

**BOA Meeting Agenda  
Peculiar City Board of Aldermen  
Meeting and Public Hearing  
City Hall – 250 S. Main St  
Monday, May 16, 2016 6:30 p.m.**

*Notice is hereby given that the Board of Aldermen of the City of Peculiar will hold a regularly scheduled meeting on Monday, May 16, 2016 at 6:30 pm, in the Council Chambers at 250 S. Main St. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at City Hall, 250 S. Main St Peculiar, MO 64078 or by calling 816-779-2221. All proposed Ordinances and Resolutions will be available for viewing prior to the meeting in the Council Chambers.*

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. City Clerk – Read the Board of Aldermen Statement
5. Consent Agenda –
  - A. Approval of the Draft Minutes of April 18, 2016 BOA Meeting.
  - B. Approval of the Draft Minutes of May 2, 2016 Worksession Meeting.
  - C. Proclamation – Public Works Week
6. New Business –
  - A. Public Hearing & Bill No. 2016-07 - AN ORDINANCE APPROVING THE PETITION TO ESTABLISH THE 211<sup>TH</sup> STREET COMMUNITY IMPROVEMENT DISTRICT, ESTABLISHING THE DISTRICT, AND MAKING FINDINGS AND AUTHORIZING ACTIONS RELATED TO ESTABLISHMENT OF THE DISTRICT.  
1<sup>st</sup> Reading
  - B. Bill No. 2016-08 – AN ORDINANCE BY THE BOARD OF ALDERMAN OF THE CITY OF PECULIAR TO AMEND ARTICLE V, CH. 100, SECTION 110.051 OF THE CODE OF ORDINANCES OF THE CITY OF PECULIAR, MISSOURI.  
1<sup>st</sup> Reading
  - C. Bill No. 2016-09 - AN ORDINANCE BY THE BOARD OF ALDERMAN OF THE CITY OF PECULIAR TO AMEND ARTICLE V, CH. 100, SECTION 110.070 OF THE CODE OF ORDINANCES OF THE CITY OF PECULIAR, MISSOURI.  
1<sup>st</sup> Reading
7. Topic for Discussion –
  - A. Appraisal Cost for West Peculiar Fire District Right-of-Way Donation for School Road Phase III Street Project.
  - B. Strategic Planning and Priorities for the City.
  - C. City Administrator Goals for the Remaining portion of the Year.
8. City Administrator Report
9. Aldermen Directives
10. Adjournment

**Board of Aldermen Regular Meeting Minutes  
Monday April 18, 2016**

A regular meeting and public hearing of the Board of Aldermen of the City of Peculiar, Missouri, was held in the Council Chambers in City Hall at 6:30 p.m. on Monday, April 18, 2016. Mayor Holly Stark called the meeting to order and all who were present joined in reciting the Pledge of Allegiance.

The following Aldermen responded to roll call: Kelsie McCrea, Jerry Ford, Patrick Roberts, Veronika Ray, Matt Hammack and Donald Turner.

City Staff present for the meeting were City Administrator Brad Ratliff, City Attorney Reid Holbrook, City Planner Cliff McDonald, Chief of Police Harry Gurin, City Engineer Carl Brooks, Business Office Manager Trudy Prickett, Philip Costanzo IT Systems Administrator and City Clerk Janet Burlingame.

**City Clerk Janet Burlingame recited the Board of Alderman Statement.**

**Consent Agenda**

- A. Approval of the Draft Minutes of March 21, 2016 BOA Meeting.**
- B. Approval of the Draft Minutes of April 4, 2016 Worksession Meeting.**

Alderman Roberts moved to accept the consent agenda as presented and seconded by Alderman Ford, consent agenda was approved by a 6-0 roll call vote.

Alderman McCrea	Aye	Alderman Ray	Aye
Alderman Ford	Aye	Alderman Hammack	Aye
Alderman Roberts	Aye	Alderman Turner	Aye

**Proclamation – National Arbor Day on April 29, 2016**

**Mayor Holly Stark declared April 29, 2016 as National Arbor Day in the City of Peculiar.**

**Unfinished Business –**

- A. Bill No. 2016-01 - AN ORDINANCE OF THE CITY OF PECULIAR, MISSOURI ANNEXING CERTAIN ADJACENT, UNINCORPORATED TRACTS OF PROPERTY, BEING A PART OF THE INTERSTATE 49 RIGHT-OF-WAY, INTO THE CITY OF PECULIAR, MISSOURI.  
2<sup>nd</sup> Reading**

City Planner Cliff McDonald discussed key issues regarding the voluntary annexation of the right-of-way petitioned by the Missouri Highway Traffic Commission (MHTC) into the Corporate City Limits of Peculiar. No Discussion. No Public Comment.

Alderman Roberts made a motion to have the second reading of Bill No. 2016-01 by title only. The motion was seconded by Alderman Ford and was approved by a 6-0 voice vote. Alderman Roberts made a motion to accept the second reading of Bill No. 2016-01 and place it on final passage at 04182016. The motion was seconded by Alderman Ford and was accepted by a 6-0 roll vote.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman McCrea	Aye	Alderman Roberts	Aye
Alderman Hammack	Aye	Alderman Turner	Aye

- B. Resolution No. 2016-09 - A RESOLUTION TO ACCEPT THE CERTIFICATION OF ELECTION RESULTS BY THE COUNTY CLERK FOR THE GENERAL MUNICIPAL ELECTION HELD APRIL 5, 2016.**

**City Clerk Janet Burlingame recited the Election Results:**

**Mayor –**

<b>Holly Stark</b>	<b>437 Votes</b>
<b>Kimberly Mallinson</b>	<b>231 Votes</b>

**Alderman Ward 1 –**

<b>Homer Dunsworth</b>	<b>192 Votes</b>
------------------------	------------------

**Alderman Ward 2 –**

<b>Jeff Harlan</b>	<b>154 Votes</b>
--------------------	------------------

**Alderman Ward 3 –**

<b>Gerald L. Ford</b>	<b>239 Votes</b>
-----------------------	------------------

Alderman Ford made a motion to adopt Resolution 2016-09. The motion was seconded by Alderman Roberts and was accepted by a 6-0 roll call vote.

Alderman McCrea	Aye	Alderman Ray	Aye
Alderman Ford	Aye	Alderman Hammack	Aye
Alderman Roberts	Aye	Alderman Turner	Aye

**Mayor Holly Stark presented recognition plaques and thanked outgoing Alderman Kelsie McCrea and Alderman Donald Turner for their service and dedication while serving on the Board of Aldermen.**

**Break for Recognition of Outgoing Elected Officials & Newly Elected Officials**

At 6:42 p.m. Mayor Holly Stark reconvened the meeting.

**Swearing in of Newly Elected Officials**

City Clerk Janet Burlingame administered the Oath of Office to the newly elected Mayor Holly Stark, Alderman Homer Dunsworth, Alderman Jeff Harlan and Alderman Jerry Ford. Mayor Holly Stark welcomed the newly Elected Officials to the Board of Aldermen.

**New Business –**

**Public Comment – Phillip R. Ware with Twin Oaks HOA**

Twin Oaks HOA Representative and City Resident Phillip R. Ware discussed his support in favor of the passage of City Ordinances that enforce parking in subdivisions and restrict the parking of trailers, campers, boats and similar items in residential areas. Parking should be limited on streets and not allow parking on unimproved surfaces. This impacts the property value and the sales of residential property within the subdivision in a negative way. The HOA has the ability to fight these issues, however it takes a lot of money and often times is a lengthy process. Code enforcement should not be complaint driven when there is a full-time Code Enforcement Officer on staff. This puts neighbor against neighbor. As construction is being done about town, we should maintain builder oversight.

**Public Comment – Gregory Vincent**

City Resident Gregory Vincent presented to the Board of Aldermen a slide presentation of the properties within the city limits of Peculiar. Mr. Vincent explained the pictures were taken within the last 60 day. The photos shown give a visual idea of the different parking issues including boats, trailers, campers and unimproved surfaces in residential area. Mr. Vincent stated, who would invest in a community who presents itself in the way that I just showed you. The Planning Commission, Board of Aldermen and City Staff have invested a lot of time and dedication in the proper planning of the Comprehensive Plan. This is a perfect opportunity to bring commerce into our community and to take care of some of the problems. You know what needs to be done, it's time to act to show your future for growth without relying on residential property owners to carry the burden of higher taxes.

**A. Public Hearing & Bill No. 2016-02 - AN ORDINANCE AMENDING CHAPTER 400 SECTION 400.600 APPROVAL CRITERIA, SECTION 400.850 PARKING ON PROPERTY ZONED RESIDENTIAL AND SECTION 400.1130 PURPOSE OF THE PECULIAR MUNICIPAL CODE.  
1<sup>st</sup> Reading**

City Planner Cliff McDonald discussed key issues to the amendments in Section 400.600, Section 400.850 and Section 400.1130. Discussion ensued amongst Mayor and Board of Aldermen. No public comment.

Alderman Ford made a motion to have the first reading of Bill No. 2016-02 by title only. The motion was seconded by Alderman Hammack and was approved by a 6-0 voice vote. Alderman Ford made a motion to accept the first reading of Bill No. 2016-02. The motion was seconded by Alderman Hammack and was accepted by a 6-0 roll vote.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Roberts	Aye
Alderman Hammack	Aye	Alderman Harlan	Aye

**B. Bill No. 2016-03 - AN ORDINANCE AMENDING THE 2012 INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC), CHAPTER 3, SECTION 302, PARAGRAPH 302.10 PARKING ON PROPERTY ZONED RESIDENTIAL, AS ADOPTED BY THE PECULIAR MUNICIPAL CODE.  
1<sup>st</sup> Reading**

City Planner Cliff McDonald explained that the Planning Commission was asked to review the parking regulations of the city ordinance. The Planning Commission reviewed the options and potential solutions. As the Ordinance is written, it allows vehicle parking in the side or rear yard of a residence with no minimum clearance between the parked vehicle, boat or trailer and the side yard which leads to the potential of two parked vehicles or trailers almost butting up next to each which makes it difficult to maintain the property and eliminates access for emergency vehicles. Mayor Holly Stark asked for clarification regarding the parking regulations. Mayor Stark stated, if it is in the front of a house it must be on an improved surface regardless of the type of a vehicle or equipment. If it is beside or behind a house you must have at least 5 ft. clearance from your property line to your vehicle, boat or trailer. Mr. McDonald replied, that is correct. Discussion ensued amongst Mayor, Board of Aldermen, City Administrator and City Staff. Area Resident John Weaver discussed many circumstances recommending to the Board of Aldermen to enforce on a case by case basis. Area Residents Jim Antonides made a

suggestion to the Board of Aldermen to consider this matter on a lot size basis. Area Resident Suellen Lauvstad suggested to make a decision based upon lot size or a case by case basis. City Resident Gregory Vincent stated his support of considering size variance in making a decision regarding this issue. Discussion continued amongst the Mayor, Board of Aldermen, City Administrator and City Staff.

Alderman Hammack made a motion to amend 302.10 by adding line 2 reading, to require side yard parking be on an improved surface approved by the City. The motion was seconded by Alderman Ford and amendment was approved by a 4-2 roll call vote.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Nay	Alderman Roberts	Aye
Alderman Hammack	Aye	Alderman Harlan	Nay

Alderman Ford made a motion to amend side yard parking of any vehicle, camper, boat, trailer or machinery is prohibited from parking for all residential lots smaller than 14,500 sq. ft. Anything over 14,500 sq. ft. on the side yard on an improved surface. There was no second to the motion.

Alderman Ford made a motion to repeal the previous amendment to 302.10 by adding line 2 reading, to require side yard parking be on an improved surface approved by the City. Then to replace the amendment to include side yard parking of any vehicle, camper, boat, trailer or machinery is prohibited from parking for all residential lots smaller than 14,500 sq. ft., adding anything over 14,500 sq. ft. on the side yard on an improved surface. The motion was seconded by Alderman Roberts and amendment was approved by a 4-2 roll call vote.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Nay	Alderman Roberts	Aye
Alderman Hammack	Nay	Alderman Harlan	Aye

Alderman Roberts made a motion to have the first reading of Bill No. 2016-03 as amended by title only. The motion was seconded by Alderman Ford and was approved by a 6-0 voice vote. Alderman Harlan made a motion to accept the first reading of Bill No. 2016-03 as amended. The motion was seconded by Alderman Roberts and was accepted by a 6-0 roll vote.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Roberts	Aye
Alderman Hammack	Aye	Alderman Harlan	Aye

**C. Public Hearing & Bill No. 2016-04 - AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE REZONING OF BRADLEY'S CROSSING INDUSTRIAL PH 1, LOTS 4 & 5 FROM DISTRICT "C-1" GENERAL BUSINESS TO DISTRICT "I-1" LIGHT INDUSTRIAL SUBMITTED BY SALLEE REAL ESTATE INVESTMENTS, LLC.**  
**1<sup>st</sup> Reading**

City Planner Cliff McDonald discussed in detail the previous actions of the Board of Aldermen and key issues regarding approving the rezoning of Bradley's Crossing. The Planning Commission held a Public Hearing on the proposed rezoning application on April 14, 2016 and voted to deny approval of the application. Applicant Sallee Real Estate Investments, LLC Randy Sallee presented information and photographs to explain the proposed various projects. Mr. Sallee asked to change the zoning to include light industrial to match what is in the area currently and what goes along with the Comprehensive Plan. Discussion ensued amongst the Mayor, Board of Aldermen and City Staff.

Alderman Hammack made a motion to deny the first reading of Bill No. 2016-04 by title only. The motion was seconded by Alderman Ford and was approved by a 6-0 roll call vote. The motion to deny carried.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Roberts	Aye
Alderman Hammack	Aye	Alderman Harlan	Aye

**D. Public Hearing & Bill No. 2016-05 - AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE REPLAT OF BRADLEY'S CROSSING INDUSTRIAL PH 1, LOTS 3, 4 & 5 TO BRADLEY'S CROSSING SAFETY STORAGE LOT 1 SUBMITTED BY SALLEE REAL ESTATE INVESTMENTS, LLC.**  
**1<sup>st</sup> Reading**

Sallee Real Estate Investments, LLC Randy Sallee, Applicant for the re-plat of Bradley's Crossing requested this application be withdrawn. The record will reflect that Bill No. 2016-05 re-plat of Bradley's Crossing has been withdrawn.

**E. Public Hearing & Bill No. 2016-06 - AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE REPLAT OF SPENCER'S ADDITION LOT 47 AND PART OF LOT 48 TO BRADY'S PLACE TRACT 1 SUBMITTED BY MARGARET HUMPHREYS.**  
**1<sup>st</sup> Reading**

City Planner Cliff McDonald discussed in detail the re-plat application submitted by Margaret Humphrey's for Lot 47 and 1/2 of Lot 48 of Spencer's Addition into one single lot as Bradey's Place, Tract 1. There was no Board of Aldermen Comment or Public Comment.

Alderman Ford made a motion to have the first reading of Bill No. 2016-06 by title only. The motion was seconded by Alderman Roberts and was approved by a 6-0 voice vote. Alderman Ford made a motion to accept the first reading of Bill No. 2016-06. The motion was seconded by Alderman Dunsworth and was accepted by a 6-0 roll vote.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Roberts	Aye
Alderman Hammack	Aye	Alderman Harlan	Aye

**F. Resolution No. 2016-10 - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE ELECTION OF \_\_\_\_\_ AS PRESIDENT OF THE BOARD.**

Mayor Holly Stark – Opened the floor for discussion and nominations. No discussion.

Alderman Ford made a motion to nominate Alderman Matt Hammack as President of the Board. The motion was seconded by Alderman Roberts and was accepted by a 5-1 roll call vote with one abstention.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Roberts	Aye
Alderman Hammack	Abstain	Alderman Harlan	Aye

**G. Resolution No. 2016-11 - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE APPOINTMENT OF MR. TOM BROADHURST TO THE PLANNING COMMISSION.**

Mayor Holly Stark – Opened the floor for discussion. No discussion.

Alderman Roberts made a motion to adopt Resolution No. 2016-11. The motion was seconded by Alderman Ford and was accepted by a 6-0 roll call vote.

Alderman Ford	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Roberts	Aye
Alderman Hammack	Aye	Alderman Harlan	Aye

**City Administrator Report -**

- Cass County Days in Jefferson City, MO
- Peculiar Spring Thang Festival
- City Wide Garage Sale
- Curbside Yard Waste Pick-up
- Annual Joint Chambers Meeting
- Economic Development
- Building Permits
- Creation of the CID District
- Certified Site
- Workforce Development
- Human Resources
- Mock Fatality Training
- MARC STP/BR Grant Projects
- Public Works Division
- Main Street Sidewalk Project
- Lighting at Peculiar Monument Sign
- Parks Department / Tree City USA
- MS4 General Permit
- Windmill Country Estates Water Meter Replacement Project
- MoDot Interstate Highway 49 & 211<sup>th</sup> Street Interchange
- Bridal Trail Curb & Gutter
- Tree City USA

**Aldermen Concerns -**

Mayor Stark asked if Channel 7 is presently being utilized. Alderman Ford mentioned several topics, first thanking Caring Hearts for the Clean-Up Day, there is some public safety issues at the Conoco, no littering / no parking signs on exits, post CIP's on the website, request the BOA to set priorities, Jake Brakes, access area at the Interchange, inquired about the Buxton Report and Codes Enforcement. Alderman Roberts asked to consider re-wording the Oath of Office. Alderman Ray stated the lot on the corner of Hurley & E. Center Street needs to clean up the yard, the sidewalk is falling apart on the corner of E. Center & 3<sup>rd</sup> Street and there has been a truck in the parking lot at the Conoco for an extended period of time. Alderman Hammack made mention that the Planning & Zoning Commissioners will be meeting with MARC and requested if the Planning & Zoning Commission could obtain a credential when they are out in the community reviewing issues regarding planning and zoning.

**Aldermen Directives -**

Approval of the Minutes  
Proclamation of Arbor Day  
Annexation of I-49 right-of-way was approved  
Certification of the April 5, 2016 Election  
Newly Elected Officials sworn into Office  
Look at Re-Wording the Oath of Office  
Bill No. 2016-02 bring back for 2<sup>nd</sup> Reading  
Bill No. 2016-03 bring back for 2<sup>nd</sup> Reading  
Bill No. 2016-04 was denied  
Bill No. 2016-05 was withdrawn  
Bill No. 2016-06 bring back for 2<sup>nd</sup> Reading  
Re-Appointment of Tom Broadhurst to the Planning Commission  
Appointment of Alderman Matt Hammack to the President of the Board  
Updates of Channel 7  
Truck parked at the Conoco  
Police Department to be aware of air compression breaks  
Unfunded CIP posted online  
Corner of E. Center & 3<sup>rd</sup> Street

**Adjournment –**

On a motion from Alderman Ford, second from Alderman Dunsworth, the meeting was adjourned at 9:15 pm with a 6-0 voice vote.

Regular session minutes were taken and transcribed by Janet Burlingame, City Clerk.

---

Janet Burlingame, City Clerk

**Board of Aldermen Regular Meeting Minutes  
Monday May 2, 2016**

A regular work session meeting and public hearing of the Board of Aldermen of the City of Peculiar, Missouri, was held in the Council Chambers in City Hall at 6:30 p.m. on Monday, May 2, 2016. Mayor Holly Stark was absent, Acting Mayor Pro-Tem Matt Hammack called the meeting to order and all who were present joined in reciting the Pledge of Allegiance.

The following Aldermen responded to roll call: Jerry Ford, Matt Hammack, Homer Dunsworth, Jeff Harlan, Veronika Ray and Patrick Roberts marked absent.

City Staff present for the meeting were City Administrator Brad Ratliff, City Attorney Reid Holbrook, City Planner Cliff McDonald, Chief of Police Harry Gurin, Business Office Manager Trudy Prickett and Acting City Clerk Nick Jacobs.

**Acting City Clerk Nick Jacobs recited the Board of Alderman Statement.**

**Consent Agenda – Mayor’s Appointments**

- A. Resolution 2016-12 - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE APPOINTMENT OF MATT HAMMACK AS BOARD LIAISON TO THE PLANNING COMMISSION.**
- B. Resolution 2016-13 - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE APPOINTMENT OF HOMER DUNSWORTH AS THE BOARD LIAISON TO THE PARK BOARD FOR A ONE YEAR TERM.**

Alderman Ford moved to accept the consent agenda as presented and seconded by Alderman Hammack, consent agenda was approved by a 4-0 roll call vote.

Alderman Dunsworth	Aye	Alderman Ray	Absent
Alderman Ford	Aye	Alderman Hammack	Aye
Alderman Roberts	Absent	Alderman Harlan	Aye

**Unfinished Business –**

- A. Bill No. 2016-02 - AN ORDINANCE AMENDING CHAPTER 400 SECTION 400.600 APPROVAL CRITERIA, SECTION 400.850 PARKING ON PROPERTY ZONED RESIDENTIAL AND SECTION 400.1130 PURPOSE OF THE PECULIAR MUNICIPAL CODE.  
2<sup>nd</sup> Reading**

Alderman Ford made a motion to have the second reading of Bill No. 2016-02 by title only. The motion was seconded by Alderman Dunsworth and was approved by a 4-0 voice vote. Alderman Ford made a motion to accept the second reading of Bill No. 2016-02 and place it on final passage at 05022016. The motion was seconded by Alderman Dunsworth and was accepted by a 4-0 roll vote.

Alderman Ford	Aye	Alderman Ray	Absent
Alderman Dunsworth	Aye	Alderman Roberts	Absent
Alderman Hammack	Aye	Alderman Harlan	Aye

- B. Bill No. 2016-03 - AN ORDINANCE AMENDING THE 2012 INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC), CHAPTER 3, SECTION 302, PARAGRAPH 302.10 PARKING ON PROPERTY ZONED RESIDENTIAL, AS ADOPTED BY THE PECULIAR MUNICIPAL CODE.  
2<sup>nd</sup> Reading**

Area Resident Steve Branson inquired about a possible extension on your driveway on the side of your house. City Planner Cliff McDonald gave explanation to the process and what is allowed.

Alderman Ford made a motion to have the second reading of Bill No. 2016-03 by title only. The motion was seconded by Alderman Dunsworth and was approved by a 4-0 voice vote. Alderman Ford made a motion to accept the second reading of Bill No. 2016-03 and place it on final passage at 05022016A. The motion was seconded by Alderman Dunsworth and was accepted by a 4-0 roll vote.

Alderman Ford	Aye	Alderman Ray	Absent
Alderman Dunsworth	Aye	Alderman Roberts	Absent
Alderman Hammack	Aye	Alderman Harlan	Aye

- C. Bill No. 2016-06 - AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE REPLAT OF SPENCER’S ADDITION LOT 47 AND PART OF LOT 48 TO BRADY’S PLACE TRACT 1 SUBMITTED BY MARGARET HUMPHREYS.  
2<sup>nd</sup> Reading**

Alderman Ford made a motion to have the second reading of Bill No. 2016-06 by title only. The motion was seconded by Alderman Dunsworth and was approved by a 4-0 voice vote. Alderman Ford made a motion to accept the second reading of Bill No. 2016-06 and place it on final passage at 05022016B. The motion was seconded by Alderman Dunsworth and was accepted by a 4-0 roll vote.

Alderman Ford	Aye	Alderman Ray	Absent
Alderman Dunsworth	Aye	Alderman Roberts	Absent
Alderman Hammack	Aye	Alderman Harlan	Aye

**Informational Item –**

**A. The Petition to Establish the 211<sup>th</sup> Street Community Improvement District.**

City Administrator Brad Ratliff stated the Petition to Establish the 211<sup>th</sup> Street Community Improvement District (CID) was received in the City Clerk's Office on April 27, 2016. Mr. Ratliff explained the timeline and processes for the creation of the CID. No action taken at this time.

**Aldermen Concerns**

Alderman Ford made mention of a sales tax issue for public safety to go on the August 2016 Ballot. Requested a hard copy of the Matrix and 920-2015 financials to be provided to the Board of Aldermen. Alderman Ford asked about the No Parking signs on the ramps, Dean's corner needs mowed and residents did not hear the sirens during the recent storm. At a future worksession could we look at Mutual Assistance Program. Alderman Hammack expressed appreciation and congratulated all the dedicated hard working volunteers that made the well attended "Spring Thang Festival" possible.

**Aldermen Directives**

Appointment of Matt Hammack to the Planning Commission  
Appointment of Homer Dunsworth to the Park Board  
Update Chapter 400 of the Municipal Code  
Update the IPMC of the Municipal Code  
Update Re-Plat of Margaret Humphreys  
Sales Tax for next meeting  
Hard Copy of Matrix for Aldermen  
Mutual Assistance Program as a Topic  
Dean's Corner/Mowing  
Hard Copy of 920-2015 Financials

**Adjournment –**

On a motion from Alderman Ford, second from Alderman Dunsworth, the meeting was adjourned at 6:50 pm with a 4-0 voice vote.

Regular session minutes were taken by Acting City Clerk, Nick Jacobs and transcribed by Janet Burlingame, City Clerk.

---

Janet Burlingame, City Clerk

# City of Peculiar, Missouri



Mayor Holly J. Stark

## PROCLAMATION

**WHEREAS**, the City of Peculiar depends on the men and women of Public Works who are “Always There and Always Ready” to assist the general public; and

**WHEREAS**, public works services provided in our community are an integral part of our citizens' everyday lives; and,

**WHEREAS**, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, storm water, streets, solid waste services, and public facilities; and,

**WHEREAS**, the health, safety and comfort of this community greatly depend on these facilities and services; and,

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and,

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform;

NOW, THEREFORE, I, Holly J. Stark, Mayor of the City of Peculiar, do  
hereby proclaim May 15 - 21, 2016 as

**"Public Works Week"**

*in the City of Peculiar*

*IN WITNESS WHEREOF, I have here unto set my  
hand and caused the Seal of the City of Peculiar  
to be affixed on the 16<sup>th</sup> day of May, 2016.*

---

Holly J. Stark, Mayor

816-221-1000  
FAX: 816-221-1018  
WWW.GILMOREBELL.COM

  
**GILMORE BELL**  
GILMORE & BELL, A PROFESSIONAL CORPORATION  
ATTORNEYS AT LAW  
2405 GRAND BOULEVARD, SUITE 1100  
KANSAS CITY, MISSOURI 64108-2521

OTHER OFFICES:  
ST. LOUIS, MISSOURI  
WICHITA, KANSAS  
LINCOLN, NEBRASKA

May 9, 2016

TO: City of Peculiar Board of Aldermen  
FROM: David Bushek  
RE: Summary of proposed 211<sup>th</sup> Street Community Improvement District

### **Formation Petition**

- The CID formation process starts with a petition that is filed with the City Clerk which is signed by property owners collectively owning more than (1) fifty percent by assessed value of the real property and (2) fifty percent per capita of all owners of real property, within the boundaries of the proposed district.
- The Petition as filed with the City Clerk on April 25, 2016 was signed by a sufficient number of property owners according to the data sheet that is attached to this memorandum.
- If formation is approved by the Board, the District will be a separate political subdivision of the state and will not be a department of the City. However, the City will have control of the board of directors as discussed below.

### **Operations**

- The District will be governed by a 5-member Board of Directors. Initial directors and successor directors will be appointed by the Mayor with the consent of the Board of Aldermen after the District has been formed.
- Two of the initial directors will serve for a term of four years and three of the initial directors shall serve for a term of two years, with the durations to be assigned according to the Mayor's initial appointments. Successors will serve four-year terms.
- Qualifications of a Director:
  - At least 18 years old
  - Resident of Missouri for at least one year prior to taking office
  - Business owner or property owner in the district, or a representative of a business owner or property owner in the district

- The intention is to have at least three of the five director seats permanently controlled by the City, with City staff or City elected officials appointed to the three City seats.
- The City owns property within District and is entitled to select one person to represent the City as a result of this property ownership. Two property owners have executed designation of property owner representative forms which have been recorded with the Cass County Recorder of Deeds and which permanently run with the land, and the City is entitled to select two additional persons (for a total of three of the five seats) as a result of these designations.

### **Funding**

- The District will have two funding sources:
  - Sales tax imposed on retail sales
  - Special assessments
- The sales tax will fund any eligible district costs.
- Special assessments may be collected by the District for:
  - Road costs
  - Sewer and stormwater improvements
- An election must occur for the sales tax to be imposed. The election occurs after the District is formed. The qualified voters in the election will be residents of the CID area, if any are residing within the district when the election is called. If there are no residents, qualified voters will be property owners in the CID area. A majority of those casting ballots must approve the sales tax.
- The sales tax can be imposed in 1/8% increments, up to the maximum of 1%. The Board of Director will set the sales tax rate by resolution.
- A petition must be submitted to the District after formation to request imposition of the special assessments. This petition must be signed by a sufficient number of property owners – over 50% by assessed value and 50% by headcount in the District area. The petition must therefore be signed by an equivalent number of persons that signed the formation petition. The District will impose the assessments by resolution. The maximum rate of the assessments is set forth in the formation petition. The District can impose assessments up to the maximum rate.
- Any assessments will be imposed annually and billed with property taxes by the County.

### **Improvements and Services**

- The District will have authority to fund public improvements: the interchange, connecting roads, regional sewer improvements, and a sewer lift station. The District can only fund public improvements that are physically located within the boundaries of the District, or can fund public services which are provided to the properties within the district. The district can also be used to reimburse third parties, including the City, for providing such improvements and services to the properties within the district.

- The District will have the authority to fund services that support business activity and economic development in the District, along with professional services that provide for routine operations of the District.
- The District will have the authority to fund sewer and stormwater services that benefit property within the District.
- The District revenues may be used to reimburse the City for costs incurred for the interchange and connecting road improvements.
- The Board of Directors will adopt an annual budget and prioritize District spending on an annual basis.

**Other Items of Note**

- The funding sources imposed by the District only apply within the boundaries of the District and do not apply to other parts of the City. Approving this petition does not authorize the funding sources throughout the entire City.
- The City may not decrease the level of publicly funded services in the District existing prior to the creation of the District or transfer the financial burden of providing such services to the District unless the services at the same time are decreased throughout the City.
- Establishing the District prior to significant levels of development allows the City to establish a uniform funding mechanism and control the use of revenues collected by the District.

**Summary of Signature Pages for**  
**211th Street Community Improvement District**

CID Petition filed April 25, 2016

The CID Act states that a petition is proper if, based on the tax records of the county clerk as of the time of filing the petition with the City Clerk, it meets the following requirements:

1. It has been signed by property owners collectively owning **more than 50% by assessed value** of the real property within the proposed CID area; and
2. It has been signed by **more than 50% per capita** of all owners of real property within the proposed CID area.

Assessed Value Signature Requirement	
\$685,340	Assessed Value of All Property that Signed Petition
\$778,290	Total Assessed Value of All Property in CID
<b>88.06%</b>	<b>Percent of Owners that Signed Petition, measured by Assessed Values</b>
Per Capita Signature Requirement	
7	Number of Property Owners that Signed Petition
12	Number of Property Owners in CID
<b>58.33%</b>	<b>Percent of Owners that Signed Petition, measured Per Capita</b>
13	Number of Separate Parcels in CID

**EXHIBIT LIST**

**211<sup>TH</sup> STREET COMMUNITY IMPROVEMENT DISTRICT**

**CITY OF PECULIAR BOARD OF ALDERMEN PUBLIC HEARING  
Hearing opened May 16, 2016**

1. Petition to Establish the 211<sup>TH</sup> Street Community Improvement District submitted to the City of Peculiar on April 25, 2016
2. Notice of Public Hearing sent to Property Owners on April 29, 2016 and certified return receipts
3. Proof of Notice of Public Hearing, published in *The Raymore Journal* on May 5, 2016
4. Proof of Notice of Public Hearing, published in *The Raymore Journal* on May 12, 2016
5. Memorandum from Gilmore & Bell dated May 9, 2016
6. Sunshine Law Notice of Board of Aldermen Meeting posted on May 10, 2016
7. Board of Aldermen packet for May 16, 2016 meeting

**BILL NO. \_\_\_\_\_**  
**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING THE PETITION TO ESTABLISH THE 211<sup>TH</sup> STREET COMMUNITY IMPROVEMENT DISTRICT, ESTABLISHING THE DISTRICT, AND MAKING FINDINGS AND AUTHORIZING ACTIONS RELATED TO ESTABLISHMENT OF THE DISTRICT.**

**WHEREAS**, Sections 67.1401 to 67.1571 RSMo, 2000, as amended (the “**CID Act**”), authorize the governing body of any city, upon presentation of a proper petition requesting the formation and after a public hearing, to adopt an Ordinance establishing a community improvement district; and

**WHEREAS**, the City of Peculiar, Missouri (the “**City**”) is a charter city and a political subdivision of the State of Missouri, duly created, organized and existing under and by virtue of the Constitution and laws of the State of Missouri;

**WHEREAS**, property owners within the proposed community improvement district have filed with the Peculiar City Clerk (the “**City Clerk**”) a petition for the establishment of a community improvement district pursuant to the CID Act (the “**Petition**”), entitled the Petition to Establish the 211<sup>th</sup> Street Community Improvement District (the “**District**”);

**WHEREAS**, the City Clerk verified that the petition substantially complies with the CID Act, submitted the verified Petition to the Board of Aldermen and set a public hearing with all proper notice being given in accordance with the CID Act or other applicable law;

**WHEREAS**, none of the signatures of the signers of the Petition were withdrawn within seven days after the Petition was filed with the City Clerk;

**WHEREAS**, all the real property included in the District is entirely located within the City of Peculiar;

**WHEREAS**, on May 16, 2016, the Board of Aldermen held a public hearing at which all persons interested in the formation of the District were allowed an opportunity to speak; and

**WHEREAS**, the Petition to establish the District being fully heard before the Board of Aldermen, the Board of Aldermen now desires to approve the Petition, establish the District and take other actions related to establishment of the District.

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

**Section 1.** All terms used in this Ordinance shall be construed as defined in the CID Act and the Petition.

**Section 2.** The City Clerk has verified that the Petition substantially complies with all submission requirements of the CID Act.

**Section 3.** The Petition, a copy of which is on file with the City Clerk, is hereby approved and the District is hereby established within the City as a political subdivision of the State of Missouri. The District includes the contiguous tracts of real estate as described in the Petition and shown on the map set forth in the Petition.

**Section 4.** As set forth in the Petition, the District shall be governed by a board of directors consisting of five (5) members, who shall be appointed by the Mayor with the consent of the Board of Aldermen, and whose successors shall be appointed as provided in the Petition.

**Section 5.** The District's Board of Directors shall have authority to establish a sales tax within the District as set forth in the Petition and in conformance with the CID Act.

**Section 6.** The District shall have and possess without limitation such powers authorized under the CID Act and as set forth or otherwise limited in the Petition.

**Section 7.** The life of the District shall be for a maximum of fifty (50) years following the effective date of this Ordinance, after which the District shall be terminated in accordance with the CID Act unless properly extended by law prior to that date.

**Section 8.** The City Clerk is hereby directed to prepare and file with the Missouri Department of Economic Development (the "Department") the report specified in subsection 6 of Section 67.1421 of the CID Act, substantially in the form provided by the Department.

**Section 9.** Before the District shall be allowed to undertake any improvements within City-owned property or rights-of-way, the District must within six (6) months following the effective date of this Ordinance enter into a cooperative agreement with the City, upon terms mutually acceptable to the City and District which provides for notice to the City regarding District meetings, provides for periodic reporting to the City regarding District budgeting, funding and activities, and which facilitates communication with the City regarding District activities. City staff is authorized and directed to negotiate such cooperative agreement.

**Section 10.** City staff, the City's special legal counsel, and other appropriate City officials are hereby authorized to take any and all actions as may be deemed necessary or convenient to carry out and comply with the intent of this Ordinance and to execute and deliver for and on behalf of the City all certificates, instruments, and agreements or other documents as may be necessary, desirable, convenient, or proper to perform all matters authorized herein.

**Section 11.** It is hereby declared to be the intention of the Board of Aldermen that each and every part, section, and subsection of this Ordinance shall be separate and severable from each and every other part, section and subsection hereof. In the event that any part, section or subsection of this Ordinance is determined to be unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect.

**Section 12.** This Ordinance will take effect and be in full force from and after its passage by the Board of Aldermen and approval by the Mayor.

**First Reading: May 16, 2016**

**Second Reading: June 6, 2016**

**BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON ITS SECOND READING THIS 6<sup>TH</sup> DAY OF JUNE, 2016, BY THE FOLLOWING VOTE:**

Aldermen Dunsworth  
Aldermen Ford  
Aldermen Hammack

Aldermen Harlan  
Aldermen Ray  
Aldermen Roberts

**APPROVED:**

**ATTEST:**

---

Holly Stark, Mayor

---

Janet Burlingame, City Clerk

**Acting City Clerk Verification of 211<sup>th</sup> Street Community Improvement District Petition**

Pursuant to Sections 67.1401 to 67.1571 of the Revised Statutes of Missouri (the "CID Act"), the Acting City Clerk of the City of Peculiar, Missouri, states the following:

1. The Petition to form the 211<sup>th</sup> Street Community Improvement District was filed with the Acting City Clerk on April 25, 2016.
2. I have reviewed the petition and have determined on April 27, 2016, which does not exceed ninety days after receipt of the Petition, that the Petition substantially complies with the requirements of Section 67.1421.2 of the CID Act.
3. On April 27, 2016, I delivered the petition to the Board of Aldermen by placing an informational item on the May 2, 2016 Board of Aldermen agenda.



Date 4/27/16

  
Acting City Clerk  
City of Peculiar, Missouri

City Administrator  
*Brad Ratliff*

City Clerk  
*Janei Burlingame*

City Engineer  
*Carl Brooks*

Business Office  
*Trudy Prichetti*



Municipal Offices - 250 S. Main Street, Peculiar, MO 64078  
Phone: (816)779-5212 Facsimile: (816)779-1004

Chief of Police  
*Harry Gurin*

City Planner  
*Cliff McDonald*

City Attorney  
*Reid Holbrook*

Parks Director  
*Grant Purkey*

April 25, 2016

Re: Petition to Establish the 211<sup>th</sup> Street Community Improvement District

Let it be known that on the date listed above Gary Mallory came forth and presented a Petition to Establish the 211<sup>th</sup> Street Community Improvement District.

This document has been received and is now on file with the office of the City Clerk and the City Seal placed upon it.

  
Nick Jacobs, Acting City Clerk

4/25/16  
Date



---

**PETITION TO ESTABLISH THE 211<sup>TH</sup> STREET  
COMMUNITY IMPROVEMENT DISTRICT**

**SUBMITTED TO THE CITY OF PECULIAR, MISSOURI**

*April 25<sup>th</sup>*, 2016



**PETITION TO ESTABLISH THE 211<sup>TH</sup> STREET  
COMMUNITY IMPROVEMENT DISTRICT**

To the Board of Aldermen of the City of Peculiar, Cass County, Missouri (the “City”):

The undersigned, collectively representing:

- (1) the owners collectively owning more than fifty percent by assessed value of the real property within the boundaries of the hereinafter described community improvement district, and
- (2) more than fifty percent per capita of all owners of real property within the boundaries of the hereinafter described community improvement district,

do hereby petition and request that the Board of Aldermen of the City (the “**Board of Aldermen**”) establish a community improvement district as described herein under the authority of Sections 67.1401 to 67.1571, inclusive, RSMo (the “**CID Act**”).

- A. Proposed District Name. The name for the proposed community improvement district (the “**District**”) is:

**211<sup>th</sup> Street Community Improvement District**

- B. Legal Description and Map. A legal description and map of the District are attached hereto as Exhibit A. The proposed district is located entirely within the corporate boundaries of the City.
- C. Total Assessed Value. The total assessed value of all real property in the District is set forth in Exhibit B. The attached Exhibit B was prepared based on data available from Cass County, Missouri, as of the time of execution of this Petition by the Petitioners. This is the best available data at the time this Petition is signed by the Petitioners. The City is authorized by the CID Act to process, consider and approve this Petition based on information gathered from the County.
- D. Five Year Plan. A five-year plan stating a description of the purposes of the District, the improvements it will make, the services it will perform, and an estimate of the costs to be incurred for the improvements and services is attached hereto as Exhibit C.
- E. Establishment as Political Subdivision. The District will be established as a political subdivision under the CID Act. The District shall comply with all state statutory requirements of a political subdivision including, but not limited to: (1) State of Missouri open meeting and records law; (2) procurement and public improvement contracting laws, including prevailing wage requirements; and (3) annual budgeting requirements.
- F. Appointment of Directors. The District will be governed by a Board of Directors, which will consist of five members. The initial Board of Directors shall be appointed by the Mayor with the consent of the Board of Aldermen. Two of the initial directors shall serve for an initial term of four years and the remaining three initial directors shall serve for a term of two years, in accordance with the appointments made by the Mayor. Successor directors shall be appointed by the Mayor with the consent of the Board of Aldermen and shall serve for a term of four years.
- G. No Blighted Area Determination. The undersigned does not seek a determination that the District is blighted under the CID Act.

- H. Term of Existence. The proposed maximum length of time for the existence of the District is fifty (50) years from the date of the ordinance approving this Petition.
- I. Sales Tax. Qualified voters of the CID will be asked to approve a sales tax to be imposed in the maximum amount of one percent (1%) (“**District Sales Tax**”), in accordance with the CID Act, to assist in the funding of public improvements and services for District. Additional details about the District Sales Tax are set forth in the Five Year Plan attached as Exhibit C.
- J. Real Estate Tax and Business License Tax. Petitioners will not seek to submit to qualified voters any proposition for approval of a real property tax levy or business license taxes.
- K. Special Assessments. Pursuant to Section 67.1521 of the CID Act, following the submission of one or more petitions by the owners of real property which meets the signature requirements as required by the CID Act, the District may by resolution impose the following special assessments on real property within the District.
- (1) Sewer and Stormwater Special Assessments – The District shall be authorized to levy special assessments against real property benefitted within the District for the purpose of providing revenue for sewer and stormwater improvements and services in the District (the “**Sewer and Stormwater Special Assessments**”). The Sewer and Stormwater Special Assessments may be levied per acre of property against each tract, lot or parcel of real property within the District which receives special benefit as a result of such service in relation to the benefit conferred upon such property. The following method, conditions and restrictions shall apply to the Sewer and Stormwater Special Assessments:
- (a) The Sewer and Stormwater Special Assessments shall only be assessed upon real property that is developed after the date that this Petition is approved by ordinance. The method of assessment shall be per acre of property for each benefitted lot, tract or parcel which is subject to the assessments. The Sewer and Stormwater Special Assessments shall be allocated among the benefitted property per acre of real property in an amount not to exceed \$90,000 per acre.
- (b) The District may establish different classes of real property within the District for the purpose of imposing the Sewer and Stormwater Special Assessments.
- (c) The Sewer and Stormwater Special Assessments shall not apply to real property that is exempt from taxation pursuant to Section 137.100(5), RSMo, which is real property actually and regularly used exclusively for religious, educational or charitable purposes.
- (d) The Sewer and Stormwater Special Assessments shall not apply to any real property that is occupied by a retail or non-retail business establishment that is open and operating on the date that this Petition is filed with the City, or that is open and operating on the date that the applicable special assessment petition is filed with the District board of directors. This exception shall only apply to the real property which contains the foundation of the structure that is open and operating on the applicable date.
- (e) The assessments may be applied to a lot, tract or parcel that is redeveloped, rehabilitated or remodeled and the cost of such redevelopment, rehabilitation or

remodeling exceeds 50% of the original assessed value of the improvements on the property as determined by the County valuation of the property.

- (f) Annual Growth Factor: The maximum amount of the Sewer and Stormwater Special Assessment shall be adjusted for inflation each year by applying the then-current Consumer Price index for All Urban Consumers – All Items (the “**CPI-U**”) maintained by the United States Bureau of Labor Statistics against the CPI-U for the year in which this Petition is approved by ordinance.
- (2) Road Special Assessments – The District shall be authorized to levy special assessments against real property benefitted within the District for the purpose of providing revenue for road improvements in the District (the “**Road Special Assessments**”). The Road Special Assessments may be levied against each tract, lot or parcel of real property within the District which receives special benefit as a result of such service and/or projects. Such authorization to levy the Road Special Assessments shall expire when such road improvements are fully funded or the appropriate party is fully reimbursed. The following method, conditions and restrictions shall apply to the sewer special assessments:
- (a) This assessment shall be imposed upon property that is developed for non-retail commercial business uses. For the purpose of such assessments, “**non-retail commercial business use**” means that the primary commercial use of the property does not produce or result in taxable sales, although the uses of the property may produce incidental taxable sales. The method of assessment shall be the assessed value of real property as determined by the County Assessor for each benefitted lot, tract or parcel which is subject to the assessments. The maximum rate of the special assessments for each lot, tract or parcel that is subject to such assessments shall not result in annual assessments which exceed 150% of the real property taxes collected from such property as a result of the City’s real property tax levy for such calendar year.
  - (b) The District may establish different classes of real property within the District for purposes of imposing the special assessments. The special assessments may be imposed upon all taxable real property within the District, as authorized through the applicable special assessment petition.
  - (c) The Road Special Assessments shall not apply to real property that is exempt from taxation pursuant to Section 137.100(5), RSMo, which is real property actually and regularly used exclusively for religious, educational or charitable purposes.
  - (d) The assessments will not apply to any property that is occupied by a non-retail commercial business use that is open and operating on the date that this petition is filed with the City, or that is open and operating on the date that the applicable special assessment petition is filed with the District board of directors. This exception shall only apply to the real property which contains the footprint of the structure that is open and operating on the applicable date.
  - (e) The assessments may be applied to a lot, tract or parcel that is redeveloped, rehabilitated or remodeled and the cost of such redevelopment, rehabilitation or remodeling exceeds 50% of the original assessed value of the improvements on the property as determined by the County valuation of the property.

- L. Borrowing Capacity Limitation. Petitioners do not request any borrowing capacity limitations for the District.
- M. No Revenue Limitations. Petitioners do not seek limitations on the revenue generation of the District.
- N. Power and Authority Limitations. The Petitioners do not seek any limitations on the powers of the District.
- O. Petitioner Withdrawal Right Notice. **THE SIGNATURES OF THE SIGNERS OF THIS PETITION MAY NOT BE WITHDRAWN FROM THIS PETITION LATER THAN SEVEN (7) DAYS AFTER THE FILING HEREOF WITH THE CITY CLERK.**



**SIGNATURE PAGE FOR PETITION TO ESTABLISH THE  
211TH STREET COMMUNITY IMPROVEMENT DISTRICT**

Name of owner: Gary L. and Brenda J. Dean  
 Owner's telephone number: 816-810-1494  
 Owner's mailing address: 911 South Prairie Lane  
 Raymore, Missouri 64083

***IF SIGNER IS DIFFERENT FROM OWNER:***

Name of signer: \_\_\_\_\_  
 State basis of legal authority to sign: Signer is the \_\_\_\_\_ of the Owner and has been authorized by the Owner to sign the Petition.  
 Signer's telephone number: \_\_\_\_\_  
 Signer's mailing address: \_\_\_\_\_

Owner is an individual:	<input type="checkbox"/> Single	<input checked="" type="checkbox"/> Married
-------------------------	---------------------------------	---

Map and parcel numbers: 07020900000002000 Assessed value: \$4,790.00  
 070210000000024000 Assessed value: \$990.00

**By executing this petition, the undersigned represents and warrants that he or she is authorized to execute this petition on behalf of the property owner named immediately above, and also acknowledges that the signature may not be withdrawn later than seven (7) days after this Petition is filed with the City Clerk.**

Date: 1/14/16 Signature: Gary L. Dean

Date: 1-14-2016 Signature: Brenda J. Dean

STATE OF MISSOURI )  
 )  
 COUNTY OF Cass )

ss.

Before me personally appeared Gary L. Dean and Brenda J. Dean to me personally known to be the individuals described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 14 day of January, 2016



Stephanie K Brandes  
 Notary Public



SIGNATURE PAGE FOR PETITION TO ESTABLISH THE  
211TH STREET COMMUNITY IMPROVEMENT DISTRICT

Name of owner: Optimum Investments, L.L.C.  
Owner's telephone number: (816) 863-7977  
Owner's mailing address: 3116 W. 117th Street  
Leawood, Kansas 66211

IF SIGNER IS DIFFERENT FROM OWNER:

Name of signer: John R. Campbell, Jr. John R. Campbell, Jr.  
State basis of legal authority to sign: Signer is the managing member of the Owner and has been authorized by the Owner to sign the Petition.  
Signer's telephone number: (816) 863-7977  
Signer's mailing address: 11150 Overbrook Suite 350  
Leawood, KS 66211

Owner is a limited liability company organized and existing under the laws of the State of Missouri.

Map and parcel numbers: 07020900000004000 Assessed value: \$16,870.00

By executing this petition, the undersigned represents and warrants that he or she is authorized to execute this petition on behalf of the property owner named immediately above, and also acknowledges that the signature may not be withdrawn later than seven (7) days after this Petition is filed with the City Clerk.

Date: 11/11/15 Signature: John R. Campbell, Jr.

Kansas )  
STATE OF MISSOURI )  
COUNTY OF Johnson )

ss.

Before me personally appeared John R. Campbell, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 11th day of November, 2015.

Maggie M. Keel  
Notary Public



**SIGNATURE PAGE FOR PETITION TO ESTABLISH THE  
211TH STREET COMMUNITY IMPROVEMENT DISTRICT**

Name of owner: Joe Effertz Bros Inc Farms LLC  
 Owner's telephone number: 913-208-7429  
 Owner's mailing address: 16401 Holmes Road  
Belton, Missouri 64012-9741

**IF SIGNER IS DIFFERENT FROM OWNER:**

Name of signer: Joe Effertz Jr.  
 State basis of legal authority to sign: Signer is the authorized signer of the Owner and has been authorized by the Owner to sign this Petition.  
 Signer's telephone number: 913-208-7429  
 Signer's mailing address: P.O. Box 26213  
Overland Park, Ks 66225

Owner is an individual:	<input type="checkbox"/> Single	<input type="checkbox"/> Married
If owner is not an individual, state what type of entity:	<input type="checkbox"/> Corporation	<input type="checkbox"/> General Partnership
	<input type="checkbox"/> Limited Partnership	<input checked="" type="checkbox"/> Limited Liability Company
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Urban Redevelopment Corp.
	<input type="checkbox"/> Not-for-profit Corporation	<input type="checkbox"/> Other _____

Map and parcel numbers: 07030500000003000      Assessed value: \$7,150.00

By executing this petition, the undersigned represents and warrants that he or she is authorized to execute this petition on behalf of the property owner named immediately above, and also acknowledges that the signature may not be withdrawn later than seven (7) days after this Petition is filed with the City Clerk.

Date: 11-11-15      Signature:

STATE OF MISSOURI      )  
 )  
 COUNTY OF Cass      )      ss.

Before me personally appeared Joe Effertz Jr, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 11<sup>th</sup> day of November, 2015.

**GARY L. MALLORY**  
 Notary Public - Notary Seal  
 STATE OF MISSOURI  
 Cass County  
 My Commission Expires Jan. 19, 2019  
 Commission # 14398147

Notary Public

SIGNATURE PAGE FOR PETITION TO ESTABLISH THE  
211TH STREET COMMUNITY IMPROVEMENT DISTRICT

Name of owner: City of Peculiar, Missouri  
Owner's telephone number: (816) 779-5212  
Owner's mailing address: P.O. Box 267  
Peculiar, Missouri 64078

IF SIGNER IS DIFFERENT FROM OWNER:

Name of signer: Brad Ratliff  
State basis of legal authority to sign: Signer is the authorized signer of the Owner and has been authorized by the Owner to sign the Petition.  
Signer's telephone number: 816-779-5212  
Signer's mailing address: P.O. Box 267  
Peculiar, Mo. 64078

Owner is a fourth-class city and political subdivision organized and existing under the laws of the State of Missouri.

Map and parcel numbers: 07030500000003001 Assessed value: \$15,310

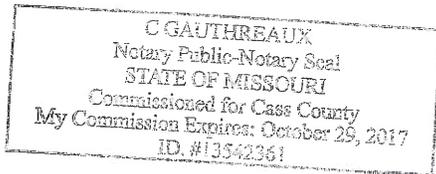
By executing this petition, the undersigned represents and warrants that he or she is authorized to execute this petition on behalf of the property owner named immediately above, and also acknowledges that the signature may not be withdrawn later than seven (7) days after this Petition is filed with the City Clerk.

Date: 11/4/15 Signature: Brad Ratliff

STATE OF MISSOURI )  
) ss.  
COUNTY OF CASS )

Before me personally appeared Brad Ratliff, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 4<sup>th</sup> day of November, 2015.



C. Gauthreaux  
Notary Public



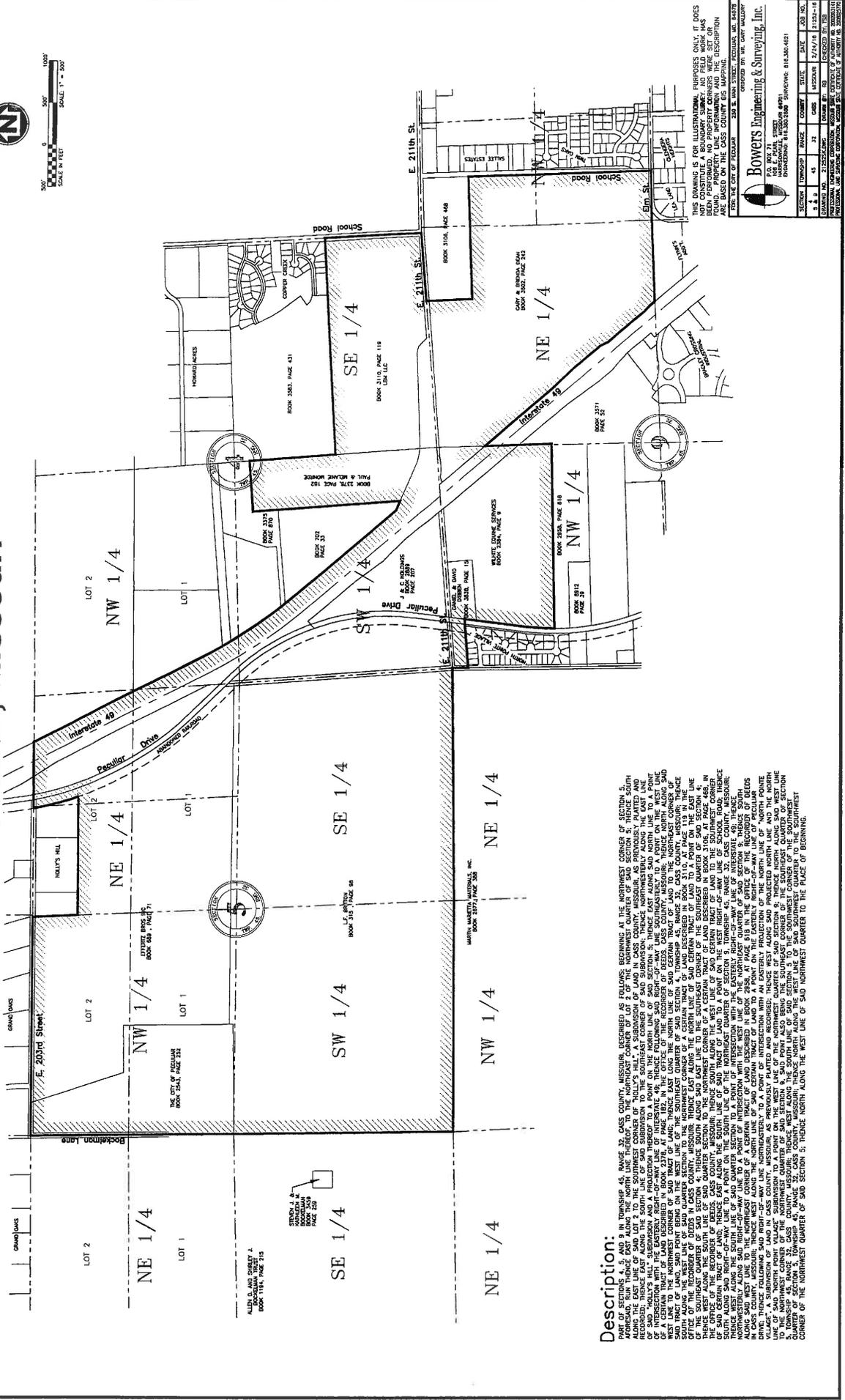
**EXHIBIT A**

**DISTRICT LEGAL DESCRIPTION AND MAP OF THE DISTRICT**

PART OF SECTIONS 4, 5, AND 9 IN TOWNSHIP 45, RANGE 32, CASS COUNTY, MISSOURI, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SECTION 5, AFORESAID, RUN THENCE EAST ALONG THE NORTH LINE THEREOF, TO THE NORTHEAST CORNER OF LOT 2 OF THE NORTHWEST QUARTER OF SAID SECTION 5; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 2 TO THE SOUTHWEST CORNER OF "HOLLY'S HILL", A SUBDIVISION OF LAND IN CASS COUNTY, MISSOURI, AS PREVIOUSLY PLATTED AND RECORDED; THENCE EAST ALONG THE SOUTH LINE OF SAID SUBDIVISION TO THE SOUTHEAST CORNER OF SAID SUBDIVISION; THENCE NORTHWESTERLY ALONG THE EAST LINE OF SAID "HOLLY'S HILL" SUBDIVISION AND A PROJECTION THEREOF TO A POINT ON THE NORTH LINE OF SAID SECTION 5; THENCE EAST ALONG SAID NORTH LINE TO A POINT OF INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY LINE OF INTERSTATE 49; THENCE FOLLOWING SAID RIGHT-OF-WAY LINE SOUTHEASTERLY TO A POINT ON THE WEST LINE OF A CERTAIN TRACT OF LAND DESCRIBED IN BOOK 2378, AT PAGE 182, IN THE OFFICE OF THE RECORDER OF DEEDS, CASS COUNTY, MISSOURI; THENCE NORTH ALONG SAID WEST LINE TO THE NORTHWEST CORNER OF SAID TRACT OF LAND; THENCE EAST LONG THE NORTH LINE OF SAID CERTAIN TRACT OF LAND TO THE NORTHEAST CORNER OF SAID TRACT OF LAND, SAID POINT BEING ON THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 4, TOWNSHIP 45, RANGE 32, CASS COUNTY, MISSOURI; THENCE SOUTH ALONG THE WEST LINE OF SAID QUARTER SECTION TO THE NORTHWEST CORNER OF A CERTAIN TRACT OF LAND DESCRIBED IN BOOK 3110, AT PAGE 119 IN THE OFFICE OF THE RECORDER OF DEEDS IN CASS COUNTY, MISSOURI; THENCE EAST ALONG THE NORTH LINE OF SAID CERTAIN TRACT OF LAND TO A POINT ON THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 4; THENCE SOUTH ALONG SAID EAST LINE TO THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 4; THENCE WEST ALONG THE SOUTH LINE OF SAID QUARTER SECTION TO THE NORTHWEST CORNER OF A CERTAIN TRACT OF LAND DESCRIBED IN BOOK 3106, AT PAGE 468, IN THE OFFICE OF THE RECORDER OF DEEDS, CASS COUNTY, MISSOURI; THENCE SOUTH ALONG THE WEST LINE OF SAID CERTAIN TRACT OF LAND TO THE SOUTHWEST CORNER OF SAID CERTAIN TRACT OF LAND; THENCE EAST ALONG THE SOUTH LINE OF SAID TRACT OF LAND TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF SCHOOL ROAD; THENCE SOUTH ALONG SAID RIGHT-OF-WAY LINE TO A POINT ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 45, RANGE 32, CASS COUNTY, MISSOURI; THENCE WEST ALONG THE SOUTH LINE OF SAID QUARTER SECTION TO A POINT OF INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY LINE OF INTERSTATE 49; THENCE NORTHWESTERLY ALONG SAID RIGHT-OF-WAY LINE TO A POINT OF INTERSECTION WITH THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 9; THENCE SOUTH ALONG SAID WEST LINE TO THE NORTHEAST CORNER OF A CERTAIN TRACT OF LAND DESCRIBED IN BOOK 2958, AT PAGE 618 IN THE OFFICE OF THE RECORDER OF DEEDS IN CASS COUNTY, MISSOURI; THENCE WEST ALONG THE NORTH LINE OF SAID CERTAIN TRACT OF LAND TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF PECULIAR DRIVE; THENCE FOLLOWING SAID RIGHT-OF-WAY LINE NORTHEASTERLY TO A POINT OF INTERSECTION WITH AN EASTERLY PROJECTION OF THE NORTH LINE OF "NORTH POINTE VILLAGE", A SUBDIVISION OF LAND IN CASS COUNTY, MISSOURI, AS PREVIOUSLY PLATTED AND RECORDED; THENCE WEST ALONG SAID PROJECTED NORTH LINE AND THE NORTH LINE OF SAID "NORTH POINT VILLAGE" SUBDIVISION TO A POINT ON THE WEST LINE OF THE NORTHWEST QUARTER OF SAID

SECTION 9; THENCE NORTH ALONG SAID WEST LINE TO THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 9, SAID POINT ALSO BEING THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER OF SECTION 5, TOWNSHIP 45, RANGE 32, CASS COUNTY, MISSOURI; THENCE WEST ALONG THE SOUTH LINE OF SAID SECTION 5 TO THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 45, RANGE 32, CASS COUNTY, MISSOURI; THENCE NORTH ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 5; THENCE NORTH ALONG THE WEST LINE OF SAID NORTHWEST QUARTER TO THE PLACE OF BEGINNING.

# 211th Street Community Improvement District (CID) Peculiar, Missouri



ORDERED BY: THE CITY OF PECULIAR  
 220 E. MAIN STREET, PECULIAR, MO. 64078

**Bowers Engineering & Surveying, Inc.**  
 P.O. BOX 31  
 WASHINGTON, MISSOURI 64785  
 PHONE: (816) 336-5500 FAX: (816) 336-4451

SECTION	DATE	NO.
1	2/2/14	1
2	2/2/14	2
3	2/2/14	3
4	2/2/14	4
5	2/2/14	5
6	2/2/14	6
7	2/2/14	7
8	2/2/14	8
9	2/2/14	9
10	2/2/14	10
11	2/2/14	11
12	2/2/14	12
13	2/2/14	13
14	2/2/14	14
15	2/2/14	15
16	2/2/14	16
17	2/2/14	17
18	2/2/14	18
19	2/2/14	19
20	2/2/14	20
21	2/2/14	21
22	2/2/14	22
23	2/2/14	23
24	2/2/14	24
25	2/2/14	25
26	2/2/14	26
27	2/2/14	27
28	2/2/14	28
29	2/2/14	29
30	2/2/14	30
31	2/2/14	31
32	2/2/14	32
33	2/2/14	33
34	2/2/14	34
35	2/2/14	35
36	2/2/14	36
37	2/2/14	37
38	2/2/14	38
39	2/2/14	39
40	2/2/14	40
41	2/2/14	41
42	2/2/14	42
43	2/2/14	43
44	2/2/14	44
45	2/2/14	45
46	2/2/14	46
47	2/2/14	47
48	2/2/14	48
49	2/2/14	49
50	2/2/14	50
51	2/2/14	51
52	2/2/14	52
53	2/2/14	53
54	2/2/14	54
55	2/2/14	55
56	2/2/14	56
57	2/2/14	57
58	2/2/14	58
59	2/2/14	59
60	2/2/14	60
61	2/2/14	61
62	2/2/14	62
63	2/2/14	63
64	2/2/14	64
65	2/2/14	65
66	2/2/14	66
67	2/2/14	67
68	2/2/14	68
69	2/2/14	69
70	2/2/14	70
71	2/2/14	71
72	2/2/14	72
73	2/2/14	73
74	2/2/14	74
75	2/2/14	75
76	2/2/14	76
77	2/2/14	77
78	2/2/14	78
79	2/2/14	79
80	2/2/14	80
81	2/2/14	81
82	2/2/14	82
83	2/2/14	83
84	2/2/14	84
85	2/2/14	85
86	2/2/14	86
87	2/2/14	87
88	2/2/14	88
89	2/2/14	89
90	2/2/14	90
91	2/2/14	91
92	2/2/14	92
93	2/2/14	93
94	2/2/14	94
95	2/2/14	95
96	2/2/14	96
97	2/2/14	97
98	2/2/14	98
99	2/2/14	99
100	2/2/14	100

**EXHIBIT B**

**ASSESSED VALUE SUMMARY**

	<b><u>Parcel Tax ID Number</u></b>	<b><u>Owner Name</u></b>	<b><u>Assessed Value</u></b>	<b><u>Acreage</u></b>
1	07030500000004000	L.F. Britton and Ruth Britton	26,550	326.00
2	07030500000003001	City of Peculiar, Missouri	15,310	54.60
3	07020900000002000	Gary L. and Brenda J. Dean	4,790	113.40
4	070210000000024000	Gary L. and Brenda J. Dean	990	31.40
5	07020900000003000	Daniel A. and Donna M. Dibben	5,210	3.11
6	07030500000003000	Effertz Bros Inc.	7,150	203.50
7	07020400000008000	Herbert G. Houchen, Trustee of the Herbert G. Houchen Revocable Trust Agreement dated November 4, 2005	21,220	25.80
8	07020400000009000	J & C Holdings LLC	439,720	17.88
9	070204000000010000	LBM, LLC	3,210	62.91
10	07020900000003001	Missouri Highway and Transportation Department	62,190	2.30
11	07020400000006000	Paul D. and Melanie M. Monroe	1,120	29.42
12	07020900000004000	Optimum Investments, L.L.C.	16,870	2.59
13	07020900000003002	Wilhite Equine Services, L.L.C.	<u>173,960</u>	<u>43.28</u>
			<b>\$778,290</b>	<b>916.19</b>

Notes:

Assessed values and owner names on this list are based on Cass County Assessor data.  
There are 13 parcels and 12 separate property owners or groups of owners within the CID area.  
All parcels are listed in alphabetical order by name of owner.

---

**EXHIBIT C**

**211<sup>TH</sup> STREET COMMUNITY IMPROVEMENT DISTRICT**

**FIVE YEAR PLAN**

---

## **Introduction**

The 211<sup>th</sup> Street Community Improvement District (the “**District**”) is created pursuant to Section 67.1401 through 67.1571 of the Revised Statutes of Missouri (the “**CID Act**”). Section 67.1421, RSMo, requires that the petition for the creation of the District be accompanied by a five-year plan which includes a description of the purposes of the proposed district, the services it will provide, the improvements it will make and an estimate of the costs of the services and improvements to be incurred. This Five Year Plan (the “**Plan**”) is designed to comply with this statutory requirement, and is appended to the Petition to Establish the District.

## **Section 1 District Purposes**

The District is proposed to fund or assist in the funding of public improvements within the District and the provision of services. The District may impose a sales tax and special assessments, the revenues of which will be used to pay for the public improvements and services, or to repay any obligations that are issued for that purpose, or to reimburse the appropriate entity that funds such public improvements and services.

## **Section 2 Summary of the District**

The District is an entity that is separate from the City and is a separate political subdivision of the State of Missouri. The District is formed by the adoption of an ordinance by the Board of Aldermen following a public hearing before the Board of Aldermen regarding formation of the District. The District is governed by a five-member Board of Directors. The revenues generated by the District will be used for the benefit of the properties within the District. The District’s budgets and policies will be refined annually by the District Board of Directors, within any limitations set forth in the Petition. The District will operate in accordance with the Bylaws of the District.

## **Section 3 District Plan**

This Plan is proposed to improve and convey special benefits to properties located within the boundaries of the District by providing funding for public improvements and services that serve the District. This Plan shall serve as the plan of the District for funding public improvements and services.

### *Location:*

The District is in the vicinity of 211<sup>th</sup> Street and I-49 in the City of Peculiar. The District will cover approximately 916 acres of land.

### *Assessed Value of District:*

The total assessed value of all properties within the District on the date of the Petition is \$778,290.

*Governance:*

The District will be governed by a five-member Board of Directors. No Director shall receive compensation for performing their official duties as a member of the Board, except that the District may reimburse Directors for reasonable and actual expenses incurred in the performance of their official duties as may be permitted in the Act. The names and terms of the initial Directors will be as appointed by the Mayor of Peculiar with the advice and consent of the Board of Aldermen. The successor Directors will be appointed by the Mayor with the advice and consent of the Board of Aldermen. In the event of a vacancy on the Board of Directors, the remaining Directors shall elect an interim director to fill the vacancy for the remainder of the unexpired term.

*Public Improvements:*

The District will assist in the funding of the construction of certain public improvements (the “**Public Improvements**”). A description and the estimated cost of the Public Improvements is provided in **Exhibit 1** of this Plan. The sewer improvements listed in **Exhibit 1** may be funded through the Sewer Special Assessments, and incorporated into the special assessments that may be charged to properties in the District that are benefitted by sewer service.

*Services:*

The District may fund services (the “**Services**”) that support business activity and economic development in the district including, but not limited to, the promotion of business activity, development and retention, and the recruitment of developers and businesses, and sewer and stormwater services. The Services will include professional services that provide for the routine and necessary operations and administration of the District. A description and the estimated annual cost of the Services is provided in **Exhibit 1** of this Plan.

*Funding Methods:*

**Sales Tax –**

It is intended that the District will impose a sales tax at a rate not to exceed one percent (1.0%) on all retail sales made in the District which are subject to taxation pursuant to sections 144.010 to 144.525 of the Revised Statutes of Missouri, except the sale of motor vehicles, trailers, boats or outboard motors and sales to or by public utilities and providers of communications, cable or video services, all as allowed by Sections 67.1461 and 67.1545 of the Revised Statutes of Missouri (the “**District Sales Tax**”). The District Sales Tax must be approved by the qualified voters of the District at an election conducted by the County Election Authority.

**Special Assessments –**

Pursuant to Section 67.1521 of the CID Act, the owners of real property within the District may also petition the District to impose a special assessments on real property within the District (the “**Special Assessments**”). The District may impose Special Assessments to provide sewer and stormwater services and to fund road improvements within the District, in accordance with the limitations established in the Petition for formation of the District and the respective special assessment petitions that are

submitted to the District. Following the receipt of such petitions, the District may impose such Special Assessments by resolution.

The revenue collected from the Special Assessments and the District Sales Tax will be used to fund the applicable Services and the operation and administration costs of the District.

*Costs:*

The total estimated cost of the Public Improvements and the Services and the estimated annual cost of administering and operating the District is set forth in **Exhibit 1** to this Plan.

*City Services:*

The CID Act mandates that existing City services will continue to be provided within a CID at the same level as before the District was created (unless services are decreased throughout the City) and that District services shall be in addition to existing City services. The District anticipates that City services will continue to be provided within the District at the same level as before the District was created, and the District will not cause the level of City services within the District to diminish.

*Duration:*

The District will operate for a maximum term of 50 years from the date of the ordinance that approves the Petition. The petition process must be repeated for the CID to continue beyond this time period. No plan for distribution of assets on dissolution may be approved unless the title to assets of the District are to be owned by the State of Missouri or a political subdivision of the State of Missouri.

*Plan Updates:*

This Plan may be updated on an annual or other regular basis by the District Board of Directors. The District will prepare and adopt an annual budget in accordance with the CID Act and applicable Missouri law which will establish the actual annual funding of all Public Improvements and Services.

**EXHIBIT 1 to Five Year Plan**

**Estimated Costs of District Public Improvements and Services**

<b>IMPROVEMENTS<sup>1</sup></b>	<b>ESTIMATED COSTS</b>
I-49 & 211th Street Interchange	\$12,290,000
Connecting Road Improvements	
211th Street from East Outer Road to School Road	\$1,780,000
School Road from 203rd Street to 211th Street	\$2,155,000
School Road from J Highway to 211th Street overlay	\$250,000
211th Street from Peculiar Drive to Harper Rd	\$2,806,000
211th Street from Route J to School Rd	\$4,255,000
Relocated Harper Rd at 211th Street	\$1,061,000
211 <sup>th</sup> Street from Harper Rd to Mullen Rd	\$14,742,000
211 <sup>th</sup> Street from Mullen Rd to Route Y	\$4,134,000
203 <sup>rd</sup> Street from Peculiar Dr. to Mullen Rd	\$8,370,000
203 <sup>rd</sup> Street from Mullen Rd to Route Y	\$4,388,000
Route Y from 203 <sup>rd</sup> St to Route YY Asphalt Overlay	\$77,000
Peculiar Dr from 203 <sup>rd</sup> St to Route YY Asphalt Overlay	\$112,000
Knight Road from Route YY to 203rd Street	\$6,953,000
Harper Rd from E. 227 <sup>th</sup> Street to Peculiar Dr.	\$2,800,000
N.E Outer Road from E. Outer Rd/211 <sup>th</sup> St to north end	\$300,000
School Rd relocation @ Route J (Casey's)	\$1,800,000
Lift Station and Wastewater Treatment Plant	\$1,815,000
School Road sidewalk for Pay-Pec School Campus	\$75,000
Stormwater Detention Basin, School Rd & Elm Street	\$600,000
<b>IMPROVEMENTS TOTAL</b>	<b>\$70,763,000</b>
<hr/>	
<b>DISTRICT SUPPORT<sup>2</sup></b>	
Services to support business activity and economic development	\$150,000
<hr/>	
<b>SERVICES<sup>3</sup></b>	<b>ESTIMATED ANNUAL COSTS</b>
Administration & Operating Costs	\$5,000
Insurance	\$2,000
<b>SERVICES TOTAL</b>	<b>\$7,000</b>

---

Notes for Estimated Costs:

1. The amounts listed above for Improvements is a statement of the total potential cost of improvements, and is not intended to be a statement of the full cost of the improvements to be funded by the District or the amount to be funded by the District during the first five years of the District.
2. The amount listed above for District Support is a projection of the total cost to implement a program of services to support and encourage business activity and economic development within the District. This cost may be incurred during the initial five years of the District based on the level of business development that occurs after completion of the interchange construction. Otherwise, such cost is expected to be incurred in a future year.
3. The amounts listed above for services is a projection of the annual cost of services during the first few years of the District, and not the total cost of all services to be funded during the life of the District.

**BILL NO. 2016-07**  
**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING THE PETITION TO ESTABLISH THE 211<sup>TH</sup> STREET COMMUNITY IMPROVEMENT DISTRICT, ESTABLISHING THE DISTRICT, AND MAKING FINDINGS AND AUTHORIZING ACTIONS RELATED TO ESTABLISHMENT OF THE DISTRICT.**

**WHEREAS**, Sections 67.1401 to 67.1571 RSMo, 2000, as amended (the “**CID Act**”), authorize the governing body of any city, upon presentation of a proper petition requesting the formation and after a public hearing, to adopt an Ordinance establishing a community improvement district; and

**WHEREAS**, the City of Peculiar, Missouri (the “**City**”) is a charter city and a political subdivision of the State of Missouri, duly created, organized and existing under and by virtue of the Constitution and laws of the State of Missouri;

**WHEREAS**, property owners within the proposed community improvement district have filed with the Peculiar City Clerk (the “**City Clerk**”) a petition for the establishment of a community improvement district pursuant to the CID Act (the “**Petition**”), entitled the Petition to Establish the 211<sup>th</sup> Street Community Improvement District (the “**District**”);

**WHEREAS**, the City Clerk verified that the petition substantially complies with the CID Act, submitted the verified Petition to the Board of Aldermen and set a public hearing with all proper notice being given in accordance with the CID Act or other applicable law;

**WHEREAS**, none of the signatures of the signers of the Petition were withdrawn within seven days after the Petition was filed with the City Clerk;

**WHEREAS**, all the real property included in the District is entirely located within the City of Peculiar;

**WHEREAS**, on May 16, 2016, the Board of Aldermen held a public hearing at which all persons interested in the formation of the District were allowed an opportunity to speak; and

**WHEREAS**, the Petition to establish the District being fully heard before the Board of Aldermen, the Board of Aldermen now desires to approve the Petition, establish the District and take other actions related to establishment of the District.

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

**Section 1.** All terms used in this Ordinance shall be construed as defined in the CID Act and the Petition.

**Section 2.** The City Clerk has verified that the Petition substantially complies with all submission requirements of the CID Act.

**Section 3.** The Petition, a copy of which is on file with the City Clerk, is hereby approved and the District is hereby established within the City as a political subdivision of the State of Missouri. The District includes the contiguous tracts of real estate as described in the Petition and shown on the map set forth in the Petition.

**Section 4.** As set forth in the Petition, the District shall be governed by a board of directors consisting of five (5) members, who shall be appointed by the Mayor with the consent of the Board of Aldermen, and whose successors shall be appointed as provided in the Petition.

**Section 5.** The District’s Board of Directors shall have authority to establish a sales tax within the District as set forth in the Petition and in conformance with the CID Act.

**Section 6.** The District shall have and possess without limitation such powers authorized under the CID Act and as set forth or otherwise limited in the Petition.

**Section 7.** The life of the District shall be for a maximum of fifty (50) years following the effective date of this Ordinance, after which the District shall be terminated in accordance with the CID Act unless properly extended by law prior to that date.

**Section 8.** The City Clerk is hereby directed to prepare and file with the Missouri Department of Economic Development (the “Department”) the report specified in subsection 6 of Section 67.1421 of the CID Act, substantially in the form provided by the Department.

**Section 9.** Before the District shall be allowed to undertake any improvements within City-owned property or rights-of-way, the District must within six (6) months following the effective date of this Ordinance enter into a cooperative agreement with the City, upon terms mutually acceptable to the City and District which provides for notice to the City regarding District meetings, provides for periodic reporting to the City regarding District budgeting, funding and activities, and which facilitates communication with the City regarding District activities. City staff is authorized and directed to negotiate such cooperative agreement.

**Section 10.** City staff, the City’s special legal counsel, and other appropriate City officials are hereby authorized to take any and all actions as may be deemed necessary or convenient to carry out and comply with the intent of this Ordinance and to execute and deliver for and on behalf of the City all certificates, instruments, and agreements or other documents as may be necessary, desirable, convenient, or proper to perform all matters authorized herein.

**Section 11.** It is hereby declared to be the intention of the Board of Aldermen that each and every part, section, and subsection of this Ordinance shall be separate and severable from each and every other part, section and subsection hereof. In the event that any part, section or subsection of this Ordinance is determined to be unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect.

**Section 12.** This Ordinance will take effect and be in full force from and after its passage by the Board of Aldermen and approval by the Mayor.

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON ITS SECOND READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016, BY THE FOLLOWING VOTE:**

Aldermen Dunsworth  
Aldermen Ford  
Aldermen Hammack

Aldermen Harlan  
Aldermen Ray  
Aldermen Roberts

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Holly Stark, Mayor

\_\_\_\_\_  
Janet Burlingame, City Clerk

City Administrator  
*Brad Ratliff*

City Clerk  
*Janet Burlingame*

City Engineer  
*Carl Brooks*

Business Office  
*Trudy Prickett*



Chief of Police  
*Harry Gurin*

City Planner  
*Cliff McDonald*

City Attorney  
*Reid Holbrook*

Parks Director  
*Grant Purkey*

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078  
Phone: (816)779-5212 Facsimile: (816)779-1004

---

**To:** Board of Alderman  
**From:** Brad Ratliff  
**Date:** May 16, 2016  
**Re:** Code of Ethics and Rules of Order

---

#### GENERAL INFORMATION

---

**Applicant:** City Administrator  
**Status of Applicant:** Employee of City of Peculiar  
**Requested Actions:** Establish Code of Ethics and Rules of Order for City  
**Date of Application:** 05/16/16  
**Purpose:** Elected Body and Staff Ethics and Rules of Order

---

#### PROPOSAL

---

This has been discussed in the past and the Mayor has stated to bring it before the BOA. Multiple Cities have a Code of Ethic to show to the public they will operate in that manner. The purpose to exhibit that not only will we meet the law but we will hold ourselves to a higher ethic as well.

The parliamentary Rosenberg's Rules of Order is a nice abbreviated version of Roberts Rules that was adopted by MML. If you recall from when Gary Markinson was here for training, he stated the Ethics and Rosenberg's Rules really needed to be adopted by Peculiar.

---

#### PREVIOUS ACTIONS

---

- Presented last to the BOA in 2013
- 

#### KEY ISSUES

---

- There is nothing controversial in this policy
- 

#### STAFF COMMENTS AND SUGGESTIONS

---

We as staff want to hold ourselves to a high ethic to the public.

---

#### STAFF RECOMMENDATION

---

Staff recommends approval...

---

#### ATTACHMENTS

---

- Ordinance Approve the policy
  - Ext. A outlining the policy
- 

**STAFF CONTACT:** bratliff@cityofpeculiar.org

**BILL NO. 2016-08**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE BY THE BOARD OF ALDERMAN OF THE CITY OF PECULIAR TO AMEND ARTICLE V, CH. 100, SECTION 110.051 OF THE CODE OF ORDINANCES OF THE CITY OF PECULIAR, MISSOURI**

WHEREAS, the Board of Aldermen desire to adopt a parliamentary procedure process to facilitate the adoption of ordinances and other business items that come before the Board; and

WHEREAS, a procedure known as Rosenberg’s Rules of Order have been adopted by units of Government not only in Missouri but in a multitude of other states; and

WHEREAS, adoption of Rosenberg’s Rules will establish a framework for the orderly conduct of meetings, increase the participation of individual aldermen and facilitate decision making.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE CITY OF PECULIAR, MISSOURI, AS FOLLOWS:**

1. The parliamentary Rosenberg’s Rules of Order attached hereto as Exhibit A be adopted by the Board of Aldermen as Section 100.051 of Chapter Ten, Article V of the Code of City Ordinances.
2. The effective date of this ordinance shall be \_\_\_\_\_, 2016.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Alderman Hammack \_\_\_\_\_  
Alderman Ray \_\_\_\_\_  
Alderman Ford \_\_\_\_\_

Alderman Roberts \_\_\_\_\_  
Alderman Harlan \_\_\_\_\_  
Alderman Dunsworth \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Holly Stark, Mayor

\_\_\_\_\_  
Janet Burlingame

**ROSENBERG’S RULES OF ORDER: SIMPLE PARLIAMENTARY  
PROCEDURES FOR THE 21ST CENTURY**

by Dave Rosenberg

**“Rosenberg’s Rules of Order” are supported by the following four principles:**

1. Rules should establish order. The first purpose of the rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. Rules should be user-friendly. That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

**The Chairperson Should Take a Back Seat During Discussions**

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does not mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

### **The Basic Format For An Agenda Item Discussion**

The meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body, a staff person or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak on the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeal it;
2. The chair can repeat the motion; or

3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the vote should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

### **Motions In General**

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ... "

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."
2. Suggesting a motion to the members: "A motion would be in order that ... "
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

### **The Three Basic Motions**

These three motions are the most common:

1. The basic motion. The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. The motion to amend. If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed. A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way. A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it. The decision as to whether a motion is really a motion to amend or substitute motion is left to the chair. So, if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair’s designation governs.

#### **When Multiple Motions Are Before The Governing Body**

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be on the last motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fund-raiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions.

On the other hand, if the substitute motion (the third motion) failed, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend. The

discussion and debate would focus strictly on the amendment (should the committee be 5 or 10 members). If the motion to amend passed, the chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### **To Debate Or Not To Debate**

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chairperson (chair) that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess.

Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or, the motion may contain no specific time for the return of the item, in which case a

motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question," or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### **Majority And Super-Majority Votes**

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

Almost all motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### **The Motion To Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

### **Courtesy And Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, be free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “Let’s return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn.

**Special Notes About Public Input**

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy.

\*\*\*\*\*

City Administrator  
*Brad Ratliff*

City Clerk  
*Janet Burlingame*

City Engineer  
*Carl Brooks*

Business Office  
*Trudy Prickett*



Chief of Police  
*Harry Gurin*

City Planner  
*Cliff McDonald*

City Attorney  
*Reid Holbrook*

Parks Director  
*Grant Purkey*

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078  
Phone: (816)779-5212 Facsimile: (816)779-1004

---

**To:** Board of Alderman  
**From:** Brad Ratliff  
**Date:** May 16, 2016  
**Re:** Code of Ethics and Rules of Order

---

#### **GENERAL INFORMATION**

---

**Applicant:** City Administrator  
**Status of Applicant:** Employee of City of Peculiar  
**Requested Actions:** Establish Code of Ethics and Rules of Order for City  
**Date of Application:** 05/16/16  
**Purpose:** Elected Body and Staff Ethics and Rules of Order

---

#### **PROPOSAL**

---

This has been discussed in the past and the Mayor has stated to bring it before the BOA. Multiple Cities have a Code of Ethic to show to the public they will operate in that manner. The purpose to exhibit that not only will we meet the law but we will hold ourselves to a higher ethic as well.

The parliamentary Rosenberg's Rules of Order is a nice abbreviated version of Roberts Rules that was adopted by MML. If you recall from when Gary Markinson was here for training, he stated the Ethics and Rosenberg's Rules really needed to be adopted by Peculiar.

---

#### **PREVIOUS ACTIONS**

---

- Presented last to the BOA in 2013
- 

#### **KEY ISSUES**

---

- There is nothing controversial in this policy
- 

#### **STAFF COMMENTS AND SUGGESTIONS**

---

We as staff want to hold ourselves to a high ethic to the public.

---

#### **STAFF RECOMMENDATION**

---

Staff recommends approval...

---

#### **ATTACHMENTS**

---

- Ordinance Approve the policy
  - Ext. A outlining the policy
- 

**STAFF CONTACT:** bratliff@cityofpeculiar.org

**BILL NO. 2016-09**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE BY THE BOARD OF ALDERMAN OF THE CITY OF PECULIAR TO AMEND ARTICLE V, CH. 100, SECTION 110.070 OF THE CODE OF ORDINANCES OF THE CITY OF PECULIAR, MISSOURI**

WHEREAS, the Board of Aldermen have not adopted a Code of Ethics that is applicable to the Board of Aldermen and all City Staff; and

WHEREAS, the Board of Aldermen believe a Code of Ethics will encourage openness in City government and communicate to all citizens the Board's desire to conduct and address the City's business in a fashion that is free of favoritism and secrecy;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE CITY OF PECULIAR, MISSOURI, AS FOLLOWS:**

1. Code of Ethics that is attached hereto and incorporated herein as Exhibit A be adopted by the Board of Aldermen as Section 100.071 of Article V of the Code of City Ordinances.
2. The effective date of this ordinance shall be \_\_\_\_\_, 2016.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Alderman Hammack \_\_\_\_\_  
 Alderman Ray \_\_\_\_\_  
 Alderman Ford \_\_\_\_\_

Alderman Roberts \_\_\_\_\_  
 Alderman Harlan \_\_\_\_\_  
 Alderman Dunsworth \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Holly Stark, Mayor

\_\_\_\_\_  
Janet Burlingame

**CITY OF PECULIAR, MISSOURI**  
**CODE OF ETHICS**

**Section 1: Introduction**

Excellence in performance by Board of Alderman members, City of Peculiar employees, and other appointed board members is the best way to achieve our common goal of ensuring quality of life in Peculiar. To be most effective, the efforts of all must be integrated. A special obligation of the City Board of Alderman is to set a leadership example to promote cooperation. The public expects the best communication, planning, and decision-making possible from its representatives and employees. The Board of Alderman must strive for high standards of behavior and performance to benefit all Peculiar residents. Adherence to the following set of principles will ensure effective guidance and operation of this Board of Alderman and will accentuate a positive, open, and productive environment for all.

**Section 2: Board of Aldermen's Conduct with One Another**

**A. General Roles of Board of Aldermen Members:** All Members of the Board of the Aldermen have equal votes. No Board Member has more power than any other Board Member and all should be treated with equal respect.

**B. General Responsibilities of Board of Alderman Members:** Each Board member is accountable to the Board of Alderman for his/her actions. Each Board of Alderman Member will keep an open and receptive mind toward the views and opinions of others. Should concerns about another Board of Alderman Member arise, the person with the concern will share privately his/her view with the other individual on a one-to-one basis before making it a public issue. When a Board of Alderman Member has an idea on how the Board of Alderman can work more effectively, the person is encouraged to present the idea to the Board of Alderman.

**C. Specific Responsibilities of Board of Aldermen Members:** At minimum, all Board Members should:

- a. Demonstrate honesty and integrity in every action and statement.
- b. Review Board procedures, including but not limited to this Code of Ethics, at least annually.
- c. Represent the City at ceremonial functions at the request of the Mayor.
- d. Respect the proper roles of elected officials and City Staff Members in ensuring open and effective government.
- e. Provide contact information to the City Administrator in case an emergent or urgent situation arises while the Board Member is out of town.

**D. Specific Responsibilities of Board of Aldermen Members at Meetings:**

- a. Use formal titles: the Board Members should refer to one another formally during Board meetings as Mayor or Alderman [last name].
- b. Practice civility and decorum in discussions and debate.

- c. Be respectful of diverse opinions, as difficult questions, tough challenges to a particular point of view, and criticism of ideas and/or information are legitimate elements of a free democracy in action.
- d. Honor the role of the Mayor in maintaining order and equity.
- e. Respect the Chair's efforts to focus discussion on current agenda items. Objections to the Chair's actions should be voiced politely and with reason, following the parliamentary procedures.
- f. Prepare in advance of Board meetings and be familiar with issues on the agenda; submit questions on agenda items ahead of the meeting to enable better responses by City Staff Members
- g. Stay focused and act efficiently during public meeting.
- h. Do not politicize procedural issues (e.g. approval of minutes or order of agenda) for strategic purposes.
- i. Be courteous and respectful to staff. There should not be an effort to embarrass or demean staff in a public forum.

**E. Meeting Agendas:** Board of Alderman meeting agendas will be open and publicized. Agenda items are to be turned into the City Clerk by 5:00 p.m. on the Tuesday prior to the regularly-scheduled Monday meeting to allow the Mayor to review and approve. Surprises at meetings from the Board of Alderman members or staff can be unwelcome and counterproductive. Information upon which decisions are to be made must be communicated to all Board of Alderman members equally and prior to decision-making meetings to enable free discussion.

**F. Procedures of Board Meetings:** Rosenberg's Rules of Order, the simple parliamentary procedures for the 21st century as endorsed by the Missouri Municipal League, shall be followed as the procedures of the meetings. (*refer to the attached outline of parliamentary procedures*)

**Section 3: Board of Alderman's Conduct with the Public**

**A. Communication:** Effective communication requires a high level of trust. The Board of Alderman believes in open communication and the public's right to know. Open channels of communication must be maintained among all members of the Board of Alderman. It is understood that information permitted by statute to be discussed in closed sessions must remain confidential. Sharing of such information with unauthorized persons at any time is unacceptable. If a public statement on any city matter is appropriate or necessary, the Board of Alderman, as a whole, will agree upon a specific statement to be made by a Board Member or other official designee. While Board of Alderman members, City Staff Members, and appointed board members may have their personal opinions, those personal opinions must as such and not as representations of city policy.

**Section 4: Board of Aldermen's Conduct with Other Boards and Commissions**

**A. Attendance in Official v. Personal Capacity:** The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Board of Aldermen. They are a valuable resource to the City's leadership

and should be treated with appreciation and respect. Board of Aldermen Members serve as liaisons to Boards and Commissions (according to appointments made by the Mayor) and in this role are expected to represent the full Board of Aldermen in providing guidance to the Board or Commission. In other instances, Board of Aldermen Members may attend Board or Commission meetings as individuals.

- a. Board of Aldermen Members attending these meetings as official liaisons should:
  - i. Attend all regularly scheduled meetings of the respective Board or Commission, or arrange for an alternate.
  - ii. Maintain an active liaison relationship.
- b. Board of Aldermen Members attending these meetings in individual capacity should adhere to the following protocols:
  - i. Any public comments by a Board of Aldermen member in personal capacity should be clearly identified as personal views and not those representing the feelings of the Board of Aldermen as a whole.
  - ii. Limit contact with the Board or Commission members to questions of clarification of the Board or Commission's position.
  - iii. Avoid conduct, which shall be deemed inappropriate, with a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective.
  - iv. Be mindful that Boards and Commission are advisory to the Board of Aldermen as whole, not individual Board Members.

**B. Pursuit of Concerns Regarding Board or Commission Members:** Board of Aldermen Members should pursue concerns regarding an individual Board or Commission member with tact. If the Board of Aldermen Member is comfortable talking with that individual privately, the Board Member should do so. If a problem cannot be resolved in such a manner, the Board of Aldermen Member should consult with the Mayor, who can bring the issue to the Board of Aldermen as appropriate.

**C. Procedures to be followed by Board and Commission Members; Penalties for Failure to Comply:** The Members of Boards and Commissions must follow policies and procedures established by the Board of Aldermen. However, Board Members should not feel they have the power or right to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."

**D. Respect for Diverse Opinions:** A primary role of the City's Boards and Commissions is to represent many points of view in the community and to provide the Board of Aldermen with advice based on a full spectrum of concerns and perspectives. Board of Aldermen Members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

**E. Separation of Political Support from Public Forums:** Board and Commission members may offer political support to a Board Member, but not in a public forum while conducting official duties. Conversely, Board Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Board Member.

**Section 5: Board of Aldermen's Conduct with the City Administrator and Subordinate Staff Members**

**A. General Principles of Cooperation and Respect:** Governance of a City relies on the cooperative efforts of elected officials, who set policy; and City Staff Members, who analyze problems and issues, make recommendations, and implement and/or administer the Board's policies. Every effort should be made to cooperate with and show mutual respect for the contributions made by individual City Staff Members for the good of the community.

**B. General Rule against Board Interference with City Staff:** Under Section 115.340 of the Peculiar Municipal Code, "[n]o member of the Board of Aldermen shall directly interfere with the conduct of any department or duties of employees subordinate to the City Administrator except at the express direction of the full Board of Aldermen or with the approval of the City Administrator." The Board of Alderman have establish that no directive or communication can be established with any staff person without permission of the Mayor or City Administrator.

**C. Communication with City Staff Members Regarding Concerns:** While every Board of Aldermen Member can, and has the responsibility to, communicate to the City Administrator and/or City Staff matters that he or she believes deserve attention and application of the City's financial and/or human resources, this responsibility does not entitle any Board of Aldermen member to monopolize the City's resources, usurp the judgment of the City Administrator, or interfere with a City Staff Member carrying out his or her duties. All requests must be approved by the Mayor.

**D. Specific Duties of the Board of Aldermen:** By statute, the Board of Aldermen Members are responsible for the care, management, and control of the City and its finances in a **policy-making** capacity. See Rev. Stat. Mo. § 79.110.

**E. Specific Duties of the City Administrator (and Subordinate City Staff Members):** These duties are established in Peculiar Municipal Code § 115.330 and incorporated herein.<sup>1</sup>

---

<sup>1</sup> Peculiar Municipal Code § 115.330 establishes the City Administrator's duties as the following:

**A. Administrative Office.** The City Administrator shall be the chief administrative assistant to the Mayor and, as such, shall be the administrative officer of the City Government. Except as otherwise specified by ordinance or by the law of the State of Missouri, the City Administrator shall coordinate and generally supervise the operation of the City.

---

B. *Purchasing.* The City Administrator shall be the purchasing agent for the City, and all purchases amounting to less than one thousand five hundred dollars (\$1,500.00) shall be made under his direction and supervision, and all such purchasing shall be made in accordance with purchasing rules and procedures approved by the Board of Aldermen.

C. *Budget.* The City Administrator shall be the Budget Officer of the City of Peculiar and shall prepare a program of activities within the financial power of the City embodying a budget document with proper analysis to be proposed to the Mayor and Board of Aldermen for their final approval.

D. *Financial Reports.* The City Administrator shall make periodic reports to the Mayor and Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget.

E. *Personnel System.* The City Administrator shall act as the personnel officer of the City and shall have the power to appoint and remove all subordinate employees of the City of Peculiar subject to the personnel rules and regulations of the City. The City Administrator shall recommend a classification system and pay plan to the Mayor and Board of Aldermen. Upon approval of the Board, the City Administrator shall approve advancements and appropriate pay increases within the limits of this classification system.

F. *City Council Agenda.* The City Administrator shall submit to the Mayor and Board of Aldermen a proposed agenda for each Board meeting at least three (3) days before the time of the regular Board meeting.

G. *Boards and Committees.* The City Administrator shall work with all City boards and committees to help coordinate the work of each.

H. *Board of Aldermen Meetings.* The City Administrator shall attend all meetings of the Board of Aldermen.

I. *Bid Specifications.* The City Administrator shall supervise the preparations of all bid specifications for services and equipment and receive sealed bids for presentation to the Board of Aldermen.

J. *Record Keeping.* The City Administrator shall keep full and accurate records of all actions taken by him in the course of his duties, and he shall safely and properly keep all records and papers belonging to the City and entrusted to his care. All such records shall be and remain the property of the City and be open to inspection by the Mayor and Board of Aldermen at all times.

K. *City Property.* The City Administrator shall have responsibility for all real and personal property of the City of Peculiar. He shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the City Administrator only with approval of the Board of Aldermen. Real property may be sold only with the approval of the Board of Aldermen by resolution or ordinance.

L. *Policy Formulation.* The City Administrator shall recommend to the Mayor and Board of Aldermen adoption of such measures as he may see necessary or expedient for the health, safety or welfare of the City or for the improvement of administrative services for the City. He shall have the power to prescribe, revoke, suspend or amend any rule or regulation of the administrative service except those prescribed by the Board of Aldermen.

M. *Coordinate Departments.* The City Administrator shall have the power to coordinate the work of all the departments of the City and, at times of an emergency, shall have authority to assign the employees of

- F. **Specific Principles of Cooperation and Respect:**
- a. Treat all City Staff Members as professionals.
  - b. Channel communications through appropriate Senior City Staff Members:
    - i. Questions of City Staff Members should be directed only to the City Administrator and/or Mayor. The Mayor should be copied on any request to the City Administrator.
    - ii. Board Members should not set up meetings with staff members directly but should work through the City Administrator and/or Mayor.
    - iii. When in doubt about what staff contact is appropriate, Board Members should ask the City Administrator and/or Mayor for direction. However, nothing in these protocols is intended to hinder the access required by Board-appointed liaisons to fulfill their unique responsibilities.
  - c. Never publicly criticize an individual employee, including Board-Appointed Officers. However, it must be noted that criticism differs from questioning the facts or opinions of City Staff Members.
  - d. Direct critical comments about City Staff Member performance to the City Administrator by private correspondence or conversation.
  - e. Avoid involvement in administrative functions: Avoid any staff interactions that may be construed as trying to shape staff recommendations. Board Members shall further refrain from coercing staff into making recommendations to the Board as a whole.
  - f. Be cautious about communicating the City's position on policy issues: Before sending correspondence related to a legislative or policy position, check with the City Administrator and/or Mayor to verify that a position has not already been determined.
  - g. Do not attend staff meetings unless requested by staff. Even if the Board Member does not say anything, the Board Member's presence may imply support, show partiality, intimidate City Staff Members, or hamper the Staff Member's ability to do his or her job objectively.
  - h. Do not solicit political support from City Staff Members.
  - i. Depend upon City Staff Members to respond to citizen concerns and complaints. It is the role of Board of Aldermen Members to pass on concerns and complaints on behalf of their constituents. It is not appropriate to pressure City Staff Members to solve a problem in a particular way. Refer citizen complaints to the City Administrator, who

---

the City to any department where they are needed for the most effective discharge of the functions of City Government.

N. *Miscellaneous.* In addition to the foregoing duties and powers, the City Administrator shall perform any and all other duties or functions prescribed by the Mayor and Board of Aldermen. However, at no time shall the duties or powers of the City Administrator supersede the action of the Mayor and Board of Aldermen. (Ord. No. 031698A §7, 4-6-98)

will, in turn, be responsible for informing the Board of Aldermen Member of the complaint's resolution.

- j. Respect the "one hour" rule for staff work: Requests for staff support should be made to the City Administrator and/or Mayor. Any request that would require more than one hour of City Staff Member time should be approved by the full Board of Aldermen to ensure that staff resources are allocated in accordance with overall Board of Aldermen priorities. Once notified that a request for information or staff support would require more than one hour, the Board of Aldermen Member may request that the Mayor place the request on an upcoming Board agenda.

**Section 5: City Staff Member Conduct with the Board of Aldermen**

**A. Specific Principles of Cooperation and Respect:**

- a. Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- b. Demonstrate respect for Board of Aldermen Members at all times.
- c. Treat all Board of Aldermen Members equally.
- d. Respect the role of Board of Aldermen Members as policy-makers for the City: City Staff Members are expected to provide the best professional recommendations on issues. City Staff Members should not try to determine Board of Aldermen support for particular positions in order to craft recommendations. The Board of Aldermen must be able to depend upon City Staff Members to make independent recommendations and if necessary, to provide information about alternatives to recommendations. City Staff Members should also provide information on the advantages and disadvantages of each staff recommendation and alternative.
- e. If a Board of Aldermen Member directs a City Staff Member to take care of or provide information to them that has not received approval of the City Administrator or the Mayor; that staff member is to contact the City Administrator immediately and in turn the City Administrator will inform the Mayor for appropriate action with the Board of Aldermen member.
- f. Upon the receipt of staff support request in accordance with the "one hour" rule, City Staff Members must follow through on said requests in the fullest and most expeditious manner possible.
- g. It is recommended that City Staff not participate in any political forums or provide highly visible support in a Mayoral or Aldermen Election. This recommendation in no way inhibits any employee from voting or becoming involved in local elections.

City Administrator  
Brad Ratliff

City Clerk  
Janet Burlingame

City Engineer  
Carl Brooks

Business Office  
Trudy Prickett



Chief of Police  
Harry Gurin

City Planner  
Cliff McDonald

City Attorney  
Reid Holbrook

Parks Director  
Grant Purkey

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078  
Phone: (816)779-5212 Facsimile: (816)779-1004

To: Board of Aldermen  
From: Carl Brooks  
Date: 05/16/16  
Re: Topic of Discussion: Appraisal Cost for West Peculiar Fire District Right-of-Way  
Donation for Scholl Road Phase III Street Project

**GENERAL INFORMATION**

Applicant: City Staff  
Requested Actions: None, Information only at this time.  
Date of Application: 05/12/16  
Purpose: To have an appraisal completed by an independent company at an approximate cost of \$1,800 based on the current proposed contract for the West Peculiar Fire District Right-of-Way Easement for the School Road Phase III Street Project. The requested Right-of-Way easement will probably appraise for a value under \$1000.00. Therefore, the total cost to the street project is approximately \$2,800.00.

**PROPOSAL**

The West Peculiar Fire District (WPFDD) requests for presentation to the West Peculiar Fire District Board for the property located at 20523 S. School Rd. They have requested a letter with and offer for the easement to be included. They have also requested an appraisal value of the property and who appraised the property, evidence supporting the appraised value and the standing offer of the property. The Chief of WPFDD will present this information at their June meeting along with the other supporting documents that City staff may provide.

**PREVIOUS ACTIONS**

City staff and WPFDD Chief had an understanding that if City staff could document what a “fair market value” of the easement was worth that the WPFDD Board would make a donation of the right-of-way easement; at no cost to the project.

**STAFF COMMENTS AND SUGGESTIONS**

City staff informed Chief Lewis that the City currently did not have the WPFDD’s property scheduled to be appraised. However, for the private property on the west side of School Road for the interchange and 211<sup>th</sup> Street projects, MoDOT negotiated with the property owner. Basically, the land value came in at \$0.12/sq. ft. Therefore, as Chief Lewis requested is the agreed upon cost numbers for land, easements, etc. for the above mentioned property for the interchange and 211<sup>th</sup> Street projects. WPFDD Tract No. 52 contains 6,117 square feet. At \$0.12/sq. ft. = \$734.04

Just so you know for this project (School Road Phase III), this above mentioned private property owner has donated their right-of-way easement (19,199 sq. ft.) at no cost to the City; an approximate value of \$2,300.00.

---

**STAFF RECOMMENDATION**

---

In summary, the WPFCD is the only agency along the School Road Phase III route that is not donating their right of way to improve safety for the children.

---

**ATTACHMENTS**

ROW Associates Appraisal Contract for three properties (no to exceed \$5,400)

Tract No. 52, legal description

Tract No. 52, tract map

E-mail correspondence

---

# *Right of Way Associates*

*Appraisals ■ Acquisitions ■ Consultation ■ Negotiations*

---

February 22, 2016

Mr. Carl M. Brooks, *P.E.*  
Public Works Department  
City of Peculiar  
250 S. Main Street  
Peculiar, MO 64078

Re: Appraisal and Acquisition Services  
School Road – Phase 3  
203<sup>rd</sup> to 211<sup>th</sup> Street  
Peculiar, Missouri  
Tracts 46, 52 and 53

Dear Mr. Brooks:

I have reviewed the three properties, as well as the plans and acquisitions, and have enclosed a proposal to perform appraisal and acquisition services for 3 tracts situated within the city limits of Peculiar, Missouri.

The scope of services, costs and other particulars are detailed in the proposal. Thank you for the opportunity to be of service and we look forward to working with you on this project.

Sincerely,



John W. Moser, *MAI, SRA*  
President

Enclosure

**SCHOOL ROAD PROJECT  
PHASE 3  
203<sup>rd</sup> TO 211<sup>TH</sup> STREET  
CASS COUNTY, MISSOURI**

**Scope of Services:**

The proposed improvements involve the reconstruction of a roadway at the titled location. A review of the project with the City indicates acquisitions are required from three properties that are situated in the City of Peculiar.

The appraisal services will adhere to the *Uniform Standards of Professional Appraisal Practice*.

The services will also comply with enacted *Chapter 523, Condemnation Proceedings, of the Missouri Revised Statutes*. This act requires a 30-day window for property owners to provide an alternative routing and specific considerations prior to any eminent domain proceedings (if necessary), and a minimum 30-day negotiating period, including providing a copy of the appraisal to the property owner. It is assumed that the City will be responsible for the mailing of any 60-day notices.

*Appraisal Services -*

The appraisal will be performed according to the following scope:

1. For each parcel, identification of the economic unit, or larger parcel to be appraised, based upon the unities of use, contiguity and ownership.
2. Identify available utility and development infrastructure.
3. Review the existing zoning, and master planned zoning, from the appropriate governmental authority. Estimate the Highest and Best use of the property.
4. Research county records and other available sources for comparable sales data.
5. Estimate land values based upon comparable data.
6. Analyze and estimate value impacts due to takings and site improvement losses (structures and other improvements).
7. Analyze any building setback impacts due to the acquisitions.
8. Preparation of valuations which delineate monetary impacts.

*Acquisition Services -*

An average of five property contacts will be made during the acquisition phase of the project, outlined as follows:

Contact 1. Contact the owner by telephone to schedule a time to meet with them, at their convenience.

Contact 2. Travel to the property owner's residence, place of business or another location of their choice (within the Kansas City Metro area). Out of town ownerships will be handled by mail). Review the plans for the project with them, answer any questions they may have, receive technical engineering questions and make the offer to them for the acquisitions for the project. If the owner chooses to make a counteroffer, transmit this information to the Client/Project Engineer for their decision. If the owner is agreeable the transaction would be completed in this first visit. Normally, additional contacts are required.

Contact 3. Contact the owner, and if they desire, meet with them again. Provide answers to technical engineering questions from information provided by the Client/Project Engineer. Answer any additional questions regarding the appraisal/acquisition process or seek additional engineering counsel. At that point, we will attempt to complete the transaction at the original offer or any approved counteroffer amount.

Contact 4. Following consultation with the Client/Project Engineer, write a final offer letter to the property owner in an attempt to acquire the needed acquisitions.

Contact 5. If the owner accepts the final offer, meet with them again to sign. If we are unable to satisfactorily complete the negotiation, transmit the file to the Client for legal action.

#### **Additional Services:**

##### *Appraisals/Acquisitions -*

Any additional appraisals or acquisitions for properties beyond the estimated number of properties, or services beyond the specified scope, is an additional service.

##### *Document Preparation -*

Acquisition documents can be prepared from legal descriptions furnished by the project engineer.

##### *Meeting Attendance -*

We will attend status and strategy meetings, if needed.

##### *Appraisal Report Updates -*

Any appraisal report that requires update due a change in market conditions attributed to delays in the project beyond the control of *Right of Way Associates* is considered an additional service.

##### *Condemnation Services -*

*Right of Way Associates* can provide evidence and testimony showing good faith offers have been made. If needed, we can prepare condemnation exhibits and provide expert testimony as to valuation conclusions.

## **PROJECT SCHEDULE**

The appraisals will take 30-60 days to complete. The acquisitions will take up to 45 days to complete.

## **INSURANCE**

*Right of Way Associates* carries \$2,000,000 in general liability insurance, as well as an amount prescribed by law for Workers' Compensation. We also carry \$1,000,000 in Professional Liability Insurance. Our insurance covers all employees and independent contractors (except for Worker's Compensation) and evidence of insurance will be provided upon request.

## **COST OF SERVICES**

The base not to exceed cost for the appraisal services is \$5,400 and the acquisitions \$2,700. The not to exceed base cost for the appraisal and acquisition services is thus \$8,100. The charges will be made at the hourly rate and fee schedule described in this section, subject to the price cap. Periodic,

itemized billings may be submitted. Compensation for any additional services will be made at the hourly rate and fee schedule described in this section.

Fee Schedule

The fees will be in accord with the following rate schedule, subject to the above price cap:

A. Personnel hourly rates:

<u>Position</u>	<u>Rate/Hr.</u>
Principal Appraiser	\$195.00
Associate Appraiser	80.00
Right of Way Agent	80.00

B. Mileage:

\$0.56 per mile.

C. Out of pocket expenses:

Reimbursement of out of pocket expenses at cost (maps, ownership documents, etc.).

**CONSIDERATIONS**

This proposal is predicated on the following items:

1. Completed acquisition documents and construction drawings will be provided at the start of the individual appraisals.
2. Field staking marking the acquisition boundaries will be provided before the assignment is commenced.

Submitted by:

Right of Way Associates



John W. Moser  
President

Date: February 22, 2016

Approved by:  
City of Peculiar, Missouri

By: \_\_\_\_\_

Date: \_\_\_\_\_, 2016

CASS COUNTY MISSOURI  
SCHOOL ROAD  
Tract No. 52 Phase III

Project 12-5050  
December 7, 2015

West Peculiar Fire Protection District  
20523 S. School Rd., Peculiar, Mo.  
Book 2987, Page 884



PERMANENT EASEMENT

At tract of land located in the Northwest Quarter of Section 3, Township 45 North, Range 32 West of the 5th Principal Meridian, in Cass County, Missouri, more particularly described as follows:

Commencing at the Southwest corner of said Northwest Quarter of Section 3; thence on an assumed bearing of North 00 degrees 19 minutes 47 seconds East on the West line of said Northwest Quarter a distance of 294.81 feet to the point of beginning; thence continuing on said West line, North 00 degrees 19 minutes 47 seconds East a distance of 264.06; thence South 88 degrees 21 minutes 18 seconds East a distance of 48.57 feet; thence South 00 degrees 23 minutes 06 seconds West a distance of 212.72 feet; thence South 55 degrees 55 minutes 30 seconds East a distance of 36.06 feet; thence South 00 degrees 23 minutes 06 seconds West a distance of 31.99 feet; thence North 88 degrees 21 minutes 18 seconds West a distance of 78.33 feet to the point of beginning.

Said tract contains 6,117 square feet, (0.14 acres) of land more or less excluding the existing road right of way.

---

2930 SW Woodside Drive | Topeka, KS 66614 | 785.272.4706 | 785.272.4736 fax



## Janet Burlingame

---

**From:** Carl Brooks  
**Sent:** Thursday, May 12, 2016 4:21 PM  
**To:** Brad Ratliff; Janet Burlingame  
**Subject:** RE: School Road Phase III Right of Way Permanent Easement Donation  
**Attachments:** Staff Report Appraisal cost for West Peculiar Fire District ROW 05 12 2016.doc; School Road 203rd to 211th Street - Peculiar Tractsv2.pdf; Tract 52 West Peculiar Fire District Doc1.docx; Tract No 52.pdf; RE: School Road Phase III Right of Way Permanent Easement Donation

Final version, with the e-mail as an attachment.

---

**From:** Brad Ratliff  
**Sent:** Thursday, May 12, 2016 4:10 PM  
**To:** Carl Brooks; Janet Burlingame  
**Subject:** RE: School Road Phase III Right of Way Permanent Easement Donation

Yes and a copy of the email where he told you what they wanted.

Thanks,

*Brad Ratliff*

City Administrator



**From:** Carl Brooks  
**Sent:** Thursday, May 12, 2016 4:08 PM  
**To:** Janet Burlingame <[jburlingame@cityofpeculiar.com](mailto:jburlingame@cityofpeculiar.com)>; Brad Ratliff <[bratliff@cityofpeculiar.com](mailto:bratliff@cityofpeculiar.com)>  
**Subject:** RE: School Road Phase III Right of Way Permanent Easement Donation

Brad  
Is this what you are looking for?  
Carl

---

**From:** Janet Burlingame  
**Sent:** Thursday, May 12, 2016 2:58 PM  
**To:** Carl Brooks  
**Subject:** RE: School Road Phase III Right of Way Permanent Easement Donation

I need a Staff Report, etc. ASAP

*Janet Burlingame*  
City Clerk  
City of Peculiar  
816-779-2221



**From:** Carl Brooks  
**Sent:** Thursday, May 12, 2016 2:46 PM  
**To:** Janet Burlingame <[jburlingame@cityofpeculiar.com](mailto:jburlingame@cityofpeculiar.com)>; Brad Ratliff <[bratliff@cityofpeculiar.com](mailto:bratliff@cityofpeculiar.com)>  
**Subject:** Fw: School Road Phase III Right of Way Permanent Easement Donation

Will have a topic of discussion to add to agenda

Sent from my LG Escape2, an AT&T 4G LTE smartphone

----- Original message-----

**From:** Brad Ratliff  
**Date:** Thu, May 12, 2016 1:18 PM  
**To:** Carl Brooks;  
**Subject:** Re: School Road Phase III Right of Way Permanent Easement Donation

Please add it to the agenda for Monday night.

Thanks,

Brad Ratliff

On May 12, 2016, at 12:42 PM, Carl Brooks <[cbrooks@cityofpeculiar.com](mailto:cbrooks@cityofpeculiar.com)> wrote:

Brad  
Woog now wants us to pay \$1,000 for an appraisal for an ROW easement worth \$800.00 Wow!  
What to do????  
Carl

---

**From:** [lyoung@westpeculiarfire.org](mailto:lyoung@westpeculiarfire.org) [<mailto:lyoung@westpeculiarfire.org>]  
**Sent:** Wednesday, May 11, 2016 11:14 AM  
**To:** Carl Brooks  
**Subject:** RE: School Road Phase III Right of Way Permanent Easement Donation

Carl

The request for presentation to West Peculiar Board,

20523 S. School Rd

Please provide a letter with offer for the easement to included

The appraisal value of the property and who appraised the property, evidence supporting the appraised value and the standing offer of the property.

I will present this at the June meeting along with the other supporting documents you have provided

Thank you

Lewis Young,  
Fire Chief

----- Original Message -----

Subject: RE: School Road Phase III Right of Way Permanent Easement  
Donation

From: Carl Brooks <[cbrooks@cityofpeculiar.com](mailto:cbrooks@cityofpeculiar.com)>

Date: Fri, April 22, 2016 2:22 pm

To: Lewis Young <[lyoung@westpeculiarfire.org](mailto:lyoung@westpeculiarfire.org)>

Woog

We currently do not have your property scheduled to be appraised. However, for the property on the west side of School Road for the interchange and 211<sup>th</sup> Street project, listed below is the numbers that MoDOT negotiated with the property owner. Basically, the land value came in at \$0.12/sq. ft. Therefore, as you requested, below are the agreed upon cost numbers for land, easements, etc. for the LBM, LLC property for the interchange and 211<sup>th</sup> Street projects.

Your said tract contains 6,117 square feet x \$0.12/sq. ft. = \$734.04

We settled with LBM for an additional \$5775 of fencing (additional 1,155 linear feet of fence for a total of 2,655 LF of fencing) and an additional \$8,225 for land value, which works out to approximately \$5,058 per acre in final settlement. At any rate, all things included, our final settlement with LBM was 28% above our appraised amount, mainly due to a difference of opinion in land value, and the fact that LBM paid \$16,000 per acre for the land a few years prior to the Great Recession of 2008-09. So the final settlement tally would be:

A. Fee Holder's Interest:

1. Land Acquired: 7.09 acres @ \$5,058/acre (Rounded) \$ 35,860

2. Improvements: Buildings - \$2,850

Fence and Gates – \$15,150

Total Improvements (Rounded) \$ 18,000

3. Total Land and Improvements: \$ 53,860

4. Damages to the Remainder:

Permanent Easement: 2.93 ac \$ 4,710

Temporary Easement: 2.75 ac \$ 2,782

Other Damages: Water Hydrant \$ 2,400

Total Damages to the Remainder: (Rounded) \$ 9,892

5. Total Just Compensation Due Fee Holder: \$ 63,752

I trust that will provide you with a number if the Board asks.

Carl

**From:** Lewis Young [<mailto:lyoung@westpeculiarfire.org>]

**Sent:** Friday, April 22, 2016 1:16 PM

**To:** Carl Brooks

**Subject:** RE: School Road Phase III Right of Way Permanent Easement Donation

Carl

Can you also provided the paper work if they decided not to go with donations, i am unsure which way they will decided but let's cover the base, i will present this on the may regular scheduled board meeting

Thank you  
Chief Woog

----- Original message -----

From: Carl Brooks

Date:04/22/2016 12:43 (GMT-06:00)

To: "Louis Young ([lyoung@westpeculiarfire.org](mailto:lyoung@westpeculiarfire.org))"

Cc: "Bob Chambers ([chambers@cfse.com](mailto:chambers@cfse.com))" , Brad Ratliff , John Stoltz

Subject: RE: School Road Phase III Right of Way Permanent Easement Donation  
Woog

Attached is a copy of our "Donation Waiver letter" and a copy of the "donation deed" for the right of way permanent easement for the School Road Phase III project.

As you requested, your board required a letter from City staff requesting to donate the right-of way for the above referenced project on your property at 20523 S. School Road.

Please review the attached documents, and if you have any questions, do not hesitate to call or send an e-mail.

We thank you in advance for your and your board's generosity in making this ROW donation toward the project.

Carl M. Brooks, P.E.  
City Engineer  
Public Works Department  
City of Peculiar  
250 S. Main Street  
Peculiar, MO 64078  
phone: 816-779-2228  
fax: 816-779-1004  
cell: 816-289-8838

City Administrator  
*Brad Ratliff*

City Clerk  
*Janet Burlingame*

City Engineer  
*Carl Brooks*

Business Office  
*Trudy Prickett*



Chief of Police  
*Harry Gurin*

City Planner  
*Cliff McDonald*

City Attorney  
*Reid Holbrook*

Parks Director  
*Grant Purkey*

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078  
Phone: (816)779-5212 Facsimile: (816)779-1004

---

**To:** Board of Alderman  
**From:** Mayor Stark via Brad Ratliff  
**Date:** May 16, 2016  
**Re:** Strategic Planning and Priorities for City

---

#### **GENERAL INFORMATION**

---

**Applicant:**

**Status of Applicant:**

**Requested Actions:** Ensure Current Goals and Priorities of City or Change them

**Date of Application:**

**Purpose:** Ensure the BOA still has the same goals and priorities

---

#### **PROPOSAL**

---

Mayor Stark asked that we put on the goals established by the BOA in July 7, 2014 to ensure the BOA still has this vision and collective direction.

---

#### **PREVIOUS ACTIONS**

---

- AGH Consultant provided a work shop to aid the City BOA to have clear goals and priorities over the next 5 years.
- 

#### **KEY ISSUES**

---

- BOA confirmed these Goals and Priorities as recent as the Sept. 21, 2015 Budget Approval
- 

#### **STAFF COMMENTS AND SUGGESTIONS**

---

#### **STAFF RECOMMENDATION**

---

#### **ATTACHMENTS**

---

- The work up document from the AGH consultant on the July 7, 2014 meeting
  - Budget Overview letter from the City Administrator repeating those Goals and Priorities
  - A couple slides from the State of the City Address on November 16, 2015 with the established goals and priorities.
- 

**CONTACT:** hstark@cityofpeculiar.org



**STRATEGIC PLANNING WORKSHOP  
Board of Aldermen and Staff  
City of Peculiar, Missouri  
July 7, 2014**

**WORKSHOP SUMMARY**

**WELCOME AND OPENING COMMENTS**

---

Derrick Nielsen and Ben Hart of Allen, Gibbs & Houlik, L.C. (AGH) facilitated the workshop.

Derrick thanked the Mayor, the Board of Aldermen, the City Administrator and the staff for allowing AGH the opportunity to facilitate the workshop. He shared his appreciation for the hard work that the Aldermen and the staff have already invested to create a shared vision for the city and to make hard decisions to prioritize and fund initiatives that align with the vision. The workshop agenda was designed to build on and move these efforts forward.

Derrick shared that the work that his team at AGH does revolves around designing and facilitating processes to help leaders and groups think strategically and then act successfully on the outcomes of those discussions. He has facilitated planning across all different types of entities and industries, at different stages of growth.

He shared his perspective that planning in government specifically and in non-profits more generally can be the most challenging for a very simple reason – **“At any given time a city plans, there is more good to be done than resources to do it with.”**

Choosing between bad ideas and good ideas for the city is easy. The real challenge is that there are probably more good ideas for the City of Peculiar right now than there are resources to implement them all. This forces the really difficult need to choose the best ideas from all the good ones. The emotional reality is that this choice often feels like a moral or ethical decision. It can feel wrong for city leaders to try to pick and choose among things that are all good for the community. Yet it is necessary to truly move forward in the short- and medium-term. With momentum and persistence, ultimately more good can eventually be done in the long-term.

Derrick shared a few concepts from a book written by the consultant and executive coach Tony Jeary who suggests that three things are needed to create what he calls strategic acceleration: **clarity, focus and execution.**

Thinking strategically seems as challenging today as it's ever been. There are so many changes occurring in the external environment: political, economic, social and technological. Most cities,

like Peculiar, are **executing** as fast and as efficiently as possible. The recent downturn was deep and pervasive. To survive, organizations of all types have had to do as much or more with fewer resources.

As a result, it is really important to invest the time to step out of the “fire-fighting” of the present in order to get **clarity**. We need to sort through all of the external opportunities and threats that continually bombard us to get a clear view of where we want to be and to identify what is most important to us.

With clarity of our end in mind, we can achieve **focus** – a clear, shared identification of our most immediate priorities. Derrick shared another tool which can be helpful in identifying the most important priorities requiring focus.

### CLARIFYING STRATEGY: FOCUSING ON THE IMPORTANT, NON-URGENT

Participants discussed the importance of clarifying strategy in terms of the visual represented to the right (which is based on ideas from Stephen Covey’s book *7 Habits of Highly Effective People*).

Most organizations struggle everyday to get the urgent and important things in Quadrant 1 done. These include responding to constituents, providing critical public services, keeping utilities up, etc. These tasks are so demanding that many organizations fail to get anything done beyond the everyday “fire-fighting” this requires.

Effective organizations, however, are able to spend time in Quadrant 2, where they can focus on important but non-urgent tasks, such as strategic planning, preventative maintenance, constituent communication, employee training, etc. Q2 is often referred to as the “quadrant of effectiveness,” where key issues are addressed and improvements are made in a proactive, intentional manner. In fact, Q2 is essentially the quadrant of “fire prevention” and is the only way to reduce the number and intensity of future “fires” that you will need to face in Q1.

Q3 is the quadrant of distraction, where e-mail alerts, text notifications, and the like compete for our attention. We are often deceived into thinking that these activities are important simply because they demand our attention and response. Other distractions can include unproductive meetings, paperwork that has outlived its original purpose, reports that go unread, etc. Effective organizations work hard to reduce the amount of time they spend distracted by activities from this quadrant.

Q4 is the place we retreat to recover when we are stressed and burned out, usually because of sustained time spent fighting fires in Q1.

		IMPORTANT	
		-	+
URGENT	+	<b>Quadrant 3: Urgent and not important</b> <ul style="list-style-type: none"> <li>Quadrant of deceptive distractions like email alerts, non-productive meetings, etc.</li> </ul>	<b>Quadrant 1: Urgent and important</b> <ul style="list-style-type: none"> <li>The day-to-day “fire-fighting” required to run an organization effectively</li> </ul>
	-	<b>Quadrant 4: Non-urgent and unimportant</b> <ul style="list-style-type: none"> <li>Quadrant of burnout and recovery – often find ourselves here when overwhelmed by firefighting in Q1</li> </ul>	<b>Quadrant 2: Important, but not urgent</b> <ul style="list-style-type: none"> <li>Quadrant of effectiveness – the only way to minimize future Q1 demands (“fire prevention”)</li> </ul>

Derrick emphasized that the important take-away from this tool is to highlight the importance of spending the appropriate amount of time operating as individuals and as an organization in Q2 where the important, non-urgent items receive attention. The challenge, of course, is finding time to operate in this quadrant. In fact, time is never truly “found” – it must be “made.”

Effectiveness requires prioritizing time and effort on Q1 activities. Derrick shared Covey’s pickle jar analogy as one way of thinking of this task. If you have a large, empty pickle jar, a stack of large rocks, and a pile of sand, we all recognize that you’ll have to put the rocks in first and then pour in sand around the rocks if you want to maximize the jar’s contents. Applying this analogy to organizational life, to maximize what you can put into the jar (tasks you have to do), you have to put the rocks (important, non-urgent tasks) in before the sand (important, urgent things).

## **IDENTIFYING THE CITY OF PECULIAR’S STRATEGIC PRIORITIES**

---

Derrick asked participants to identify the key important, non-urgent “rocks” (Quadrant 2 activities) that need to be prioritized in the city’s strategy. The following items were suggested:

- Improving the quality of life (for example, by building out parks)
- Engaging in future planning for the city
- Attracting businesses (which add revenue to the city, provide jobs, enhance quality of life, and lighten tax burden on citizens)
- Meeting infrastructure needs of the community
  - Above ground (including roads)
  - Below ground
  - Storm water management
- Planning for residential growth in a sustainable manner

## **COMPETITIVE ADVANTAGES AND CHALLENGES**

---

Derrick asked participants to identify key drivers that contribute to the city’s competitiveness in attracting residents and businesses. The following items were suggested:

- Proximity to the interstate
- Demographics (younger population with disposable incomes)
- Relatively lower property taxes
- Home affordability
- Close location to the KC metro area
- Strong education system
- Strong public safety system, resulting in low crime

Participants identified the following factors that contribute specifically to attracting new commercial businesses:

- More power than land in the northwest quadrant
- Streamlined zoning (which had previously been a competitive disadvantage)
- Interstate access
- Proximity to the KC metro area (“excellent commuting community”)
- On route to the Lake of the Ozarks
- County location and density
- Under-served population

- Demographics of residents / customers

Participants also identified the following challenges and potential needs:

- Need increased residential infrastructure to support growth (including the supply of water)
- Missing a recreational piece to meet quality of life goals, including parks and recreation programs (especially for younger demographics)
- Struggle with an “identity crisis” (exacerbated by a consolidated school system)
- Lack connectivity within the city and between neighborhoods (for example, sidewalks)
- Ensure that we have critical technology infrastructure, including broadband (we have a plan but it must be funded and implemented)
- Acquire sufficient land for growth (for example, by considering east-west expansion through annexation)
- Need to educate residents on the initiatives required for future growth and sustainability

### **CRITICAL PRIORITIES FOR THE NEXT FIVE YEARS**

---

Derrick asked participants to identify what milestones might be used to identify success in the next five years. The following goals were suggested:

- Complete the new interchange
- Ensure a steady, sustainable water supply
- Address sewer and storm water needs
- Complete implementation of broadband plan
- Attract a major tenant to a certified site near interstate
- Enhance parks and recreation to support quality of life initiatives
- Implement sustainable roads plan
- Align the public behind these goals
- Secure government grant funding to help achieve these goals (and to reduce the cost to taxpayers)

### **CLOSING COMMENTS**

---

Derrick emphasized that the evening’s discussion was just a start on the planning that will follow. The upcoming budget process will give the Board of Aldermen and the staff the opportunity to prioritize those investments that best align with the goals discussed during the workshop.

**City Administrator**  
*Brad Ratliff*

**City Clerk**  
*Janet Burlingame*

**City Engineer**  
*Carl Brooks*

**Business Office**  
*Trudy Prickett*



**Chief of Police**  
*Harry Gurin*

**City Planner**  
*Cliff McDonald*

**City Attorney**  
*Reid Holbrook*

**Parks Director**  
*Grant Purkey*

**Municipal Offices – 250 S. Main Street, Peculiar, MO 64078**  
**Phone: (816)779-5212 Facsimile: (816)779-1004**

The Honorable Mayor, Members of the Board of Alderman and the Citizens of the City of Peculiar, Missouri.

RE: 2015-2016 Fiscal Year Budget Message

The City of Peculiar continues to experience a healthy recovery during the 2015-2016 budget years from the market crash and housing bubble burst of 2008-2009. This budget continues a visionary process of seeking out and taking advantage of the City's strengths and competitive advantage.

This past fiscal year the City moved beyond a year to year plan and instead implemented a planned strategy for the next 5 years in infrastructure needs. The enclosed City of Peculiar budget document and supporting information constitutes the City's recommended improvements on many fronts for Fiscal Year 2015-2016 starting October 1, 2016. We continued the efforts to improve the infrastructure of the City, 5 years out projecting needs, as well as preparing for economic opportunity with the new Interchange under construction. This budget will be formally adopted by the Board of Alderman on September 21, 2015 and will establish the fiscal plan for the City's Fiscal Year October 1, 2015 to September 30, 2016. The budget addresses many of the policies and goals the Board of Alderman discussed in budget work sessions, previous work sessions and Board of Alderman meetings over this past fiscal year.

**Critical Issues for the Board of Alderman include:**

1. Rising cost and capacity of available water
2. Growth in the 211th interchange corridor
3. Continued maintenance of the City's infrastructure
4. Marketing the City and position the City for Economic opportunity.

Budget Preparation began in March of 2015 by Administrative staff and will be adopted by the Board of Alderman on September 21, 2015. The City Administrative and Financial staff met regularly during the year to review the ongoing 2014-2015 budget expenditures compared to budget, progress toward achieving set revenue targets and accomplishments of the City's financial goals. Since 2008 the City's financial goal has been to build rainy day cash reserve funds and fund balance reserves. Building these reserves puts the City in a better position to fund operations in case of a disaster or financial downturn. The 2015-2016 Adopted Budget provides for a continuation of maintaining the reserve targets.

*Competitive Advantages (established 2014)*

- *Proximity to Interstate 49*
- *Young population*
- *Affordable housing with relative low taxes*
- *Proximity to Kansas City metro area*
- *Strong Education System*
- *Strong Public Safety system resulting in low crime*

Budget preparation instructions were given to Departments Heads in May at the start of the budget planning process and they were provided

## *Board of Alderman Guiding Principles*

- *Continue to Maintain Reserves*
- *Align Citizen and Alderman Priorities with Available Resources*
- *Maintain Current Infrastructure*
- *Exercise Innovative Problem Solving to Chart the Course for our Community*

guidelines consistent with the adopted Financial Policies. Budget Expenditure Requests for 2015-2016 should not exceed 2014-2015 budgeted amounts since the City is to absorb increased salaries for the Pay Performance Plan, benefits and set contractual services. Increases in the Waterworks and Wastewater funds are based on the direction approved by the Board of Alderman which will raise the water rate by \$1.25 on the front and back as well as \$.25 cents on the wastewater rate beginning October 1, 2015. This is lower than estimated and approved by the Board last year which was, \$2.00 on water and \$.55 on sewer. Lowering the rate is due to the Utility staff working hard to save monies at all possible cost and efficiencies.

A narrative of activities, services or functions carried out by the organizational units was requested in the budget preparation instructions. Budgets needed to be consistent with the overall community goals/initiatives set by the Mayor and Board of Alderman. The purpose of the linkage was to confirm departments and Alderman were on the same page with no conflicting objectives. Departments were asked to provide objectives or goals for specific units and programs; objectives and measures needed to be linked and outcome related. On August 17, 2015 staff presented the recommended budget and capital plan to the Board of Alderman.

The Financial Summaries section of the Fiscal Year 2015-2016 budget book contains mission statements and goals on a department basis. Each department provided a mission statement, major accomplishments for the current year with goals and objectives for the 2015-2016 fiscal year.

### **CURRENT FISCAL CONDITION**

The 2015-2016 budget anticipates operating fund balances to maintain a strong 33% of revenues with the overall fund balance at 13% of revenues.

For the general fund, over 75% of revenues are made up of property tax, sales taxes, franchise fees and court fine. The City experienced an increase in revenue collected for property and sales taxes as well as building permits in 2014-2015. During 2014-2015 the City continued to see strong growth in sales tax due to the imposition of sales taxes on utilities on January 1, 2014. At the fiscal year end September 30, 2015 the city expects to see sales tax increase of 2% over actual results for 2014. With limited revenues and increasing costs, the City must continue to be strategic in allocating resources and take advantage of opportunities to limit growth in fees charged and rely more on general revenues. The proposed budget focuses on funding both Alderman and resident's priorities including transportation, public safety, water and sewer infrastructure. Other major changes in revenues include both the Park Fund and CIP Fund experiencing increases in sales tax similar to the general fund.

#### **Noticeable Trends in Rising Costs**

- *Gas*
- *Electricity*
- *Health Insurance for Employees*

Fines and Forfeitures (Court Fines) seem to decline this past year and much lower than the peak 2007 and 2008 years. We are watching the Interchange monies closely and with the lower bids have an opportunity to possibly address a large storm water problem in that area. The property owner is working with us but the amount to construct and the CORE permit fees are of great concern. We will continue to watch this closely. This discussion would not be happening, if

we had not secured from the MARC STP/BR Committee of \$1.1 Million to the 211th Street portion of the new Interchange project that put us in a much better position in funding.

## **STRATEGIC PLANNING**

In 2014 the City held a retreat in preparation of focusing on key strategic priorities for the future. City Alderman discussed critical priorities for the next five years that we based the budget again on this year:

### ***Identifying the City of Peculiar's Strategic Priorities:***

Derrick asked the Alderman to identify the key important, non-urgent "rocks" (Quadrant 2 activities) that need to be prioritized in the city's strategy. The following items were suggested:

- Improving the quality of life (for example, by building out parks)
- Engaging in future planning for the city
- Attracting businesses (which add revenue to the city, provide jobs, enhance quality of life, and lighten tax burden on citizens)
- Meeting infrastructure needs of the community Above ground (including roads)
- Planning for residential growth in a sustainable manner

### ***Competitive advantages and challenges:***

Derrick asked the Aldermen to identify key drivers that contribute to the city's competitiveness in attracting residents and businesses. The following items were suggested:

- Proximity to the interstate
- Demographics (younger population with disposable incomes)
- Relatively lower property taxes
- Home affordability
- Close location to the KC metro area
- Strong education system
- Strong public safety system, resulting in low crime

The Aldermen identified the following factors that contribute specifically to attracting new commercial businesses:

- More power than land in the northwest quadrant
- Streamlined zoning (which had previously been a competitive disadvantage)
- Interstate access
- Proximity to the KC metro area ("excellent commuting community")
- On route to the Lake of the Ozarks
- County location and density
- Under-served population
- Demographics of residents / customers

The Aldermen also identified the following challenges and potential needs:

- Need increased residential infrastructure to support growth (including the supply of water)
- Missing a recreational piece to meet quality of life goals, including parks and recreation programs (especially for younger demographics)
- Struggle with an "identity crisis" (exacerbated by a consolidated school system)
- Lack connectivity within the city and between neighborhoods (for example, sidewalks)
- Ensure that we have critical technology infrastructure, including broadband (we have a plan but it must be funded and implemented)
- Acquire sufficient land for growth (for example, by considering east-west expansion through annexation)

- Need to educate residents on the initiatives required for future growth and sustainability

***Critical priorities for the next five years:***

Derrick asked participants to identify what milestones might be used to identify success in the next five years. The following goals were suggested:

- Complete the new interchange
- Ensure a steady, sustainable water supply
- Address sewer and storm water needs
- Complete implementation of broadband plan
- Attract a major tenant to a certified site near interstate
- Enhance parks and recreation to support quality of life initiatives
- Implement sustainable roads plan
- Align the public behind these goals
- Secure government grant funding to help achieve these goals (and to reduce the cost to taxpayers)

***New I-49 and 211th Street Interchange***

1. Create a Commercial Improvement District around the new interchange that includes all areas of future retail and industry. This will give the City an opportunity to provide incentives and capture the dollars in that area to improve needed infrastructure. *(Voting on this with property owners will take place in October and November of 2015.)*
2. Create a Certified Industrial Site location on the North West side of the City. This is an area we have identified through the comprehensive plan as potential locations for large manufactures to build. Currently there are only 14 locations in the State of Missouri with this type of certification. This will put the City in a very prepared and leveraged position for potential industrial type of businesses to locate here. It will also provide a great frame work for the City to use with potential retail companies.*(This was completed and sent to the State Department of Economic Development September 11, 2015. It will be reviewed in October by the State Department of Economic Development for consideration of approval.)*
3. Broadband in and around this area will be vital for any business locating within the City. It would be great for citizens who often complain about phone, cable and internet services in our community. For today's workforce, it is a necessity, not a luxury, to have broadband accessibility. We will continue to explore opportunities to make this happen. *(UAM was contracted by the City to develop a plan for the City by October 2015)*
4. Additional transportation funding is still desired to preclude the City from issuing all \$8 Million in voter approved GO bonds for the new interchange and street projects. The City will continue to seek funding through availabilities provided by MARC, TIGER funds and all other State or Federal funding opportunities. *(\$1.1 Million awarded by MARC STP/BR; City submitted TIGER request and hopeful to find out within the next month.)*
5. Address critical sewer and storm water needs. *(Bartlett and West Engineering was contracted to study potential retention or detention basin on Dean property.)*
6. Enhancement of major parks and recreation improvements to support quality of life initiatives. *(major renovations in Raisbeck park are completed and will be open on October 3. As well as numerous additional programming from families and seniors has been implemented)*

There has been much completed over the past fiscal year and we will see the final direction of them working in to this next fiscal year.

***New Water Supply***

The largest projects for 2015-2016 measured by funding level, is the first phase of the water connection to

Kansas City. As a review, this project allows the city to connect to water sources significantly cheaper than its current source and be competitive on an economic development perspective in the 211th street area. The total project is estimated to cost a total of approximately \$4,000,000. The anticipated funding source for the project is the issuance of revenue bonds, the first issuance last fall funded engineering and right of way acquisition. This new supply source allows staff to include increases in capacity at the Boards highest priority development location of the 211th street interchange. Included in the capital plan is also improvement related to water and sewer at this interchange to enhance the city's ability to attract larger capacity water users. Increase is in reserve for the possible Kansas City water line connection. This reserve now sits at \$344,000 within this fund. We have contracted with Burns and McDonnell to review all studies, reevaluate the current sources available and confirm the Kansas City connection is the most feasible for the City.

## SUMMARY OF THE FISCAL YEAR 2015-2016 BUDGET

### Significant Budget Items and Trends

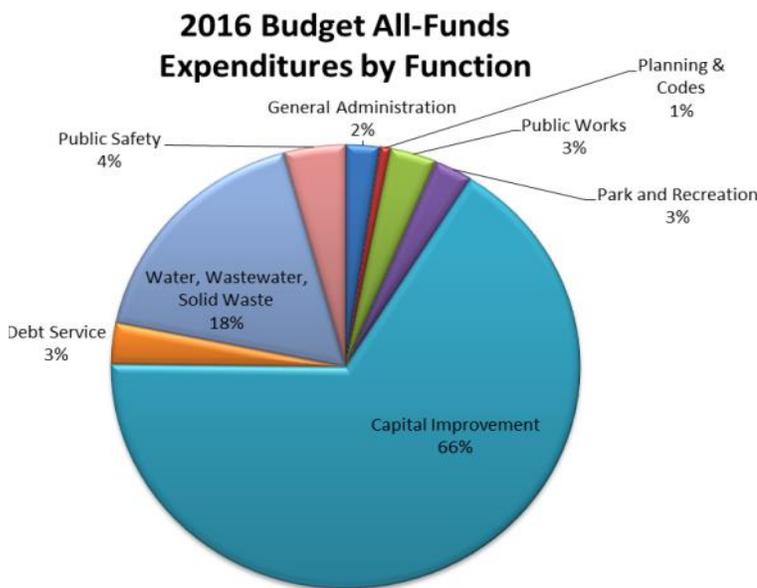
The City of Peculiar budget was presented to the Board of Alderman by Department and Fund with a break out of Fixed Personnel, Operational Cost and Capital Requests. A five year capital plan was presented for the City projects including Transportation, Parks, Facilities/Equipment and Utilities.

Employee pay adjustments – The financial impact for 2015 of the Pay Performance Plan adjustments will be fully annualized in the 2015-2016 fiscal year budget. There is an additional Administrative Assistant position that will be added as well as a part-time Utility Clerk.

A summary of major changes for the adopted 2015-2016 budget is:

- Creation of an Information and Technology budget for the centralized control of related expenditures. This budget was a result of the consolidation of various technology line items within the general fund.
- Addition to reserve for the improvement of School Road. This reserve now sits at \$200,000 within this fund and an additional \$646,262 in Fund 30 has been set aside for School Road. So we currently set at a total of \$846,262 in reserves for School Road, phase 3.
- Addition of street sweeping budget for street sweeping contractual expense.
- Funding of a roller, flail mower brine tank as well as an additional reserve within the fund.
- Increase in reserve for the Kansas City water line connection. This reserve now sits at \$344,000 within this fund.
- Adding an Administrative position to aid the business operations and a position shared between Public Works and Park Maintenance to aid in those departments.
- Taking the marketing of the City to a high level operation. Moving forward with Vii Marketing and Branding to market the City in the Metro of Kansas City and beyond.
- Develop a final direction on Broadband capability.
- Begin gathering information for the first draft to start the APWA Accreditation process for Public Works.

- The City will take on addition responsibility in the economic enhancement of the Downtown corridor.
- Continue with the implementation of the new City wide software system. The utility change over in the software will happen in this fiscal year.



### Fund Structure

This budget book includes the results of the years ended September 30, 2013 and 2014 actuals along with the 2014-2015 amended budget, 2014-2015 estimated financial results and the 2016 proposed budget. In many cases the 2016 estimates are based on YTD results through July 30, 2015. This column is just that, an estimate of the results given the information we know today.

Overall the city's proposed budget is \$22,024,600. Excluding changes based on major capital expenditures the operating portion of the budget is \$7,420,958. This results in a 2.79% increase from the 2014-2015 amended budget of \$7,219,619. Within the capital improvement plan major projects and increases relate to the I-49 and

211th street interchange as well as the increase in bond payments from the issuance of the related 2015 general obligation bonds.

**Basis of Budgeting**

The City prepares its budget for all funds on the modified cash basis of accounting. This basis is consistent with the basis of accounting used in preparing and presenting the basic financial statements. All unexpended appropriations lapse at year end of the fiscal year.

**Long-range Financial Planning**

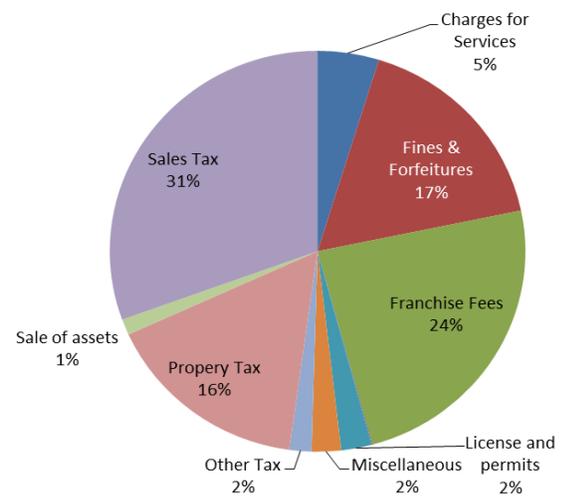
City Department heads were asked to create an out year budget plan along with their budget for the 2015-2016 fiscal year to identify future funding needs. The Capital Outlays were requested for a five year period beginning with 2016. There is a very long list of unfunded Capital Outlay which department heads have developed.

**General Fund**

Revenues within the general fund, discounting one-time transfer revenue last year are anticipated to be a modest 1.7% higher than last year. The primary driver behind the increase continues to be sales tax revenue. This year total general fund revenues are on par to meet expectations of the amended 2014-2015 budget.

- Fine and Forfeiture revenues are anticipated to be substantially below budget in 2015 due to staffing availability. The 2016 budget recognizes a return to what has been experienced in the past.
- Administration: Create a Information and Technology budget for the centralized control of related expenditures. This budget was a result of the consolidation of various technology line items within the general fund.
- Public Works: maintain contractual services to fund the hazardous household waste program.
- Debt service expenditures contained within the general fund account for the payment of notes payable related to the police building (annex). Final payment of this note is expected in 2030.

**2016 Proposed General Fund Revenue**



**Parks Fund**

Revenues for the park fund primarily consist of sales tax revenues. Similar to the general fund sales and use tax revenues have increased due to the application of sales tax on utilities which began January 1, 2014. This has benefited the fund through an overall 20% increase in revenues in 2015 maintained in 2016.

**2016 Proposed General Fund Expenditures**



- Increase revenues for building-zoning permits for receipts through June.
- Increase capital projects line item for park renovation and improvements.

## Road & Street Fund/Gas Tax Fund

Revenue for the road and street fund and gas tax fund consist of sales tax, permits, county road & bridge sharing money and gas/motor vehicle taxes. Both funds are designated for infrastructure type improvements. Nationwide these two funds are used for personnel service cost directly attributed to road maintenance as well as for direct infrastructure cost.

- Road & Street: Increase recognized in sales tax.
- Road & Street: Addition to reserve for the improvement of school road. This reserve now sits at \$200,000 within this fund.
- Road & Street: Addition of a restricted reserve of \$25,000 for unforeseen weather (snow events).
- Gas Tax: Addition of street sweeping expense for street sweeping contractual expense.
- Gas Tax: Addition of a restricted reserve of \$10,000 for unforeseen weather (snow events).

## Capital Improvement Fund

- Maintain funding for the sidewalk from City Hall to C/J highway in addition to Bridal Trail.
- Funding of a roller, flail mower brine tank as well as an additional reserve within the fund.
- Increase funding for various street projects.

## Debt Service Funds

These funds account for the collection and repayment of the City's 1999, 2012 and 2015 general obligation bonds as well as the 2012 and 2013 COPs. Funding for the 2012 and 2013 COPs are transfers into the debt service fund from the general, water and sewer funds.

The addition of the bond payments for the 2015 general obligation bonds result in an increase of the tax levy to 0.9639 from 0.4577 for the debt service fund.

## Water Enterprise Fund

The 2016 budget proposes a \$1.25 increase reduced from the previously anticipated \$2.00 in the original water study performed in 2013 and updated annually with the budget. This increase continues the city's progression toward a long-term cheaper source of water for our customers.

- Increase of funding set aside for principal payments. This has typically been label as depreciation in prior years.
- Increase in capital equipment, and capital purchases.
- Increase in reserve for the Kansas City water line connection. This reserve now sits at \$344,000 within this fund.

## Sewer Fund

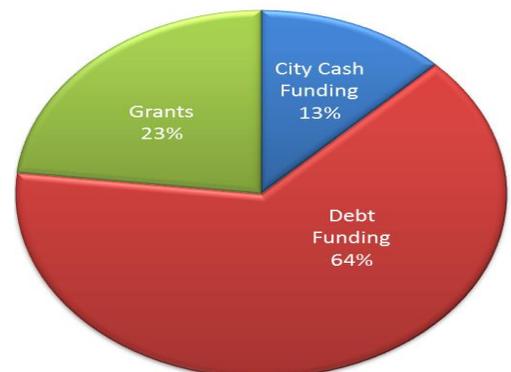
The sewer fund's 2016 budget contains a \$0.25 increase reduced from the previously anticipated \$.55 increase as discussed in the sewer rate study from last year. These annual increases affords the City to keep up with the inflation being realized on certain operating costs in addition to taking advantage of future economic development opportunities.

- Continued funding of plant, lift station, and line maintenance at similar levels in the past.
- Funding of various major projects in conjunction with routine maintenance.

## Capital Expenditures

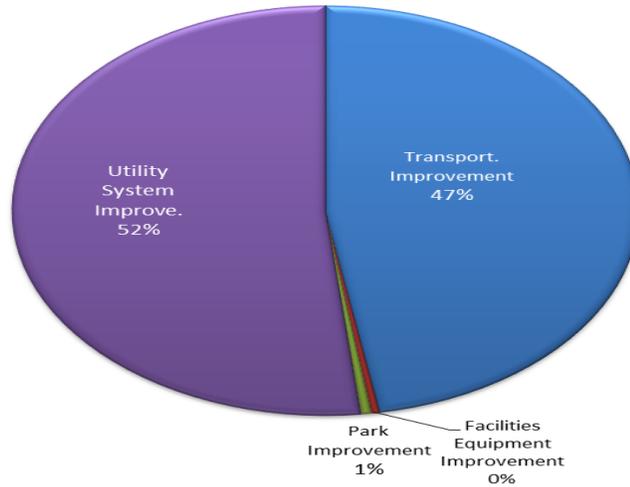
The City's 2016-2020 Capital Improvement Projects Plan (CIP) totals \$29,643,955 over the 5 year period.

**2016-2020 Capital Funding Sources**



The breakout of capital projects include transportation, facility/equipment, parks, and utility projects and discussed further in this document. Fund for the CIP includes a mix of cash and bond funding for the same period.

### 2016-2020 Capital Expenditure by Category



#### Conclusion

In conclusion, the programs outlined in the following pages of the budget document are attainable and reasonable. Sincere appreciation goes to all Department Heads, Business Office and Ben Hart, AGH, for their diligent efforts composing their departmental budget(s). As you can see by the budget before you, many hours of thought and care were put into it.

The budget continues to show the sound fiscal policy established by the Mayor and Board of Alderman. We have met the fund balance policies established by the elected body and we have maintained restricted cash reserves in the General Fund and Enterprise fund.

Respectfully,

Brad Ratliff  
City Administrator

**BOARD OF ALDERMAN GOALS  
AND GUIDING PRINCIPLES  
LAST DISCUSSED  
NOVEMBER 16, 2016**



# BOARD OF ALDERMAN GUIDING PRINCIPLES

B.O.A. JULY 7, 2014

- ➔ Continue to Maintain Reserves
- ➔ Align Citizen and Alderman Priorities with Available Resources
- ➔ Maintain Current Infrastructure
- ➔ Exercise Innovative Problem Solving to Chart the Course for our Community

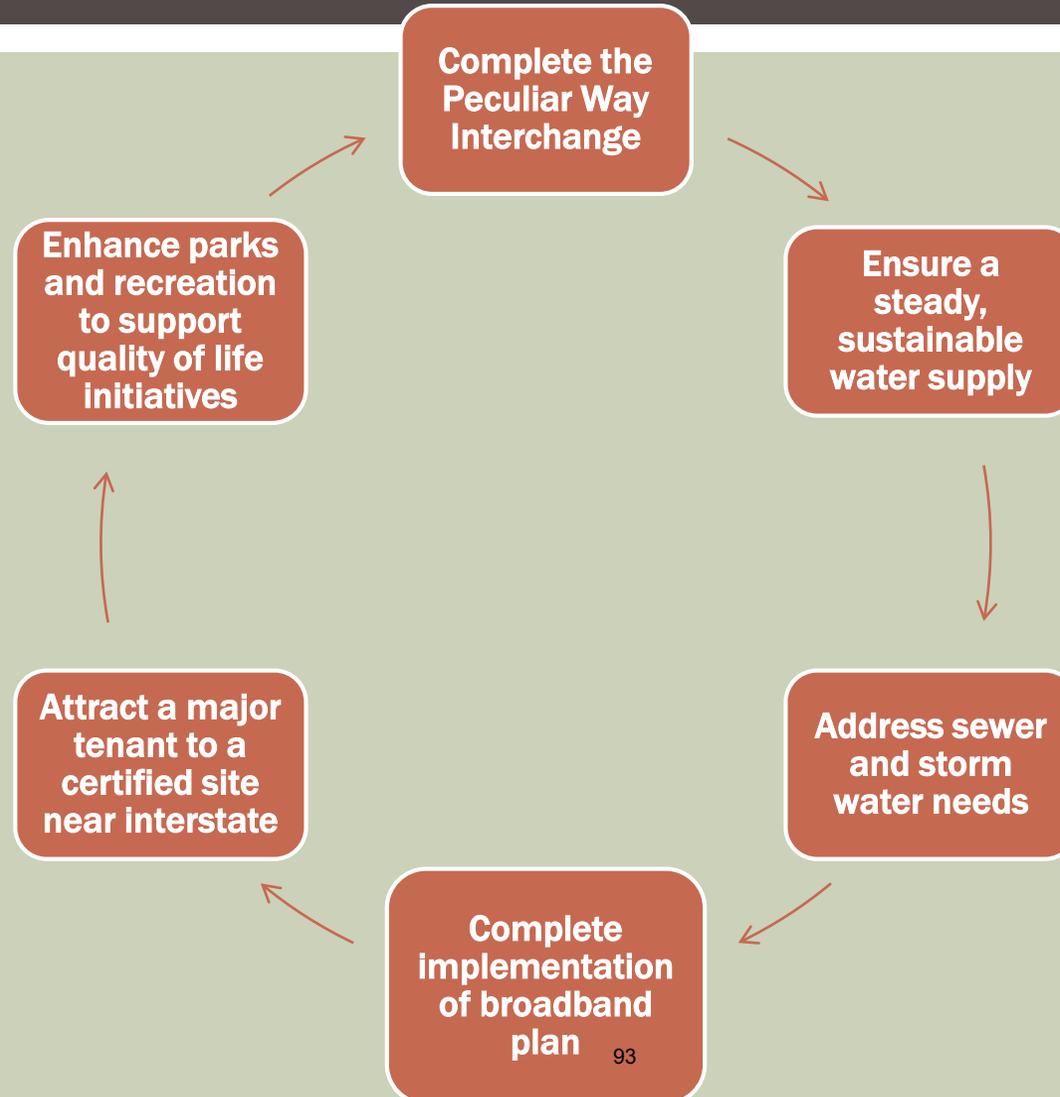
**BOA established for Budgeting**



# CITY OF PECULIAR

CRITICAL PRIORITIES FOR THE NEXT 5 YEARS

B.O.A. JULY 7, 2014



City Administrator  
*Brad Ratliff*

City Clerk  
*Janet Burlingame*

City Engineer  
*Carl Brooks*

Business Office  
*Trudy Prickett*



Municipal Offices – 250 S. Main Street, Peculiar, MO 64078  
Phone: (816)779-5212 Facsimile: (816)779-1004

Chief of Police  
*Harry Gurin*

City Planner  
*Cliff McDonald*

City Attorney  
*Reid Holbrook*

Parks Director  
*Grant Purkey*

**To:** Board of Alderman  
**From:** Mayor Stark via Brad Ratliff  
**Date:** May 16, 2016  
**Re:** Goals for City Administrator

---

**GENERAL INFORMATION**

---

**Applicant:**

**Status of Applicant:**

**Requested Actions:** Board Established to set Goals with City Administrator on Jan. 4, 2016

**Date of Application:**

**Purpose:** Establish Measureable Goals

**Property Location (if applicable):**

---

**PROPOSAL**

---

Mayor Stark asked that each Alderman bring a few goals to finish out the year for the City Administrator. Each brought up will be agreed to by consensus of the Board and the City Administrator.

---

**PREVIOUS ACTIONS**

---

January 4, 2016 the BOA established the need to set goals for the City Administrator.

---

**KEY ISSUES**

---

- Mayor wanted stated she wanted to wait until new members were on BOA

---

**STAFF COMMENTS AND SUGGESTIONS**

---

---

**STAFF RECOMMENDATION**

---

---

**ATTACHMENTS**

---

- Attached are goals the City Administrator set City Wide based on budget goals approved by the BOA in September 21, 2015. The goals attached were presented to the BOA on November 16, 2015.

---

**CONTACT:** hstark@cityofpeculiar.org

**GOALS PRESENTED  
TO  
BOARD OF ALDERMAN  
NOVEMBER 16, 2016**



# CITY OF PECULIAR

## GOALS FOR 2015-2016



### Police Department

The department will be establishing secure protocols for retention and control of video evidence for both in-car video and body worn video. With the assistance of the IT department, access to duplication of the video will be limited within the agency..

- The department will continue to stress cultural diversity in the community and assure that all officers are achieving required continuing educational racial profiling training as promulgated by Missouri State Statute. The department will strive to make appropriate minority hiring to reflect the needs of this community and remain within acceptable governmental and social disparity rates.
- The Peculiar Police Department will strive to better communicate with our citizen's, especially those who are victims of crime. The department will refer crime victims to crime victim advocates at the prosecutor's office in those cases where a suspect has been identified.
- Require a professional work ethic and professional work product by officers engaged in routine police duties, and preliminary and follow-up investigations.



### Public Works/Streets

- Continue the project management of the \$9.2 M construction budget of the I-49 & Peculiar Way Interchange and Peculiar Way Improvements projects.
- Begin the project management of engineering design and the \$1.1M construction budget of School Road from 203rd Street to Peculiar Way project.
- Begin gathering information for the first draft to start the APWA Accreditation process
- Begin the project management of engineering design and construction of the sidewalk project from City Hall to the J/C & I-49 interchange bridge.
- Prepare and submit MARC 2016 STP/BR grants for Phase 3 of School Road, Peculiar Drive/Route C (Main Street) and Safe Routes to School.
- Complete the design and acquire the ROW required for southern portion (intersection) of School Road and Peculiar Way, rather than building a temporary road then constructing the permanent road the following year.
- Begin gathering information for the first draft of Construction Standards for the Public Works Division.
- Review and start putting together operational guidelines for Administrative and Maintenance for the Public Works Division.

# CITY OF PECULIAR

## GOALS FOR 2015-2016



### P & Z / Codes

- Remain Pro-active on property maintenance throughout the City while striving to improve and enhance the professional image of Planning and Codes to our Citizens.
- Amend the City's Updated Comprehensive Plan, 2015 and possibly the City Zoning Map to reflect a "Downtown" District and incorporate design and development criteria more closely aligned with the City's original and shared vision.
- Schedule 2012 International Code Council (ICC) training for Codes Inspector to achieve certification for at least one discipline (Electrical, Mechanical, Plumbing or International Residential Code).
- Perform City-wide study/update of Storm Water Detention/Retention Ponds to identify problem areas, documented with photos, and recommend corrective actions as suggested by the City Engineer.
- Begin utilizing the City Website to allow residents to see properties that are being addressed by the Codes Officer.



### Parks and Recreation

- Complete Phase 2 of Raisbeck renovation with an extended parking lot and fencing for maintenance barn.
- Set Rental Rates for the Raisbeck Soccer Fields and other areas of Park.
- Offer an Adult Flag Football League
- Complete the LWCF Grant, the Raisbeck Nature trail
- Add a sidewalk from the current sidewalk to the Shelter house at McKernan park
- Repairs of sidewalk and bridge at McKernan Park
- Develop a Recreation Program marketing and growth plan
- Hire a new Park Supervisor
- Purchase concession trailer for concession program
- Extend Highline Trail from Broadway to YY
- Develop a Multiple Eagle Scout projects along the Trail Systems.
- Create Senior's Activity Program
- Create a Parks and Recreation Sponsorship Packet to attract sponsorships for teams, events and needs.

# CITY OF PECULIAR

## GOALS FOR 2015-2016



### Business Office/IT Administration

- Finish Incode software suite implementation project for all City departments (ongoing)
- Implement a Data Loss Prevention solution for PD and City Hall
- Implement a Mobile Device Management solution for PD and City Hall
- Plan and Prepare for migration to Next-Generation Firewall Solution for all City locations
- Create Disaster Recovery and Crisis Management Plan for IT
- Research health care and HR policy consultants to cut cost
- Research an HRIS on-line open enrollment system
- Expand remote monitoring capabilities at Water Tower, Wastewater Plant and Raisbeck Park
- Create “Craigslist Safe Place” at PD parking lot for citizens to conduct transactions
- Implement PO system , capital project reporting and daily cash receipting in Incode



### Water Works Division

- Complete a Value Engineering (VE) Study with Burns & McDonald, and design a time line for an alternate water source to be approved by the Board of Aldermen.
- Complete a Tap Fee Study with Burns & McDonald.
- Complete the design and potentially acquire the easements required for the 5-mile water transmission main. Continue the project management of engineering design, alignment study and acquisition of water main easements for the transmission main (\$3.9M) for new water source.
- Continue the project management of the \$0.7M construction budget of the 12-inch water main along Peculiar Drive and Main Street from Hurley to North Street.
- Continue the project management of engineering design, of the three (3) additional water main improvements projects (\$1.4M budget) with the MDNR SRF loan.
- Begin gathering information for the first draft to start the APWA Accreditation process

### • Waste Water Division

- Complete review of the Wastewater Engineering Study Grant with Carollo Engineering, evaluating the wastewater needs of the City’s northwest area.
- Identify Cured-In-Place Pipe (CIPP) projects to design, bid and construct.
- Continue gathering operational guidelines for Administrative and Maintenance for the Wastewater Division
- Continue gathering information for the APWA Accreditation process
- Complete a Sanitary Sewer Tap Fee Study with GBA

# CITY OF PECULIAR

## GOALS FOR 2015-2016



### Economic Development

- Complete the CID by signatures acquired and election completed.
- Begin the full out Marketing Campaign with marketing consultant.
- Go to our first trade show to promote our community and what we have to offer.
- Final approval from the State on the only Industrial Certified Site in Cass County, here in Peculiar, MO.
- Work with CCCED to strengthen and advance a workforce development program in Peculiar and Cass County.
- Continue with the Original Downtown vision and the Chamber of Commerce.