



City Council Meeting Agenda Monday, October 2, 2023 – 6:30 p.m. City Hall, 200 South Osage, Sedalia MO

MAYOR: ANDREW L. DAWSON

MAYOR PRO-TEM: RHIANNON M. FOSTER

- A. CALL TO ORDER** – Andrew L. Dawson – Council Chambers
- B. PRAYER & PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. PUBLIC MEETING** – Flood Insurance Study and Maps
- E. PUBLIC HEARING** – Annexation Petition – Midwest Landing LLC – Correction of Legal Description
- F. SERVICE AWARDS**
 - 1. Renaie Hoard – Executive Administrative Assistant – Park – 25 years of service
 - 2. Kyle Gilmore – Battalion Chief – Fire – 15 years of service
 - 3. Joseph Arnold – Fire Driver/Engineer – Fire – 5 years of service
 - 4. Tanner Durham – Equipment Operator II – Sanitation – 5 years of service
- G. SPECIAL AWARDS/RETIREMENT AWARDS** – None
- I. APPROVAL OF PREVIOUS SESSION MINUTES**
 - A. Council Meeting – September 18, 2023
- II. REPORT OF SPECIAL BOARDS, COMMISSIONS AND COMMITTEES** – None
- III. ROLL CALL OF STANDING COMMITTEES**
 - A. FINANCE / ADMINISTRATION** – Chairman Chris Marshall; Vice Chairman Jack Robinson
 - 1. Presentation – Bothwell Regional Health Center: Annual Audit Report (Lori Wightman, Presenter)
 - 2. Presentation – Self Funded Health Insurance Program
 - 3. MOU – Bothwell Regional Health Center – Direct Bill Services
Council Discussion led by Chairman Marshall
O Call for Ordinance Authorizing a Memorandum of Understanding by and between the City of Sedalia, Missouri, Personnel Department and Bothwell Regional Health Center for Direct Bill Services – Mayor Dawson
 - B. PUBLIC SAFETY** - Chairman Jack Robinson; Vice Chairman Steve Bloess
 - 1. Presentation – Sedalia SAFE Coalition (Matt Wirt & Andrew Silvey, Presenters)
 - C. PUBLIC WORKS** – Chairman Thomas Oldham; Vice Chairman Chris Marshall
 - 1. Strategic Planning Presentation – Cemetery Department (Roger Waters, Presenter)
 - 2. Quote – Missouri State Highway Patrol – Used 2020 Ford F-250 – Street Department – \$34,000.00
Council Discussion led by Chairman Oldham
O Call for Ordinance approving and accepting a quote for the purchase of a used 2020 Ford F-250 for the Street Department – Mayor Dawson
 - 3. Cost Share Agreement – Missouri Department of Conservation – TRIM Grant - \$10,000.00
Council Discussion led by Chairman Oldham

- Call for Ordinance Authorizing a Cost Share agreement for a Tree Resource Improvement and Maintenance (TRIM) Grant – Mayor Dawson

D. COMMUNITY DEVELOPMENT – Chairwoman Rhiannon M. Foster; Vice Chairwoman Tina Boggess

1. Annexation – HelamanDrive, LLC

Council Discussion led by Chairwoman Foster

- Call for Ordinance of the City of Sedalia, Missouri, approving and annexing an unincorporated area owned by Jeff Redford, Managing member of HelamanDrive, LLC, a Missouri Limited Liability Company, into the City of Sedalia, Missouri, adjacent and contiguous to existing corporate limits of said city – Mayor Dawson

2. City Code Amendment – Floodplain Management

Council Discussion led by Chairwoman Foster

- Call for Ordinance amending the City’s Ordinances regarding floodplain management – Mayor Dawson

3. Discussion – Implementation of 1-way streets with diagonal parking Downtown (delay to next meeting)

4. Budget Amendment & Quote – Kansas Highway Patrol – 2020 Ford F-150 Responder – Building Maintenance - \$31,350.00

Council Discussion led by Chairwoman Foster

- R Call for Resolution of the City Council of the City of Sedalia, Missouri, stating facts and reasons for the necessity to amend and increase the City’s annual budget for fiscal year 2024 – Mayor Dawson

- Call for Ordinance amending the budget for the fiscal year 2023-2024 regarding Building Maintenance truck purchase – Mayor Dawson

- Call for Ordinance approving and accepting a quote for the purchase of a 2020 Ford F-150 for Building Maintenance – Mayor Dawson

5. Budget Amendment & Addition of two positions for Community Development

Council Discussion led by Chairwoman Foster

- R Call for Resolution of the City Council of the City of Sedalia, Missouri, stating facts and reasons for the necessity to amend and increase the City’s Annual Budget for Fiscal Year 2024 –Mayor Dawson

- Call for Ordinance Amending the Budget for the Fiscal Year 2023-2024 regarding addition of Administrative Assistant in Community Development – Mayor Dawson

- Call for Ordinance Amending Ordinance No. 9940 by adding a new classification and job description for Administrative Assistant and by Amending an existing classification and job description for Permit Technician for the City of Sedalia, Missouri – Mayor Dawson

IV. OTHER BUSINESS

A. APPOINTMENTS – None

B. LIQUOR LICENSES

Renewals:

*Janice Ulmer dba Sedalia Elks Lodge #125, 320 South Kentucky, Liquor by the Drink & Sunday Sales, \$750

*Paul Beykirch dba County Distributing Co., Inc, 1800 Eagleview Drive, Wholesale Beer Only - \$50

*Kevin Long dba Loyal Order of Moose #1494, 119 Winchester Drive, Liquor by the Drink & Sunday Sales – \$750

*Jennifer Edwards dba End Zone Sports Bar & Grill LLC, 3129 West Broadway Blvd, Liquor by the Drink & Sunday Sales - \$750

*Minerva M. Perez dba El Tapatio LLC, 3000 South Limit, Liquor by the Drink & Sunday Sales - \$750

V. MISCELLANEOUS ITEMS FROM MAYOR, CITY COUNCIL AND CITY ADMINISTRATOR

VI. GOOD AND WELFARE

VII. Closed Door Meeting – Motion and Second to move into closed door meeting in the upstairs conference room pursuant to Subsections 1 (Legal Advice), 2 (Real Estate), 3 (Personnel) and 12 (Negotiated Contracts) of Section 610.021 RSMo.

- A. Roll Call Vote for Closed Door Meeting
- B. Discussion of closed items
- C. Vote on matters, if necessary (require a Roll Call Vote)
- D. Motion and Second with Roll Call Vote to adjourn closed door meeting and return to open meeting

VIII. ADJOURN MEETING

- A. Motion and second to adjourn meeting

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<https://global.gotomeeting.com/join/578973061>

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For **smartphones**: tap on one of the phone numbers and it will dial the phone and the meeting numbers.
For **other devices**: use the feature of call me. The phone audio will be much better than through your computer. This should come up if you have your preferences set up to show it. If it does not, in the upper right hand corner of the GoToMeeting screen you will see an icon that looks like a gear. Click on the gear and then look for “Phone” and if it is not highlighted click on it. One of the options should be to call me. Put the phone number you want to be called on (direct dial) into the box provided and then click the “Call Me” button. Once the system calls you, you will be asked to hit pound.

Please be mindful of others on the call by eliminating as much background noise as you can. Mute yourself until you are ready to speak. Do not put the call on hold, if you need to leave even for a short time, hang up as you can always dial back in after your other call. If you hear an echo or squeal, you may have your computer speakers on as well as the phone, mute your computer speakers to eliminate this.

If you want to join in **listen only** mode you can dial the following number and enter the access code.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679

- One-touch: <tel:+18668994679,,578973061#>

United States: +1 (669) 224-3318

- One-touch: <tel:+16692243318,,578973061#>

Access Code: 578-973-061

The City Council reserves the right to discuss any other topics that are broached during the course of this meeting.

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY THE CITY CLERK’S OFFICE AT 827-3000. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS

POSTED ON SEPTEMBER 29, 2023, AT 3:30 P.M. AT THE SEDALIA MUNICIPAL BUILDING, BOONSLICK REGIONAL LIBRARY, SEDALIA PUBLIC LIBRARY AND ON THE CITY’S WEBSITE AT WWW.SEDALIA.COM



OFFICE OF THE CITY ADMINISTRATOR

To: Honorable Mayor Andrew L. Dawson & City Council Members
From: Kelvin Shaw, City Administrator 
Re: Agenda items for City Council meeting on Monday, October 2, 2023, 6:30 p.m.

Public Meeting Flood Insurance Maps Updated – Federal Emergency Management Agency (FEMA) maintains a mapping process to provide the public information regarding areas subject to intermittent flooding through Global Information Systems (GIS). These maps are updated periodically as the landscape and stormwater flow models change. The City then includes flood mitigation standards in our code that references these maps. Through adopting these standards, property owners can then participate in a program that allows for flood insurance. Since these maps have recently been updated, we need to consider these changes in our code in order to preserve participation in the flood insurance programs. Devin Lake, Chief Building Official, will provide a brief presentation to gain a better understanding of this issue. Then this meeting is intended to provide an opportunity for the public to give input on the adoption of this code and the updates to the flood zone maps. Later in this meeting, Council will be presented an ordinance for your consideration to adopt these updates.

Public Hearing For Midwest Landing LLC Annexation Petition – A petition was received earlier for annexation of property owned by Midwest Landing LLC along Cambridge Drive. A public hearing was held based on that petition, and then later an ordinance was adopted to complete the annexation. However, it was later discovered that the legal description for the property was changed. Therefore, for clarity and transparency legal counsel recommends repeating the process with the updated legal description. The hearing is to hear from any interested parties on the appropriateness of the annexation. We must then wait at least 14 days after the hearing to consider adoption of an ordinance to conclude the annexation.

Finance/Administration Committee – There are three items for consideration through the Finance / Administration Committee.

1. Bothwell Regional Health Center (BRHC) is a City Hospital organized under Chapter 96 of the State Statutes (RSMo). Under such statutes and the applicable city code, an annual report is required to be made to the Council showing the receipts of all funds and expenditures therefrom. A copy of the audit report was sent out to Council ahead of time, and the CEO and CFO will provide an overview of the operations of the hospital and clinics.
2. As we have discussed during previous sessions, staff has been working with our insurance brokers to determine if self-funding our employee health insurance would be prudent. Based on the direction received from these previous discussions with Council, staff has continued gathering more data through our brokers to analyze options. We are now ready to make a recommendation to move forward with self-funding. Our consultants from IMA will provide a presentation with the background and analysis leading up to this recommendation. If Council agrees, then we will finalize the necessary agreements such as claims administration and stop loss levels of reinsurance, along with any appropriate changes to plan design benefits.

3. It has come to our attention that some claims administered by our worker's compensation insurance have been going through a "One Call" system they utilize for purchasing services. Our local hospital did provide a quote to them; however, other providers have provided lower quotes for some services. The example that highlighted this issue was for a Magnetic Resonance Imaging (MRI) that was ordered and the insurance company sent them to Marshall as this was the lowest quote for the MRI they had. The problem though was by the time we paid the employee's time and travel expenses to go to Marshall; the total cost was higher than if they went to Bothwell. However, the insurance company did not have a rate to compare to due to their one call system use only provides the one option as the lowest quoted cost for the particular service requested. Therefore, staff worked with the staff at Bothwell to get an agreement put together with pricing based off Medicare published rates. This will provide the City direct pricing at a discounted rate from their retail rates. With this in place, we can then make an informed decision based on total costs including travel time and costs. Staff recommends approval of the memorandum of understanding. Note that since Mayor Dawson and I serve on the board of trustees, we abstained from the discussion and votes at the board of trustee level.

Public Safety Committee – There is one item for consideration through the Public Safety Committee.

1. Chief Wirt and Corporal Silvey will provide a presentation regarding an initiative to implement a Safety Advocates For Everyone (SAFE) Coalition here in Sedalia.

Public Works Committee – There are three items for consideration through the Public Works Committee.

1. Roger Waters, our Cemetery Director, will kick off this year's presentations of strategic planning for each department. A few years ago, we reduced the number of departments that will be presenting down to the departments that are primarily external customer-facing and will continue that practice this year. While it is still important for the support departments to plan, their efforts need to center around providing the necessary structure for the other departments to provide the services to our customers. Having only the customer-facing departments make presentations, facilitates staying focused squarely on service to the customer. For example, while it is important for Information Technology (IT) to plan and develop the necessary infrastructure and tools to allow the other departments to serve their customers efficiently, it is less important for Council to get that far down into the operational details. This in turn allows Council to focus more of its attention to those services that have a direct impact on the citizens.

I ask that in each of the individual presentations they address the following four questions:

- a) Why is the service needed?
- b) Why should the City be doing it?
- c) What level of service are we providing now?
- d) How are we going to accomplish it? In other words, strategies going forward for services including any major budget requests related to new or expanded initiatives. This is not their full budget request and therefore, we should not get bogged down into details of ongoing budget line items.

These presentations will all lead up to and set the stage for the Council strategic planning session on January 6th (the first Saturday in January). During this session, we review the highlights of each of these individual department strategic plans to bring them together into an overall plan for the City, to include setting relative priorities. This high-level direction from Council then becomes the basis for the budget development to match that strategy. We will then have budget work sessions February through March, culminating with a budget adoption the last meeting in March.

2. Included in the current year budget is \$68,000 for the replacement of heavy-duty pickup in the street department. The intent was to purchase a new truck, however, there are still long lead times and short supply of new vehicles. Therefore, Chief Wirt has again located used vehicles that the Highway Patrol is selling. One of the vehicles available is a 2020 model F-250 that will suit our needs, for \$34,000. Staff recommends approval of the purchase.
3. For the last several years, the City has been successful in obtaining grants through the Missouri Department of Conservation from their Tree Resource Improvement and Maintenance (TRIM) cost share program. We were again successful in securing \$10,000 of funding to be used for re-inventory of some City right-of-way trees, planting replacement trees, and providing informational flyers. The granting agency has sent us an agreement that outlines the requirements of the grant and staff recommends approval to formally accept the grant.

Community Development Committee – There are five items for consideration through the Community Development Committee.

1. A petition was received from the owners of the property for a voluntary annexation of the property located at the corner of 16th Street and Water Tower Road. In accordance with State Statutes, we held a public hearing at your last meeting. The hearing was to hear from any interested parties on the appropriateness of the annexation. No comments were received during the hearing, nor since then. Now that the required 14-day waiting period after the hearing has expired, you may consider adoption of an ordinance to conclude the annexation.
2. As discussed at the beginning of the meeting, the flood zone maps have been updated. This ordinance for your consideration updates the City Code in reference to these maps to facilitate participation in flood insurance programs.
3. We were presented with a petition at the last meeting asking us to look at implementing one-way streets aimed at increasing parking availability and improving traffic flow safety. In response, Council adopted a motion to direct staff to study this proposal and bring back thoughts for further discussion and consideration. Public Works Director, Davies has been out on vacation and will continue to be out through this meeting. Thereby, we have not had the time to fully study this concept, and I would like for him to be available for this discussion with Council for his expertise and experience in this area. Therefore, I would like to delay this discussion until the next meeting so that staff can be more prepared and effective.
4. As we discussed earlier in this meeting, availability of new replacement trucks has been scarce. Chief Wirt has developed a relationship with the Missouri and Kansas Highway Patrols so that they alert him when they are selling their used vehicles. The Kansas Highway Patrol

has a vehicle for sale that would make a suitable replacement for an aging pickup used in the facilities maintenance department. The cost of a 2020 model F-150 with just under 50,000 miles is \$31,500. This item was not anticipated in this year's budget, so staff recommends approval of a budget amendment to appropriate the funds, and then approval of the purchase.

5. With the resignation of the Community Development Administrative Assistant, management has analyzed the position and determined that some restructuring would make some functions more efficient and allow for more growth. Community Development Director, John Simmons has requested more assistance, particularly with grant writing and management. Additionally, with one position, coverage during absences or even lunches create a loss of continuity in levels of training for certain of these functions, while also being a less than optimal use of another individual's time. For the purposes of transparency and proper oversight, Council has expressed their desire to review and formally approve any new job descriptions. For this purpose, staff has drafted job descriptions along with the associated budget amendment for these changes.

Notice of Public Hearing

A public hearing will be held Monday, October 2, 2023 at 6:30 p.m. in the Council Chambers of the Municipal Building at 200 South Osage. The Public Hearing is to review the update Flood Insurance Rate Maps (FIRM) and revised Floodplain Management Ordinance.

Handicapped citizens needing accommodation in order to attend this meeting should contact the Office of the City Clerk no later than 48 hours prior to the scheduled meeting.

NOTICE OF PUBLIC HEARING

~ Annexation Petition ~

Legal Description Correction

The City of Sedalia will hold a public hearing at 6:30 p.m. on Monday, October 2, 2023, in the Council Chambers at the Municipal Building, 200 South Osage Avenue, to consider a correction to the legal description contained in an annexation petition filed with the City on August 17, 2023.

The corrected legal description is set forth below. Public comments concerning the requested annexation will be entertained at the hearing.

Legal Description for the property owned by Midwest Landing LLC, Zakhariy Izoita owner, states the following:

All of the following described tracts of land in Pettis County, Missouri, which is contiguous and compact to the existing city limits of the City of Sedalia, Missouri, to-wit:

A TRACT OF LAND LOCATED IN A PART OF THE WEST HALF OF SECTION 17, TOWNSHIP 45 NORTH, RANGE 21 WEST OF THE FIFTH PRINCIPAL MERIDIAN, PETTIS COUNTY, MISSOURI AND BEING A PART OF LOTS 2-8, 10, 149-151, 156-157, PLATTED LIGHTHOUSE LANE AND MELYNDA COURT, OF CAMBRIDGE COUNTRY ESTATES, A SUBDIVISION IN PETTIS COUNTY, MISSOURI AS RECORDED IN PLAT CABINET A AT PAGES 126-127 AND LOCATED IN PART OF LOT 2 OF CAMBRIDGE COUNTRY ESTATES, PHASE 2, A SUBDIVISION IN PETTIS COUNTY, MISSOURI, AS RECORDED IN PLAT CABINET A AT PAGE 245, AND ALSO BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT A ½" IRON BAR WITH PLASTIC STAMPED CAP AT THE SOUTHEAST CORNER OF LOT 12, CAMBRIDGE COUNTRY ESTATES, PHASE 3, A SUBDIVISION IN PETTIS COUNTY, MISSOURI, AS RECORDED IN PLAT CABINET A AT PAGES 311-312; THENCE ALONG THE EASTERLY LINE OF TRACT A OF SAID CAMBRIDGE COUNTRY ESTATES, PHASE 3, BEING A CURVE TO THE LEFT HAVING A RADIUS OF 1030.00 FEET AND A CHORD BEARING OF S 16°45'11"E (CHORD DISTANCE OF 50.00 FEET), AN ARC DISTANCE OF 50.00 FEET TO A ½" IRON BAR WITH PLASTIC STAMPED CAP AND THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID CURVE TO THE LEFT, BEING THE WESTERLY LINE OF "SPARKS BYPASS" HAVING A RADIUS OF 1030.00 FEET AND A CHORD BEARING OF S 32°30'17"E (CHORD DISTANCE OF 510.94 FEET), AN ARC DISTANCE OF 516.33 FEET TO A ½" IRON BAR WITH PLASTIC STAMPED CAP; THENCE LEAVING THE WESTERLY LINE OF "SPARKS BYPASS", S 35°50'25"W, A DISTANCE OF 293.27 FEET; THENCE NORTH 50°39'31" WEST, 259.98 FEET; THENCE NORTH 34°13'29" WEST, 170.22 FEET; THENCE NORTH 87°48'48" WEST, 66.75 FEET; THENCE NORTH 02°11'12" EAST, 327.08 FEET TO A POINT ON THE SOUTH LINE OF SAID TRACT A; THENCE N 89°27'44"E ALONG THE SOUTH LINE OF SAID TRACT A, A DISTANCE OF 27.61 FEET TO A TANGENT CURVE TO THE LEFT; THENCE ALONG SAID CURVE TO THE LEFT ON THE SOUTH LINE OF SAID TRACT A, HAVING A RADIUS OF 525.00 FEET AND A CHORD BEARING OF N 81°21'14"E (CHORD DISTANCE OF 148.07 FEET), AN ARC DISTANCE OF 148.57 FEET TO A POINT OF TANGENCY; THENCE N 73°14'49"E ALONG THE SOUTH LINE OF SAID TRACT A, A DISTANCE OF 117.30 FEET TO THE POINT OF BEGINNING, AS SHOWN AS TRACT A ON PLAT OF SURVEY PREPARED BY WHITEHEAD CONSULTANTS, INC. IN JOB NO. 18-125M SUBJECT TO ANY AND ALL EASEMENTS, RESERVATIONS AND RESTRICTIONS OF RECORD, TOGETHER WITH AND SUBJECT TO THE 30' UTILITY EASEMENT.

Handicapped citizens needing accommodation in order to attend this public hearing should contact the City Administrator's Office at (660) 827-3000 extension 1102 no later than 48 hours prior to the scheduled hearing.

Kelvin Shaw, City Administrator
City of Sedalia

Run 1x
9-23-2023



CITY OF SEDALIA, MISSOURI
CITY COUNCIL MEETING
SEPTEMBER 18, 2023

The City has an on-line broadcast of Council Meetings available both live and recorded by going to https://global.gotomeeting.com/join/578973061

The Council of the City of Sedalia, Missouri duly met on Monday, September 18, 2023 at 6:30 p.m. at the Municipal Building in the Council Chambers with Mayor Andrew L. Dawson presiding. Mayor Dawson called the meeting to order and asked for a moment of prayer led by Chaplain Byron Matson followed by the Pledge of Allegiance.

ROLL CALL:

Table with 4 columns: Name, Status, Name, Status. Rows include Jack Robinson, Thomas Oldham, Chris Marshall, Tina Boggess, Bob Hiller, Bob Cross, Rhiannon Foster, Steve Bloess.

Public Hearing: Annexation Petition – Jeff Redford, Managing Member of HelamanDrive, LLC.

Mayor Dawson opened the public hearing at 6:35 p.m. The purpose of the public hearing is to allow public comments regarding the annexation petition submitted by Jeff Redford, Managing Member of HelamanDrive, LLC., for property located at 16th Street and Water Tower Road.

Legal description for the property is as follows:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 36 IN CRESCENT CREEK ADDITION, PART 2, SEDALIA, PETTIS COUNTY, MISSOURI, ACCORDING TO THE RECORDED PLAT THEREOF SAID POINT ALSO BEING THE SOUTHEAST CORNER OF AN ORDINANCE FOR ANNEXATION AS RECORDED IN DOCUMENT NUMBER 2004-9293; THENCE NORTH 86°30'10" WEST, ALONG THE SOUTH LINE OF SAID LOT, 74.31 FEET TO THE SOUTHWEST CORNER OF SAID LOT; THENCE NORTH 03°26'58" EAST, ALONG THE WEST LINE OF SAID LOT, 115.50 FEET TO THE NORTHWEST CORNER OF SAID LOT; THENCE NORTH 86°30'10" WEST, 215.0 FEET; THENCE SOUTH 03°26'58" WEST, 331.28 FEET TO THE NORTH RIGHT-OF-WAY LINE OF MISSOURI STATE ROUTE "Y"; THENCE SOUTH 86°41'18" EAST, ALONG SAID NORTH RIGHT-OF-WAY LINE, 289.31 FEET; THENCE LEAVING SAID RIGHT-OF-WAY LINE, NORTH 03°26'58" EAST, 214.84 FEET TO THE POINT OF BEGINNING. EXCEPT A 15.0 FOOT SANITARY SEWER EASEMENT AS RECORDED IN DOCUMENT NUMBER 2003-6815.

With no public comments, the public hearing closed at 6:36 p.m.

Proclamation: Good Neighbor Week

Mayor Dawson read the following proclamation regarding "Good Neighbor Week":

"WHEREAS, the City of Sedalia, Missouri, is committed to fostering strong communities, encouraging acts of kindness, and promoting a spirit of good neighborliness among its residents; and

WHEREAS, on July 1, Missouri Governor Mike Parsons signed HB1738, designating Missouri Good Neighbor Week, commencing on National Good Neighbor Day, September 28, and continuing for six days, making Missouri the first state to celebrate neighbors for an entire week; and

WHEREAS, the observance of National Good Neighbor Day and Missouri Good Neighbor Week aims to raise awareness of the significance of good neighbors in achieving human understanding and building thriving

communities; and

WHEREAS, the University of Missouri Extension and The Hopeful Neighborhood Project have united efforts to energize the celebration of Missouri Good Neighbor Week; with a goal of documenting acts of neighboring in Missouri during this period and recognizing exemplary neighbors across the state.

NOW, THEREFORE, I, ANDREW DAWSON, MAYOR OF THE CITY OF SEDALIA, MISSOURI do hereby proclaim September 28th through October 4th as

“Good Neighbor Week”

in Sedalia, Missouri. I encourage all residents of Sedalia to actively participate in this celebration by engaging in acts of neighboring, demonstrating kindness, and fostering connections within our community. Let us embrace the spirit of good neighborliness, creating an environment of compassion, support, and unity.”

Mayor Dawson encouraged everyone to visit the extension of University of Missouri’s website where they can nominate their neighbor for “Neighbor of the Year”.

SERVICE AWARDS:

10 Year Pin/Certificate Jilene Streit Administrative Assistant Community Development

Community Development Director John Simmons stated Ms. Streit works with 5 boards and City Council to coordinate calendars for scheduled commission board meetings throughout the year. She takes phone calls regarding construction, code enforcement, special events and is in charge of creating good relationships with developers, contractors, builders, engineers and architects. She also helps with deeds/titles, real estate transfers and tax sale purchases.

SPECIAL/RETIREMENT AWARDS: None

MINUTES: The Council Meeting minutes of September 5, 2023 were approved on motion by Oldham, seconded by Robinson. All in favor.

REPORTS OF SPECIAL BOARDS, COMMISSIONS & COMMITTEES:

The Traffic Advisory Commission minutes dated July 12, 2023 were accepted on motion by Oldham, seconded by Robinson. All in favor.

ROLL CALL OF STANDING COMMITTEES:

FINANCE & ADMINISTRATION – Chris Marshall, Chairman; Jack Robinson, Vice Chairman

Presentation: FY 2023 Audit Results

Amanda Schultz and Mercedes Kindle, with Williams Keepers, presented the audit results for the fiscal year ending March 31, 2023.

An unmodified or clean opinion was issued and the financial statements present fairly in material respects, the financial position of activities and funds, respective changes in financial position and cash flow for the year in conformity with generally accepted accounting principles (GAAP).

No transactions were considered unusual or significant. Estimates affecting the financial statements were evaluated and found reasonable in relation to the financial statements as a whole. Financial statement disclosures are neutral, consistent and clear with all disclosures included. Accounting records were found to be in good order but significant audit adjustments were proposed related to year-end accrual balances and GASB 34 activity. There were no disagreements with management on accounting or auditing issues, no difficulties performing the audit and full cooperation was received from City Staff. GASB 87, Leases, and

GASB 91, Conduit Debt obligations, were implemented by the City during Fiscal Year 2023; GASB 96, Subscription-Based Information Technology Arrangements, will be effective for the City during Fiscal year 2024; GASB 101, Compensated Absences, will be effective for the City during Fiscal Year 2025.

No deficiencies were identified as “deficiency in internal control” or “material weakness”, however, a “significant deficiency” was found regarding the preparation of financial statements related to year-end accrual balances and GASB 34 activity and balances. Williams Keepers prepared the financial statements to include note disclosures to be complete and free from error under current accounting standards. It is suggested the City make year-end entries for most of the year before the audit starts. Other internal control deficiencies were found but didn’t meet the criteria for “significant deficiency” or “material weakness”.

City Administrator Kelvin Shaw encouraged Council and the public to read the management and discussion analysis. It gives a summary of the numbers in detail with financial statement notes.

Financial Update: Finance Director Jessica Pyle stated for the month of July, Sales and Use Tax is up over \$370,000.00 or 4.2% and are above the budgeted increase of 4% by approximately \$15,000.00. Sales Tax decreased compared to last year but has been offset by the increase in Use Tax. Franchise Tax has increased \$417,000.00 and includes the Charter settlement of approximately \$378,000.00 and \$40,000 from electricity thought to be caused by high temperatures. Transportation Taxes have increased due to a 15.3% increase in Gasoline Taxes. Property Tax payments increase in December and January.

PUBLIC SAFETY – Jack Robinson, Chairman; Steve Bloess, Vice Chairman

- A budget amendment in the amount of \$14,121.00 is needed to repair broken leaf springs, fuel tank and transmission control module for a Fire Department vehicle.

RESOLUTION NO. 2056 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE THE CITY’S ANNUAL BUDGET FOR FISCAL YEAR 2024 was read once by title and approved on motion by Oldham, seconded by Robinson. All in favor.

BILL NO. 2023-182, ORDINANCE NO. 11898 – AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024 REGARDING FIRE FLEET ENGINE REPAIRS was read once by title.

2nd Reading – Motion by Oldham, 2nd by Foster. All in favor.

Final Passage – Motion by Oldham, 2nd by Robinson. All in favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

PUBLIC WORKS – Thomas Oldham, Chairman; Chris Marshall, Vice Chairman

- Bountiful Investments, LLC is requesting an easement agreement for construction and maintenance of a storm water detention basin used for capturing run off from their development. The area of the construction and maintenance will not affect the City’s planned usage of the land.

BILL NO. 2023-183, ORDINANCE NO. 11899 – AN ORDINANCE AUTHORIZING AN EASEMENT AGREEMENT FOR CONSTRUCTION AND MAINTENANCE OF A STORM WATER DETENTION BASIN was read once by title.

2nd Reading – Motion by Oldham, 2nd by Marshall. All in favor.

Final Passage – Motion by Oldham, 2nd by Robinson. All in favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

- Survey and Mapping, LLC submitted a proposal to update the City's GIS database with new water distribution, storm sewer and sanitary sewer infrastructure. Cost \$31,350.00.

BILL NO. 2023-184, ORDINANCE NO. 11900 – AN ORDINANCE AUTHORIZING A SERVICE AGREEMENT FOR GPS LOCATING AND INSPECTING NEW WATER DISTRIBUTION, STORM SEWER AND SANITARY SEWER ASSETS AND UPDATING THE CITY'S GIS DATABASE was read once by title.

2nd Reading – Motion by Oldham, 2nd by Marshall. All in favor.

Final Passage – Motion by Oldham, 2nd by Foster. All in favor.

Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted "No".

- Staff identified a need for the addition of a Program Specialist for Vehicle Maintenance to help with procurement, tracking parts and initial purchase order amounts and a Utility Locate Technician for Water and Sewer. Utility locating is contracted and having the position in-house would save approximately \$100,000.00/yr. Budget amendments for a Program Specialist position at \$20,378.76 and a Utility Locate Technician at \$24,812.34 are recommended by Staff.

RESOLUTION NO. 2057 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024 was read once by title and approved on motion by Oldham, seconded by Robinson. All in favor.

BILL NO. 2023-185, ORDINANCE NO. 11901 – AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024 REGARDING ADDITION OF PROGRAM SPECIALIST POSITION WITHIN VEHICLE MAINTENANCE was read once by title.

2nd Reading – Motion by Oldham, 2nd by Marshall. All in favor.

Final Passage – Motion by Oldham, 2nd by Bloess. All in favor.

Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted "No".

RESOLUTION NO. 2058 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024 was read once by title and approved on motion by Oldham, seconded by Marshall. All in favor.

BILL NO. 2023-186, ORDINANCE NO. 11902 – AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024 REGARDING ADDITION OF UTILITY LOCATE TECHNICIAN was read once by title.

2nd Reading – Motion by Oldham, 2nd by Marshall. All in favor.

Final Passage – Motion by Oldham, 2nd by Marshall. All in favor.

Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted "No".

BILL NO. 2023-187, ORDINANCE NO. 11903 – AN ORDINANCE AMENDING ORDINANCE NO. 9940 BY ADDING NEW CLASSIFICATIONS AND JOB DESCRIPTIONS FOR THE POSITIONS OF PROGRAM SPECIALIST AND UTILITY LOCATE TECHNICIAN FOR THE CITY OF SEDALIA, MISSOURI was read once by title.

2nd Reading – Motion by Oldham, 2nd by Robinson. All in favor.

Final Passage – Motion by Foster, 2nd by Oldham. All in favor.

Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted "No".

COMMUNITY DEVELOPMENT – Rhiannon M. Foster, Chairwoman; Tina Boggess, Vice Chairwoman

- The City was awarded a grant through the State Historic Preservation Office to create design guidelines to assist residents with Historic District restorations. This is a \$20,000.00 match grant with a \$20,000.00 cash requirement and \$10,000.00 in-kind staff time.

BILL NO. 2023-188, ORDINANCE NO. 11904 – AN ORDINANCE AUTHORIZING A FINANCIAL ASSISTANCE AGREEMENT FOR THE CREATION OF DESIGN GUIDELINES FOR HISTORIC RESIDENCES was read once by title.

2nd Reading – Motion by Oldham, 2nd by Foster. All in favor.

Final Passage – Motion by Foster, 2nd by Oldham. All in favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

APPOINTMENTS: None

BIDS: None

LIQUOR LICENSES: The following renewal Liquor Licenses were read and approved on motion by Oldham, seconded by Marshall. All in favor.

*Daniela Silva dba Morelos Taqueria Bakery & Grocery, LLC, 125 E 16th, Liquor by the Drink & Sunday Sales

*Chris Rand dba Rudy’s Discount Smoke Shop, 3040 W Broadway, Suite 220, Packaged Liquor & Sunday Sales

MISCELLANEOUS ITEMS FROM MAYOR/COUNCIL/ADMINISTRATOR:

Councilwoman Boggess stated that starting at 10:00 a.m. on Saturday, September 23, 2023, True Vine Church of God & Christ will be at Breaktime on West Broadway giving out free gas.

Councilwoman Boggess stated that Burns Freewill Baptist Church will hold a celebration banquet on Saturday, September 23, 2023 starting at 6:00 p.m. to honor Bishop Jones.

Councilman Hiller stated September 19, 2023, from 9 a.m. to 1:00 p.m. he will be taking the D.A.R.E. Car to Oak Grove Police Department to celebrate “Kids Night Out” and September 30, 2023, Mayor Dawson will join him from 9:00 a.m. to 1:00 p.m. at Liberty Park for “Things That Go” which is a partnering event with United Way.

Councilman Hiller stated his car club will be holding a car show this coming weekend, Downtown at the Courthouse. The show starts at 9:00 a.m. and judging starts at noon.

City Administrator Kelvin Shaw stated the Latino Festival held Downtown on Saturday September 16, 2023, was well attended and a great experience. The Pavilion is a great asset and has been used several times for similar events. He also reminded everyone the last “First Thursday” for the season will be in October and commended Downtown Planner Joleigh Cornine and Community Development Director John Simmons on the Sedalia Main Streets and added there are a lot of good things going on that need celebrated.

City Administrator Kelvin Shaw stated that the location for the new Aquatics Facility was announced in the newspaper and on the radio.

Mayor Dawson stated the Missouri Municipal League meeting attended by himself and Council was great. There will be some new procedures incorporated into meetings going forward with respect to Parliamentary Procedure and having debate after a motion and second is made to get legislation on the floor. Another new procedure is having public comments outside of the good and welfare portion of the

meeting. It has been stressed there should be a motion to suspend the rules. There is also recommendation for a motion and second with roll call vote to adjourn open meetings.

GOOD & WELFARE:

Chris Paszkiewicz, 712 West Broadway, and Tim Keele, 1405 East Timber Ridge Dr., voiced concern on parking and congestion Downtown and presented a petition with 150 signatures asking Council to consider implementing one-way streets with diagonal parking in Downtown Sedalia.

One-way streets will improve traffic flow and diagonal parking can significantly increase Downtown parking capacity. Streets would be safer for pedestrians and simplified traffic patterns at intersections would mean fewer conflict points, less confusion and a safer environment.

Motion by Foster, seconded by Marshall to continue the discussion at the next Council Meeting on October 2, 2023, and instruct staff to contact engineering to do a feasibility study. All in favor.

David Goodson, owner of Impact Signs Awnings Wraps, Inc., stated he is developing land on Curry Drive. Prior to the project, they didn't contact the City regarding a Chapter 100 program for the project and permit fees but are now asking City Council to consider waiving building permit fees. With the new facility, he would like to combine all of his manufacturing to Sedalia. Sales Tax estimation for next year is approximately \$225,000 - \$250,000 and over the next 5 years they could possibly generate \$1.2 Million in Sales Tax revenue. Sales Tax for all new equipment will generate between \$120,000 - \$153,000 and the estimate for Property Tax for the next 5 years is over \$150,000. Therefore, approximately \$2 Million in taxes will be generated over the next 5 years.

Another company his business operates is MMACageCanvas.com which is located in St. Louis. They ship canvases all over the United States and Europe for 50% of UFC fights as well as Olympic boxing canvases. This business is planned to be relocated to Sedalia in 2025.

The meeting adjourned at 7:19 p.m. on motion by Oldham, seconded by Foster to a closed door meeting in the upstairs conference room pursuant to subsections 1 (Legal Advice), 2 (Real Estate), and 12 (Negotiated Contracts) of Section 610.021 RSMo. Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted "No".

The regular meeting reopened at 8:19 p.m. on motion by Oldham, seconded by Robinson. All in favor.

ROLL CALL:

Jack Robinson	Present	Bob Hiller	Present
Thomas Oldham	Present	Bob Cross	Present
Chris Marshall	Present	Rhiannon Foster	Present
Tina Boggess	Present	Steve Bloess	Present

BUSINESS RELATED TO CLOSED DOOR MEETING:

BILL NO. 2023-189, ORDINANCE NO. 11905 – AN ORDINANCE AUTHORIZING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF SEDALIA, MISSOURI AND IMPACT SIGNS AWNING WRAPS, INC. was read once by title.

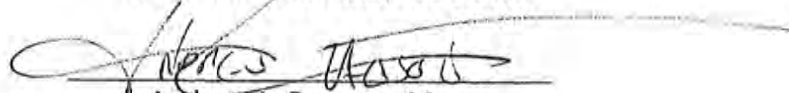
2nd Reading – Motion by Oldham, 2nd by Marshall. All in favor.

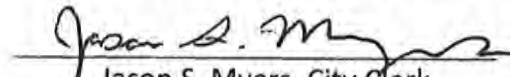
Final Passage – Motion by Oldham, 2nd by Bloess. All in favor.

Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted "No".

The regular meeting adjourned at 8:21 p.m. on motion by Oldham, seconded by Robinson. All in favor.

THE CITY OF SEDALIA, MISSOURI


Andrew L. Dawson, Mayor


Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF SEDALIA, MISSOURI, PERSONNEL DEPARTMENT AND BOTHWELL REGIONAL HEALTH CENTER FOR DIRECT BILL SERVICES.

WHEREAS, the City of Sedalia, Missouri and the Personnel Department have received a proposal to enter into a memorandum of understanding with the Bothwell Regional Health Center; and

WHEREAS, under the memorandum of understanding, Bothwell Regional Health Center will offer direct bill services on worker's compensation services to the City as more fully described in the proposed memorandum of understanding attached to this Ordinance and incorporated by reference herein.

NOW THEREFORE, BE IT ORDINANED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. The Council of the City of Sedalia, Missouri hereby approves and accepts the memorandum of understanding by and between City of Sedalia, Missouri, Personnel Department and Bothwell Regional Health Center in substantively the same form and content as it has been proposed.

Section 2. The Mayor is authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the agreement in substantively the same form and content as it has been proposed.

Section 3. The City Clerk is hereby directed to file in his office a duplicate or copy of the memorandum of understanding after it has been executed by the parties or their duly authorized representatives.

Section 4. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October, 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

August 30, 2023

City Administrator Shaw,

It was brought to our attention about a year ago that there were several services that were being completed outside of the Bothwell Health system for Worker's Compensation (WC) injuries.

After several talks with the Hospital and MEM – Missouri Employers Mutual, the City's WC provider, we understood that the hospital was not apart of their network through OneCall.

To try and keep services local, we have discussed with the Hospital a direct pricing MOU to include:

1. Services: Hospital will render services to City employees, including Hospital employees, for employee wellness and workman's compensation programs (the Services).
2. Reimbursement: The City has budgeted and appropriated funds and will reimburse the Hospital for Services rendered to City employees, other than Hospital employees (services for Hospital employees will be paid for out of Hospital resources as an enterprise fund) as follows:
 - a. Medicare Rates plus 10%; or
 - b. Should the services not be on the Medicare Fee Schedule, the City will pay 50% of billed charges.

Staff recommends entering onto an MOU with Bothwell.

Sincerely,

Shannon Ramey-Trull
Human Resources Director

**Memorandum of Understanding between
Bothwell Regional Health Center
and the City of Sedalia, Missouri
for the Provision of Wellness and Workman’s Compensation Services**

This Memorandum of Understanding (“MOU”) effective as of this ____day of _____, 2023, by and between Bothwell Regional Health Center (“Hospital”) and the City of Sedalia, Missouri (“City”) (Collectively referenced as “the Parties”) regarding the provision of services to Employee Wellness and Worker’s Compensation patients. The Parties acknowledge that their understanding of this relationship is as follows:

1. City is a city of the third classification operating pursuant to the Revised Statutes of Missouri, including particularly, Chapter 77, RSMo.
2. Hospital is a municipal health care facility operating pursuant to the Revised Statutes of Missouri, including particularly, 96.150, RSMo. through 96.229, RSMo.
3. It is understood by the Parties that the Hospital was created by the voters of Sedalia, is governed by the Board of Trustees as selected by the City, and is not a body corporate and politic separate from the City.
4. Term of MOU: This MOU shall be in full force and effect beginning on _____ for one calendar year or 12 months. This MOU will automatically renew on each subsequent renewal date for an additional twelve (12) months.
5. Services: Hospital will render services to City employees, including Hospital employees, for employee wellness and workman’s compensation programs (the Services).
6. Reimbursement: The City has budgeted and appropriated funds and will reimburse the Hospital for Services rendered to City employees, other than Hospital employees (services for Hospital employees will be paid for out of Hospital resources as an enterprise fund) as follows:
 - a. Medicare Rates plus 10%; or
 - b. Should the services not be on the Medicare Fee Schedule, the City will pay 50% of billed charges.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

CITY OF SEDALIA

BOTHWELL REGIONAL HEALTH
CENTER

Andrew Dawson, Mayor

By:
Title:

ATTEST:

City Clerk

By:

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE APPROVING AND ACCEPTING A QUOTE FOR THE PURCHASE OF A USED 2020 FORD F-250 FOR THE STREET DEPARTMENT.

WHEREAS, the City of Sedalia, Missouri has received a proposal from the Missouri State Highway Patrol for the purchase of a used 2020 Ford F-250 for the Street Department; and

WHEREAS, under the proposal, the City of Sedalia, Missouri shall pay the Missouri State Highway Patrol the sum and amount of Thirty-four Thousand Dollars (\$34,000.00) for said vehicle as more fully described in the quote attached to this Ordinance and incorporated by reference herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The Council of the City of Sedalia, Missouri hereby approves and accepts the Quote by and between the City of Sedalia, Missouri and the Missouri State Highway Patrol as the quote has been proposed.

Section 2. The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the quote in substantively the same form and content as the quote has been proposed.

Section 3. The City Clerk is hereby directed to file in his office a duplicate or copy of the quote after it has been executed by the parties or their duly authorized representatives.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed Ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October, 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk




Let's Cross Paths

City of Sedalia

200 S. Osage

Sedalia, MO 65301

(660) 827-3000 www.sedalia.com

To: Kelvin Shaw, City Administrator
Through: Chris Davies, Public Works Director 
From: Justin Bray, Operations Manager
Date: September 15, 2023
Subject: Purchase of 2020 Ford F-250 Truck for Public Works Street Division

The Public Works Department requests approval to purchase the above vehicle. The purchase of a replacement for a current 2004 truck with a V10 was approved for the Street Division in the FY2024 budget. The Street Division is requesting to purchase a used 2020 Ford F-250 from the Missouri State Highway Patrol that would suit the needs of the Street Division as well as other divisions.

The Division had planned to use the MoDOT contract pursuant to the City's Financial Policy. However, due to the increase in price and the long waiting list for new equipment, it is in the best interest of the City given the lower price and condition of the truck.

Originally budgeted	\$68,000
Missouri State Highway Patrol	\$34,000



Used 2020 Ford F-250



CALL



WEBSITE



SHARE

Overview

Price	\$51,422 Tax, title, and processing fees may apply
Condition	Used
Mileage	62,466 miles
Specifications	Automatic Transmission, 8-cylinder engine, Four wheel drive
Exterior	Oxford White
VIN	1FT7W2BT7LEC44347



Used 2020 Ford F-250 XLT



CALL



ON THE WEB



SHARE

Overview

Price	\$52,998 Tax, title, and processing fees may apply
Condition	Used
Mileage	58,228 miles
Specifications	Diesel, Automatic Transmission, 8-cylinder engine, Four wheel drive
Exterior	White
Interior	GRAY

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A COST SHARE AGREEMENT FOR A TREE RESOURCE IMPROVEMENT AND MAINTENANCE (TRIM) GRANT.

WHEREAS, the City of Sedalia, Missouri applied for and has received approval of a Grant of up to Ten Thousand Dollars (\$10,000.00) from the Missouri Department of Conservation to undertake planting of trees, provide informational fliers, and for a tree resource improvement and maintenance program to re-inventory approximately 2,006 trees located within the street right-of-ways in an area located in Hubbard and Clover Dell Parks; Hancock Avenue to east City limits East Broadway Boulevard to North City Limits; and west City limits to the east City limits from 24th Street/Katy Trail to South City limits; and

WHEREAS, one of the requirements in order to receive the grant, requires that the City of Sedalia and the Missouri Department of Conservation execute the proposed agreement attached and incorporated by reference herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The Council of the City of Sedalia, Missouri hereby authorizes the agreement by and between the City of Sedalia, Missouri and Missouri Department of Conservation as the agreement has been proposed.

Section 2. The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the agreement in substantively the same form and content as the agreement has been proposed.

Section 3. The City Clerk is hereby directed to file in his office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

Section 4. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October 2023.

ATTEST:

Andrew L. Dawson, Mayor

Jason S. Myers, City Clerk




Let's Cross Paths

City of Sedalia

200 S. Osage

Sedalia, MO 65301

(660) 827-3000 www.sedalia.com

To: Kelvin Shaw, City Administrator
From: Elizabeth Nations, Executive Administrative Assistant 
Date: September 26, 2023
Subject: TRIM Grant Agreement with the Missouri Department of Conservation

The Missouri Department of Conservation awards grants through a Tree Resource Improvement and Maintenance (TRIM) cost share program. We applied for and received a \$10,000 grant to be used for re-inventory of some City right-of-way trees, planting of trees and providing informational fliers.

The tree inventory will be performed by a licensed arborist and will consist of a re-inventory of approximately 2,006 public trees. There are three approximate boundaries included in this inventory. The first includes trees located in Hubbard and Clover Dell Parks. The second is Hancock Ave. to the east City limits and E. Broadway Blvd. to the north City limits. The third is west City limits to the east City limits from 24th St./Katy Trail to the south City limits. All the information gathered will be available in a format that is compatible with the City's current GIS system and can be added as a layer.

This year we are asking for grant funds to assist in the planting of trees at Clover Dell Park. There are currently 7 ash trees with Emerald Ash Borer damage lining the drive into the park. We would like to replace those 7 trees to help preserve the tree lined entrance into this 173 acre park. Also, funds will be used to provide a basics of tree care flier to be included in the utility bill sent to City residents.

COST SHARE REQUEST / AGREEMENT

AGREEMENT BETWEEN MO DEPT. OF CONSERVATION (MDC), AND:

Cooperator Name: City of Sedalia			
Address 200 S. Oasge			
City: Sedalia	State: MO	Zip: 65301	Phone(s): 660-827-3000
County: Fettis	Township: 45	Range: 21 W	Section: 4



Practice / Components (____ Program)	Project Number (ex. MDC 200.B.1)	Units Planned (acres, feet, etc.)	Unit Type	Cost Share Rate	Maint. onance (years)	Partner Funding Requested	MDC Funding Requested	Units Completed (acres, feet, etc.)	Unit Type	Partner Funding Earned	MDC Funding Earned
Community Tree Inventories	900.B.3	1	Each	75%	10		\$8,000.00		Each		\$0.00
Development and/or Distribution of Tree-care Related Materials	900.B.7	1	Each	75%	10		\$650.01		Each		\$0.00
Tree Planting Projects	900.B.10	7	Each	75%	10		\$1,349.99		Each		\$0.00
TOTALS							\$ - \$10,000.00			\$ -	\$0.00

* Attach Plan (if program requires)

Non-Focus Area/ CC Tier 3 [] Tier 1-4 Geography/ CC Tier 2 [X] Tier 1 Geography With RCT approval/ CC Tier 1 []

Tier 3 plus Tree City USA

List landowner's objectives: Wildlife [] Forestry/Woodland [] Wetland/Aquatic [] Prairie/Glade [] Recreation [] Other [x]

Heritage Review [] Monarch Planting [] Native Forage [] New Customer [] MDC Employee []

I request cost share assistance to install the above described practice(s). If funded, I agree to maintain the practice(s) for the specified maintenance length for each practice listed above, and I agree to refund all or part of the cost share assistance paid to me if, before the expiration of the specified practice lifespan, I (a) fail to satisfactorily maintain the practice (b) destroy the approved practice, or (c) voluntarily relinquish control or title to the land on which the approved practice has been established and the new owner and/or operator of the land does not maintain the practice for the remainder of its lifespan, whether or not the new owner agrees to maintain the practice. I further understand that failure to comply with this agreement may make me ineligible for participation in future MDC cost share programs. Failed practices due to causes beyond the cooperator's control (e.g. drought, flood, etc.) as determined by the resource planner are considered "no-fault" terminated pending available funding, cooperator is eligible to re-establish failed practice as a new practice, with all documentation and timelines reinstated.

Tier 1 Community Geographies Receiving Upfront Payment- I agree to reimburse the Department for any unspent funds within thirty (30) days of project checkout. I understand that undocumented expenses are not eligible to be included within calculation of actual project expenses.

I certify that the funds requested above do not duplicate (although they may be used in conjunction or "piggybacked" with) funds provided by other state or federal cost share practices and that multiple program enrollment on the same acre(s) will be for complimentary purposes.

In signing this form (spouses should co-sign), I (we) attest and confirm sole legal ownership of the property where these practices will be implemented or can legally represent the ownership (MDC POA for required) for the purpose of entering into this contract to implement these practices and accept payment on behalf of all owners.

COOPERATOR SIGNATURE

PARTNER REVIEW (if applicable)

ALLOCATION APPROVED (MDC)

PRACTICE(S) COMPLETED (MDC)

		DATE
Jake Colehour		DATE
		DATE
		DATE

Cooperator: City of Sedalia	
--	--

Region: Kansas City Region	Planner Name: David Mann	Approved By: (Print Name) Steve Hoel
Amount of Payment: \$0.00		Signature:
WPI Number: 303	Org Code: LG30CI	
Object Code Number: 3403		Title: CPLC Unit Supervisor
Appropriation:		Date:

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SEDALIA, MISSOURI, APPROVING AND ANNEXING AN UNINCORPORATED AREA OWNED BY JEFF REDFORD, MANAGING MEMBER OF HELAMANDRIVE, LLC, A MISSOURI LIMITED LIABILITY COMPANY, INTO THE CITY OF SEDALIA, MISSOURI, ADJACENT AND CONTIGUOUS TO EXISTING CORPORATE LIMITS OF SAID CITY.

WHEREAS, it is reasonable and necessary to the proper development of the City of Sedalia, Missouri, and stating that the City of Sedalia, Missouri, has the ability to furnish normal municipal services to said area within a reasonable amount of time after annexation becomes effective; and

WHEREAS, on August 29, 2023, a petition was submitted to the City Council of Sedalia, Missouri, under the provisions of Section 71.012 RSMo. whereby Jeff Redford, Managing Member of HelamanDrive, LLC, a Missouri Limited Liability Company, hereinafter described desires to have said real estate annexed into the corporate limits of the City of Sedalia, Missouri; and

WHEREAS, the City Council of the City of Sedalia, Missouri, held a public hearing on the 18th day of September, 2023, after having first given public notice of said public hearing by publication on September 9, 2023, in *The Sedalia Democrat*; and

WHEREAS, after considering and studying said request for annexation to the City of Sedalia, Missouri, and hearing evidence thereon, the City Council of the City of Sedalia, Missouri, does declare that said annexation is necessary for the reasonable and proper development of the City of Sedalia, Missouri, and that the City of Sedalia has the ability to furnish normal municipal services to said area within reasonable time after said annexation becomes effective and said area is contiguous to the existing corporate limits of the City of Sedalia, Missouri; and

WHEREAS, no written objections to said proposed annexation have been filed with the governing body of the City of Sedalia within fourteen (14) days after said public hearing.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. That under the provisions of Section 71.012 RSMo. the City Council of the City of Sedalia, Missouri, hereby declares that annexation of the land hereinafter described be and is necessary for the reasonable and proper development of the City of Sedalia, Missouri; that the City of Sedalia has the ability to furnish normal municipal service to said area within reasonable time after said annexation becomes effective; that said area is contiguous to the existing corporate limits of the City of Sedalia, Missouri; and should be a part of said City; said

tract being a part of Pettis County, Missouri, is more particularly described on Exhibit A attached hereto.

Section 2. The entire tract shall be zoned R-3 Apartment House. The legal description is more particularly described on Exhibit A attached hereto.

Section 3. The City Clerk is hereby ordered and directed to cause three certified copies of this ordinance to be filed with the Office of County Clerk of Pettis County, Missouri, and placed on record with the Pettis County Recorder of Deeds.

Section 4. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October, 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

EXHIBIT A

BEGINNING AT THE SOUTHWEST CORNER OF LOT 36 IN CRESCENT CREEK ADDITION, PART 2, SEDALIA, PETTIS COUNTY, MISSOURI, ACCORDING TO THE RECORDED PLAT THEREOF SAID POINT ALSO BEING THE SOUTHEAST CORNER OF AN ORDINANCE FOR ANNEXATION AS RECORDED IN DOCUMENT NUMBER 2004-9293; THENCE NORTH 86°30'10" WEST, ALONG THE SOUTH LINE OF SAID LOT, 74.31 FEET TO THE SOUTHWEST CORNER OF SAID LOT; THENCE NORTH 03°26'58" EAST, ALONG THE WEST LINE OF SAID LOT, 115.50 FEET TO THE NORTHWEST CORNER OF SAID LOT; THENCE NORTH 86°30'10" WEST, 215.0 FEET; THENCE SOUTH 03°26'58" WEST, 331.28 FEET TO THE NORTH RIGHT-OF-WAY LINE OF MISSOURI STATE ROUTE "Y"; THENCE SOUTH 86°41'18" EAST, ALONG SAID NORTH RIGHT-OF-WAY LINE, 289.31 FEET; THENCE LEAVING SAID RIGHT-OF-WAY LINE, NORTH 03°26'58" EAST, 214.84 FEET TO THE POINT OF BEGINNING. EXCEPT A 15.0 FOOT SANITARY SEWER EASEMENT AS RECORDED IN DOCUMENT NUMBER 2003-6815.

PETITION FOR ANNEXATION

COMES NOW, Jeff Redford, Managing Memeber of HelamanDrive, LLC, a Missouri limited liability company, doing business in Sedalia, Pettis County, Missouri, hereinafter called "Petitioner", and being first duly sworn on his oath, states the following, to-wit:

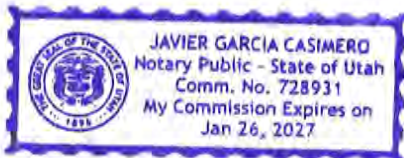
- 1. That is HelamanDrive, LLC is the owner of all fee interests of record in the tract of land described on Exhibit A and attached hereto and made a part hereof as though set out herein verbatim, and which is contiguous and compact to the existing city limits of the City of Sedalia, Missouri.
2. Petitioner requests that said property be annexed into the City of Sedalia, Missouri, and states that the property will be developed for residential, multi-family use, and, therefore, further requests that the property be zoned R-3 which is compatible with adjoining property.
3. That Petitioner is authorized to present this verified petition to the City Council of Sedalia, Missouri.

HelamanDrive, LLC
By [Signature]
Jeff Redford, Managing Member

Utah
STATE OF MISSOURI)
Utah) ss.
COUNTY OF PETTIS)

On this 29th day of August, 2023, before me personally appeared Jeff Redford to me personally known, who being duly sworn, did say that he is Managing Member of HelamanDrive, LLC, a Missouri limited liability company, and that the foregoing instrument was signed and sealed on behalf of said company.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in Sedalia, Missouri, the day and year first above written.



[Signature]
Notary Public

Exhibit A

BEGINNING AT THE SOUTHWEST CORNER OF LOT 36 IN CRESCENT CREEK ADDITION, PART 2, SEDALIA, PETTIS COUNTY, MISSOURI, ACCORDING TO THE RECORDED PLAT THEREOF SAID POINT ALSO BEING THE SOUTHEAST CORNER OF AN ORDINANCE FOR ANNEXATION AS RECORDED IN DOCUMENT NUMBER 2004-9293; THENCE NORTH $86^{\circ}30'10''$ WEST, ALONG THE SOUTH LINE OF SAID LOT, 74.31 FEET TO THE SOUTHWEST CORNER OF SAID LOT; THENCE NORTH $03^{\circ}26'58''$ EAST, ALONG THE WEST LINE OF SAID LOT, 115.50 FEET TO THE NORTHWEST CORNER OF SAID LOT; THENCE NORTH $86^{\circ}30'10''$ WEST, 215.0 FEET; THENCE SOUTH $03^{\circ}26'58''$ WEST, 331.28 FEET TO THE NORTH RIGHT-OF-WAY LINE OF MISSOURI STATE ROUTE "Y"; THENCE SOUTH $86^{\circ}41'15''$ EAST, ALONG SAID NORTH RIGHT-OF-WAY LINE, 289.31 FEET; THENCE LEAVING SAID RIGHT-OF-WAY LINE, NORTH $03^{\circ}26'58''$ EAST, 214.84 FEET TO THE POINT OF BEGINNING. EXCEPT A 15.0 FOOT SANITARY SEWER EASEMENT AS RECORDED IN DOCUMENT NUMBER 2003-6815.



SCALE - 1"=100'





Water Tower Road

Sfec Loop Road

John J House I Drive

Ensign Drive

Desert Drive

West 16th Street

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY'S ORDINANCES REGARDING FLOODPLAIN MANAGEMENT.

WHEREAS, authorized by 77.260, RSMo., the City Council has the authority to adopt floodplain management regulations that are expedient for the good government of the city, the preservation of peace and good order, the benefit of trade and commerce, and the health of the inhabitants of Sedalia; and

WHEREAS, the City Council has held a public hearing on this Ordinance; and

WHEREAS, the City Council has deemed this Ordinance to be expedient for the good government of the city, the preservation of peace and good order, the benefit of trade and commerce, and the health of the inhabitants of Sedalia.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section One. Chapter 22, Article II is repealed. The remaining portions of Chapter 22 shall remain in full force and effect.

Section Two. There is hereby enacted in Chapter 22 of the Code of the City of Sedalia, one new Article II, to read as follows:

“FLOODPLAIN MANAGEMENT ORDINANCE

ARTICLE 1 STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES

SECTION A. STATUTORY AUTHORIZATION

The Legislature of the State of Missouri has in RSMo 77.260 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare of the public.

SECTION B. FINDINGS OF FACT

1. *Flood Losses Resulting from Periodic Inundation*

The special flood hazard areas of the City of Sedalia, Missouri, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety and general welfare.

2. *General Causes of the Flood Losses*

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

3. *Methods Used To Analyze Flood Hazards*

The Flood Insurance Study (FIS) that is the basis of this ordinance uses a standard engineering method of analyzing flood hazards, which consist of a series of interrelated steps.

- a. Selection of a base flood that is based upon engineering calculations, which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods, which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. The base flood is the flood that is estimated to have a one percent chance of being equaled or exceeded in any given year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials for Pettis County, dated November 30, 2023, as amended, and any future revisions thereto.
 - b. Calculation of water surface profiles are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
4. Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.
 5. Delineation of floodway encroachment lines within which no development is permitted that would cause **any** increase in flood height.
 6. Delineation of flood fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

SECTION C. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare of the public; to minimize those losses described in Article 1, Section B (1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) § 59.22(a) (3); and to meet the requirements of 44 CFR § 60.3(d) by applying the provisions of this ordinance to:

1. Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
2. Require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and

3. Protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

ARTICLE 2 GENERAL PROVISIONS

SECTION A. LANDS TO WHICH ORDINANCE APPLIES

This ordinance shall apply to all lands within the jurisdiction of the City of Sedalia, Missouri, identified as numbered and unnumbered A zones and AE zones, on the Flood Insurance Rate Map (FIRM) panel numbers 29159C0281D, 29159C0282D, 29159C0283D, 29159C0284D, 29159C90291D, 29159C0292D, 29159C0301D, 29159C0302D, 29159C0303D, 29159C0304D, 29159C0310D, 29159C0311D, 29159C0312D, 29159C0316D dated November 30, 2023 as amended, and any future revisions thereto. In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the City Council or its duly designated representative under such safeguards and restrictions as the City Council or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

SECTION B. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

SECTION C. ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

SECTION D. INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, shall be liberally construed in favor of the governing body, and shall not be deemed a limitation or repeal of any other powers granted by Missouri statutes.

SECTION E. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. This ordinance shall not create a liability on the part of the City of Sedalia, any officer or employee thereof, for any flood

damages that may result from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION F. SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of this ordinance shall not be affected thereby.

ARTICLE 3 ADMINISTRATION

SECTION A. FLOODPLAIN DEVELOPMENT PERMIT

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The Building Official is hereby appointed to administer and implement the provisions of this ordinance.

SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the floodplain administrator shall include, but not be limited to:

1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this ordinance have been satisfied;
2. Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
3. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
4. Issue floodplain development permits for all approved applications;
5. Notify adjacent communities and the Missouri State Emergency Management Agency (MoSEMA) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
6. Assure that the flood carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse.

7. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
8. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;
9. When floodproofing techniques are utilized for a particular non-residential structure, the floodplain administrator shall require certification from a Missouri registered professional engineer or architect.

SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
2. Identify and describe the work to be covered by the floodplain development permit;
3. Indicate the use or occupancy for which the proposed work is intended;
4. Indicate the fair market value of the structure and the fair market value of the improvement;
5. Specify whether development is located in designated flood fringe or floodway;
6. Identify the existing base flood elevation and the elevation of the proposed development;
7. Give such other information as reasonably may be required by the floodplain administrator;
8. Be accompanied by plans and specifications for proposed construction; and
9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

ARTICLE 4 PROVISIONS FOR FLOOD HAZARD REDUCTION

SECTION A. GENERAL STANDARDS

1. No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones and AE zones, unless the conditions of this section are satisfied.
2. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the one percent annual chance (aka 100-year) flood; however, the base flood elevation is not provided.

Development within unnumbered A zones is subject to all provisions of this ordinance. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources.

3. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any numbered A zones or AE zones on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
4. All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
 - a. Design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 - b. Construction with materials resistant to flood damage;
 - c. Utilization of methods and practices that minimize flood damages;
 - d. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
 - e. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination; and
 - f. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
 - (1) All such proposals are consistent with the need to minimize flood damage;
 - (2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
 - (3) Adequate drainage is provided so as to reduce exposure to flood hazards; and
 - (4) All proposals for development, including proposals for manufactured home parks and subdivisions, greater than fifty (50) lots or five (5) acres, whichever is lesser, include within such proposals base flood elevation data.
5. *Storage, material, and equipment*
 - a. The storage or processing of materials within the special flood hazard area that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal, or plant life is prohibited.

- b. Storage of other material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.

6. *Accessory Structures*

Structures used solely for parking and limited storage purposes, not attached to any other structure on the site, of limited investment value, and not larger than 400 square feet, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; the accessory structure meets the following floodplain management requirements; and a floodplain development permit has been issued. Wet-floodproofing is only allowed for small low-cost structures.

7. *Agricultural Structures*

Structures used solely for agricultural purposes in connection with the production, harvesting, storage, drying, or raising of agricultural commodities, including the raising of livestock, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; there is no permanent retail, wholesale, or manufacturing use included in the structure; the structure meets the following floodplain management requirements; and a floodplain development permit has been issued.

8. *Nonconforming Use*

A structure, or the use of a structure or premises that was lawful before the passage or amendment of the ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- a. If such structure, use, or utility service is discontinued for twelve (12) consecutive months, any future use of the building shall conform to this ordinance.
- b. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than 50 percent of the pre-damaged market value of the structure. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building, safety codes, regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.

SECTION B. SPECIFIC STANDARDS

- 1. In all areas identified as numbered and unnumbered A zones and AE zones, where **base flood elevation** data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:

- a. *Residential Construction*

New construction or substantial-improvement of any residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to one (1) foot above base flood elevation. The elevation of the lowest floor shall be certified by a Missouri licensed land surveyor, engineer, or architect.

b. *Non-Residential Construction*

New construction or substantial-improvement of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to one (1) foot above the base flood elevation or, together with attendant utility and sanitary facilities, be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A Missouri registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the floodplain administrator as set forth in Article 3, Section C (7), (8), (9).

c. *Enclosures Below Lowest Floor*

Require, for all new construction and substantial-improvements that fully enclosed areas below lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided; and
- (2) The bottom of all opening shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters.

SECTION C. MANUFACTURED HOMES

1. All manufactured homes to be placed within all unnumbered and numbered A zones and AE zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
2. Require manufactured homes that are placed or substantially improved within unnumbered or numbered A zones and AE zones, on the community's FIRM on sites:
 - a. Outside of manufactured home park or subdivision;
 - b. In a new manufactured home park or subdivision;

- c. In an expansion to an existing manufactured home park or subdivision; or
 - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial-damage as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to one (1) foot above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement. The elevation of the lowest floor shall be certified by a Missouri licensed land surveyor, engineer, or architect.
3. Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones and AE zones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of this ordinance, be elevated so that either:
- a. the lowest floor of the manufactured home is at one (1) foot above the base flood level; or
 - b. the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade, and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

SECTION D. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters that carry debris and potential projectiles, the following provisions shall apply:

1. The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood without increasing the water surface elevation of that flood more than one (1) foot at any point.
2. The community shall prohibit any encroachments, including fill, new construction, substantial-improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in **any** increase in flood levels within the community during the occurrence of the base flood discharge.
3. A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first applies for a conditional FIRM and Floodway revision, fulfills the requirements of such revisions as established under the provisions of 44 CFR § 65.12, and receives the approval of FEMA.
4. If Article 4, Section D (2) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
5. In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources as set forth in Article 4, Section A (2).

SECTION E. RECREATIONAL VEHICLES

1. Require that recreational vehicles placed on sites within all unnumbered and numbered A zones, and AE zones on the community's FIRM either:
 - a. Be on the site for fewer than 180 consecutive days,
 - b. Be fully licensed and ready for highway use*; **or**
 - c. Meet the permitting, elevation, and anchoring requirements for manufactured homes of this ordinance.

*A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices and has no permanently attached additions.

ARTICLE 5 FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES

SECTION A. ESTABLISHMENT OF APPEAL BOARD

The Board of Adjustment as established by the City of Sedalia shall hear and decide appeals and requests for variances from the floodplain management requirements of this ordinance.

SECTION B. RESPONSIBILITY OF APPEAL BOARD

Where an application for a floodplain development permit or request for a variance from the floodplain management regulations is denied by the floodplain administrator, the applicant may apply for such floodplain development permit or variance directly to the appeal board, as defined in Article 5, Section A.

The appeal board shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this ordinance.

SECTION C. FURTHER APPEALS

Any person aggrieved by the decision of the appeal board or any taxpayer may appeal such decision to the Pettis County Circuit Court as provided in RSMo 89.110.

SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA

In passing upon such applications for variances, the appeal board shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

1. Danger to life and property due to flood damage;

2. Danger that materials may be swept onto other lands to the injury of others;
3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. Importance of the services provided by the proposed facility to the community;
5. Necessity to the facility of a waterfront location, where applicable;
6. Availability of alternative locations, not subject to flood damage, for the proposed use;
7. Compatibility of the proposed use with existing and anticipated development;
8. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. Safety of access to the property in times of flood for ordinary and emergency vehicles;
10. Expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,
11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

1. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items 2 through 6 below have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
2. Variances may be issued for the repair or rehabilitation of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination provided the proposed activity will not preclude the structure's continued historic designation and the variance is the minimum necessary to preserve the historic character and design of the structure.
3. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon: (a) a showing of good and sufficient cause, (b) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) a determination that the granting of a variance will not result in increased flood

heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

6. A community shall notify the applicant in writing over the signature of a community official that (a) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (b) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
7. A community shall maintain a record of all variance actions, including justification for their issuance.
8. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of items 1 through 5 of this section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

SECTION F. CONDITIONS FOR APPROVING VARIANCES OF ACCESSORY STRUCTURES

Any permit granted for an accessory structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Permits shall meet the following conditions.

In order to minimize flood damages during the one percent annual chance flood event, also referred to as the 100-year flood and the threat to public health and safety, the following conditions shall be required for any permit issued for accessory structures that are constructed at-grade and wet-floodproofed:

1. Use of the accessory structures must be solely for parking and limited storage purposes in any special flood hazard area as identified on the community's Flood Insurance Rate Map (FIRM).
2. For any new or substantially damaged accessory structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
3. The accessory structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
4. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
5. The accessory structures must meet all NFIP opening requirements. The NFIP requires that enclosure or foundation walls, subject to the one percent annual chance flood event, also referred

to as the 100-year flood, contain openings that will permit the automatic entry and exit of flood waters in accordance with Article 4, Section B (1)(c) of this ordinance.

6. The accessory structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section D (2) of this ordinance. No permits may be issued for accessory structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.
7. Equipment, machinery, or other contents must be protected from any flood damage.
8. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the accessory structures.
9. Wet-floodproofing construction techniques must be reviewed and approved by the community. The community may request approval by a registered professional engineer or architect prior to the issuance of any floodplain development permit for construction. Cost for any required professional certification to be paid by the developer.

SECTION G. CONDITIONS FOR APPROVING VARIANCES OF AGRICULTURAL STRUCTURES

Any permit granted for an agricultural structure shall be decided individually based on a case by case analysis of the building's unique circumstances.

In order to minimize flood damages during the 100-year flood and the threat to public health and safety, the following conditions shall be included for any permit issued for agricultural structures that are constructed at-grade and wet-floodproofed:

1. All proposed agricultural structures shall demonstrate that no other alternate location outside of the special flood hazard area exists for the agricultural structure. Residential structures, such as farm houses, cannot be considered agricultural structures.
2. Use of the structures must be limited to agricultural purposes in any special flood hazard area only as identified on the community's Flood Insurance Rate Map (FIRM).
3. For any new or substantially damaged agricultural structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
4. The agricultural structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structures in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
5. Any mechanical, electrical, or other utility equipment must be located *one (1) foot above the base flood elevation*, or floodproofed so that they are contained within a watertight, floodproofed

enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance. The elevation shall be certified by a licensed land surveyor or professional engineer.

6. The agricultural structures must meet all National Flood Insurance Program (NFIP) opening requirements. The NFIP requires that enclosure or foundation walls, subject to the one percent annual chance flood event, also referred to as the 100-year flood, contain openings that will permit the automatic entry and exit of flood waters in accordance with Article 4, Section B (1)(c) of this ordinance.
7. The agricultural structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section D (2) of this ordinance. No permits may be issued for agricultural structures within any designated floodway, if any increase in flood levels would result during the one percent annual chance flood event, also referred to as the 100-year flood.
8. Major equipment, machinery, or other contents must be protected from any flood damage.
9. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the agricultural structures.
10. Wet-floodproofing construction techniques must be reviewed and approved by the community. The community may request approval by a registered professional engineer or architect prior to the issuance of any floodplain development permit for construction. Cost for any required professional certification to be paid by the developer.

ARTICLE 6 PENALTIES FOR VIOLATION

1. Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with granting of variances) shall constitute a misdemeanor. Any person, firm, corporation, or other entity that violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$500.00, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense.
2. A structure or other development without a floodplain development permit or other evidence of compliance is presumed to be in violation until such documentation is provided.
3. The imposition of such fines or penalties for any violation for non-compliance with this ordinance shall not excuse the violation or noncompliance or allow it to continue. All such violations or noncompliant actions shall be remedied within an established and reasonable time.
4. Nothing herein contained shall prevent the City of Sedalia or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 7 AMENDMENTS

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or appealed to reflect any and all changes in the National Flood Disaster

Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Sedalia. At least twenty (20) days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the Region VII office of the Federal Emergency Management Agency (FEMA). The regulations of this ordinance are in compliance with the National Flood Insurance Program (NFIP) regulations.

ARTICLE 8 DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning they have in common usage and to give this ordinance its most reasonable application.

"100-year Flood" *see "base flood."*

"Accessory Structure" means the same as *"appurtenant structure."*

"Actuarial Rates" *see "risk premium rates."*

"Administrator" means the Federal Insurance Administrator.

"Agency" means the Federal Emergency Management Agency (FEMA).

"Agricultural Commodities" means agricultural products and livestock.

"Agricultural Structure" means any structure used exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities.

"Appeal" means a request for review of the floodplain administrator's interpretation of any provision of this ordinance or a request for a variance.

"Appurtenant Structure" means a structure that is on the same parcel of property as the principle structure to be insured and the use of which is incidental to the use of the principal structure.

"Area of Special Flood Hazard" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

"Base Flood" means the flood having a one percent chance of being equaled or exceeded in any given year.

"Base Flood Elevation" means the elevation of the surface of the water during a one percent annual chance flood event.

"Basement" means any area of the structure having its floor subgrade (below ground level) on all sides.

"Building" *see "structure."*

"Chief Executive Officer" or "Chief Elected Official" means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.

"Community" means any State or area or political subdivision thereof, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

"Development" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

"Elevated Building" means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

"Eligible Community" or "Participating Community" means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).

"Existing Construction" means for the purposes of determining rates, structures for which the *"start of construction"* commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. *"Existing construction"* may also be referred to as *"existing structures."*

"Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

"Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood" or "Flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; and (3) the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined above in item (1).

"Flood Boundary and Floodway Map (FBFM)" means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.

"Flood Hazard Map" means the document adopted by the governing body showing the limits of: (1) the floodplain; (2) the floodway; (3) streets; (4) stream channel; and (5) other geographic features.

"Flood Elevation Determination" means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

"Flood Elevation Study" means an examination, evaluation and determination of flood hazards.

"Flood Fringe" means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.

"Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.

"Flood Insurance Rate Map (FIRM)" means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

"Flood Insurance Study (FIS)" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

"Floodplain" or "Flood-prone Area" means any land area susceptible to being inundated by water from any source (*see "flooding"*).

"Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

"Floodplain Management Regulations" means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances) and other applications of police power. The term describes such state or local regulations, in any combination thereof that provide standards for the purpose of flood damage prevention and reduction.

"Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.

"Floodway" or "Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

"Floodway Encroachment Lines" means the lines marking the limits of floodways on Federal, State and local floodplain maps.

"Freeboard" means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. *"Freeboard"* tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

"Functionally Dependent Use" means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are necessary for the loading and unloading of cargo or passengers, but does not include long-term storage or related manufacturing facilities.

"Highest Adjacent Grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

"Historic Structure" means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

"Lowest Floor" means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor, **provided** that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of this ordinance.

"Manufactured Home" means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term *"manufactured home"* **does not include** a *"recreational vehicle."*

"Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"Map" means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

"Market Value" or "Fair Market Value" means an estimate of what is fair, economic, just and equitable value under normal local market conditions.

"Mean Sea Level" means, for purposes of the National Flood Insurance Program (NFIP), the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

"New Construction" means, for the purposes of determining insurance rates, structures for which the *"start of construction"* commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, *"new construction"* means structures for which the *"start of construction"* commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

"New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

"(NFIP)" means the National Flood Insurance Program (NFIP).

"Numbered A Zone" means a special flood hazard area where the Flood Insurance Rate Map shows the Base Flood Elevation.

"One Percent Annual Chance Flood" *see "base flood."*

"Participating Community" also known as an *"eligible community,"* means a community in which the Administrator has authorized the sale of flood insurance.

"Person" includes any individual or group of individuals, corporation, partnership, association, or any other entity, including Federal, State, and local governments and agencies.

"Permit" means a signed document from a designated community official authorizing development in a floodplain, including all necessary supporting documentation such as: (1) the site plan; (2) an elevation certificate; and (3) any other necessary or applicable approvals or authorizations from local, state or federal authorities.

"Principally Above Ground" means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

"Reasonably Safe From Flooding" means base flood waters will not inundate the land or damage structures to be removed from the SFHA and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

"Recreational Vehicle" means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently towable by a light-duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Remedy A Violation" means to bring the structure or other development into compliance with Federal, State, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

"Repetitive Loss" means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, equals or exceeds twenty-five percent of the market value of the structure before the damage occurred.

"Risk Premium Rates" means those rates established by the Administrator pursuant to individual community studies and investigations which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. *"Risk premium rates"* include provisions for operating costs and allowances.

"Special Flood Hazard Area" *see "area of special flood hazard."*

"Special Hazard Area" means an area having special flood hazards and shown on an FHBM, FIRM or BFBM as zones (unnumbered or numbered) A and AE.

"Start of Construction" includes substantial-improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The *actual start* means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, the installation of streets and/or walkways, excavation for a basement, footings, piers, foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the *actual start of construction* means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

"State Coordinating Agency" means that agency of the state government, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

"Structure" means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. *"Structure"* for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

"Substantial-Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market

value of the structure before the damage occurred. The term includes Repetitive Loss buildings (see definition).

For the purposes of this definition, “repair” is considered to occur when the first repair or reconstruction of any wall, ceiling, floor, or other structural part of the building commences.

The term does not apply to:

- a.) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
- b.) Any alteration of a “historic structure” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

“Substantial Improvement” means any combination of reconstruction, alteration, or improvement to a building, taking place for a 10-year period, in which the cumulative percentage of improvement equals or exceeds fifty percent of the current market value of the building. For the purposes of this definition, an improvement occurs when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the building. This term includes structures, which have incurred “repetitive loss” or “substantial damage”, regardless of the actual repair work done.

The term does not apply to:

- a.) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
- b.) Any alteration of a “historic structure” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

“Substantially Improved Existing Manufactured Home Parks Or Subdivisions” is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds 50 percent of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.

“Unnumbered A Zone” means a special flood hazard area shown on either a flood hazard boundary map or flood insurance rate map where the base flood elevation is not determined.

“Variance” means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

“Violation” means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation

certificate, other certifications, or other evidence of compliance required by this ordinance is presumed to be in violation until such time as that documentation is provided.

"Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum where specified) of floods of various magnitudes and frequencies in the floodplain."

Section Three. All other code sections and ordinances which conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section Four. It is the intention of the City Council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Sedalia City Code and the codifier may renumber the sections of this ordinance to accomplish such intention.

Section Five. This Ordinance shall be in full force and effect upon final passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

**CITY COUNCIL
OF THE CITY OF SEDALIA, MISSOURI**
RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI,
STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE
THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024.**

WHEREAS, Section 67.010 of the Revised Statutes of Missouri requires each political subdivision of the State of Missouri ("State") to prepare an annual budget and establishes the requirements for that budget; and

WHEREAS, the City of Sedalia, Missouri ("City"), is a city of the third classification created pursuant to Chapter 77, RSMo, and is a political subdivision of the State of Missouri; and

WHEREAS, the City Council of the City adopted and approved the City's annual budget for Fiscal Year 2023 in accordance with the requirements of Section 67.010, RSMo, by Ordinance No. 11535 on March 21, 2022, and

WHEREAS, Sections 67.030 and 67.040 authorize and provide a procedure for the City Council to amend the City's annual budget to increase expenditures in any fund; and

WHEREAS, expenses for City's operations for Fiscal Year 2024 have been higher than budgeted, but do not exceed revenues plus the City's unencumbered balance brought forward from previous years; and

WHEREAS, the City Council of the City desire to state the facts and reasons necessitating an amendment to increase certain expenditures in the Fiscal Year 2024 annual budget.

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

Section 1. Expenditures from the City's General Fund Fund must be increased by a total of \$31,500 above the amount authorized in the adopted annual budget for Fiscal Year 2024. An amendment to increase said budget is necessary for the following facts and reasons:

- A. Purchase Ford F-150 for Building Maintenance.

Section 2. This Resolution shall take effect immediately upon its execution by the Mayor or otherwise as provided by law.

PASSED by the City Council of the City of Sedalia, Missouri, on October 2, 2023

Presiding Officer of the Council

ATTEST: _____
Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024
REGARDING BUILDING MAINTENANCE TRUCK PURCHASE.**

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
SEDALIA, MISSOURI** as follows:

Section 1. The 2023-2024 fiscal year budget beginning April 1, 2023 and ending March 31, 2024 is hereby amended to modify certain budgeted line items as they appear on the attached schedule and made a part hereof as Exhibit A as if fully set out herein.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

Exhibit A
 City of Sedalia
 FY24 Budget Amendment 10/2/2023 Building Maintenance Truck Purchase

Account / Description	Current Budget	Change	Amended Budget	Comments
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Expenditures / Uses of Funds

10-87-351-10 Building Maintenance Vehicles	-	31,500.00	31,500.00	Purchase 2020 Ford F-150
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Total Expenditure Change

31,500.00

(31,500.00)

Net Increase (Decrease) in Projected Fund Balance

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE APPROVING AND ACCEPTING A QUOTE FOR THE PURCHASE OF A 2020 FORD F-150 FOR BUILDING MAINTENANCE.

WHEREAS, the City of Sedalia, Missouri has received a proposal from the Kansas Highway Patrol for the purchase of a 2020 Ford F-150 for the Building Maintenance Department; and

WHEREAS, under the proposal, the City of Sedalia, Missouri shall pay the Kansas Highway Patrol the sum and amount of Thirty-one Thousand Three Hundred Fifty Dollars (\$31,350.00) for said vehicle as more fully described in the quote attached to this Ordinance and incorporated by reference herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The Council of the City of Sedalia, Missouri hereby approves and accepts the Quote by and between the City of Sedalia, Missouri and the Kansas Highway Patrol as the quote has been proposed.

Section 2. The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri on the quote in substantively the same form and content as the quote has been proposed.

Section 3. The City Clerk is hereby directed to file in his office a duplicate or copy of the quote after it has been executed by the parties or their duly authorized representatives.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed Ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October, 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

Kansas Highway Patrol

Fleet Sales

930 NE Strait Ave.
Topeka, KS 66616
(785) 296-8535



KANSAS HIGHWAY PATROL

Page 1 of 1

Agency	Sedalia Police Department	Invoice #:	Temporary
Address	300 W 3rd Street	Date:	9/21/2023
City	Sedalia State MO Zip 65301	PO#:	
		Check #:	
Phone	660-826-0214	Email	mwirt@sedaliapolice.com Attn: Chief Matthew Wirt

Model Year	Description	Unit #	Qty	Unit Price	Total
2020	Ford Police Responder F150 Supercrew XL FX4 3.5 Eco-Boost 10spd w/Tow Mo, Aluminum Wheels & Reverse Sensing System	20-159	1	\$29,750.00	\$29,750.00
	*Used Thunderstruck TVI Bumper		1	\$600.00	\$600.00
	*Used Interior Lights		1	\$600.00	\$600.00
	*Used Siren System		1	\$400.00	\$400.00
	Color: White VIN: 1FTEW1P40LKF20064 Mileage: 49651				
Page Total					\$31,350.00

Invoice Total \$31,350.00

Purchasers Signature _____

Date _____

Please Make Checks Payable To: Kansas Highway Patrol Car Fund
All Vehicles Must Be Picked Up In Topeka
Please pay from this invoice. No statement will be mailed

Memorandum

To: Kelvin Shaw, City Administrator

From: John Simmons, Community Development Director

Date: September 21, 2023

Re: Building Maintenance - Truck Purchase Budget Amendment

The Building Maintenance Department has expressed a need for a new truck for daily duties. This truck replacement was not budgeted for in this fiscal year, but due to supply chain issues departments have been on the lookout for what is available and are ready to act to secure these items as budget will allow.

Chief of Police, Matt Wirt, located a 2020 Ford F-150 Responder available for purchase from the Kansas Highway Patrol (KHP). The truck has 49,651 miles and is equipped with emergency/police lights that can be removed and used on police department vehicles. Purchasing used trucks with some mileage can be a challenge but, in this situation, it is a clear solution to the lack of availability of heavy-duty pickup trucks. By purchasing the truck, the city can continue operations and make quality replacements.”

The purchase of the KHP truck meets City purchasing policy under the Cooperative Procurement Program as this is a form of State Surplus and “similar programs that meet the spirit and intent of these procedures in their process.” I recommend the City purchase the 2020 Ford F150 Crew Cab for \$31,500 and I thank Chief Wirt for alerting us to this possibility.

**CITY COUNCIL
OF THE CITY OF SEDALIA, MISSOURI**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI,
STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE
THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024.**

WHEREAS, Section 67.010 of the Revised Statutes of Missouri requires each political subdivision of the State of Missouri ("State") to prepare an annual budget and establishes the requirements for that budget; and

WHEREAS, the City of Sedalia, Missouri ("City"), is a city of the third classification created pursuant to Chapter 77, RSMo, and is a political subdivision of the State of Missouri; and

WHEREAS, the City Council of the City adopted and approved the City's annual budget for Fiscal Year 2023 in accordance with the requirements of Section 67.010, RSMo, by Ordinance No. 11535 on March 21, 2022, and

WHEREAS, Sections 67.030 and 67.040 authorize and provide a procedure for the City Council to amend the City's annual budget to increase expenditures in any fund; and

WHEREAS, expenses for City's operations for Fiscal Year 2024 have been higher than budgeted, but do not exceed revenues plus the City's unencumbered balance brought forward from previous years; and

WHEREAS, the City Council of the City desire to state the facts and reasons necessitating an amendment to increase certain expenditures in the Fiscal Year 2024 annual budget.

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

Section 1. Expenditures from the City's General Fund must be increased by a total of \$20,726.27 above the amount authorized in the adopted annual budget for Fiscal Year 2024. An amendment to increase said budget is necessary for the following facts and reasons:

- A. Addition of an Administrative Assistant position.

Section 2. This Resolution shall take effect immediately upon its execution by the Mayor or otherwise as provided by law.

PASSED by the City Council of the City of Sedalia, Missouri, on October 2, 2023

Presiding Officer of the Council

ATTEST: _____
Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024 REGARDING ADDITION OF ADMINISTRATIVE ASSISTANT IN COMMUNITY DEVELOPMENT.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The 2023-2024 fiscal year budget beginning April 1, 2023 and ending March 31, 2024 is hereby amended to modify certain budgeted line items as they appear on the attached schedule and made a part hereof as Exhibit A as if fully set out herein.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

Exhibit A
 City of Sedalia
 FY24 Budget Amendment 10/2/2023 Community Development Personnel Addition

Account / Description	Current Budget	Change	Amended Budget	Comments
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Expenditures / Uses of Funds

	Community Development				
10-16-101-00	Salaries	565,252.85	14,938.81	580,191.66	Administrative Assistant Additional Position @ 20 weeks with benefits beginning January 2024
10-16-105-00	LAGERS Retirement	86,546.40	2,285.64	88,832.04	
10-16-106-00	Social Security Medicare Taxes	43,273.68	1,142.82	44,416.50	
10-16-107-00	Employee Insurance	76,099.26	2,321.65	78,420.91	
10-16-108-00	Workman's Compensation Insurance	11,187.73	37.35	11,225.08	

Total Expenditure Change

20,726.27

~~(20,726.27)~~

Net Increase (Decrease) in Projected Fund Balance

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 9940 BY ADDING A NEW CLASSIFICATION AND JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT AND BY AMENDING AN EXISTING CLASSIFICATION AND JOB DESCRIPTION FOR PERMIT TECHNICIAN FOR THE CITY OF SEDALIA, MISSOURI.

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

Section 1. Ordinance No. 9940 is hereby amended by adding a new job classification and job description and amending an existing job classification and job description for the positions as described below for the efficient operation of the City of Sedalia:

Additions:

Administrative Assistant – Community Development Director – Community Development. Said job description is attached hereto and made a part hereof as fully set out herein

Amendment:

Reclassify Administrative Assistant to Permit Technician – Building and Code. Said job description is attached hereto and made a part hereof as fully set out herein.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of October, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 2nd day of October, 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

October 2, 2023

City Administrator Shaw,

The Human Resources and Community Development Department is requesting the approval of one new full-time position and a reclassification on an existing position.

We have identified a need for an Administrative Assistant for the Community Development Director. This position's primary duties will include, providing admin support for all of the Boards and Commissions; assist with real estate transactions, etc.; assists with the administration of grants and other administrative support. We would like to place this position on grade 14. The estimated cost of adding this position is for the remainder of the fiscal year is, \$20,726.27.

Also, within the Community Development Department, we have identified a need to reclassify the Administrative Assistant position to a Permit Technician. This position's primary duties will include, processing all permits electronically; receives and distributes building plans; maintains logs for certificates of occupancy; prepares records requests; provides admin support for all Boards and Commissions; maintains building department archival materials as requires by statute and other administrative support. We do not see the need for a budget amendment at this time as this is an existing position. We would like to place this position on a grade 14; currently it is a grade 12.

Sincerely,

Shannon Ramey-Trull,
Human Resources Director



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PERMIT TECHNICIAN		
Department:	Building & Code		
Supervisor:	Chief Building Official		
Date:	September 2023	Position No.	CE/5
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for performing technical and administrative duties in the processing of building permits and in support of office operations.

Job Scope:

The purpose of this position is to provide secretarial support to the Building & Code department. Successful performance helps ensure efficient office operations.

Essential Duties and Responsibilities:

1. Serves as the first point of contact for customers to provide assistance with Building & Code department policies and procedures. Assists contractors, builders, engineers, architects and members of the general public at the counter. Directs questions, complaints and concerns to appropriate staff.
2. Supports the Building Official, as well as general support to others in the Department including Building Inspectors and Code Enforcement Officers.
3. Compiles data and prepares the department monthly report and annual report for distribution to Pettis County, City Council, the Building Official and the Community Development Director.
4. Answers the office telephone; screens and directs calls to appropriate staff.
5. Orders and maintains office supplies. Receives, sorts and distributes mail.
6. Processes building, mechanical, electrical, plumbing, demolition and sign permits both in person and electronic submittals. Maintains a database of future construction projects and projects in process. Processes permit payments. Balances cash drawer daily.
7. Receives and distributes commercial and residential building plans. Performs clerical tasks such as scanning and filing plans as well as any supporting backup documentation submitted.
8. Issues property addresses and address changes.
9. Maintains logs for Certificates of Occupancy.
10. Processes all departmental purchase orders.
11. Prepares responses to Records Requests.

12. Serves as the administrator for Comcate and distributes customer portal complaints to the appropriate staff.
13. Provides administrative and secretarial support to the, Developmental Review Committee, Community Development Council Committee, Board of Appeals; explains zoning and variance procedures and appeals to property owners; schedules meetings and compiles meeting packets; prepares public hearing notices for publication; attends meetings and records minutes; prepares written minutes; maintains files.
14. Cross-trains with Community Development Administrative Assistant to provide coverage when needed (vacations/sick-leave, lunches and emergencies).
15. Drafts forms and correspondence for review for department staff.
16. Maintains building department archival materials as required by statute. (plans/permits/rulings).
17. Occasionally attends City Council or other meetings typically after normal business hours.
18. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED.
2. Prefer Associates Degree in secretarial science, business or related field.
3. 2 years experience in office environments or other administrative work.
4. Knowledge of municipal government practices preferred.
5. Proficient with all products in the Microsoft Office suite.
6. Valid driver's license.
7. Ability to deal with difficult citizens using effective confrontational and problem-solving skills.
8. Ability to organize tasks and working environment in order to maximize efficiency with attention to customer service.
9. Ability to obtain required Permit Technician certifications thru the International Code Council. Must pass at least one test within the 1st year of employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of modern office practices and procedures.
2. Knowledge of Excel, Word or similar spreadsheet and word processing programs required.
3. Knowledge of city ordinances and building codes.
4. Knowledge of city and department policies and procedures.
5. Skill in using a computer and standard office equipment.
6. Skill in oral and written communication.

7. Confidentiality is a must.

Guidelines:

1. City codes and ordinances, international building codes.
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related technical and secretarial duties. Frequent interruptions contribute to the complexity of the work.

Principal Working Relationships:

1. Contacts are typically with co-workers, contractors, surveyors, architects, engineers, elected officials, other city employees, homeowners, real estate agents, vendors, and the general public.
2. Staff, City Council Members and other City Officials.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects typically not to exceed 50 pounds, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings will be required.

Printed Name

Signed

Date



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	ADMINISTRATIVE ASSISTANT		
Department:	Community Development		
Supervisor:	Community Development Director		
Date:	September 2023	Position No.	CE/09
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for providing administrative support to the Community Development Director.

Job Scope:

The purpose of this position is to provide administrative support to the Community Development Department. Successful performance helps ensure efficient office operations.

Essential Duties and Responsibilities:

1. Performs reception duties for the Community Development Director.
2. Provides administrative support to the Planning and Zoning Commission, Sedalia Main Streets (Special Business District), Board of Adjustments and Sedalia Preservation Commission; explains zoning and variance procedures and appeals to property owners; provides zoning confirmations; schedules meetings and compiles meeting packets; prepares public hearing notices for publication; attends meetings and records minutes; maintains files; prepares annual summary for Council review.
3. Assists with real estate transactions; performs title searches; drafts real estate deeds; performs lien research. Assists with annual Pettis County tax sale and required notifications and correspondence relating to attaining property deeds. Maintains real estate database.
4. Performs administrative support duties; drafts letters and correspondence for review; prepares reports, minutes and updates calendars; proofreads documents; answers phones; coordinates travel, conference and meeting arrangements; distributes mail.
5. Provides grant administration assistance for Community Development Block Grants, Historic Preservation, Downtown and Community Development Department grants; maintains grant documentation in proper order for state audits.

6. Assists Community Development Director and Downtown Planner/Specialist with special projects as requested, as well as general support to others in the Department.
7. Occasionally attends City Council or other meetings outside of normal business hours.
8. Cross-trains with Community Development Permit Technician for front desk back-up and support.
9. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED.
2. Preferred Associates Degree in secretarial science, business or related field.
3. 2 year's experience in an office environment, real estate or other administrative work.
4. Knowledge of municipal government practices preferred.
5. Proficient with all products in the Microsoft Office suite.
6. Valid driver's license.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of modern office practices and procedures.
2. Knowledge of Excel, Word or similar spreadsheet and word processing programs required.
3. Knowledge of city ordinances and building codes.
4. Knowledge of city and department policies and procedures.
5. Skill in using a computer and standard office equipment.
6. Skill in oral and written communication.
7. Confidentiality is a must.

Guidelines:

1. City codes and ordinances, international building codes, real estate principles.
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related technical and secretarial duties. Frequent interruptions contribute to the complexity of the work.

Principal Working Relationships:

1. Contacts are typically with co-workers, contractors, surveyors, architects, elected officials, other city employees, homeowners, real estate agents, vendors, and the general public.
2. City Staff, City Council Members and other City Officials.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects not to exceed 50 pounds, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings may be required.

Printed Name

Signature

Date