absent: Alderman Aziere

4. Public Hearing: A public hearing to consider text amendments to Chapter 50 regarding Recreational (Adult) Marijuana Use.

4a. **FIRST READING: Bill No. 6638-23, Section XIII: AN ORDINANCE** AMENDING CHAPTER 50, ARTICLE XII, OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, MISSOURI, TO ACCOMMODATE THE RECENT VOTER APPROVED STATEWIDE CONSTITUTIONAL AMENDMENT APPROVING RECREATIONAL (ADULT) MARIJUANA USE CONSISTENT WITH REGULATIONS ADOPTED BY THE STATE OF MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES. Point of Contact: Diane Egger, Community Development Director.

Mayor McDonough opened the public hearing.

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

Diane Egger, Community Development Director, presented the item and remained for any discussion.

Alderman Myers, seconded by Alderman Garza, made a motion to suspend the rules and hold an immediate second reading. The motion was approved by a vote of 8-1-1.

Ayes: Aldermen Myers, Garza, Emerson, Krizek, Scott, Mims, Van Buskirk, Hayden

Nays: Alderman Walters

Absent: Alderman Aziere

Mayor McDonough closed the public hearing.

Alderman Myers, seconded by Alderman Krizek, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Myers, Krizek, Emerson, Scott, Mims, Walters, Garza, Hayden, Van Buskirk

Nays: None

Absent: Alderman Aziere

Became ordinance 5729-23.

5. **R-3520-23: A RESOLUTION** AUTHORIZING AND APPROVING THE ACCEPTANCE OF GRANT FUNDS FROM THE MISSOURI DEPARTMENT OF NATURAL RESOURCES LAND AND WATER CONSERVATION FUND IN THE AMOUNT OF \$1,012,000.00 TO DEMOLISH AND COMPLETE IMPROVEMENTS ON THE 53RD STREET PROPERTY. Point of Contact: Dave Turner, Parks and Recreation Director.

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

Tony Mesa, Parks Superintendent, 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 9-0-1.

Ayes: Aldermen Myers, Mims, Emerson, Krizek, Scott, Van Buskirk, Walters, Garza, Hayden

Nays: None

Absent: Alderman Aziere

6. **R-3521-23: A RESOLUTION** AUTHORIZING AND APPROVING THE ACCEPTANCE OF THE 2023 COMMUNITY PROJECT FUNDING GRANT FROM THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN THE AMOUNT OF \$3,000,000.00 TO RENOVATE PROPERTY AT 53RD STREET AND KENAGY PARK. Point of Contact: Dave Turner, Parks and Recreation Director.

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

Tony Mesa, Parks Superintendent, presented the item and remained for any discussion.

Alderman Hayden, seconded by Alderman Van Buskirk, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Hayden, Van Buskirk, Emerson, Krizek, Scott, Mims, Walters, Garza, Myers

Nays: None

Absent: Alderman Aziere

7. **R-3522-23: A RESOLUTION** AMENDING FISCAL YEAR 2022-2023 BUDGET TO REAPPROPRIATE VARIOUS EXPENDITURES INCOMPLETE FROM THE PREVIOUS YEAR. Point of Contact: Michael Graham, Finance Director.

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

Michael Graham, Finance Director, presented the item and remained for any discussion.

Alderman Mims, seconded by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Emerson, Krizek, Scott, Van Buskirk, Walters, Garza, Hayden, Myers

Nays: None

Absent: Alderman Aziere

Mayor McDonough called for a short break at 8:35 p.m.

Mayor McDonough reconvened the meeting at 8:50 p.m.

8. **R-3523-23: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH HEARTLAND TRAFFIC SERVICES, INC. FOR THE CITYWIDE PAVEMENT MARKING PROGRAM, IN A TOTAL AMOUNT NOT TO EXCEED \$65,000.00. 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 Mims, seconded by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Emerson, Krizek, Scott, Van Buskirk, Walters, Garza, Hayden, Myers

Nays: None

Absent: Alderman Aziere

9. **R-3524-23: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH MCANANY CONSTRUCTION INC. FOR THE 2023 ULTRATHIN BONDED ASPHALT SURFACE PROJECT IN AN AMOUNT NOT TO EXCEED \$651,073.00 FOR FISCAL YEAR 2022-2023. 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 Krizek, seconded by Alderman Mims, made a motion to adopt. The motion was approved by a vote of 9-0-1.

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

10. **R-3525-23: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH DONELSON CONSTRUCTION COMPANY, LLC. UTILIZING THE GREENE COUNTY, MISSOURI COOPERATIVE BID FOR THE 2023 MODIFIED AGGREGATE QUICK SET RESURFACING PROJECT IN AN AMOUNT NOT TO EXCEED \$815,470.60. 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 Emerson, seconded by Alderman Garza, made a motion to adopt. The motion was approved by a vote of 9-0-1.

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

11. **R-3526-23: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH MCCONNELL & ASSOCIATES CORP. FOR THE DOWNTOWN ALLEY AND PARKING RESURFACING PROJECT IN AN AMOUNT NOT TO EXCEED \$91,262.50 FOR FISCAL YEAR 2022-2023. 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 Mims, seconded by Alderman Krizek, made a motion to adopt. The motion was approved by a vote of 7-1-2.

Alderman Garza left the meeting at 9:15 p.m.

Ayes: Aldermen Mims, Krizek, Emerson, Scott, Van Buskirk, Hayden, Myers
Nays: Alderman Walters
Absent: Aldermen Aziere, Garza

12. **R-3527-23: A RESOLUTION** DECLARING CERTAIN PROPERTY OWNED BY THE CITY OF RAYTOWN AS SURPLUS AND AUTHORIZING DISPOSITION OF SUCH PROPERTY BY AUCTION. Point of Contact: Robinson Camp, Public Works Director.

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

Stephanie Boyce, Public Works Deputy Director, presented the item and remained for any discussion.

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

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

DISCUSSION ITEM

13. Single Hauler Trash Service – Alderman Ryan Myers

The item was presented by Alderman Myers.

ADJOURNMENT

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

The meeting adjourned at 9:46 p.m.

Teresa M. Henry, City Clerk, MRCC

MINUTES
RAYTOWN BOARD OF ALDERMEN
JULY 18, 2023
REGULAR SESSION NO. 7
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
AND
ONLINE ZOOM WEBINAR
7:00 P.M.

Mayor Michael McDonough called the July 18, 2023, Board of Aldermen Regular meeting to order at 7:00 p.m. Tisha 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 Bonnaye Mims, Alderman Loretha Hayden, Alderman Diane Krizek, Alderman Janet Emerson, Alderman Ian Scott, Alderman Bill Van Buskirk, Alderman Greg Walters, Alderman Ryan Myers, Alderman Theresa Garza

Absent: Alderman Jim Aziere

Public Comments

None.

Communication from the Mayor

Mayor McDonough spoke on recent events and City business.

Communication from the City Administrator

Missy Wilson, Assistant City Administrator, provided an update on the City's current projects and plans.

Committee Reports

Comments were shared by Aldermen Van Buskirk, Hayden and Mims.

STUDY SESSION

2021-2022 Audit Presentation

Troutt, Beeman & Co., P.C.
Michael Graham, Finance Director

Michael Graham, Finance Director, introduced the item, and Michael Groszek, of Troutt, Beeman & Co., P.C. presented the 2021-2022 audit.

The item was discussed.

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. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda.

R-3528-23: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JACKIE BLUNT TO THE RAYTOWN PARK BOARD. Point of Contact: Teresa Henry, City Clerk.

R-3529-23: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF PAT RIEHLE TO THE BOARD OF ZONING ADJUSTMENT. Point of Contact: Teresa Henry, City Clerk.

R-3530-23: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF KEVIN JEAN-PAUL TO THE PLANNING & ZONING COMMISSION. Point of Contact: Teresa Henry, City Clerk.

R-3531-23: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF STEVE MEYERS TO THE PLANNING & ZONING COMMISSION. Point of Contact: Teresa Henry, City Clerk.

Alderman Walters, seconded by Alderman Van Buskirk, made a motion to adopt. The motion was approved by a vote of 9-0-1.

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

Jackie Blunt spoke regarding her appointment to the Raytown Park Board.

REGULAR AGENDA

OLD BUSINESS

2. Public Hearing: A public hearing to consider a conditional use permit for property located at 5318 Raytown Road.

2a. **SECOND READING: Bill No. 6637-23, Section XIII: AN ORDINANCE** APPROVING ISSUANCE OF A CONDITIONAL USE PERMIT TO EDUARDO RUIZ AND RUIZ AND SONS PROPERTIES, INC., TO OPERATE A CAR WASH AT 5318 RAYTOWN ROAD IN AN NC, NEIGHBORHOOD COMMERCIAL, DISTRICT WITHIN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI. Point of Contact: Diane Egger, Community Development Director.

The public hearing continued.

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

Diane Egger, Community Development Director, presented the item and remained for any discussion.

Public Comments were made by:

Zach Mulholland, 11216 E 53rd Terrace

Alderman Myers, seconded by Alderman Scott, made a motion to adopt. The motion was approved by a vote of 9-0-1.

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

NEW BUSINESS

3. **FIRST READING: Bill No. 6639-23, Section IX: AN ORDINANCE** AMENDING CHAPTER 6-ANIMALS, ARTICLE III, CARE AND CONTROL REGULATIONS, DIVISION 1-GENERALLY, SECTION 6-64 CRUELTY TO ANIMALS AND FOWL AND AMENDING DIVISION 3-NUISANCE ANIMALS, SECTION 6-131-PRIVATE PROPERTY RIGHTS OF THE RAYTOWN MUNICIPAL CODE. Point of Contact: Diane Egger, Community Development Director.

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

Diane Egger, Community Development Director, presented the item and remained for any discussion along with City Prosecutor, Ross Nigro.

4. **FIRST READING: Bill No. 6640-23, Section IV-A: AN ORDINANCE** ESTABLISHING A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS IN THE CITY OF RAYTOWN, MISSOURI. Point of Contact: Teresa Henry, City Clerk.

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

Teresa Henry, City Clerk, presented the item.

Alderman Myers, seconded by Alderman Mims, made a motion to suspend the rules and hold an immediate second reading. The motion was approved by a vote of 8-1-1.

Ayes: Aldermen Myers, Mims, Emerson, Krizek, Scott, Van Buskirk, Garza, Hayden

Nays: Alderman Walters

Absent: Alderman Aziere

The item was read by title only for a second time by Teresa Henry, City Clerk.

Alderman Myers, seconded by Alderman Mims, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Myers, Mims, Emerson, Krizek, Scott, Van Buskirk, Walters, Garza, Hayden

Nays: None

Absent: Alderman Aziere

5. **R-3532-23: A RESOLUTION** AUTHORIZING AND APPROVING THE ACCEPTANCE OF A DONATION FROM THE RAYTOWN VOLUNTEERS IN POLICE SERVICE, INC. Point of Contact: Chief Robert Kuehl, Police Chief.

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

Chief Kuehl presented the item and remained for any discussion.

Alderman Van Buskirk, seconded by Alderman Garza, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Van Buskirk, Garza, Emerson, Krizek, Scott, Mims, Walters, Hayden, Myers

Nays: None

Absent: Alderman Aziere

Mayor McDonough presented a proclamation to Paul Watts.

6. **R-3533-23: A RESOLUTION** AUTHORIZING AND APPROVING THE CONTINUATION OF AN AGREEMENT WITH MO TURF FOR NUISANCE ABATEMENT SERVICES IN EXCESS OF \$50,000.00 BUT WITHIN BUDGETED AMOUNTS FOR FISCAL YEAR 2022-2023.
Point of Contact: Diane Egger, Community Development Director.

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

Diane Egger, Community Development Director, presented the item and remained for any discussion.

Alderman Hayden, second by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Hayden, Emerson, Krizek, Scott, Mims, Van Buskirk, Walters, Garza, Myers

Nays: None

Absent: Alderman Aziere

ADJOURNMENT

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

The meeting was adjourned at 8:18 p.m.

Teresa M. Henry, City Clerk, MRCC

CITY OF RAYTOWN Request for Board Action

DATE SUBMITTED: 07/27/2023

MEETING DATE: August 1, 2023

SUBMITTED BY:

DEPARTMENT: Community Development

Document Type: Ordinance

SUBJECT/REQUEST

Board of Aldermen approval to amend Chapter 6, Section 6-64-Cruelty to Animals and Fowl and Section 6-131-Private Property Rights of the Raytown Municipal Code for consistency with current practice and Missouri state law.

BACKGROUND/JUSTIFICATION

To ensure the safety and wellbeing of animals in the City of Raytown. The City of Raytown, Animal Control Division is observing a rise in breeding cases, which is against the city code, and often turns into cruelty cases.

Whereas as the State of Missouri has adopted the following code:

578.018. Warrant for entry on private property to inspect — impoundment of animals, disposition. — 1. Any duly authorized public health official or law enforcement official may seek a warrant from the appropriate court to enable him or her to enter private property in order to inspect, care for, or impound neglected or abused animals. All requests for such warrants shall be accompanied by an affidavit stating the probable cause to believe a violation of sections 578.005 to 578.023 has occurred.

The proposed amendments to Chapter 6 will align the City of Raytown Municipal Code with state statute.

Alternative to approving the proposed text amendment would be to deny the amendment.

RECOMMENDED MOTION

Staff recommends approval as submitted.

PREVIOUS ACTION

COMMISSION/COMMITTEE REVIEW

FINANCIAL IMPACT

REVIEWED BY

Jennifer Baird
Damon Hodges
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Ord Chapter 6 Text Amendments
2. Ord Chapter 6 Text Amendments-Exhibit A

**SUPPORTING DOCUMENTS
(FOR CONTRACT ITEMS ONLY)**

AN ORDINANCE AMENDING CHAPTER 6-ANIMALS, ARTICLE III, CARE AND CONTROL REGULATIONS, DIVISION 1-GENERALLY, SECTION 6-64 CRUELTY TO ANIMALS AND FOWL AND AMENDING DIVISION 3-NUISANCE ANIMALS, SECTION 6-131-PRIVATE PROPERTY RIGHTS OF THE RAYTOWN MUNICIPAL CODE

WHEREAS, it is necessary from time to time to amend the Raytown Municipal Code;

WHEREAS, Ordinance No., 5239-07, as approved on July 3, 2007 and Ordinance No. 4225-96, as approved on December 17, 1996 need to be amended to be consistent with state statute.

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

SECTION 1 – AMENDMENT. Chapter 6-Animals, Article III, Care and Control Regulations, Division 1-Generally, Section 6-64, Cruelty to animals and fowl (k) is hereby amended as attached hereto as Exhibit “A” to the Raytown Municipal Code.

SECTION 2 – AMENDMENT. Chapter 6, Animals, Article III, Care and Control Regulations, Division 3-Nuisance Animals, Section 6-131, Private property rights (2) is hereby amended as attached hereto as Exhibit “A” to the Raytown Municipal Code.

SECTION 3 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4– SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 5 – EFFECTIVE DATE. 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 ____ day of August, 2023.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

EXHIBIT A
CODE OF ORDINANCES
Chapter 6 - ANIMALS
ARTICLE III. CARE AND CONTROL REGULATIONS

ARTICLE III. CARE AND CONTROL REGULATIONS

DIVISION 1. GENERALLY

Sec. 6-64. Cruelty to animals and fowl.

- (a) No owner or keeper of an animal shall fail to provide the animal with adequate care, adequate food, adequate health care, adequate shelter, and adequate water. Any owner, keeper or harbinger of an animal in this city by the act of owning, keeping or harboring such animal does thereby authorize the director, any animal control officer, and any police officer to enter the yard where such animal is kept, if the director reasonably believes that the animal is kept in an unlawful, cruel, or inhumane manner, and to examine such animal and to seize and impound such animal at the municipal animal shelter when, in said examiner's opinion, it is being kept in an unlawful, cruel, or inhumane manner.
- (b) No person shall beat, cruelly ill treat, torment, overload, overwork, or otherwise abuse an animal.
- (c) No person shall:
 - (1) Own, possess, keep, or train any dog, with the intent that such dog shall be engaged in an exhibition of fighting with another dog;
 - (2) For amusement or gain, cause any dog to fight with another dog, or cause any dogs to injure each other;
 - (3) Permit any act as described in subsection (c)(1) or (2) of this section to be done on any premises under the person's charge or control, or aid or abet any such act; or
 - (4) Knowingly be present, as a spectator, at any place, building, or structure where preparations are being made for an exhibition of the fighting of dogs, with the intent to be present at such preparations, or knowingly be present at such exhibition or at any other fighting or injuring as described in subsection (c)(2) of this section, with the intent to be present at such exhibition, fighting, or injuring;
- (d) No person shall cause, instigate or permit any dogfight, cockfight or other combat between animals or between animals and humans. Any animal so used shall be seized and impounded. Nor shall any person attend such unlawful exhibition or be umpire or judge at such.
- (e) No person shall willfully administer any poison to any domesticated animal or shall willfully expose any poisonous substance where the same may be likely to be eaten by any domesticated animal.
- (f) The operator of a motor vehicle which strikes any animal shall as soon as possible, report the accident to the animal control officer.
- (g) Vendors of such fowl younger than eight weeks of age shall provide and operate brooders or other heating devices as may be necessary to maintain the fowl in good health, and shall keep adequate food and water available to the fowl.
- (h) No person shall offer to give, or give away any live animal or fowl as a prize or business inducement.
- (i) Whenever any animal is found confined in a motor vehicle under weather conditions that endanger its life as determined by the director, the director or the director's designee is hereby authorized, with assistance from the police department, to enter such vehicle and rescue such animal and thereafter impound it. A prominent

written notice shall be left on or in the vehicle advising that the animal has been removed under the authority of this section and impounded.

- (j) No person shall tether, confine or restrain any animal in such a way as to permit said animal to become frequently entangled in such tether, or to render said animal incapable of accessing adequate care, adequate food, adequate health care, adequate shelter, and adequate water.
- (k) **Any duly authorized animal control officer or law enforcement official may seek a warrant from the appropriate court, which shall include the municipal court, to enable him to enter private property, ~~excluding structures~~, in order to inspect, care for, or impound neglected or abused animals.**
 - (1) All requests for such warrants shall be accompanied by an affidavit stating the probable cause to believe an animal is being neglected or abused. A person acting under the authority of a warrant shall:
 - a. Be given a disposition hearing before the court through which the warrant was issued, within 30 days of the filing of the request for the purpose of granting immediate disposition of the animals impounded;
 - b. Place impounded animals in the care or custody of a veterinarian, the appropriate animal control authority, or an animal shelter. If no appropriate veterinarian, animal control authority, or animal shelter is available; the animal shall not be impounded unless it is diseased or disabled beyond recovery for any useful purpose;
 - c. Humanely kill any animal impounded if it is determined by a licensed veterinarian that the animal is diseased or disabled beyond recovery for any useful purpose;
 - d. Not be liable for any necessary damage to property while acting under such warrant.
 - (2) The owner or custodian or any person claiming an interest in any animal that has been impounded because of neglect or abuse may prevent disposition of the animal by posting bond or security in an amount sufficient to provide for the animal's care and keeping for at least 30 days, inclusive of the date on which the animal was taken into custody. Notwithstanding the fact that bond may be posted pursuant to this subsection, the authority having custody of the animal may humanely dispose of the animal at the end of the time for which expenses are covered by the bond or security, unless there is a court order prohibiting such disposition. Such order shall provide for a bond or other security in the amount necessary to protect the authority having custody of the animal from any cost of the care, keeping or disposal of the animal. The authority taking custody of an animal shall give notice of the provisions of this section by posting a copy of this section at the place where the animal was taken into custody or by delivering it to a person residing on the property.
 - (3) The owner or custodian of any animal humanely killed pursuant to this section shall not be entitled to recover any damages related to nor the actual value of the animal if the animal was found by a licensed veterinarian to be diseased or disabled, or if the owner or custodian failed to post bond or security for the care, keeping and disposition of the animal after being notified of impoundment.

DIVISION 3. NUISANCE ANIMALS

Sec. 6-131. Private property rights.

- (a) **When an animal is a public nuisance constituting a clear and present danger, the director, animal control officers, and police officers are authorized to enter without warrant upon private property ~~(excluding buildings)~~ to seize such animal to abate the public nuisance.**
- (b) By the authority of this section, when it is the belief of the director, an animal control officer, or a police officer, that an animal has been cruelly mistreated in violation of this chapter or is suffering, the animal may be seized from the property of its owner or keeper to abate the mistreatment or the suffering of that animal and it may be confined at an animal shelter for disposition under the terms of this chapter.
- (c) Any animal that has possibly exposed a person to rabies through a bite wound or other tissue invasion and that is found on the property of the owner or keeper may be removed from that property by the director, an animal control officer, or police officer if such owner or keeper is not available, willing and able to surrender the animal for the observation required by this chapter.

CITY OF RAYTOWN
Request for Board Action

DATE SUBMITTED: 07/21/2023

MEETING DATE: August 1, 2023

SUBMITTED BY:

DEPARTMENT: Community Development

Document Type: Ordinance

SUBJECT/REQUEST

Board of Aldermen consideration, and approval, of an application filed by Mark Thatcher of Bankers Security Safe and Vault Company, located at 9913 E 56th Street, who is requesting a Conditional Use Permit (CUP) for "Outdoor Storage" use in the form of a gravel surfaced material storage area behind an existing building, which is used as a warehouse, in an M, Manufacturing, zoning district. Per the city's land use table, outdoor storage yards can only be conditionally approved in this zoning district. Factors such as screening, surfacing, access, and drainage of such storage areas needs to be reviewed to protect both the integrity of the Manufacturing District and the property interest of adjacent owners, in this case including residentially zoned properties.

BACKGROUND/JUSTIFICATION

The site upon which this application is located was originally constructed as a 7th Day Adventist Church School in 1963. The activity continued until 2007, when the 7th Day Adventists constructed a new church and relocated, leaving this property vacant. In 2010, the Damascus Road Shield of Faith applied for a CUP to continue operations as a religious school. In 2015, the Damascus Road Church permitted the building to be occupied by Soccer City. The neighboring Bankers Security Safe & Vault Company, the applicant, acquired the property in 2020 for warehousing of vault panels.

RECOMMENDED MOTION

Staff recommends approval as submitted. The Planning & Zoning Commission voted (7-0) on July 6, 2023, to recommend approval of the application with all conditions as contained in the staff report and the attached Ordinance. The applicant was present as the Conditions of Approval were individually explained.

PREVIOUS ACTION

COMMISSION/COMMITTEE REVIEW

FINANCIAL IMPACT

Contractor:	
Amount of Request/Contract:	
Amount Budgeted:	
Funding Source/Account #:	

REVIEWED BY

Jennifer Baird Damon Hodges Teresa Henry
--

LIST OF REFERENCE DOCUMENTS ATTACHED

- | | |
|----|--|
| 1. | Ord CUP 9913 E. 56th Bankers Security Outside Storage |
| 2. | Staff Report - Outdoor Storage Area for Bankers Security 9913 E. 56th Street |
| 3. | July 6 2023 Planning Commission Minutes (JMB edits) - CLEAN |

**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:		

AN ORDINANCE APPROVING ISSUANCE OF A CONDITIONAL USE PERMIT TO MARK THATCHER OF BANKERS SECURITY SAFE AND VAULT COMPANY FOR OUTDOOR STORAGE OF MATERIALS AT 9913 E. 56TH STREET IN AN M, MANUFACTURING DISTRICT WITHIN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI

WHEREAS, Application PZ-2023-05, was duly submitted on or about May 19, 2023, by Mark Thatcher of Bankers Security Safe and Vault Company, requesting approval of a Conditional Use Permit for Outside Storage of Materials on Property Located at 9913 E. 56th Street, within an M, Manufacturing District in the City of Raytown, Jackson County, Missouri (the "Application"); and

WHEREAS, the Application was considered by the Planning Commission on July 6, 2023, and by a vote of 7 in favor, 0 against, rendered a report to the Board of Aldermen recommending that the Application be approved; and

WHEREAS, after opening the public hearing, considering all testimony and the record, and then closing the public hearing, the Board of Aldermen finds and declares that the provisions hereinafter contained and enacted are in pursuit of and for the purpose of securing and promoting the public safety, health, and general welfare of persons in the City of Raytown and rendered a decision to approve the Application.

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

SECTION 1 – APPROVAL OF CONDITIONAL USE PERMIT. That the Application for approval of a Conditional Use Permit for Outside Storage of Materials on property located at 9913 E. 56th Street within an M, Manufacturing District in the City of Raytown, Jackson County, Missouri is hereby approved and issued to Mark Thatcher of Bankers Security Safe and Vault Company.

SECTION 2 – CONDITIONS OF APPROVAL. That the Application for approval of a Conditional Use Permit for Outside Storage of Materials on property located at 9913 E. 56th Street within an M, Manufacturing District in the City of Raytown, Jackson County, Missouri, be approved and issued to Mark Thatcher of Bankers Security Safe and Vault Company, subject to the following conditions as contained in the staff report and as approved by the Planning Commission:

The following conditions are required to be met on an ongoing basis:

1. The surface material of the outdoor storage area and access drive shall be maintained in good condition at all times. The asphalt access drive extension shown on the site plan on the east side of the existing principal building shall be installed with the appropriate thickness required to support the weight of the vehicles that will access the storage yard.
2. Ensure the building exterior of the old school building, now a warehouse, is maintained in reasonable condition at all times, including paint, doors, windows, and facade.

3. Ensure the outdoor storage area is maintained in good condition at all times including trimming of weeds and grass. All junk, trash, and debris that collects on the property to be removed regularly and not permitted to remain and pile up.
4. Any additional outdoor storage area lighting installed for security purposes shall be fully shielded and not cast light onto neighboring properties.
5. All future signage for the 9913 E. 56th Street location shall be issued under separate permit process and shall meet Municipal Code requirements.
6. The gravel area be properly edged with a durable material edging to prevent gravel "spread" beyond the boundaries shown on the site plan. Submit material sample to City Engineer for approval.
7. A 6-foot wood or vinyl screening fence to be installed on the storage yard side of the existing natural landscape screen along the east side of the property. This fence shall run from a point 50 feet south of the north property line for a distance of 280 feet and not cause to be removed the existing natural landscaping.
8. A 6-foot wood or vinyl screening fence to be installed across the east side access drive to the outdoor storage area to screen it from view of 56th Street. Any security features added to restrict access to be addressed with the Raytown Fire Protection District prior to installation.

General Conditions of Approval:

9. The Conditional Use Permit shall be issued only to the applicant, Mark Thatcher of Bankers Security Safe and Vault Company, and is not transferable. Any new business at this location shall apply for and obtain its own Conditional Use Permit.
10. The property should not be used until the Commercial Use Permit and a Business License to operate are issued. This does not apply to the current warehousing use of the principal structure nor affect any temporary agreements between the applicant and staff.
11. Compliance with all applicable local, state and federal regulations, codes, ordinances, and laws.

SECTION 3 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 5 – EFFECTIVE DATE. 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 ____ day of August, 2023.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney



Staff Report

Community Development
Planning and Development Services

PZ 2023-05

To: City of Raytown Planning and Zoning Commission

From: Chris Gilbert, Planning & Zoning Coordinator

Date: July 6, 2023

Re: Application for Conditional Use Permit for Outdoor Storage Use

CONDITIONAL USE PERMIT APPLICATION SUMMARY

Applicant: Mark Thatcher of Bankers Security Safe and Vault Company

Property Owner: Bankers Security Safe and Vault Company

Property Location: 9913 E. 56th Street

Request: Conditional Use Permit approval for "Outdoor Storage" Use

Zoning: M, Manufacturing District

The applicant, Mark Thatcher of Bankers Security Safe and Vault Company, is requesting Conditional Use Permit (CUP) approval for an "Outdoor Storage" use in the form of a large gravel surfaced material storage area behind an existing building, which is used as a warehouse, in an M, Manufacturing, zoning district. Per the city's land use table, outdoor storage yards can only be conditionally approved in this zoning district. Factors such as screening, surfacing, access and drainage off such storage areas needs to be reviewed to protect both the integrity of the Manufacturing District and the property interest of adjacent owners, in this case including residentially zoned properties.

BACKGROUND

SITE DESCRIPTION AND PRESENT USE

The site upon which this application is located was originally constructed as a religious school in 1963 and continued to be owned by a religious organization until the neighboring Bankers Security Safe & Vault Company, the applicant, acquired the property in 2020 for warehousing of vault panels. The site is over 5 acres in size, mostly flat ground in the north and east quadrants but drops off steeply to the south and west as shown on the attached site plan. Site photos are also attached to this staff report following the recommendations. During the growing season, as shown on the attached photos, an almost impenetrable landscape screen exists on the east and south sides of the property to the point that the adjacent residential structures cannot be seen from the proposed storage area. The present use of the building on the property is as a vault panel storage indoor warehouse. There are no employees on site, with the owner's office being next door to the west at 9909 E. 56th Street.

Property's Zoning Classification	Manufacturing (M)
Surrounding Properties' Zoning	Manufacturing (M), Conservancy (C), Low Density Residential (R-1)
Surrounding Overlay	None
Surrounding Land Use	Manufacturing, Office, Contractor's Shops, Warehousing, Single Family Residential
Designated Future Land Use	Public/Semi-Public
Ward	3
Approximate Land Area	5.29 Acres
Roadway Classification	Collector

SURROUNDING PROPERTIES AND NEIGHBORHOOD

The subject property is surrounded by industrial/office, warehousing, and contractor's shop uses to the north and west, with single family residential uses to the east and south.

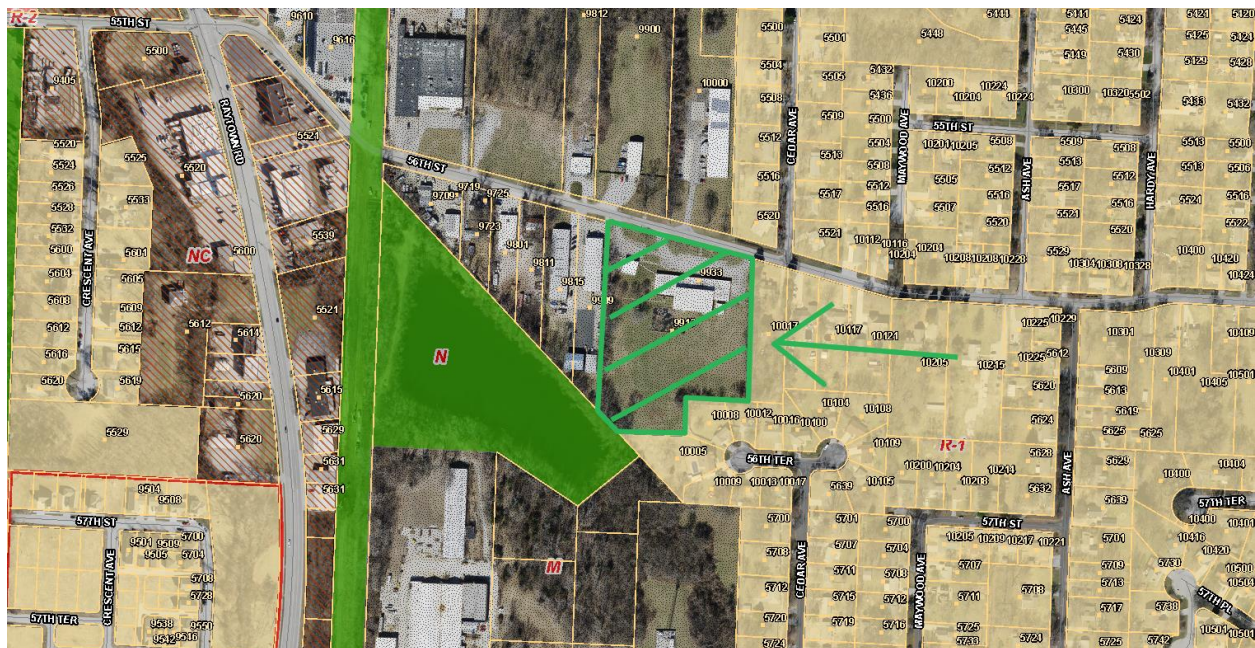


Figure 2 – Surrounding Zoning and Location Map

HISTORY

The site upon which this application is located was originally constructed as a 7th Day Adventist Church School in 1963. The activity continued until 2007, when the 7th Day Adventists constructed a new church and relocated to it leaving this property vacant. In 2010, the Damascus Road Shield of Faith applied for a CUP to continue operations as a religious school. In 2015, the Damascus Road Church permitted the building to be occupied by Soccer City, which made some improvements and survived for a brief time but no business license entries appear in the City records for this use. The neighboring Bankers Security Safe & Vault Company, the applicant, acquired the property in 2020 for warehousing of vault panels.



Staff Report

Community Development
Planning and Development Services

PUBLIC COMMENTS

The public notice was published in *The Daily Record* on June 16, 2023. Public notice letters were sent to property owners within 185 feet of the property by the applicant. The Neighborhood Information Meeting was held on June 22, 2023, and no persons showed up for the meeting. To date, the Community Development Department has received no calls or written emails or letters regarding this application.

ANALYSIS

Evaluating an application for a conditional use permit requires consideration to be given by the City to the health, safety, morals, comfort and general welfare of the inhabitants of the City, including but not limited to, the following factors:

1. Stability and integrity of the various zoning districts

The subject parcel is zoned M, Manufacturing. While this zoning district is designed primarily to accommodate warehousing/office and manufacturing uses, outdoor storage activities are a significant part of industrial activities, accommodating business vehicle and truck parking areas, product storage areas, and bulk material storage needed by these types of uses. The applicant in this case is no different as it installs safe and vault panels for banks and other types of institutions that take up a lot of space. The number of such panels can be very large at times and require outdoor storage. This is entirely consistent with the Manufacturing District activities.

2. Conservation of property values

No negative change to neighboring property values is expected. Requirements are being added as conditions of approval to mitigate any expected concerns with this use of the property.

3. Protection against fire and casualties

Staff has no concerns regarding fire and/or casualties on this project as it is all outdoors and the stored materials are not typically flammable being vault panels. The existing old school building adjacent to the storage area is not occupied and is used for interior warehousing and storage of bank vault panels. The owner is working with the Raytown Fire Protection District to make improvements to this structure. Any security gates will require coordination with the Raytown Fire Protection District prior to installation to ensure access in emergencies.

4. Observation of general police regulations

The proposed outdoor storage area is not anticipated to violate any general police regulations. The activity is all contained on the site. Anytime any product type is left unprotected overnight, there is the possibility that vandalism and theft can occur, but this true of any business and its products. Basic security measures including appropriately shielded lighting and cameras can assist in reducing the risk of these types of crimes.

5. Prevention of traffic congestion

The proposed outdoor storage area will not appreciably increase traffic congestion on 56th Street above what exists now based upon the very few truckloads of materials that will come and go from the site over a month's time delivering vault panels and removing them for a project.



Staff Report

Community Development
Planning and Development Services

6. Promotion of traffic safety and the orderly parking of motor vehicles

The proposed outdoor storage area should not appreciably impact traffic safety or parking as the number of trucks in and out of the property will be small and there are no employees on site, hence no parking is necessary.

7. Promotion of the safety of individuals and property

The proposed outdoor storage area will not affect the safety of individuals or property just by its base use if all activities upon it are conducted in a safe manner.

8. Provision for adequate light and air

The proposed outdoor storage area will not significantly affect the air quality of the area above what is normal in the area and should have minor additional impacts on neighboring properties.

9. Prevention of overcrowding and excessive intensity of land uses

The proposed outdoor storage area will be consistent with intensity of uses on nearby industrial properties and, when combined with the existing development on the site, only occupy under 3 acres of the 5.3-acre site.

10. Provision for public utilities and schools

The proposed outdoor storage area will not affect any public utilities or schools. The existing structures are already connected to utility services.

11. Invasion by inappropriate uses

Outdoor storage areas for product storage is a very normal activity in industrial zoned areas, which this property is located within, thus cannot be classified as an inappropriate use.

12. Value, type and character of existing or authorized improvements and land uses

The property on which the outdoor storage area is proposed is partly developed with buildings and other improvements. Staff has provided recommended conditions of approval to ensure compliance with existing code standards.

13. Encouragement of improvements and land uses in keeping with overall planning

Staff has no concerns regarding the proposed business adhering to overall planning principles if the recommended conditions of approval are adopted and followed by the applicant. This use of the property is wholly consistent with the existing zoning of the property.

14. Provision for orderly and proper renewal, development and growth

Outdoor storage areas for product storage is a very normal activity in industrial zoned areas, which this property is located within, and thus will contribute to the orderly and proper development and growth of Raytown's largest Manufacturing District.

RECOMMENDATION

Staff recommends approval of Case No. PZ 2023-05 – Conditional Use Permit for an Outdoor Storage Area for Bankers Security Safe and Vault Co., to be located behind the existing structure at 9913 E. 56th Street in an M, Manufacturing District, with the following recommended conditions of approval:



Staff Report

Community Development
Planning and Development Services

The following conditions are required to be met on an ongoing basis:

1. The surface material of the outdoor storage area and access drive shall be maintained in good condition at all times. The asphalt access drive extension shown on the site plan on the east side of the existing principal building shall be installed with the appropriate thickness required to support the weight of the vehicles that will access the storage yard.
2. Ensure the building exterior of the old school building, now a warehouse, is maintained in reasonable condition at all times, including paint, doors, windows, and facade.
3. Ensure the outdoor storage area is maintained in good condition at all times including trimming of weeds and grass. All junk, trash, and debris that collects on the property to be removed regularly and not permitted to remain and pile up.
4. Any additional outdoor storage area lighting installed for security purposes shall be fully shielded and not cast light onto neighboring properties.
5. All future signage for the 9913 E. 56th Street location shall be issued under separate permit process and shall meet Municipal Code requirements.
6. The attached memo from City Engineer requests the gravel area to be properly edged with a durable material edging to prevent gravel "spread" beyond the boundaries shown on the site plan. Submit material sample to City Engineer for approval.
7. A 6-foot wood or vinyl screening fence to be installed on the storage yard side of the existing natural landscape screen along the east side of the property. This fence shall run from a point 50 feet south of the north property line for a distance of 280 feet and not cause to be removed the existing natural landscaping.
8. A 6-foot wood or vinyl screening fence to be installed across the east side access drive to the outdoor storage area to screen it from view of 56th Street. Any security features added to restrict access to be addressed with the Raytown Fire Protection District prior to installation.

General Conditions of Approval:

9. The Conditional Use Permit shall be issued only to the applicant, Mark Thatcher of Bankers Security Safe and Vault Company, and is not transferable. Any new business at this location shall apply for and obtain its own Conditional Use Permit.
10. The property should not be used until the Commercial Use Permit and a Business License to operate are issued. This does not apply to the current warehousing use of the principal structure nor affect any temporary agreements between the applicant and staff.
11. Compliance with all applicable local, state and federal regulations, codes, ordinances, and laws.

Entrance Drive Looking South



View of Storage Area Looking West



View of South Side of Property from Storage Area – Note Heavy Landscape Screen



View of East Side of Property From Storage Area – Note Heavy Landscape Screen



CITY OF RAYTOWN
PLANNING & ZONING COMMISSION
REGULAR MEETING
MINUTES

July 6, 2023
7:00 pm
Council Meeting Chambers

1. Welcome by Chairman Wilson

2. Chairman Wilson called the meeting to order at 7:00 PM.

3. Call meeting to order and Roll Call.

Wilson:	Present	Thurman:	Present	Emerson:	Present
Stock:	Present	Frazier:	Absent	Hunt:	Present
Meyers:	Present	Bruenger:	Present	Jean-Paul	Absent

4. **Approval of Minutes:** Minutes of June 1, 2023, Regular Meeting were approved 7-0-2 upon motion by Ms. Stock and second by Mr. Meyer. A roll call vote was taken and all were in favor except Ms. Emerson and Mr. Wilson abstained.

5. Old Business:

None.

6. New Business:

A. Case No.: PZ 2023-05:

Applicant: Bankers Security Safe & Vault Co.

Reason: Request for a Conditional Use Permit for Outdoor Storage of Materials to be Located at 9913 E 5th Street in an M, Manufacturing District.

1. Introduction of Application by Chairman.

Chairman Wilson introduced the application.

2. Explanation of any Ex Parte Communications Regarding the Application.

No ex parte communications were reported.

3. Enter Relevant Exhibits into the Record.

Chairman Wilson entered the staff report and supporting documents into the record.

4. Staff Presentation of Application.

Diane Egger, Community Development Director, provided the staff report, addressing the background of the request and use intentions for the property under the requested permit.

5. Applicant Presentation of the Application.

Mark Thatcher-Bankers Security, the applicant, spoke regarding his application and how the approval of his application would benefit his business and the city.

6. Public Comments on Application.

Zachary Mulholland spoke regarding potential runoff and gravel vs. pavement.

7. Commission Discussion.

The commissioners asked questions of staff and the applicant which were answered.

8. Commission Decision to Approve, Conditionally Approve, or Deny Application.

Ms. Stock motioned and Ms. Emerson seconded to recommend approval of the requested Conditional Use Permit to the Board of Aldermen. A roll call vote was taken and all were in favor and there was no one opposed.

VOTE: Motion passed 7-0.

B. Case No.: PZ 2023-06:

Applicant: William Jack of Anchored Up

Reason: Request for a Conditional Use Permit for Boat Sales to be Located at 1900 E 350 Hwy in an M, Manufacturing District.

9. Introduction of Application by Chairman.

Chairman Wilson introduced the application.

10. Explanation of any Ex Parte Communications Regarding the Application.

No ex parte communications were reported.

11. Enter Relevant Exhibits into the Record.

Chairman Wilson entered the staff report and supporting documents into the record.

12. Staff Presentation of Application.

Diane Egger, Community Development Director, provided the staff report, addressing the background of the request and use intentions for the property under the requested permit.

13. Applicant Presentation of the Application.

William Jack, the applicant, spoke regarding his application and how the approval of his application would benefit his business.

14. Public Comments on Application.

None.

15. Commission Discussion.

The commissioners asked questions of staff and the applicant which were answered.

16. Commission Decision to Approve, Conditionally Approve, or Deny Application.

Ms. Stock motioned and Ms. Thurman seconded to recommend approval of the requested Conditional Use Permit to the Board of Aldermen. A roll call vote was taken and all were in favor. There was no one that was opposed.

VOTE: Motion passed 7-0.

7. Other Business- None

7. Set Future Meeting Date – Next scheduled meeting date is September 7, 2023.

8. Meeting was Adjourned at 7:45 PM upon motion by Ms. Stock and a second by Mr. Wilson. All voted in favor to adjourn the meeting.

CITY OF RAYTOWN

Request for Board Action

DATE SUBMITTED: 07/21/2023

MEETING DATE: August 1, 2023

SUBMITTED BY:

DEPARTMENT: Community Development

Document Type: Ordinance

SUBJECT/REQUEST

Board of Aldermen consideration, and approval, of an application filed by William Jack of Anchored Up, who is requesting a Conditional Use Permit (CUP) for "Vehicle Sales New or Used" use in the form of Boat Sales, in an M, Manufacturing, zoning district located at 11900 E 350 Hwy. The property owner, Alex Aklagi, applied for and received a CUP from the City to restart his auto sales business after the departure of KC RV's. He currently subleases to the applicant as a boat repair facility which is a permitted use in this zoning district. Per the city's land use table, vehicle sales can only be conditionally approved in this zoning district and since the previous CUP was issued only to Alex Aklagi, Mr. Jack must apply for his own permit to add boat sales to his ongoing repair activities. The entirety of the area of this 4.25-acre site proposed to be used for outdoor display and the interior showroom for boats is approximately 13,000 square feet (0.3 acres) along the north side of the main building as shown on the attached site plan. This activity will not interfere with the customer parking area nor the existing auto sales operation on the west side of the property.

BACKGROUND/JUSTIFICATION

RECOMMENDED MOTION

The site upon which this application is located is part of the former AutoMax KC and KC RV's sales lot, which is presently being operated once again as a vehicle sales lot. The site is well maintained, sufficient in size to accommodate the small outdoor boat display requested by the applicant, who is a sublessee of the property owner. The applicant is presently one of two licensed repair businesses located in buildings on the property.

PREVIOUS ACTION

Staff recommends approval as submitted. The Planning & Zoning Commission voted (7-0) on July 6, 2023, to recommend approval of the application with all conditions as contained in the staff report and the attached Ordinance. The applicant was present as the Conditions of Approval were individually explained.

COMMISSION/COMMITTEE REVIEW

FINANCIAL IMPACT

Contractor:	
Amount of Request/Contract:	
Amount Budgeted:	
Funding Source/Account #:	

REVIEWED BY

Jennifer Baird Damon Hodges Teresa Henry
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LIST OF REFERENCE DOCUMENTS ATTACHED

- | | |
|----|---|
| 1. | Ord CUP 11900 E 350 Hwy Anchored Up Board-Vehicle Sales |
| 2. | July 6 2023 Planning Commission Minutes (JMB edits) - CLEAN |
| 3. | Staff Report - Boat Sales Anchored Up 11900 E 350 Hwy |

**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:		

AN ORDINANCE APPROVING ISSUANCE OF A CONDITIONAL USE PERMIT TO WILLIAM CODY JACK OF ANCHORED UP LLC FOR VEHICLE SALES, NEW OR USED, USE IN THE FORM OF A BOAT SALES OPERATION AT 11900 E. MISSOURI 350 HIGHWAY IN AN M, MANUFACTURING, DISTRICT WITHIN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI

WHEREAS, Application PZ-2023-06, was duly submitted on or about May 18, 2023, by William Cody Jack, requesting approval of a Conditional Use Permit for Vehicle Sales, New or Used, use in the form of Boat Sales operation on property located at 11900 E. 350 Highway Within an M, Manufacturing, District in the City of Raytown, Jackson County, Missouri (the "Application"); and

WHEREAS, the Application was considered by the Planning Commission on July 6, 2023, and by a vote of 7 in favor, 0 against, rendered a report to the Board of Aldermen recommending that the Application be approved; and

WHEREAS, after opening the public hearing, considering all testimony and the record, and then closing the public hearing, the Board of Aldermen finds and declares that the provisions hereinafter contained and enacted are in pursuit of and for the purpose of securing and promoting the public safety, health, and general welfare of persons in the City of Raytown and rendered a decision to approve the Application.

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

SECTION 1 – APPROVAL OF CONDITIONAL USE PERMIT. That the Application for approval of a Conditional Use Permit for Vehicle Sales, New or Used, use in the form of Boat Sales operation on property located at 11900 E. 350 Highway Within an M, Manufacturing, District in the City of Raytown, Jackson County, Missouri is hereby approved and issued to William Cody Jack.

SECTION 2 – CONDITIONS OF APPROVAL. That the Application for approval of a Conditional Use Permit for Vehicle Sales, New or Used, use in the form of Boat Sales operation on property located at 11900 E. 350 Highway Within an M, Manufacturing, District in the City of Raytown, Jackson County, Missouri, be approved and issued to William Cody Jack, subject to the following conditions as contained in the staff report and as approved by the Planning Commission:

The following conditions are required to be met on an ongoing basis:

1. The boat display lot shall be maintained in good condition at all times.
2. Ensure the entire building exterior of the boat showroom is maintained in good condition at all times, including paint, doors, garage doors, windows, and facade. This includes perimeter fencing of the outside display area and any trash enclosure located within it.
3. Ensure the boat display area is maintained in good condition at all times including trimming of weeds and grass. All junk, trash, and debris that collects within the display area to be removed immediately and not permitted to remain.

4. Any additional site lighting installed for security purposes shall be fully shielded and not cast light onto neighboring properties.
5. No boats or signage shall be displayed in City of Raytown or State of Missouri right of way areas.
6. All inoperable boats undergoing on-site maintenance shall be placed inside the building and not be visible to the public.
7. All signage shall be issued under separate permit process and shall meet Municipal Code requirements.
8. Any trash dumpster placed within the boat display area shall be within a fully screened enclosure unless stored indoors except on trash pickup day. Such enclosure shall have a proper metal gate that can be accessed by the trash truck and also screen the container from view at all times.

General Conditions of Approval:

9. The Conditional Use Permit to be issued only to the applicant, William Jack of Anchored Up LLC, and is not transferable. Any new business acquiring the vehicle sales operation from the applicant shall apply for and obtain its own Conditional Use Permit.
10. The property should not be occupied and used until the Commercial Use Permit and a Business License to operate are issued. This does not apply to currently licensed boat repair businesses operating on the property.
11. Compliance with all applicable local, state and federal regulations, codes, ordinances, and laws.

SECTION 3 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 5 – EFFECTIVE DATE. 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 ____ day of August, 2023.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

CITY OF RAYTOWN
PLANNING & ZONING COMMISSION
REGULAR MEETING
MINUTES

July 6, 2023
7:00 pm
Council Meeting Chambers

1. Welcome by Chairman Wilson

2. Chairman Wilson called the meeting to order at 7:00 PM.

3. Call meeting to order and Roll Call.

Wilson:	Present	Thurman:	Present	Emerson:	Present
Stock:	Present	Frazier:	Absent	Hunt:	Present
Meyers:	Present	Bruenger:	Present	Jean-Paul	Absent

4. **Approval of Minutes:** Minutes of June 1, 2023, Regular Meeting were approved 7-0-2 upon motion by Ms. Stock and second by Mr. Meyer. A roll call vote was taken and all were in favor except Ms. Emerson and Mr. Wilson abstained.

5. Old Business:

None.

6. New Business:

A. Case No.: PZ 2023-05:

Applicant: Bankers Security Safe & Vault Co.

Reason: Request for a Conditional Use Permit for Outdoor Storage of Materials to be Located at 9913 E 5th Street in an M, Manufacturing District.

1. Introduction of Application by Chairman.

Chairman Wilson introduced the application.

2. Explanation of any Ex Parte Communications Regarding the Application.

No ex parte communications were reported.

3. Enter Relevant Exhibits into the Record.

Chairman Wilson entered the staff report and supporting documents into the record.

4. Staff Presentation of Application.

Diane Egger, Community Development Director, provided the staff report, addressing the background of the request and use intentions for the property under the requested permit.

5. Applicant Presentation of the Application.

Mark Thatcher-Bankers Security, the applicant, spoke regarding his application and how the approval of his application would benefit his business and the city.

6. Public Comments on Application.

Zachary Mulholland spoke regarding potential runoff and gravel vs. pavement.

7. Commission Discussion.

The commissioners asked questions of staff and the applicant which were answered.

8. Commission Decision to Approve, Conditionally Approve, or Deny Application.

Ms. Stock motioned and Ms. Emerson seconded to recommend approval of the requested Conditional Use Permit to the Board of Aldermen. A roll call vote was taken and all were in favor and there was no one opposed.

VOTE: Motion passed 7-0.

B. Case No.: PZ 2023-06:

Applicant: William Jack of Anchored Up

Reason: Request for a Conditional Use Permit for Boat Sales to be Located at 1900 E 350 Hwy in an M, Manufacturing District.

9. Introduction of Application by Chairman.

Chairman Wilson introduced the application.

10. Explanation of any Ex Parte Communications Regarding the Application.

No ex parte communications were reported.

11. Enter Relevant Exhibits into the Record.

Chairman Wilson entered the staff report and supporting documents into the record.

12. Staff Presentation of Application.

Diane Egger, Community Development Director, provided the staff report, addressing the background of the request and use intentions for the property under the requested permit.

13. Applicant Presentation of the Application.

William Jack, the applicant, spoke regarding his application and how the approval of his application would benefit his business.

14. Public Comments on Application.

None.

15. Commission Discussion.

The commissioners asked questions of staff and the applicant which were answered.

16. Commission Decision to Approve, Conditionally Approve, or Deny Application.

Ms. Stock motioned and Ms. Thurman seconded to recommend approval of the requested Conditional Use Permit to the Board of Aldermen. A roll call vote was taken and all were in favor. There was no one that was opposed.

VOTE: Motion passed 7-0.

7. Other Business- None

7. Set Future Meeting Date – Next scheduled meeting date is September 7, 2023.

8. Meeting was Adjourned at 7:45 PM upon motion by Ms. Stock and a second by Mr. Wilson. All voted in favor to adjourn the meeting.



Staff Report

Community Development
Planning and Development Services

PZ 2023-06

To: City of Raytown Planning and Zoning Commission

From: Chris Gilbert, Planning & Zoning Coordinator

Date: July 6, 2023

Re: Application for Conditional Use Permit for Boat Sales ("Vehicle Sales, New or Used" Use)

CONDITIONAL USE PERMIT APPLICATION SUMMARY

Applicant: William Jack of Anchored Up

Property Owner: Capital Ten Properties, LLC, Alex Aklagi, Principal

Property Location: 11900 E. 350 Highway

Request: Conditional Use Permit approval for Boat Sales ("Vehicle Sales, New or Used" Use)

Zoning: M, Manufacturing District

The applicant, William Jack of Anchored Up, is requesting Conditional Use Permit (CUP) approval for a "Vehicle Sales New or Used" use in the form of Boat Sales, in an M, Manufacturing, zoning district. The property owner, Alex Aklagi, applied for and received a CUP from the City to restart his auto sales business after the departure of KC RV's. He currently subleases to the applicant as a boat repair facility which is a permitted use in this zoning district. Per the city's land use table, vehicle sales can only be conditionally approved in this zoning district and since the previous CUP was issued only to Alex Aklagi, Mr. Jack has to apply for his own permit to add boat sales to his ongoing repair activities. The entirety of the area of this 4.25 acre site proposed to be used for outdoor display and the interior showroom for boats is approximately 13,000 square feet (0.3 acres) along the north side of the main building as shown on the attached site plan. This activity will not interfere with the customer parking area nor the existing auto sales operation on the west side of the property.

Property's Zoning Classification	Manufacturing (M)
Surrounding Properties' Zoning	Manufacturing (M), Highway Commercial (HC), Medium Density Residential (R-2)
Surrounding Overlay	350 Corridor Overlay
Surrounding Land Use	Manufacturing, Office, Commercial, Institutional, some Senior Living Residential
Designated Future Land Use	Commercial
Ward	Ward 4
Approximate Land Area	4.25 Acres
Roadway Classification	Entrances to both Eastbound and Westbound 350 Highway. Westridge Road on East but no Access



Figure 1 – Site Photos. Left Photo is East side of Proposed Display Area, Right Photo is West side of Proposed Display Area

BACKGROUND

SITE DESCRIPTION AND PRESENT USE

The site upon which this application is located is part of the former AutoMax KC and KC RV's sales lot, which is presently being operated once again as a vehicle sales lot by Mr. Aklagi. The site is well maintained, sufficient in size to accommodate the small outdoor boat display requested by the applicant, who is a sublessee of Mr. Aklagi. The applicant is presently one of two licensed repair businesses located in buildings on the property.

SURROUNDING PROPERTIES AND NEIGHBORHOOD

The entire subject property is surrounded by industrial/office, commercial and institutional uses. It does adjoin (across the highway right of way) part of the Jessica Estates Senior Development on the north side of 350 Highway. The proposed boat display area is a small part of the entire site and is located directly across 350 Highway from the Minit Mart Convenience Store.

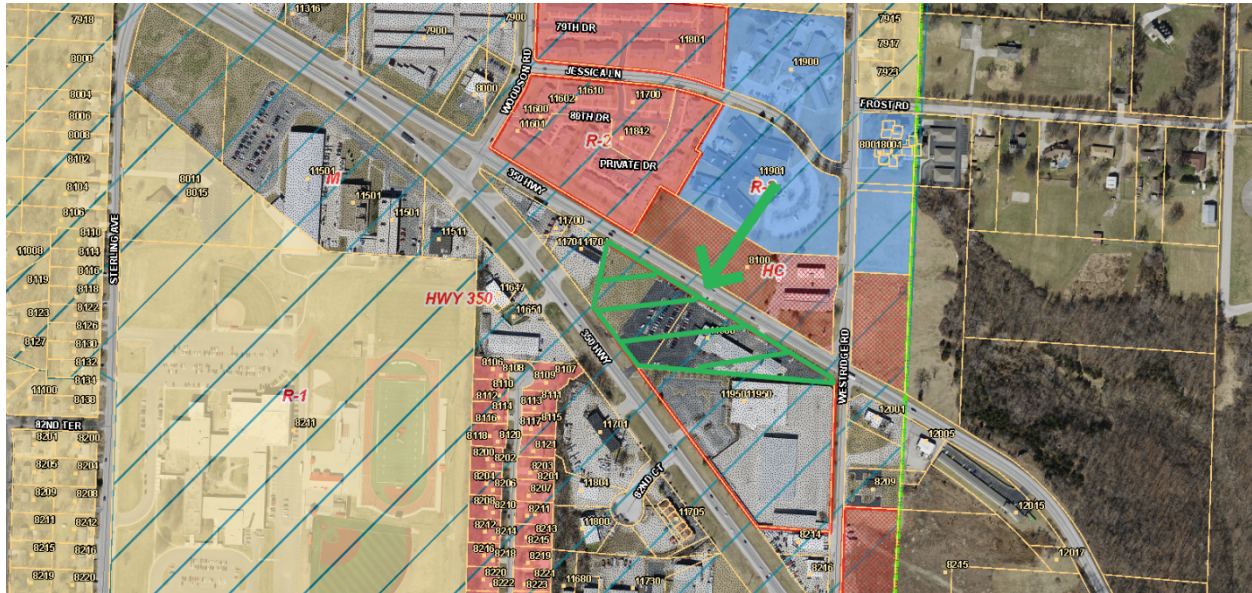


Figure 2 – Surrounding Zoning and Location Map

HISTORY

Alex Aklagi and his partner Mike Reza were issued a Conditional Use Permit for Vehicle Sales in August 2014 for this property, and it was specifically issued to them and was not transferable. In 2021, KC RV's applied for and was issued a CUP (January, 2022) specifically to them to operate an RV, boat and off-road/motorsports sales establishment on the site, replacing Auto Max KC. Alex Aklagi continued to own the property. In October of 2022, KC RV's closed operations on the property and moved out in a short time frame. As a result of the loss of this tenant on his property, Mr. Aklagi acquired a new CUP in January, 2023, to restart vehicle sales on the property and leased excess space to a car and boat (Anchored Up, the applicant) repair facility.

PUBLIC COMMENTS

The public notice was published in *The Daily Record* on June 16, 2023. Public notice letters were sent to property owners within 185 feet of the property by the applicant. The Neighborhood Information Meeting was held on June 22, 2023, and no persons showed up for the meeting. To date, the Community Development Department has received no calls or written emails or letters regarding this application.

ANALYSIS

Evaluating an application for a conditional use permit requires consideration to be given by the City to the health, safety, morals, comfort and general welfare of the inhabitants of the City, including but not limited to, the following factors:



Staff Report

Community Development
Planning and Development Services

1. Stability and integrity of the various zoning districts

The subject parcel and all adjacent lots between the eastbound and westbound lanes of 350 Highway and west of Westridge Road are zoned M, Manufacturing. While this zoning district is designed primarily to accommodate warehousing/office and manufacturing uses, many vehicle-related uses are permitted or conditional activities as well. The presence of 350 Highway and the large daily count of vehicles along this roadway provide a ready and visible customer base for vehicle sales businesses. Being located between the eastbound and westbound lanes of 350 Highway in a primarily industrial zoned area, impacts on surrounding properties should be minimal.

2. Conservation of property values

No negative change to neighboring property values is expected. Requirements are being added as conditions of approval to mitigate any expected concerns with this use of the property.

3. Protection against fire and casualties

Staff has no concerns regarding fire and/or casualties on this project. The existing building is a modern building complex.

4. Observation of general police regulations

The proposed boat sales business is not anticipated to violate any general police regulations. The activity is all contained on the site. Anytime any vehicle type is left unprotected overnight, there is the possibility that vandalism and theft can occur, but this true of any business and its products. Basic security measures including appropriately shielded lighting and cameras can assist in reducing the risk of these types of crimes.

5. Prevention of traffic congestion

The proposed new business will not increase traffic congestion above what has existed on the property since 2014 as a vehicle sales lot. Additional traffic generated by the boat sales will be easily handled with the direct highway access to both westbound and eastbound 350 Highway.

6. Promotion of traffic safety and the orderly parking of motor vehicles

The proposed new business will not substantially increase traffic safety risk over what is already present given two major means of ingress/egress, nor the orderly parking of motor vehicles as the site contains sufficient spaces to accommodate vehicles for sale, customers, employees, and repair/detail area vehicles. These spaces were properly located and striped to meet code in 2022 by KC RV's, therefore staff has no additional requirements to add. The proposed boat sales area will not interfere with the customer parking area for the main sales activity on the lot. Adequate access to the property is presently available directly from 350 Highway in both directions:

7. Promotion of the safety of individuals and property

The proposed new business will not affect the safety of individuals or property. The structures are in reasonable condition and no building modifications are required outside of any minor improvements required when the commercial use permit inspection is performed. The property was recently inspected in early 2022 for KC RV's, therefore no major issues are expected.



Staff Report

Community Development
Planning and Development Services

8. Provision for adequate light and air

The proposed new business will not significantly affect the air quality of the area above what is normal for a vehicle sales operation, and should have minor additional impacts on neighboring properties.

9. Prevention of overcrowding and excessive intensity of land uses

The proposed new business will be consistent with previous intensity of use on the property, most particularly when it was KC RV's, and has sufficient parking to adequately address all display and operational needs.

10. Provision for public utilities and schools

The proposed new business will not affect any public utilities or schools but will generate some additional revenue. The existing structures are already connected to utility services.

11. Invasion by inappropriate uses

This particular use as a vehicle sales operation will not increase intensity of use above what the previous and current vehicle sales businesses operated at and should not therefore be an invasion by an inappropriate use. Additionally, the former businesses were operating under CUP's approved by the City and the property is located in a high use intensity Manufacturing District within which higher intensity uses are both present and expected.

12. Value, type and character of existing or authorized improvements and land uses

The property on which the proposed boat sales business would be located is developed. Staff has provided recommended conditions of approval to ensure compliance with existing code standards.

13. Encouragement of improvements and land uses in keeping with overall planning

Staff has no concerns regarding the proposed business adhering to overall planning principles if the recommended conditions of approval are adopted and followed by the applicant. This use of the property is wholly consistent with the current and previous use of the property.

14. Provision for orderly and proper renewal, development and growth

The proposed boat sales business should not affect the orderly and proper renewal, development or growth of the city. This use will permit the property to continue operating and generating revenue in a manner consistent with previous uses on the property.

RECOMMENDATION

Staff recommends approval of Case No. PZ 2023-06 – Conditional Use Permit for a Vehicle Sales, New or Used, use, in the form of a Boat Sales operation, for Cody Jack of Anchored Up, to be located at 11900 E. 350 Highway with the following recommended conditions of approval:

The following conditions are required to be met on an ongoing basis:

1. The boat display lot shall be maintained in good condition at all times.



Staff Report

Community Development
Planning and Development Services

2. Ensure the entire building exterior of the boat showroom is maintained in good condition at all times, including paint, doors, garage doors, windows, and facade. This includes perimeter fencing of the outside display area and any trash enclosure located within it.
3. Ensure the boat display area is maintained in good condition at all times including trimming of weeds and grass. All junk, trash, and debris that collects within the display area to be removed immediately and not permitted to remain.
4. Any additional site lighting installed for security purposes shall be fully shielded and not cast light onto neighboring properties.
5. No boats or signage shall be displayed in City of Raytown or State of Missouri right of way areas.
6. All inoperable boats undergoing on-site maintenance shall be placed inside the building and not be visible to the public.
7. All signage shall be issued under separate permit process and shall meet Municipal Code requirements.
8. Any trash dumpster placed within the boat display area shall be within a fully screened enclosure unless stored indoors except on trash pickup day. Such enclosure shall have a proper metal gate that can be accessed by the trash truck and also screen the container from view at all times.

General Conditions of Approval:

9. The Conditional Use Permit to be issued only to the applicant, William Jack of Anchored Up, and is not transferable. Any new business acquiring the vehicle sales operation from the applicant shall apply for and obtain its own Conditional Use Permit.
10. The property should not be occupied and used until the Commercial Use Permit and a Business License to operate are issued. This does not apply to currently licensed boat repair businesses operating on the property.
11. Compliance with all applicable local, state and federal regulations, codes, ordinances, and laws.

CITY OF RAYTOWN

Request for Board Action

DATE SUBMITTED: 07/27/2023

MEETING DATE: August 1, 2023

SUBMITTED BY:

DEPARTMENT: Parks

Document Type: Resolution

SUBJECT/REQUEST

Seeking permission to apply for the 2024 TRIM Grant through the MO Dept of Conservation.

BACKGROUND/JUSTIFICATION

This program is a 90% reimbursable grant for work associated with trees and tree maintenance. The MO Dept of Conservation requested that the Raytown Parks Dept to update our tree inventory and the health status of our urban trees. The last time that we updated this inventory was in 2011, and the recommended standard practice is to update every 10 years. Raytown Parks maintenance staff sought out proposals from contractors who specialize in keeping and maintaining programs for tree inventories. Davey Resource Group came in with the best proposal to address the needs of the Raytown Parks Dept. By approving this request we will have the contractor update our tree inventory and complete needed work on hazardous trees that need to be taken down, or have dangerous limbs removed in 2024. By updating the Raytown Parks tree inventory, we will have additional supporting data on which trees should be included in our future grant requests, and be able to monitor tree care and treatments that our horticulture staff have been working on. Emerald Ash Borer treatments, storm damage, and pest control will all be able to be logged and saved with the Davey Resource Group tree inventory program. This supporting data will then give the Raytown Parks a stronger case for financial support in this competitive MDC grant.

RECOMMENDED MOTION

The Raytown Park Board recommends applying for the 2024 TRIM grant in the amount of \$28,000 to update the Parks Tree inventory program, and to complete needed tree maintenance in the parks.

PREVIOUS ACTION

The Raytown Parks Dept has applied and received the TRIM Grant through MDC for several years in a row, and have used the resources to achieve our Tree City USA designation through the Arbor Day Foundation. The previous TRIM Grants were reimbursed at 75%, but with the higher dollar amount that is being applied for in 2024, the Dept of Conservation will reimburse at 90% of the total expense.

COMMISSION/COMMITTEE REVIEW

Approved by the Raytown Park Board on July 17, 2023.

FINANCIAL IMPACT

Contractor: Davey Resource Group	
Amount of Request/Contract:	\$28,000.00
Amount Budgeted:	\$28,000.00
Funding Source/Account #:	201-92-00-100-52300 FY23/24

REVIEWED BY

Damon Hodges
Teresa Henry

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Reso TRIM Grant Application-Parks 2023
2. Reso TRIM Grant Application-Park Minutes
3. Reso TRIM Grant Application-Davy Tree Inventory Proposal
4. Reso TRIM Grant Application-Planit Geo Tree Inventory proposal

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:		

A RESOLUTION AUTHORIZING AND APPROVING THE APPLICATION OF A GRANT REQUEST TO THE MISSOURI DEPARTMENT OF CONSERVATION IN THE AMOUNT OF \$28,000.00 TO UPDATE THE PARKS TREE INVENTORY PROGRAM AND COMPLETE NEEDED TREE MAINTENANCE ON PARK PROPERTIES

WHEREAS, the City of Raytown (the “City”) will apply for a grant from the Missouri Department of Conservation in the amount of \$28,000.00 to update the Parks Tree Inventory Program and complete needed tree maintenance on Park properties within the City; and

WHEREAS, the Board of Aldermen find it is in the best interests of the City to authorize and approve the application for the Missouri Department of Conservation in the amount of \$28,000.00;

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

THAT the application of the Missouri Department of Conservation in the amount of \$28,000.00 to update the Parks Tree Inventory Program and complete needed tree maintenance on Park properties within the City is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute any and all other documents necessary or incidental thereto and to take any and all actions necessary to effectuate the terms of the grant on behalf of the City 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 1st day of August, 2023.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

**Raytown Park Board
Minutes
July 17, 2023**

Attendance:

Park Board: Robbie Tubbs, Michael Anderson, Rhonda Herring, Dave Thurman, Brian Morris, Evan Gorrell and Brent Hugh (zoom)

Staff: Dave Turner, Tony Mesa, and Mary Ann McCormick

Guests: Alderman Loretha Hayden (zoom)

A quorum was declared present and the meeting was called to order at 7:00 pm.

Public Participation:

Michael Anderson spoke about Unity of Purpose.

Brian Morris made a motion to approve the minutes from June 19, 2023. Michael Anderson seconded and the motion passed.

Reports of Officers:

President – Robbie thanked Tony for attending BOA meeting on 7/11/23 regarding the grants.

Vice President – no report

Reports of Standing and Special Committees:

Personnel – no report

Finance – budget updated in new business

Program – no report

Buildings & Grounds - no report

BMX – no report

Rice Tremonti – Brian noted the fire system is working, 12 windows need to be replaced upstairs, want to be added to our mowing bid this fall.

*Rice Tremonti rental house – deed is in City's name, need to get this changed to Rice Tremonti. Rental house needs a new roof and one bid was \$14,725. The house needs to be updated; not sure it would pass inspection for rental through the city. Dave Turner will talk to Missy Wilson about this and then Brian will talk to Leigh Elmore.

**Fourth of July next year – talk about hiring off-duty police or security for Colman and Kenagy parks next year. Table until spring of 2024.

Staff Reports:

Director – a written report was distributed.

Superintendent of Parks - a written report was distributed.

Recreation - a written report was distributed.

New Business:

1. Raytown BMX Use contract with school district. Has been updated and Dave will meet with the school district July 19, 2023.
2. Michael Anderson made a motion to approve the current proposed budget. Brian Morris seconded and the motion passed.

3. Brian Morris made a motion to apply for Trim Grant and to update Tree Inventory software. Rhonda Herring seconded and the motion passed.
4. Dave Thurman made a motion to have the BMX Board present a report quarterly to the park board. Michael Anderson seconded and the motion passed. Evan Gorrell made a motion to have the BMX Board give a copy of the BMX board minutes to park board. Rhonda Herring seconded and the motion passed.
5. Evan Gorrell made a motion to adjourn at 8:05 pm. Brian Morris seconded and the motion passed.



Corporate Headquarters
295 South Water Street, Suite 300
Kent, OH 44240
800-828-8312

Local Office
3507 Zinnia Dr
Columbia, MO 65202
660-287-5773

July 2023

Tony Mesa, Superintendent of *Parks*
City of Raytown, MO

RE: City of Raytown Park Tree Inventory Project

Dear Tony,

Thank you for contacting Davey Resource Group, Inc. "DRG" regarding a tree inventory of the Raytown City parks system. In support of your objectives to utilize a community forestry cost-share grant to assist in the funding for the tree inventory, DRG is pleased to offer an inventory of up to 1,750 trees for a \$9,700 lump sum or \$5.55/site. Through DRG and our dedicated team of arboricultural specialists, you will be assured of quality arborist services and professional assessments to help you achieve your long-term goals.

Tree Inventory

DRG International Society of Arboriculture (ISA) Certified Arborists will inventory all trees as directed within the scope of this project. All data will be collected using appropriate software, specific to this project, and will be delivered in the TreeKeeper Software program.

Experience and Expertise

Davey Resource Group, Inc is the arboricultural and horticultural consulting subsidiary of The Davey Tree Expert Company. With extensive experience assisting private and commercial properties and other entities including municipalities and utilities, we work with asset managers around the country and provide customized solutions to managing and tracking vital environmental assets. Our urban forestry services have provided clients nationwide with the ability to accurately and sustainably manage their critical 'green' infrastructure.

The DRG team is devoted to providing excellent customer service through our technical expertise and our passion for innovative solutions. We recognize that our success depends on meeting your needs and we are excited about the opportunity to collaborate with you on your project. Please feel free to contact me with any questions.

Sincerely,

Jacob McMains, *Area Manager*
ISA Certified Arborist, MW-5328
Davey Resource Group, Inc.
www.daveyresourcegroup.com

Tree Inventory Data Delivery

For this project, the City of Raytown will receive all tree inventory data through DRG's TreeKeeper® software. Once using TreeKeeper®, the City of Raytown can view and use the inventory data and download the data in a variety of formats, including CSV/Excel™ and ESRI® shapefile formats.

- To access TreeKeeper®, use Safari® on an iOS device or via Google Chrome™ on a Windows® or Android device; the secure login information DRG provides to the City.

Other Formats

If the City of Raytown needs the inventory data in different formats, such as Google Earth's KML, AutoCAD®, or i-Tree, or for a particular asset management software program like CityWorks or Cartegraph, DRG can supply the inventory data in those formats for an added charge. Please contact DRG for more information about data formatting options and fees.

DAVEY'S TREEKEEPER® SOFTWARE

Developed, maintained, and supported by DRG, TreeKeeper® is DRG's flagship tree management software. Leading the industry for over 20 years, TreeKeeper® is a versatile cloud-based software service designed to manage, update, and share tree inventory data. TreeKeeper® also highlights the environmental benefits of community trees.

TreeKeeper® is available as a subscription service (SaaS) with one-year, three-year, and five-year subscriptions available to fit Raytown's program's budget. Surprisingly, TreeKeeper®'s "all in and upfront" fee is one of the reasons TreeKeeper® is the industry leader. Besides being easy to use, having an interactive map and list views, being accessible by multiple people in different locations at the same time, having real-time updates, showing tree benefits, and not losing track of changes to the data, TreeKeeper® does not require add-on applications or a la carte pieces of software to accomplish the work Raytown needs the software to do. DRG builds all the functionality the City needs into TreeKeeper®. Also, with TreeKeeper® there are no confusing interfaces or differing displays, TreeKeeper® runs, looks, and acts the same whether Raytown is using TreeKeeper® on a desktop, laptop, or tablet computer.



Using inventory data has never been easier. This screenshot of DRG's TreeKeeper® shows the dashboard, query, and the call-out box.

While DRG stays on top of the latest technology trends to maintain TreeKeeper®'s place as one of the most advanced tree inventory management software systems on the market, DRG also listens to our clients to make sure TreeKeeper® responds to the needs of their respective workplaces. Over the past 20 years, many of the functional upgrades to TreeKeeper®, made by DRG's in-house software developers, came about by suggestion from our clients. And after 20 year of software development, DRG is still listening to our clients, following technology trends, and continuously improving TreeKeeper® to best meet the needs of our clients, and potential clients, like the City of Raytown.

TREEKEEPER®'S KEY FEATURES

- **Map-Centric**—use the map to find information about individual sites or groups of sites.
- **List View**—sort and analyze data.
- **Query**—look up sites by any data field such as address, species, or condition
- **Search**—by one or multiple data fields; no nested searches
- **Narrow Down**—refine the search results to find the result needed.
- **Switch Layers On-the-Fly**—change the data layer through a drop-down menu.
- **Dashboards**—gauge the inventory data via pre-set and user designed graphs.
- **Reporting**—create reports at the touch of a button.
- **Work Orders**—assign work to crews, projects, or programs.
- **Work History**—keep track of the edits made to a site.
- **Edit**—update one site at a time or make batch edits to multiple sites.
- **Multi-User Access**—available via a secure internet connection.
- **Permissions**—assign access levels (no read or edit access) to users and viewers.

- **Tree Value**—calculated using a built-in tree value estimator based on i-Tree Tools.
- **Export Data**—export data to software applications such as Microsoft® Office and other word processing and spreadsheet programs.

INTERACTIVE WORK ENVIRONMENT

TreeKeeper®'s interactive work environment makes managing inventory data easy. Using TreeKeeper®, Raytown can view and sort inventory data from the map screen or through an interactive list view. The City can utilize the map and list views independently or at the same time. Dock, undock, minimize, or maximize the map and list views to customize the work environment.

USING TREEKEEPER® IN THE FIELD

While out of the office, use TreeKeeper® on a tablet computer to keep the inventory up-to-date. Using TreeKeeper® in the field, Raytown can find and update site information and add new trees/sites to the database. All edits are in real-time. TreeKeeper® works with most tablet computers and uses the tablet computer's location services or GPS availability to determine location.

PUBLIC INTERFACE

If Raytown wants to share the tree inventory data with other City departments or the public, TreeKeeper® provides an outlet for third-party viewing. TreeKeeper®'s public interface does not allow visitors to edit the data or "crowdsource" information and the City can determine what data are shown to visitors to the site.

KNOW THE VALUE OF THE URBAN FOREST

TreeKeeper® calculates the ecosystem benefits of individual trees, groups of trees, or the entire urban forest using inventory data.

Authorization to Proceed

The following price has been developed for the tree inventory as requested and is valid for 90 days.

Raytown Missouri Park Tree Inventory, 2023

Tree Inventory (up to 1,750 trees)	\$9,700 lump sum
Additional Inventory (greater than 1,750 trees at a unit cost of \$5.54/tree)	\$5.54/site

TreeKeeper® Software - Fees

The inventory data are the property of the City, and there is no obligation to sign up for the subscription service. Should the City of Raytown wish to continue using TreeKeeper®, the following fee applies. DRG locks in the renewal fee at the price listed below.

☐ Annual subscription **\$3,000/year**

By signing this form, I do hereby acknowledge acceptance of the scope of work and associated fee, as well as the terms and conditions and limited warranty contained herein. Furthermore, my signature authorizes the work to be performed.

Client Name: The City of Raytown

Davey Resource Group, Inc.

Authorizing Signature:

Staff Name: Jacob McMains

Title:

Date: July 11th, 2023

Date:

Appendix A

TERMS AND CONDITIONS

- All pricing is valid for 60 days from the date of this proposal.
- Time and materials (T&M) estimates may fluctuate and will be billed accordingly. Fixed fee contract prices will be billed as shown.
- Invoicing will be submitted monthly for work performed, unless otherwise agreed upon.
- Payment terms are net 30 days.
- If prevailing wage requirements are discovered after the date of this proposal, we reserve the right to negotiate our fees.
- The client is responsible for any permit fees, taxes, and other related expenses, unless noted as being included in our proposal.
- The client shall provide 48 hours' notice of any meetings where the consultant's attendance is required.
- Unless otherwise stated, one round of revisions to deliverables is included in our base fee. Additional edits or revisions will be billed on a time and material (T&M) basis.
- All reports are provided only to the client unless otherwise directed.

LIMITED WARRANTY

Davey Resource Group, Inc. ("DRG") provides this limited warranty ("Limited Warranty") in connection with the provision of services by DRG (collectively the "Services") under the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the "Agreement").

Notwithstanding anything to the contrary in the Agreement, this Limited Warranty will apply to all Services rendered by DRG and supersedes all other warranties in the Agreement and all other terms and conditions in the Agreement that conflict with the provisions of this Limited Warranty. Any terms or conditions contained in any other agreement, instrument, or document between the parties, or any document or communication from you, that in any way modifies the provisions in this Limited Warranty, will not modify this Limited Warranty nor be binding on the parties unless such terms and conditions are approved in a writing signed by both parties that specifically references this Limited Warranty.

Subject to the terms and conditions set forth in this Limited Warranty, for a period of ninety (90) days from the date Services are performed (the "Warranty Period"), DRG warrants to Customer that the Services will be performed in a timely, professional and workmanlike manner by qualified personnel.

To the extent the Services involve the evaluation or documentation ("Observational Data") of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, "Subjects"), the Observational Data will pertain only to the specific point in time it is collected (the "Time of Collection"). DRG will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection (including, but not limited to, decay or damage by the elements, persons or implements; insect infestation; deterioration; or acts of God or nature [collectively, "Changes"]), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope

of work, DRG will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

To the extent you request DRG's guidance on your permitting and license requirements, DRG's guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state or local law, code or regulation.

DRG may review information provided by or on behalf of you, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews (collectively, "Source Information"). DRG assumes the genuineness of all Source Information. DRG disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.

If it is determined that DRG has breached this Limited Warranty, DRG will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. This remedy will be your sole and exclusive remedy and DRG's entire liability for any breach of this Limited Warranty. You will be deemed to have accepted all of the Services if written notice of an alleged breach of this Limited Warranty is not delivered to DRG prior to the expiration of the Warranty Period.

To the greatest extent permitted by law, except for this Limited Warranty, DRG makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.

Appendix B

Inventory Data Fields

1. **Location**—DRG identifies the location of each tree and stump using X and Y coordinates.
2. **Species**—DRG names trees by genus and species using both botanical and common names, and by cultivars where appropriate.
3. **Tree Size**—DRG's urban foresters measure the diameter to the nearest inch in 1-inch size classes at 4½ feet above the ground, or diameter at breast height (DBH).
4. **Multi-Stem Tree**—DRG notes if a tree has multiple stems on trunks splitting less than 1 foot above ground level. This assists in bidding pruning/removal work.
5. **Condition**—Staff consider signs of stress, poor structure, mechanical damage, soil and root problems, disease, and pests in the assessment of tree condition.
 - a. *Good*. A good tree shows no significant problems.
 - b. *Fair*. A fair tree has minor problems that may be corrected with time or corrective action.
 - c. *Poor*. A poor tree has significant problems that are irrecoverable.
 - d. *Dead*. A dead tree shows no sign of life.
6. **Primary Maintenance**—DRG assigns one of the following maintenance needs:

- a. *Remove*. Trees recommended for removal have defects that cannot be practically or cost-effectively treated. Most trees in this category have a sizable percentage of dead crown.
 - b. *Prune*. Removal of one or more limbs to reduce risk, provide clearance, and restore the tree.
 - c. *Train*. Pruning of young or medium-aged trees to improve tree and branch architecture.
 - d. *Clearance*. Removal of one or more limbs to provide clearance ONLY.
 - e. *Discretionary*. City of Raytown may opt to prune or manage the trees for health or aesthetic appearance.
 - f. *Stump Removal*. A stump is present and recommended to be removed.
7. **Defects**—DRG identifies the conditions which indicate the presence of structural defects recording only the most significant condition and limit conditions to the following:
- a. Dead and dying branches.
 - b. Broken and/or hanging branches.
 - c. Branch attachment (adventitious, codominant, multiple, overextended).
 - d. Trunk condition (canker, bulges, ridges).
 - e. Cracks.
 - f. Decay or cavity (large trunk wound).
 - g. Tree architecture (lean, bows, taper, live crown ratio).
 - h. Root problem (dead, decayed, missing, abnormal, girdling, lack of flare).
8. **Risk Rating**—DRG evaluates risk and assigns a risk rating based on an assessment of the failure mode (i.e., branch, whole tree, codominant stem) with the most significant risk. The specified period for the risk assessment is one year. The risk part of this inventory and evaluation is to maintain compliance with the most recent standards and practices in the arboricultural industry. It is important to note that our inspections are “rapid assessments” and are meant to show a need for further study, and thus are not legally binding in any litigation.

DRG used the following criteria and matrices, based on the *International Society of Arboriculture Best Management Practices - Tree Risk Assessment*, Second Edition (E. Thomas Smiley, Nelda Matheny, and Sharon Lilly 2017), to arrive at a risk rating.

- a. *Likelihood of Failure*. Identifies the most probable failure and rates the likelihood that structural defect(s) will result in failure based on observed current conditions.
- b. *Likelihood of Impacting a Target*. The rate of occupancy of targets within the target zone and any factors that could affect the failed tree as it falls towards the target.
- c. *Consequences of Failure*. The consequences of tree failure are based on the level of target and potential harm that may occur. Consequences can vary depending on the size of the defect, a distance of fall for the tree or limb, and any other factors that may protect a target from harm. Target values are subjective, but DRG staff try to assess them from our client's perspective.

As shown in the matrix below, the likelihood of failure and the likelihood of target determine the likelihood of tree failure impacting a target.

Likelihood of Failure	Likelihood of Impacting Target			
	Very Low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely

Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

DRG's urban foresters estimate the risk rating by combining the likelihood of tree failure impacting a target and the consequences of failure in the matrix below. Risk ratings are Low, Moderate, High, and Extreme. A Low Risk tree poses a low overall level of risk. A Moderate Risk tree may pose some threat, particularly during storm events or unusual weather. A High Risk tree presents a high likelihood of tree or tree part failure, even during normal weather conditions. An Extreme Risk tree always poses a significant risk and probability of failure.

Likelihood of Failure	Consequences			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Even though trees may pose multiple risks at once, DRG assigns one risk rating to each tree during the inventory process. The risk rating serves only as a prioritization mechanism and is not a guarantee; City of Raytown must determine the level of acceptable risk.

9. **Risk Assessment Complete**—Staff record if they are not able to complete the assessment due to obstructions, safety concerns, or other unforeseen site conditions.
10. **Further Inspection**—Trees in this category need added and future inspections due to a variety of issues beyond the scope of a standard tree inventory. Categories for further inspection include:
 - a. Annual inspection (e.g., a tree with a defect requiring annual monitoring).
 - b. Recent damage inspection (e.g., a healthy tree affected by recent construction or other damage).
 - c. Advanced risk assessment (e.g., a tree with a defect needing added or specialized equipment for investigation).
 - d. Insect/disease monitoring (e.g., a tree that appears to have an emerging insect or disease problem).
 - e. None.
11. **Date of Inventory**—The date the DRG urban forester collected the data.

PROJECT DESCRIPTION

Tree Inventory Services

PlanIT Geo (PG) will create a customized TreePlotter application with defined fields and values listed below to inventory/assess approximately \$6,000 trees for the City of Raytown Parks & Recreation, MO. PlanIT Geo will work with the City of Raytown Parks & Recreation, MO staff to determine the target areas for this inventory and the criteria for and count of trees added to the inventory. PG will facilitate communication on a weekly basis at a minimum to assure both parties are informed on work completed, upcoming schedules, and any questions that arise from the field.

PlanIT Geo's recommended fields for data collection:

- Unique ID number
- Address
- Latitude and Longitude
- Growing space
- Land use
- Common and scientific names
- Diameter at breast height (DBH) taken at 4.5 feet above grade
- General observations and defects
- Status
- Number of stems
- Condition
- Recommended maintenance/tree work
- Clearance conflicts
- Overhead utilities
- Date recorded/ modified
- User
- Last modified user
- Date added
- Last modified date
- #EXTRA Level 2 Risk Assessment (affects pricing, see cost chart)
- #EXTRA Photos (affects pricing, see cost chart)
- #EXTRA Tree tagging (affects pricing, see cost chart)



PlanIT Geo
RachelOrmseth
rachelormseth@planitgeo.com

**Additional fields may be added after initial consultations and may affect the unit pricing

DATA DELIVERY

PlanIT Geo will deliver all tree inventory data in ESRI Shapefile and CSV formats. Files will contain full metadata references and can be projected to desired coordinates. All data is free to export at any time from TreePlotter.

TREE INVENTORY TERMS AND CONDITIONS

PlanIT Geo will work with Raytown Parks & Recreation, MO to confirm the locations and boundaries for data collection, identify schedules and consultations, provide an overview of the tree data collection process, determine communication methods and exchange contact information, and be briefed on safety procedures and protocols.

PlanIT Geo will adhere to all safety and ISA standards during the project. At any time during the project, Raytown Parks & Recreation, MO staff can access and export the tree inventory data. Project completion will be determined after the data has been reviewed and delivered in ESRI Shapefile, CSV, and map formats.

Quotation

Exp. Date:

11 / 30 / 2023

Prepared for:

Raytown Parks & Recreation,
 MO
 Tony Mesa

INVENTORY SERVICES

Base Tree Inventory

Inventory and Assessment of all determined trees. Price includes travel, per-diem, and all overhead costs.

☐ Add Basic Level 2 Risk

Assessment

☐ Add 1 Photo per Tree

☐ Add Tagging per Tree

QTY
 6000

PRICE
 \$5.00

SUBTOTAL
 \$30,000.00

6000

\$0.50

\$3,000.00

6000

\$1.00

\$6,000.00

6000

\$2.00

\$12,000.00



PlanIT Geo
RachelOrmseth
rachelormseth@planitgeo.com

\$30,000.00

Total **\$30,000.00**



PlanIT Geo
RachelOrmseth
rachelormseth@planitgeo.com

Payment

Note: These payment terms will be amended based on PlanIT Geo's review and approval of the City's contract.

Tree Inventory: Invoices will be sent at the completion of the project.

Net 30-day terms.

Checks payable to:

PlanIT Geo INC

PO Box 1334

Wheat Ridge, Colorado 80034

Contact:

Raytown Parks & Recreation, MO

Disclaimer: Inventory data provided by PlanIT Geo, Inc., referred to herein as "PlanIT Geo", is based on visual recording of observations and measurements at the time of the inspections. All information and data fields populated as a part of this tree inventory are for the purpose of assisting municipalities or private entities in maintenance needs, removal, and replacement of their managed trees. Recommendations provided by PlanIT Geo may be accepted or disregarded by the town and/or client or the town and/or client may seek additional advice. Visual records do not include testing or analysis of any tree component. In no event shall PlanIT Geo be held liable for any special, direct, indirect, consequential, or incidental damages caused by tree failures whatsoever and PlanIT Geo is not responsible for any hidden or otherwise non-observable hazards discovered or identified. All risk assessments performed by PlanIT Geo's Certified Arborists assume a 1-year timeframe for the assessed tree part for failure. All immediate concerns are passed on to the client indirectly through the live webmap (TreePlotter: Inventory), or directly through communication from PlanIT Geo's Certified Arborists or project managers. It is recommended that each tree be reinspected within the 1-year time frame to update the likelihood of failure matrices. Storms or other Acts of God change the structural stability of trees and all trees surveyed prior to the event will need to be re-evaluated. Also, the dynamics of inventoried trees may result in data that varies from the current condition or characteristics observed in the field due to deterioration and/or growth of living specimens in a natural environment. All previous data populated by PlanIT Geo staff can be considered out of date upon revisiting and re-evaluating the initially inventoried trees. PlanIT Geo provides no warranty regarding the function, health, or use of the urban and community forest for any purpose.

Quotation

Exp. Date:

11 / 30 / 2023

Prepared for:

City of Raytown, Missouri
Tony Mesa**1 YEAR SUBSCRIPTION****INVENTORY - Complete 1 yr****PRICE**
\$3,500.00

- Up to 10k trees
- Data Field Editor
- 5 photos per item per layer
- Offline
- Ref Layer Importer
- Basic Risk Assessment
- CEM (Community Engagement Map)
- Inspections
- Notifications
- Uploader
- Work records

Support:

- Email Tech Support
- Phone Call Tech Support
- Support Website
- Request response time within 24hrs

Support and Onboarding training (one time required fee)**\$1,000.00**

Total of 4 hours of training:

Two recorded 1-hour live virtual trainings

Two recorded 1-hour trainings to include:

- Workflow Development Workshop)
- Inspection Form Customization
- Work Record Custom Default View

OPTIONAL ADD-ON MODULE **Eco Benefit Calculator* 1 yr****\$1,000.00**

Annual monetary benefit of individual trees and summarized for populations of trees,
based on i-Tree research

Total**\$4,500.00****Initial here for 1 year subscription****3 YEAR SUBSCRIPTION****PRICE**

INVENTORY - Complete 3 yr	\$9,000.00
---------------------------	------------

- Up to 10k trees
- Data Field Editor
- 5 photos per item per layer
- Offline
- Ref Layer Importer
- Basic Risk Assessment
- CEM (Community Engagement Map)
- Inspections
- Notifications
- Uploader
- Work records

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Support and Onboarding training (one time required fee)	\$1,000.00
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Total of 4 hours of training:

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Two recorded 1-hour trainings to include:

- Workflow Development Workshop)
- Inspection Form Customization
- Work Record Custom Default View

OPTIONAL ADD-ON MODULE

☐ Eco Benefit Calculator* 3 yr	\$2,550.00
---	------------

Annual monetary benefit of individual trees and summarized for populations of trees, based on i-Tree research

Total	\$10,000.00
--------------	--------------------

Initial here for 3 year subscription

This quotation is subject to the following terms and conditions:

- City of Raytown, Missouri agrees to PlanIT Geo [Terms of Service](#).
- PlanIT Geo will set up application and deliver admin level access to Tony Mesa via email. Admin roles can create additional users.
- Initial onboarding and training sessions can be booked with the onboard specialist upon app delivery.

City of Raytown, Missouri

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- Recommended maintenance/tree work
- Clearance conflicts
- Overhead utilities
- Date recorded/ modified
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- Last modified user
- Date added
- Last modified date
- #EXTRA Level 2 Risk Assessment (affects pricing, see cost chart)
- #EXTRA Photos (affects pricing, see cost chart)
- #EXTRA Tree tagging (affects pricing, see cost chart)



PLANIT GEO™

PlanIT Geo
RachelOrmseth
rachelormseth@planitgeo.com

**Additional fields may be added after initial consultations and may affect the unit pricing

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Quotation

Exp. Date:

11 / 30 / 2023

Prepared for:

Raytown Parks & Recreation,
 MO
 Tony Mesa

INVENTORY SERVICES

Base Tree Inventory

Inventory and Assessment of all determined trees. Price includes travel, per-diem, and all overhead costs.

☐ Add Basic Level 2 Risk

Assessment

☐ Add 1 Photo per Tree

☐ Add Tagging per Tree

QTY

6000

6000

6000

6000

PRICE

\$5.00

\$0.50

\$1.00

\$2.00

SUBTOTAL

\$30,000.00

\$3,000.00

\$6,000.00

\$12,000.00



PLANIT GEO™

PlanIT Geo
RachelOrmseth
rachelormseth@planitgeo.com

\$30,000.00

Total

\$30,000.00



PlanIT Geo
RachelOrmseth
rachelormseth@planitgeo.com

Payment

Note: These payment terms will be amended based on PlanIT Geo's review and approval of the City's contract.

Tree Inventory: Invoices will be sent at the completion of the project.

Net 30-day terms.

Checks payable to:

PlanIT Geo INC

PO Box 1334

Wheat Ridge, Colorado 80034

Contact:

Raytown Parks & Recreation, MO

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Quotation

Exp. Date:

11 / 30 / 2023

Prepared for:

City of Raytown, Missouri
Tony Mesa

1 YEAR SUBSCRIPTION

INVENTORY - Complete 1 yr

PRICE

\$3,500.00

- Up to 10k trees
- Data Field Editor
- 5 photos per item per layer
- Offline
- Ref Layer Importer
- Basic Risk Assessment
- CEM (Community Engagement Map)
- Inspections
- Notifications
- Uploader
- Work records

Support:

- Email Tech Support
- Phone Call Tech Support
- Support Website
- Request response time within 24hrs

Support and Onboarding training (one time required fee)

\$1,000.00

Total of 4 hours of training:

Two recorded 1-hour live virtual trainings

Two recorded 1-hour trainings to include:

- Workflow Development Workshop)
- Inspection Form Customization
- Work Record Custom Default View

OPTIONAL ADD-ON MODULE

☐ **Eco Benefit Calculator* 1 yr**

\$1,000.00

Annual monetary benefit of individual trees and summarized for populations of trees, based on i-Tree research

Total

\$4,500.00

Initial here for 1 year subscription

3 YEAR SUBSCRIPTION

PRICE



INVENTORY - Complete 3 yr	\$9,000.00
• Up to 10k trees • Data Field Editor • 5 photos per item per layer • Offline • Ref Layer Importer • Basic Risk Assessment • CEM (Community Engagement Map) • Inspections • Notifications • Uploader • Work records	
Support: -Email Tech Support -Phone Call Tech Support -Support Website -Request response time within 24hrs	
Support and Onboarding training (one time required fee)	\$1,000.00
Total of 4 hours of training: Two recorded 1-hour live virtual trainings Two recorded 1-hour trainings to include: -Workflow Development Workshop) -Inspection Form Customization -Work Record Custom Default View	
OPTIONAL ADD-ON MODULE	
☐ Eco Benefit Calculator* 3 yr	\$2,550.00
Annual monetary benefit of individual trees and summarized for populations of trees, based on i-Tree research	
Total	\$10,000.00

Initial here for 3 year subscription

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City of Raytown, Missouri



TREEPLOTTER™
software suite

PlanIT Geo
RachelOrmseth
rachelormseth@planitgeo.com

Teresa M. Henry

From: Alderman William "Bill" Van Buskirk
Sent: Friday, July 7, 2023 12:23 PM
To: Teresa M. Henry
Cc: Mayor Mike McDonough; Records; Alderman William "Bill" Van Buskirk
Subject: Purchasing Policy (attachment)
Attachments: scan

Teresa:

I would like to add a discussion item, as a whole, regarding the city purchasing policy for the July 18th, 2023 B.O.A. agenda.

Please provide the attached material regarding purchasing policy for the board to review.

Thanks,

Bill Van Buskirk
Alderman Ward IV
10000 E. 59th Street
Raytown, MO. 64133
816.737.2799
alderman_bill_van_buskirk@raytown.mo.us



Virus-free. www.avg.com

MINUTES
RAYTOWN BOARD OF ALDERMEN
MARCH 17, 2020
REGULAR SESSION NO. 23
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.

OPENING SESSION

Mayor Michael McDonough called the March 17, 2020 Board of Aldermen meeting to order at 7:01 p.m. Timmy Hensel of 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 Frank Hunt, Alderman Jim Aziere, Alderman Jason Greene, Alderman Ryan Myers, Alderman Janet Emerson, Alderman Mary Jane Van Buskirk, Alderman Bill Van Buskirk, Alderman Bonnaye Mims, Alderman Derek Ward

Absent: Alderman Greg Walters

Public Comments

Public comments were given by:

Tony Jacob, Raytown, MO

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.

Committee Reports

Comments were shared by Aldermen Mary Jane Van Buskirk, Bill Van Buskirk, Aziere and Mims.

Staff asked the Board to consider amending the agenda by removing the Closed Session at the end of Old Business and adding R-3285-20 to the agenda.

Alderman Mims, seconded by Alderman Mary Jane Van Buskirk, made a motion to amend the agenda by removing the Closed Session and adding R-3285-20 to the agenda.

The motion was discussed.

The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Mary Jane Van Buskirk, Myers, Greene, Bill Van Buskirk, Hunt, Aziere, Ward, Emerson

Nays: None

Absent: Alderman Walters

R-3285-20 became item 3 on the agenda.

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. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular March 3, 2020 Board of Aldermen meeting minutes.

Alderman Mims, seconded by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Emerson, Hunt, Greene, Bill Van Buskirk, Ward, Aziere, Myers, Mary Jane Van Buskirk

Nays: None

Absent: Alderman Walters

OLD BUSINESS

2. Public Hearing: A public hearing to consider a Conditional Use Permit for property located at 7609 Raytown Road.

2a. **SECOND READING: Bill No. 6546-20, Section XIII. AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR THE RECON CENTER LLC, AN AUTOMOTIVE REPAIR BUSINESS, TO OPERATE AN ACCESSORY VEHICLE SALES USE AT 7609 RAYTOWN ROAD IN A HIGHWAY COMMERCIAL (HC) DISTRICT IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI.** Point of Contact: Chris Gilbert, Planning & Zoning Coordinator.

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

Chris Gilbert, Planning & Zoning Coordinator, presented the item and remained available for any discussion.

The item was discussed.

Alderman Emerson, seconded by Alderman Mims, made a motion to amend condition 4:

No unlicensed/inoperable vehicles will be permitted to be stored on the property outside of the principal structure ~~without proper screening if such is designed to contain vehicles overnight in~~ excess of 30 days. All vehicles for sale shall be properly marked "For Sale".

The motion was discussed.

The applicant, Stephen Jones, joined the discussion at the lectern.

Discussion continued

Alderman Bill Van Buskirk stated that he had ex parte communication regarding this item.

Discussion continued.

The motion to amend condition 4 was approved by a vote of 6-3-1.

Ayes: Aldermen Emerson, Mims, Greene, Myers, Ward, Hunt

Nays: Aldermen Aziere, Mary Jane Van Buskirk, Bill Van Buskirk

Absent: Alderman Walters

Alderman Emerson, seconded by Alderman Mims, made a motion to amend condition 6:

The Recon Center shall not exceed the 24 parking spaces designated by its use category as auto repair and the 12 spaces designated for vehicle sales and shall not impede the activities of its neighbors by consuming parking spaces that are not intended for their use. Further, complaints received by the City from neighboring tenants regarding parking and drive aisle issues ~~may result in this Conditional Use Permit being returned to the Planning Commission for reconsideration~~ shall be forwarded to Neighborhood Services for investigation.

The motion was discussed

The motion was approved by a vote of 7-2-1.

Ayes: Aldermen Emerson, Mims, Aziere, Greene, Myers, Ward, Hunt

Nays: Aldermen Mary Jane Van Buskirk, Bill Van Buskirk

Absent: Alderman Walters

Alderman Ward, seconded by Alderman Mims, made a motion to adopt as amended.

Discussion continued.

The motion was approved by a vote of 8-1-1.

Ayes: Aldermen Ward, Mims, Bill Van Buskirk, Hunt, Greene, Emerson, Aziere, Myers

Nays: Alderman Mary Jane Van Buskirk

Absent: Alderman Walters

Become Ordinance 5643-20.

Mayor McDonough called for a 15-minute recess.

Mayor McDonough Reconvened the meeting at 8:31 p.m.

NEW BUSINESS

3. **R-3285-20. A RESOLUTION** IMPLEMENTING EMERGENCY REGULATIONS NECESSARY TO PROTECT THE HEALTH SAFETY AND WELFARE OF RESIDENTS AND EMPLOYEES OF THE CITY OF RAYTOWN, MISSOURI. Point of Contact: Damon Hodges, City Administrator.

Mayor McDonough read a Declaration of Emergency for the City of Raytown.

R-3285-20 was read by title only by Teresa Henry, City Clerk.

Damon Hodges, City Administrator, remained available for any discussion.

The item was discussed.

Alderman Bill Van Buskirk, seconded by Alderman Mary Jane Van Buskirk, made a motion to adopt.

Discussion continued.

The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Bill Van Buskirk, Mims, Hunt, Aziere, Greene, Myers, Emerson, Mary Jane Van Buskirk, Ward

Nays: None

Absent: Alderman Walters

4. **R-3281-20. A RESOLUTION AUTHORIZING AND APPROVING THE REPEAL AND REPLACEMENT OF THE CURRENT PURCHASING POLICY FOR THE CITY OF RAYTOWN.** Point of Contact: Russell Petry, Finance Director.

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

Russ Petry, Finance Director, presented the item and remained for any discussion.

Alderman Mims, seconded by Alderman Greene, made a motion to adopt.

The item was discussed.

Alderman Bill Van Buskirk, seconded by Alderman Emerson, made a motion to amend the spending approval threshold for the City Administrator to be:

Non-Budgeted: \$30,000

Budgeted: \$30,000

The motion was discussed.

The motion to amend failed by a vote of 3-6-1.

Ayes: Aldermen Bill Van Buskirk, Emerson, Mary Jane Van Buskirk

Nays: Aldermen Mims, Ward, Myers, Greene, Aziere, Hunt

Absent: Alderman Walters

Discussion continued.

Emerson left the meeting at 9:03 p.m.

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

Ayes: Aldermen Mims, Greene, Mary Jane Van Buskirk, Bill Van Buskirk, Myers, Aziere, Hunt, Ward

Nays: None

Absent: Aldermen Emerson, Walters

5. **R-3282-20. A RESOLUTION AUTHORIZING AND APPROVING THE REPEAL AND REPLACEMENT OF THE CURRENT BUDGET/MANAGEMENT POLICY FOR THE CITY OF RAYTOWN.** Point of Contact: Russell Petry, Finance Director.

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

Russ Petry, Finance Director, presented the item and remained available for any discussion.

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

Ayes: Aldermen Myers, Aziere, Mims, Hunt, Ward, Greene, Bill Van Buskirk, Myers, Mary Jane Van Buskirk

Nays: None

Absent: Aldermen Emerson, Walters

6. **R-3283-20. A RESOLUTION AUTHORIZING AND APPROVING THE CONTINUATION OF AN AGREEMENT WITH RAYTOWN ANIMAL HOSPITAL, INC. FOR VETERINARY SERVICES ASSOCIATED WITH ANIMAL CONTROL IN AN AMOUNT NOT TO EXCEED \$90,000.00 FOR FISCAL YEAR 2019-2020.** Point of Contact: Ray Haydaripoor, Community Development Director.

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

Alderman Bill Van Buskirk stated that he had ex parte communication regarding this item.

Ray Haydaripoor, Community Development Director, presented the item and remained available for any discussion.

Alderman Myers, seconded by Alderman Mims, made a motion to adopt.

The item was discussed.

The motion was approved by a vote of 8-0-2.

Ayes: Aldermen Myers, Mims, Ward, Aziere, Hunt, Bill Van Buskirk, Mary Jane Van Buskirk, Greene

Nays: None

Absent: Aldermen Emerson, Walters

7. **R-3284-20. A RESOLUTION DECLARING CERTAIN PROPERTY OWNED BY THE CITY OF RAYTOWN AS SURPLUS AND AUTHORIZING DISPOSITION OF SUCH PROPERTY BY AUCTION.** Point of Contact: Jose Leon, Public Works Director.

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

Jose Leon, Public Works Director, presented the item and remained available for any discussion.

Alderman Mims, seconded by Alderman Myers, made a motion to adopt.

The item was discussed.

The motion was approved by a vote of 8-0-2.

Ayes: Aldermen Mims, Myers, Greene, Bill Van Buskirk, Hunt, Mary Jane Van Buskirk, Aziere, Ward

Nays: None

Absent: Aldermen Walters, Emerson

ADJOURNMENT

Alderman Mims, seconded by Alderman Mary Jane Van Buskirk, made a motion to adjourn. The motion to adjourn was approved by a majority of those present.

The meeting adjourned at 9:12 p.m.

Teresa M. Henry, MRCC
City Clerk

CITY OF RAYTOWN Request for Board Action

Date: March 11, 2020

Resolution No.: R-3281-20

To: Mayor and Board of Aldermen

From: Russell Petry, Finance Director

Department Head Approval: _____

Finance Director Approval: _____ (only if funding is requested)

City Administrator Approval: _____

Action Requested: Staff requests approval of resolution to approve the repeal and replace the current Purchasing Policy. Please note that this item was discussed at the February 4, 2020 Finance Committee meeting.

Analysis: The Purchasing Policy of the City has served well for many years; however, with increasing costs of doing business, it is necessary to revise the limits of approval as well as make a few small changes to ensure that the City's daily business remains efficient and up-to-date. The changes included will not only allow the BOA meetings to remain efficient, but also to allow the City staff to conduct daily business with minimal delays. The Purchasing Policy remains a strong control over all purchases of the City. Below are some Missouri and Kansas municipalities with limits requiring Board/Council approval for reference:

City	Board Approval Required
Blue Springs Missouri	\$50,000.00
Gladstone Missouri	\$20,000.00
Grandview Missouri	\$20,000.00
Jefferson City Missouri	\$25,000.00
Lee's Summit Missouri	\$50,000.00
Olathe Kansas	\$50,000.00
St. Charles Missouri	\$50,000.00
Wentzville Missouri	\$25,000.00
Average	\$36,250.00

Budgetary Impact:

☒ Not Applicable

Additional Reports Attached: Policy, Summary of Revision and the February 4, 2020 Finance Committee meeting minutes

A RESOLUTION AUTHORIZING AND APPROVING THE REPEAL AND REPLACEMENT OF THE CURRENT PURCHASING POLICY FOR THE CITY OF RAYTOWN

WHEREAS, the City of Raytown adopted a formal Purchasing Policy on September 8, 2009 pursuant to Resolution R-2183-09 and revised on November 13, 2012 pursuant to Resolution R-2587-12 and on March 19, 2013 pursuant to Resolution R-2583-13; and

WHEREAS, after review, it has been determined that the current policy needs to be repealed and replaced to reflect the current day-to-day operations of the City; and

WHEREAS, the suggested revisions to the Purchasing Policy were reviewed by the Finance Committee; and

WHEREAS, the Board of Aldermen find it in the best interest of the citizens of the City of Raytown to repeal the current Purchasing Policy approved on September 8, 2009 pursuant to Resolution R-2183-09 and revised on November 13, 2012 pursuant to Resolution R-2587-12 and on March 19, 2013 pursuant to Resolution R-2583-13 and replace the current Purchasing Policy with the attached Purchasing Policy marked hereto as Exhibit "A";

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

THAT the current Purchasing Policy approved on September 8, 2009 pursuant to Resolution R-2183-09 and revised on November 13, 2012 pursuant to Resolution R-2587-12 and on March 19, 2013 pursuant to Resolution R-2583-13 is hereby repealed; and

FURTHER THAT the Purchasing Policy marked hereto as 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 17th day of March, 2020.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Jennifer M. Baird, City Attorney

Purchasing Policy Revisions Summary

The following are revisions made to the current purchasing policy for review. It is the belief of staff these changes will expedite operations of the City, without requiring as many delays for approved purchases in the budget. These changes also still provide good controls to ensure the budget, bidding and purchasing processes are maintained in a fair and competitive manner.

Purchasing Policy Dollar Matrix

There is one major addition to this policy at the end and that is the Purchasing Policy Dollar Matrix, which clearly outlines what dollar thresholds require what type of bidding and also it outlines the purchasing approval limit of positions within the City Staff.

Section 1.8

This section has been re-worded to exclude the requirement of an affidavit and restates as a conflict of interest statement in writing is required. It has been added that the Director of Finance has the authority to refuse or terminate any contract at any time if a vendor is known by the City Staff to not meet the condition stated in the conflict of interest statement listed.

Section 2.1

Bullet Point 2: the limit of \$2,500 or 5% of any item exceeding the budgeted amount is changed to \$2,500 or 10%.

All Bullet points in this section that reference dollar limits of individual positions are changed to reflect what is stated in the Purchasing Policy Dollar Matrix at the end of this policy.

Section 2.2

Bullet Point 3: The wording is changed from connection fees for the ALERT II system, to radio connection fees. This is to facilitate any title changes to the Public Safety radio system in the future as well as allowing other departments to be approved under the same system.

Section 3.6

The wording in this section is changed from City Administrator's weekly report, to the City Administrator's regular report to the Board of Aldermen.

EXHIBIT A

CITY OF RAYTOWN

POLICY MANUAL

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
Purchasing Policy	PROPOSED	PROPOSED 2020	1-30-2020

SECTION 1: GENERAL PROVISIONS

1.1 **Introduction**

This Purchasing Manual, as established by the City Administrator and approved by the Board of Aldermen, shall provide one complete source of purchasing policy, authority, and procedures. All contracts for the purchase or lease of supplies, materials, equipment, or services, shall be accomplished through the office of Finance. It shall be the intent of this policy that, whenever practicable, contracts and purchases shall be let to the lowest and best bidder after due opportunity for competition. Employees of the City of Raytown shall be required to familiarize themselves with the requirements set forth and shall adhere to these rules, regulations and procedures under all normal circumstances. However, it is recognized that exceptions appear from time to time, and organizational needs change; thus, the City Administrator is prepared to offer clarifications, assistance, special handling, and amendments within proper authority.

1.2 **Purpose**

The purpose of this Purchasing Manual is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

1.3 **Initial Delegation of Authority by Board of Aldermen**

In addition to any powers and duties conferred by this policy or by law, the Director of Finance shall have the following powers and duties:

- The Director of Finance shall promulgate rules and regulations necessary to insure the operation and intent of this policy. Any such rules and regulations shall be approved as to form by the City Attorney and shall be effective ten days after written approval by the City Administrator;
- The Director of Finance shall promulgate such rules and regulations as are necessary to insure the proper operation and accounting of City departmental petty cash funds, procurement cards, and travel regulations;

- The Director of Finance may recommend that the Board of Aldermen declare, as irresponsible bidders, those vendors who default on their quotations, and to disqualify them from receiving any business from the City for a stated period of time;
- The Director of Finance shall maintain a bidders' and suppliers' list which shall list all persons, firms and corporations which have applied for that listing by annually requesting that information from the various departments within the City;
- The Director of Finance may transfer any surplus, obsolete, or unused supplies, materials, or equipment from one office, department, or agency of the City to another on the written approval of the heads of the offices, departments, or agencies concerned, and on the written approval of the City Administrator.

1.4 **Purchases Contrary to this Policy**

Except as provided in the policy, no City officer or employee shall have the authority to make any purchase, lease, or contract within the purview of this policy other than through the Director of Finance. The City shall not be bound by any purchase, lease, or contract made contrary to the provisions of this policy.

1.5 **Taxes and Fees Clearance Required**

No person, firm, or corporation, resident in Raytown, or otherwise legally within the taxing jurisdiction of the City, shall be eligible to provide any goods, contractual services, or anything covered by this policy, unless that person, firm, or corporation is properly licensed by the City and is duly listed and assessed on the County tax rolls and is in no way delinquent on any taxes payable to the City, nor any other fees or charges being owed to the City.

1.6 **Director to Determine Eligibility**

Where any individual, firm, or corporation is a resident of Raytown, or where it otherwise appears that the firm is legally within the taxing jurisdiction of the City, and has made an offer, bid, or quotation for any City purchase, the Director of Finance shall cause a search to be made of the County tax rolls, and the City's delinquent fees and charges listings to determine the eligibility of that person, firm, or corporation.

1.7 **Lowest Bidder Ineligible, Procedure**

When the apparent lowest and best bidder for a given purchase order is ineligible under this policy, the Director of Finance or his/her designee may, when time is not of the essence to the City, notify the bidder and allow three (3) days for the bidder to correct the deficiency or pay any delinquency involved. If the bidder fails, after the notice to comply within three (3) days after such notice, or, if the director deems time to be of the essence, the director shall proceed as though the lowest and best bidder who is eligible under this section had entered the lowest and best bid.

1.8 **Conflict of Interest Requirements of Vendors**

No contract shall be let to any person, firm, or corporation unless it has stated to the to the City in writing that no officer or employee of the City, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of any contract, job, work, or service for the City. Also, the Director of Finance has the authority to refuse or terminate any contract at any time if a vendor is known to not meet the condition stated above.

1.9 **Vendor Drafting Bid Specifications, Disqualification**

No contract shall be awarded to any person, firm, or corporation, which has, for any valuable consideration, provided any services in connection with the development of the contract's bid specifications, unless upon recommendation of the Director of Finance and a finding by the Board of Aldermen that such award is in the City's best interests.

SECTION 2: EXCEPTIONS TO COMPETITIVE BID PROCESS

2.1 **Competitive Bids Not Required, Circumstances**

Staff may accomplish the following purchases without competitive bidding, and without prior Board approval except as specifically provided in this section. In accomplishing such purchases, the director shall be guided to the extent practicable by the policies set out in sections 1.1 and 4.5 of this policy:

- Individual departments may procure items or services \$3,000 or less by seeking a source of supply and issuing a purchase order within approved budgeted limits and in accordance with the provisions of this policy or applicable State law;
- Any planned expenditure approved in the annual budget that exceeds \$2,500 or 10% (whichever is higher) of the original budgeted amount must be approved by the Board of Aldermen before the purchase is made.
- Outside legal services need not be bid, but must be approved by the Board of Aldermen during the budget process;
- Department Heads shall solicit three telephone bids, or utilize an existing governmental contract, or submit in writing a sole-source justification to the Finance Director any procurement request for items or services greater than \$3,000 and up to \$15,000 as outlined in section 3 of this policy;
- Department Heads shall solicit three written bids, or utilize an existing governmental contract, or submit in writing a sole-source justification to the City Administrator any procurement request for items or services that fall within the City Administrator's purchasing limit as stated in the Purchasing Policy Dollar Matrix.

- Competitive bidding shall not be required when the items to be purchased can be obtained from only one source. Before a purchase is made pursuant to this exception that has a purchase price of over the City Administrator's Approval Limit as described in the Purchasing Policy Dollar Matrix, the Director of Finance shall submit said purchase to the Board of Aldermen for approval and the purchase shall only be effective upon Board approval. In the recommendation to the Board, the director of the department requesting the sole-source exception shall set out the reason for the decision not to seek competitive bids;
- Competitive bidding shall not be required when the items to be purchased can be obtained from another government, at a price below that quoted by a private vendor. Before a purchase is made pursuant to this exception that has a purchase price of over the City Administrator's Approval Limit as described in the Purchasing Policy Dollar Matrix, the Director of Finance shall submit said purchase to the Board of Aldermen for approval and the purchase shall only be effective upon board approval. In the recommendation to the Aldermen, the director of the department requesting the intergovernmental exception shall set out the reason for the decision not to seek competitive bids. Further rules and regulations can be found in section 7 of this policy;
- Competitive bidding shall not be required when the City Administrator has declared, in writing, the purchase to be an emergency. Purchases in excess of fifteen thousand dollars (\$15,000) made under the provisions of this exception shall be reported to the Board of Aldermen at its next regularly scheduled meeting. Further rules and regulations can be found in section 6 of this policy;
- Competitive bidding shall not be required when the items purchased are the subject of existing and current federal, state, or local government fixed price contractual documents, if the prices quoted in those documents are more advantageous to the City than local market prices for like items. Before a purchase is made pursuant to this exception that has a purchase price in excess of the City Administrator's Approval Limit as described in the Purchasing Policy Dollar Matrix, the Director of Finance shall submit the purchase to the Board of Aldermen for approval and the purchase shall only be effective upon board approval. In the recommendation to the Aldermen, the director of the department requesting the exception shall set out the reason for decision not to seek competitive bids;
- Cumulative purchases of the same or similar products or services from one vendor in an amount in excess of three thousand dollars (\$3,000) in any one-year period shall utilize the informal competitive bid procedure set out in section 3 of this policy;
- Competitive bidding shall not be required when the items to be purchased are proprietary goods not available in a competitive market, provided that such goods are purchased for resale in a facility or service operated by the City. Proprietary goods are defined as goods manufactured under an exclusive individual/corporate right to make and sell them. Before a purchase is made pursuant to this exception that has a purchase price of over the City Administrator's Approval Limit as described in the Purchasing Policy Dollar Matrix, the Director of Finance shall submit the purchase to the Board of Aldermen for approval and the purchase shall only be effective upon Board approval;

- Competitive bidding shall not be required when funds are appropriated and a contract for services is or will be awarded by resolution of the Board of Aldermen to an organization or agency that is exempt from federal income taxation.
- Any attempt to circumvent the purchasing process by issuing multiple smaller purchase orders to the same vendor will result in corrective action against the employee up to and including termination.
- Employee and Departmental purchasing authority may be removed by the City Administrator, at the recommendation of the Finance Director, for violation of the policies outlined in this document.

2.2 **Listing of Payments Authorized Without Following this Policy**

Upon acceptance of this Manual, the following exceptions and delegations of authority are to be implemented. The Finance Director shall be authorized to approve payments for the following:

- Payment in any amount of funds collected for other entities/other individuals, such as, but not limited to Jackson County property taxes, the IRS, Missouri Department of Revenue, and County Domestic Violence Fees;
- Utilities (gas, electric including streetlights, water, wastewater treatment, cell phones, and other utilities) in any amount;
- Payments to the City of Kansas City for radio connection fees;
- Payment of Dues or Memberships, travel arrangements or periodical subscriptions;
- Payments or reimbursements to City employees;
- Refunds of overpayment in any amount;
- Payment of invoices to obtain prompt payment discounts or to avoid late fees/charges;
- Health, Dental and Life Insurance bills or any other employee benefit related payment
- Other payroll related expenses;
- Restitution or other Court related pass through payments.
- Payments to Jackson County for budgeted election related expenses.
- Payments for fees for banking services to the contracted financial institution of the City.

SECTION 3: INFORMAL COMPETITIVE BID

3.1 **Informal Competitive Bid Procedure**

The Director of Finance or his or her designee may use the informal competitive bid procedure described in this section for purchases of more than three thousand dollars (\$3,000) but not more than fifteen thousand dollars (\$15,000), in lieu of the procedures described in section 4 for award of formal contracts. The department must have a written formal bid for any purchase in excess of fifteen thousand dollars (\$15,000) and must have the City Administrators prior approval.

3.2 **Solicitation of Bids**

The Director of Finance or his or her designee shall solicit bids from prospective vendors by means at the director's discretion, including but not limited to: telephone, internet, media, and public notice posted on the bulletin board of City Hall.

3.3 **Three Competitive Bids**

The department requesting the bid shall obtain at least three (3) competitive bids.

3.4 **Lowest and Best Bidder**

Purchases shall be awarded to the bidder providing the best products and/or services that are available for the lowest price consistent with the standards set in section 4 of this policy.

3.5 **Records**

The director of the department requesting the bid shall keep a written or electronic record of all purchases accomplished under this section and all bids submitted in competition for those purchases, and those records shall be open to public inspection. Each such record shall describe the means by which the bid was received and any specific considerations or conditions attached to the bid and/or product or service. Copies of all awarded contracts must be sent to the City Clerk and Finance Director.

3.6 **Disclosure**

Any purchase made under this section must be disclosed in the City Administrator's regular report to the Board of Aldermen.

SECTION 4: FORMAL COMPETITIVE BID

4.1 **Formal Competitive Bid Procedure**

The Director of Finance or his or her designee must use the formal competitive bid procedure described in this section for purchases of more than fifteen thousand dollars (\$15,000) for award of formal contracts.

4.2 **Formal Competitive Bids, Notice Inviting**

Notice inviting bids shall be provided in the manner and utilizing such media as the Director of Finance or his or her designee deems most appropriate to the subject matter of the bid and the applicable time line available with the objective of encouraging fair and unbiased competition. The notice shall be designed to secure a reasonable distribution and a competitive bidding process and may include direct mail, electronic mail, on line listing services, newspaper advertisements, and/or such other means, as the director may deem appropriate. In addition to any other solicitation, notices posted on public bulletin boards in City Hall shall also advertise all purchases, leases, or sales.

4.2.1 Notice of Solicitation, Content, Timing

The notice inviting competitive bids shall be distributed and/or posted at least ten (10) business days preceding the last day for receipt of bids or proposals and shall include a general description of the products or services to be leased or purchased and state where bid forms and specifications may be obtained and the time and place for submission and opening of bids.

4.3 Bid Security Deposits or Surety Bid Bonds

When deemed necessary by the Director of Finance, bid security deposits or surety bid bonds, or both, shall be prescribed in the notice of invitation for bids.

4.3.1 Returned Bid Security Deposit

An unsuccessful bidder who stands ready to perform according to the terms of its bid shall be entitled to the return of its bid surety deposit.

4.3.2 Enforcement of Surety Bid Bond

The City shall seek enforcement of a surety bid bond according to its terms.

4.3.3 Surety Bid Bonds, Listed in Federal Register

All surety bid bonds must be with companies listed in the Department of the Treasury, Federal Register as surety companies acceptable on federal bonds.

4.4 Performance, Labor, and Material Payment Bonds

Where the nature of the contract is such that the Director of Finance deems a performance bond necessary, or where the contract is for public works and requires compliance with section 107.170 RSMo, the notice of invitation for bids shall specify the amount of bond that is required. The notice shall also specify that any bid submitted pursuant to said solicitation would be presumed to include the cost of the required bond.

4.4.1 Surety Performance Bond, Listing in Federal Register

All surety performance bonds and surety labor and material bonds must be with companies listed in the Department of the Treasury, Federal Register, as surety companies acceptable on federal bonds.

4.5 Procedure for Receiving and Opening Bids

The following applies to bids submitted under the formal competitive bid procedure:

4.5.1 **Scaled and Identified**

All bids shall be submitted in a sealed envelope to the City Clerk and shall be identified as bids on the envelope.

4.5.2 **Bid Opening**

Bids shall be opened and read aloud publicly by the Director of Finance or his or her duly authorized representative in the presence of the Clerk of the City or the duly authorized representative of the clerk in the City Hall, in the particular room and on the day and at the time stated in the public notices, except that bids for construction projects undertaken pursuant to this policy may, upon proper notice, be opened in the office of the Director of Public Works.

4.5.3 **Bids Recorded**

The Clerk of the City, or his or her duly authorized representative, shall record in writing the bids opened and read by the Director of Finance, or his or her duly authorized representative.

4.5.4 **Bid Evaluation and Recommendations**

The Director of Finance, or his or her duly authorized representative shall evaluate the bids submitted and refer his or her recommendations to the appropriate department head, who shall within the shortest practicable time, confirm the recommended award or submit objections and suggestions to the Director of Finance. Such objections and suggestions shall include specific reference to the manner in which the department head believes an alternate bid complies with the provisions of section 4.5.7 of this policy.

4.5.5 **Rejection of Bids**

The Director of Finance shall have the authority to reject, as often as he or she deems necessary, all bids, parts of all bids or all bids for any one or more supplies or contractual services included in the proposed contract, for failure to comply with the requirements of the invitation for bids or when the public interest will be served thereby, and require the solicitation of new bids.

4.5.6 **Recommended Award of Bid**

The Director of Finance shall recommend to the Board of Aldermen the award of the contract to the lowest and best bidder, unless all bids have been rejected as authorized in section 4.5.5 of this policy.

4.5.7 **Factors Which Shall Be Considered When Determining Lowest and Best Bidder**

The following factors shall be considered in determining the bidder that provides the best products and/or services that are available for the lowest price:

a. Cost and Future Maintenance

The point of purchase cost of the product or service, the anticipated cost of maintenance or service (including applicable warranties), the ability of the bidder to provide future maintenance and service, the longevity of the product or service, and the cost of disposal;

b. Ability to Perform

The ability, capacity, skill, or financial resources of the bidder to perform the contract or provide the service required;

c. Timely Performance

Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference;

d. Character and Reputation

The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

e. Quality of Prior Performance

The quality of the bidder's performance of previous contracts or services;

f. Compliance With Laws

The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

g. Quality and Availability

The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

h. Conditions on Bid

The number and scope of conditions attached to the bid;

i. Compliance With Bid Specifications

Whether the bid as submitted fully complies with the minimum requirements of the bid specifications;

j. Social Responsibility

The socially responsible nature of the product or service that shall include, but is not limited to, products or services that create meaningful work, encourage diversity; include women-owned and minority-owned enterprises, provide fair wages, or otherwise promote social equity.

k. Local Preference

A bidder domiciled in Raytown or whose products and services were manufactured, created, or have points of origin within Raytown will be given a preference and a local bidder (a business in close proximity to Raytown) will be given a secondary preference, when all other considerations are equal and the bidder is compliant with all provisions of this policy.

4.5.8 Analysis When Service Contracts Are Bids

Notwithstanding any other provision of this chapter, when a contract for services is to be awarded under the competitive bidding provisions of this chapter the Director of Finance, or his or her duly authorized representative shall perform an analysis of the respective bids submitted and shall submit such analysis to the Board of Aldermen for their consideration.

4.6 Construction Projects, Bid Process

Except as otherwise provided by law, the Director of Public Works shall solicit bids and let contracts for construction projects in the same manner as the Director of Finance and solicit bids and let contracts on other City purchases, all of which shall seek the best products and/or services that are available for the lowest price.

4.7 Construction Projects – Requirements to Bid, Wages and Benefits – Certain Employers

As a condition of eligibility to bid for or perform work on any construction project funded in whole or in part by the City, producers or suppliers of sand, rock, asphalt, and/or concrete must regularly pay their production and delivery employees no less than the prevailing rate of wages as defined by or determined under state law.

4.8 Acquisition of Interests in Real Property for Roads

In connection with the acquisition of any interest in real property required for a road or bridge project, the Director of Public Works is authorized to accept, on behalf of the City, any conveyance of permanent right-of-way, a temporary or permanent easement of any kind or nature, and/or a right-of-entry, and to record in the office of the Recorder of Deeds a suitable conveyance instrument documenting said acceptance. The Director of Public Works is further authorized, subject to the availability of budgeted funds, to expend up to \$5,000.00 per landowner per project for any interest in real property so acquired.

4.8.1 **Notice to Board of Aldermen**

Before any interest in real property is accepted by the Director of Public Works, the Director shall give the members of the Board of Aldermen five (5) working days' written notice of the proposed transfer.

4.8.2 **Contents of Notice**

The notice shall set forth the proposed conveyance, the project involved, any time deadlines, and the recommended expenditure for the acquisition of the interest in real property.

4.8.3 **Time for Aldermen to Respond**

If the Director of Public Works has not received written objection by three (3) or more members of the Board of Aldermen to the proposed conveyance within the period of five (5) working days, the director may proceed to accept the conveyance as indicated in the notice.

4.8.4 **Board Objects**

If the Director of Public Works receives written objections by three (3) or more members of the Board of Aldermen within the period of five (5) working days, the director shall not accept the conveyance but shall submit his recommendation for Board approval at the next scheduled Board meeting or as soon as practicable afterwards.

4.9 **Insurance Bids**

The Director of Finance shall cooperate with the City Clerk and the City Administrator in the preparation of specifications, solicitation of bids, and bid analysis on insurance if necessary. The City currently is involved with MARCIT for all insurance products.

4.10 **Authorization of Purchase**

All items listed in Section 4 of this policy, unless specifically excluded, must be authorized by the affirmative vote of a majority of the members of the Board of Aldermen.

SECTION 5: CONTRACTING FOR PROFESSIONAL SERVICES

5.1 **Purpose**

These guidelines are established in order to provide assistance to City officials in selecting and contracting for professional services. The primary objective is to select the person and/or the firm with the necessary training and experience to provide the professional services needed and desired by the City. Although cost is important, professional services shall not be purchased strictly on the basis of lowest cost. Professional services need not be formally bid. The City may require the submission of a deposit when City plans/work products are required by the bidder to respond to the RFP.

5.2 **Applicable Disciplines**

Professional services are usually associated with the following disciplines:

- A. Financial, accounting and auditing services;
- B. Engineering services;
- C. Architectural services;
- D. Consulting services;
- E. Medical services;
- F. Data processing consulting and programming services;
- G. Testing and inspection services;
- H. Photographic, art or marketing services;
- I. Legal services.

5.3 **Request for Proposals**

RFP's for professional services should include:

- A. Instructions to the prospective bidders specifying when, to whom, and where proposals should be sent;
- B. A complete technical description of the problem or work task. Specify that written questions may be sent to the City. Also state whether a pre-bid conference will be held to discuss the RFP and to answer questions;
- C. An objective or statement of what is expected to be accomplished.
- D. Scope of work or task, format for the completed report, and the extent to which the City's staff will be available to the contractor;
- E. Firm or estimated schedule, including dates for commencement of performance, for submission of progress reports, and for completion of task;
- F. Selection criteria;
- G. Standard contract terms and conditions;
- H. Understanding for compensation for additional work authorized.

5.3.1 **Selection Criteria**

Specify the following criteria:

- A. Experience on similar projects including references of former clients;
- B. Qualification of person(s) proposed to work on the project (require professional resumes.);
- C. Ability to meet work schedule;
- D. Completeness of project approach;
- E. Samples of work representing product quality;
- F. Sensitivity to community involvement;
- G. Additional services and skills available;
- H. Work space requirements and/or City staff support.

5.3.2 Evaluation and Award

When appropriate, the City may interview and/or negotiate with up to four qualified persons or firms.

- A. Relative weight should be assigned to each criterion listed in the RFP based on the importance of the particular qualification;
- B. After reviewing the written proposals and interviewing prospects to ascertain the scope and type of work proposed, the City shall offer to award the contract to the vendor who would be most advantageous to the City. This normally will be the firm scoring the highest in the evaluation of proposals and the interviews;
- C. In determining which offer is the most advantageous, the City will generally take into account the following in order of importance:
 - a. The professional competence.
 - b. The technical merits.

The requirement to perform reference checks pertaining to all purchases greater than \$15,000 (\$15,000) extends to professional service contracts.

SECTION 6: EMERGENCY PURCHASES

6.1 Emergency Purchases

An emergency shall be defined as a situation in which the department operations would be severely hampered or a situation in which the preservation of life and property would not be possible.

A. Emergencies During Normal Working Hours

When the need for an emergency purchase occurs during normal working hours, the requesting department will notify the City Administrator, or his designee, who will either give approval of the transaction or will provide alternative solutions. If approved, the requesting department will prepare the confirming purchase order as soon as operations permit. EMERGENCY will be boldly written across the purchase order.

B. Emergencies after normal working hours

If the emergency occurs at times other than normal working hours, the department head or authorized representative may purchase the necessary items or services directly. The purchaser must obtain a sales ticket or invoice from the vendor. The requesting department will prepare the confirming purchase order as soon as operations permit. EMERGENCY will be boldly written across the purchase order. Communication of the purchase shall be made to the City Administrator the next business day.

C. Emergency Purchase follow up

All reasonable effort be made by the City Administrator to inform the governing body of any emergency spending as soon as feasible. A summary of all emergency purchases by commodity and by individual purchase shall be prepared by the Department Head for submission through the Finance Director and City Administrator to the Board of Aldermen at their next Regular Meeting.

SECTION 7: INTERGOVERNMENTAL PURCHASING

7.1 Purpose

By policy the City desires to encourage the use of pre-bid, intergovernmental purchasing. By doing so the City can obtain competitive pricing and the benefit of other jurisdictions professional purchasing services.

7.2 Definitions

Intergovernmental cooperative purchasing is an agreement under which the City, along with other governmental entities, buys under the same contract or agreement. There are two methods of participation - direct ("joint participation") and indirect ("piggyback participation").

- A. Direct participation involves a commitment to the lead agency by the City to purchase a specific quantity of a specific item from the successful bidder on the joint solicitation and contract.
- B. Piggybacking on a contract awarded by another governmental agency does not require prior commitment by the City.

7.2.1 Piggybacking

- A. Departments are encouraged to provide Finance with cooperative contract information obtained from their respective industry organizations. The Finance Director shall notify other departments of the availability of the various cooperative agreements as they become available.
- B. The State of Missouri publishes its cooperative contracts. Information may be obtained off the Web by going to the following site:
<http://oa.mo.gov/purch/contracts/index.htm>. This is the current location for this material; from time to time the State changes their web site addresses. If this link is no longer valid, go to <http://oa.mo.gov> for further information.

SECTION 8: DISPOSAL OF PROPERTY

8.1 Real Estate Sales

The sale of all real estate owned by the City shall be authorized by resolution of the Board of Aldermen.

8.1.1 Real Estate to be Negotiated by City Administrator

The City Administrator or his designee is authorized to negotiate with the entities listed below for the sale of real estate owned by the City of Raytown:

- a. The United States or any of its agencies;
- b. The State of Missouri or any of its political subdivisions or municipalities.

8.2 Formal Bid Procedures for Real Estate Sales

The Director of Finance is authorized to solicit sealed bids for the disposal of surplus city real estate in accordance with the formal bid procedures listed in section 4 of this policy.

8.2.1 Recommendation to Board of Aldermen

The City Administrator or his designee shall recommend to the Board of Aldermen the award of the sale to the highest responsible bidder.

8.3 Auctions Authorized for Real Estate Sales

The Director of Finance may authorize the sales of surplus city real estate by auction when the Director believes that it is in the best interest of the city to do so.

8.3.1 Auction Requirements for Real Estate Sales

The following requirements shall apply to auctions authorized by 8.3:

- a. All auctions shall be conducted on City property;
- b. Notice advertising an auction shall be published in one (1) official newspaper within the City or Jackson County with a circulation of at least five hundred (500) copies per issue at least ten (10) days preceding the date of the auction. The notice shall include a general description of the real estate to be sold, the time, location, and date of the auction and a place where additional information concerning the real estate may be obtained;
- c. The Director of Finance shall send a notice of the auction to all prospective purchasers who have requested their names be added to a list of bidders;
- d. The Director of Finance or his/her designee shall conduct auctions. The Director may contract with professional auctioneers to conduct the auction;
- e. The highest bidder at auction shall execute a real estate contract and submit a bid deposit of ten percent (10%) of the total bid award. If the bidder does not execute the contract, the bidder will lose the deposit;
- f. Bids received at an auction shall be subject to final acceptance by resolution of the Board of Aldermen. All notices and advertisements for the auction of real estate pursuant to this policy shall advise potential bidders of this limitation
- g. If the Board of Aldermen rejects the bid offered, the bidder shall be entitled to a return of the deposit.

8.4 Personal Property Disposal, Cost of Less Than Five Thousand Dollars

- a. Upon the recommendation of any department director, the Director of Finance, is authorized to dispose of any item of personal property in the custody or control of the recommending department, agency, or office, that has an original acquisition cost of less than five thousand dollars (\$5,000.00) and that has become obsolete and unusable, on terms advantageous to the City.

8.4.1 Procedures

- a. Disposal of personal property having an original acquisition cost of less than five thousand dollars (\$5,000) shall be made in accordance with the informal bid procedure set forth in section 2, or in accordance with section 8.7, unless transferred without compensation to another governmental agency as set out in section 8.8. If sold, the property shall be sold to the highest responsible bidder.
- b. This section shall also apply to the disposal of any city-owned personal property without regard to original acquisition cost that, as a result of a casualty loss, has been declared a total loss by the city's or responsible party's casualty insurer or as determined by an estimate or appraisal prepared by a reputable, independent expert.

8.5 Personal Property Disposal, Cost of More Than Five Thousand Dollars

The Personal property having an original acquisition cost of five thousand dollars (\$5,000) or more shall be disposed of in accordance with the formal contract procedure set forth in section 4, or in accordance with section 8.7, unless sold to another governmental agency as set out in section 8.8. If sold to a person or entity other than another governmental agency, the property shall be sold to the highest responsible bidder.

8.2.1 Prior Approval of the Board of Aldermen Required

The Director of Finance shall submit a list of any property to be disposed of, having an original acquisition cost of five thousand dollars (\$5,000.00) or more, together with all factual information in clear and specific terms that supports the finding by the Director of Finance that the property is obsolete and unusable, to the Board of Aldermen for its authorization to dispose of the property.

8.6 Use as Trade-Ins

The Director of Finance may, when the interest of the city are best served, use the personal property as trade-ins on replacements and/or solicit bids in accordance with the formal contract procedure in section 4 of this policy in order to obtain the price differential most advantageous to the city.

8.7 Auctions of Personal Property

The Director of Finance may authorize the sale of city personal property by auction when the Director believes that it is in the best interest of the city to do so.

8.7.1 Auctions Requirements for Disposal of Personal Property

The following requirements shall apply to auctions authorized by Section 8.7:

- a. All auctions shall be conducted on City property, unless the Director of Finance contracts with a qualified vendor or online service to conduct the auction. In such cases, the auction may be conducted online or at a site selected by the vendor and approved by the Director of Finance;

- b. Notice advertising an auction shall be published in one (1) official newspaper within the City or Jackson County with a circulation of at least five hundred (500) copies per issue at least ten (10) days preceding the date of the auction. The notice shall include a general description of the personal property to be sold, the time, location, and date of the auction and a place where additional information concerning the personal property may be obtained;
- c. The Director of Finance shall send a notice of the auction to all prospective purchasers who have requested their names be added to a list of bidders;
- d. The Director of Finance or his/her designee shall conduct auctions. The Director may contract with professional auctioneers to conduct the auction;
- e. The highest bidder at auction shall make payment for the item(s) purchased and shall be responsible for removing the item from City property or other site immediately.

8.8 **Personal Property Transfer or Sale to Another Governmental Agency**

The Any personal property that has been declared obsolete and unusable as set out in Section 8.4 and 8.5 may be sold or transferred without compensation to another governmental agency as set out in this section.

8.8.1 **By City Administrator**

The City Administrator may sell obsolete or unusable personal property with an original acquisition cost of five thousand dollars (\$5,000.00) or more to any other governmental agency at a price based on a residual value as determined by the Director of Finance and approval from the Board of Aldermen. The City Administrator may transfer obsolete or unusable personal property with an original acquisition cost of less than five thousand dollars (\$5,000.00), or property that has been declared a total loss pursuant to section 8.4.1 (b), to any other governmental agency without compensation after giving the Board of Aldermen five (5) working days written notice of the intention to make the sale or transfer.

8.8.2 **By Board of Aldermen**

The Board of Aldermen may by resolution, in appropriate cases, authorize the transfer of any obsolete or unusable property to any other governmental agency without compensation, regardless of the property's original acquisition cost.

8.9 **Donation, Recycling, or Discarding of Personal Property**

If the director of Finance is unsuccessful in documented efforts to dispose of surplus, obsolete, or unusable city personal property under one or more of the means previously authorized by this policy, the director is authorized to dispose of such property by means of donation to any entity entitled to an exemption from federal income taxation under 26 USC 501(C)(3), or by recycling, salvaging, or discarding such property, in that order of priority, under such terms deemed by the director to be most favorable to the city.

8.10 **Disposition of Firearms**

Notwithstanding any other provision of this policy to the contrary, city-owned firearms that have become unusable, obsolete, or otherwise excess to the city's needs may be used as trade-ins to any authorized law enforcement dealer. Pursuant to section 8.8 of this policy and in compliance with federal and state law, the Police Department may also transfer such firearms to a government law enforcement agency, for that agency's permanent use without a right to further transfer, provided there is no benefit to the City to trade the weapons in on newer weapons. If such firearms cannot be used as a trade in, or so transferred, they must be destroyed by whatever means the Police Department deems appropriate.

SECTION 9: ETHICS

9.1 Criminal Penalties

If violations of the ethical standards of conduct set forth in this Section constitute violations of the State Criminal Code they shall be punishable as provided therein.

9.2 General Standards of Ethical Conduct

Any attempt to realize personal gain through public employment, inconsistent with the responsible discharge of that public employment, is a breach of public trust. In order to fulfill this general prescribed standard, employees must also meet specific standards:

a. Employee Conflict of Interest

The conflict of interest definitions and rules are covered in the City Code.

b. Employees with Financial Interest - Disclosure Requirements

Any employee or public official who has or may obtain any benefit from any City contract with a business in which the employee has a financial interest, shall report such benefits to the City Administrator. Provided, however, this provision shall not apply to a contract with a business where the employee's interest in the business has been placed in an independently managed trust. Any employee or public official who knows or should have known of such benefit, and fails to report such benefit to the City, is in breach of the ethical standards of this Section.

c. Gratuities

It is a breach of ethical standards for any person to offer, give, or agree to give any employee/public official OR for any employee/public official to solicit, demand, accept, or agree to accept from another person, a gratuity of any value or an offer of employment in connection with any purchasing decision. Gratuities shall not mean pens, pencils, matchbooks, calendars, or other novelty items used for advertising purposes, meals or other meeting circumstances for the purpose of conducting or discussing official business.

d. Restriction on Employment of Present/Former Elected and Appointed City Officials

1. Contemporaneous Employment Prohibited. It shall be a breach of ethical standards for any City official who is involved in purchasing to be an employee of any party contracting with or supplying goods to the City.
2. Former Officials. It shall be a breach of ethical standards for any former City official, within one year after cessation of employment or affiliation, to be a

principal or to act as an agent for any organization that desires to solicit business from the City.

- e. Use of Confidential Information - It shall be a breach of ethical standards for any employee, former employee, public official, or former public official, knowingly to use confidential information for his personal gain, or the personal gain of any other person.
- f. Public Access to Purchasing Information and Records - All purchasing information and records are accessible and open to personal inspection to any citizen. Appointment and location may be arranged with the City Clerk.
- g. Waivers from contemporaneous Employment Prohibition and Other Conflicts of Interest.

The Board of Aldermen may grant a waiver from the employee conflict of interest provision or the contemporaneous employment provision upon making a written determination that:

1. The contemporaneous employment or financial interest of the City employee has been publicly disclosed; and
2. The City employee will be able to perform its procurement functions without actual or apparent bias or favoritism; and
3. The award will be in the best interests of the City.

8.3 **General Standards of Ethical Conduct for Non-employees**

- a. General Standards of Ethical Conduct for Non-employees

Any effort to influence any public employee to breach the standards of ethical conduct set forth in this Section is also a breach of ethical standards.

- b. Kickbacks - It shall be a breach of ethical standards to for a vendor to offer a fee, a commission, brokerage, percentage, or contingent fee to an employee of the City for the purpose of securing business from the City.
- c. Remedies Against Non-employees

Any person who knowingly violates or solicits the violation of any of the provisions set out in this regulation shall be barred from entering into future contracts with the City and shall be prosecuted for any violation of local, State or Federal laws that may apply.

Purchasing Policy Dollar Matrix

Informal Bid Process	Any purchase between \$3000 and under \$15,000 except exclusions in Section 2.
Formal Bid Process	Any Purchase \$15,000 and over except exclusions in Section 2.
Department Head Approval Limit	Purchases under \$5,000
Finance Director Approval Limit	Purchases \$5,000 to up to \$15,000
City Administrator Approval Limit	Non-budgeted purchases up to \$30,000; Budgeted purchases up to \$50,000
Board of Aldermen	Any Purchase over the City Administrator approval level above

Budget Policy Revision Summary

The Budget Policy section entitled, "Budget Transfers and Amendments", is revised to clarify that amendments to the budget use the same limits as purchasing authority listed in the purchasing policy. Using this wording creates less numbers to maintain in our policies and makes the purchasing policy the keeper of those limits.

BUDGET/ MANAGEMENT POLICY

Purpose

Our purpose in establishing a formal set of budget policies is to ensure that the public's trust is upheld. These policies will serve as a blueprint to achieve fiscal stability required to accomplish the City's policy goals and objectives.

Relationship to Overall City Goals and Objectives

The City will develop a mission statement, strategic plan, and conforming goals for the successful development and maintenance of our financial management policy. The finances of the City should be the vehicle by which the goals and objectives are obtained, not driven. This philosophy will help ensure that the City remains financially viable well into the future.

In addition, the City as an institution has multiple partners including citizens, taxpayers, businesses, employees, and other governments. As a major institutional, economic and service force in the region, it is important that the City strengthen its relationships with its partners by adopting clear and comprehensive financial policies.

Objectives

- To guide in policy decisions which have a significant fiscal impact.
- To set forth operating principles which minimize the cost of government and reduces financial risk.
- To employ balanced and fair revenue policies that provides adequate funding for desired programs.
- To maintain appropriate financial capacity for present and future needs.
- To promote sound financial management by providing accurate and timely information on financial conditions.
- To protect and enhance the City's credit rating and prevent any default on any debt.
- To ensure the legal use of financial resources through an effective system of internal controls.

- To promote cooperation with other governments and the private sector in the financing and delivery of services.

Budget Policy

This policy complies with the Local Budget Law of Missouri as outlined in Chapter 50 RSMo, and for the preparation, recommendation, consideration, adoption, execution, and audit of Raytown's annual budget.

Scope:

This policy applies to all departments, Agencies or Divisions within Raytown.

Guideline:

Annually, the Board of Alderman has the authority and the responsibility to adopt the City Administrator's recommended budget approving the use of public funds for the operation of all City activities. Raytown's fiscal year runs from November first through October thirty-first.

Preparation:

The City Administrator shall present a recommended budget for the Board of Alderman's consideration no later than October 1st each year.

Balanced Budget:

The City Administrator shall present a balanced budget. This means that all operating expenses shall not exceed operating revenue in the recommended budget. Any one-time revenue source, such as under spending or fund balance, shall only be used for one-time expenses that do not add to the fixed operating cost.

Budget Transfers and Amendments:

The Department Head is authorized to transfer up to their purchasing authority from any one line item under their control to any other line item under their control within any fiscal year. The Finance Director is authorized to transfer an amount equal to the amount of the purchasing limit listed in the purchasing policy from any one line item to any other line item that a Department Head has already exceeded, if the Finance Director deems it appropriate. The City

Administrator is authorized to transfer an amount up to his/her purchasing authority from any one line item to any other line item that the Finance Director has already exceeded if the City Administrator deems it appropriate. Any transfers exceeding the City Administrators purchasing authority must have prior authorization of the Board of Alderman. For purposes of this policy, a line item is a Fund, a Department, and an Object Code.

Fund Balance:

The recommended budget was developed with the idea of creating a cash flow reserve as a designation within fund balance to begin to rebuild necessary cash flows for operations within all major funds.

Capital Improvement Budget and Five-Year Plan:

The City Administrator will work with the Board of Alderman to create an initial five-year Capital Improvement Plan (CIP) to determine what the true capital needs of the City are today and into the future. The CIP shall be adequate to maintain capital assets at a level sufficient to protect infrastructure and minimize future maintenance and replacement costs. The CIP, once adopted, will be reviewed and updated annually prior to the adoption of the annual budget. The CIP plan will identify ongoing operating requirements associated with each capital project. If a capital request is approved during the budget process, the operating funds and associated expenditures will reside in the CIP Fund under the appropriate project code. Capital project budgets will include all expenses associated with the completion of the project.

Position Control:

The recommended budget shall include a total number of recommended permanent full-time equivalent (FTE) positions by classification.

From: [Alderman Bonnaye Mims](#)
To: [Teresa M. Henry](#)
Cc: [Mayor Mike McDonough](#)
Subject: Discussion Item
Date: Sunday, July 9, 2023 3:10:55 PM

Hello Teresa:

I would like to add a discussion item to the BOA meeting regarding Staffing, since we have now completed our salary/ compensation study.

I am not sure if this can go on July 18th or August 1st.

Please let me know what will work.

Bonnaye