



**City Council Meeting Agenda**  
**Tuesday, January 16, 2024 – 6:30 p.m.**  
**City Hall, 200 South Osage, Sedalia MO**

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**MAYOR: ANDREW L. DAWSON**

**MAYOR PRO-TEM: RHIANNON M. FOSTER**

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- A. CALL TO ORDER** – Andrew L. Dawson – Council Chambers
- B. PRAYER & PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. SERVICE AWARDS/SPECIAL AWARDS/RETIREMENT AWARDS** – None
- I. APPROVAL OF PREVIOUS SESSION MINUTES**
  - A. Council Meeting – January 2, 2024
  - B. Strategic Planning Session – January 6, 2024
- II. REPORT OF SPECIAL BOARDS, COMMISSIONS AND COMMITTEES**
  - A. Acceptance of Citizen’s Traffic Advisory Commission Minutes dated December 13, 2023
- III. ROLL CALL OF STANDING COMMITTEES**
  - A. FINANCE / ADMINISTRATION** – Chairman Chris Marshall; Vice Chairman Jack Robinson
    - 1. Waiver of Open Container Laws** – Lions Club St. Patrick’s Day Pub Crawl – Saturday, March 16, 2024  
Council Discussion led by Chairman Marshall
      - O** Call for Ordinance waiving the requirements of Section 4-3(A) of the Code of Ordinances of the City of Sedalia, Missouri and imposing other conditions relating to the Sedalia Lions Club Pub Crawl on Saturday, March 16, 2024 during the hours of 12:00 p.m. to 7:00 p.m. in downtown Sedalia – Mayor Dawson
  - B. PUBLIC WORKS** – Chairman Thomas Oldham; Vice Chairman Chris Marshall
    - 1. Changing Speed Limit** – Winchester Drive – West 10<sup>th</sup> South to City Limits – 25 MPH to 30 MPH  
Council Discussion led by Chairman Oldham
      - O** Call for Ordinance Authorizing an increased speed limit on Winchester Drive from West 10<sup>th</sup> to West 16<sup>th</sup> from 25 MPH to 30 MPH – Mayor Dawson
  - C. PUBLIC SAFETY** - Chairman Jack Robinson; Vice Chairman Steve Bloess
    - 1. Adopting Civil Rights Guidelines**  
Council Discussion led by Chairman Robinson
      - O** Call for Ordinance of the City of Sedalia, Missouri, Amending Chapter 28 – Human Relations, of the Code of the City of Sedalia, Missouri to add Article IV – Protected Class Anti-Discrimination policies – Mayor Dawson
  - D. COMMUNITY DEVELOPMENT** – Chairwoman Rhiannon M. Foster; Vice Chairwoman Tina Boggess  
- No Report
- IV. OTHER BUSINESS**

**A. APPOINTMENTS – None**

**B. LIQUOR LICENSES**

Renewal:

\*Gloria Ayala dba El Espolon, 2400 South Limit, Liquor by the Drink & Sunday Sales - \$750.00

\*Gloria Ayala dba Tacos Degollado, 813 Thompson Blvd, Liquor by the Drink & Sunday Sales - \$750.00

\*Stacie Fitterer dba Fitterer's 5<sup>th</sup> Street Pub, 500 South Ohio, Liquor by the Drink & Sunday Sales - \$750.00

\*Lovell Curry dba The Den, 115 West Main, Liquor by the Drink & Sunday Sales - \$750.00

\*Heather Trotter dba Walgreens #7428, 801 South Limit, Packaged Liquor & Sunday Sales - \$450.00

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

**VI. GOOD AND WELFARE** - "During the 'Good and Welfare' section of our meeting agenda, we invite residents of Sedalia to step forward and directly address their City Council. Each participant is requested to clearly state their name and address and will have three minutes to present their statement. This session is specifically designed for residents to express their views or concerns; it is not intended for dialogue, debate, or question-and-answer interactions with the Council. All statements made during this time will be formally recorded in the public record. We urge participants to keep their remarks respectful and focused on matters relevant to our community. Your contributions are a vital part of our continuous efforts to enrich and improve Sedalia, and we thank you for adhering to these guidelines and helping us maintain the decorum of this important process."

**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), 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. BUSINESS RELATED TO CLOSED DOOR MEETING**

A. Motion and Second to reopen regular meeting

B. Roll Call

C. Approval of Closed Door Meeting Items

**IX. ADJOURN MEETING**

A. Motion and second to adjourn meeting

**Please join the meeting by clicking or touching this link from your smartphone, computer, tablet, or iPad:**  
<https://global.gotomeeting.com/join/578973061>

If this is the **first time** you have joined a GoToMeeting you will be asked to identify yourself. Please fill in this information. If you would like, and we suggest you do, go ahead and set your preferences to make it easier to join next time. If you are new to GoToMeeting? We suggest to get the app through the following link: <https://global.gotomeeting.com/install/578973061> This will make joining these meetings quick and easy. Once you have followed the link above and identified yourself you will be given options for how you want to join in with **audio**.

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

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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 JANUARY 12, 2024, 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](http://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 Tuesday, January 16, 2024, 6:30 p.m.

**Finance/Administration Committee** – There is one item for consideration through the Finance / Administration Committee.

1. The Lions Club is, again this year, planning to host a pub-crawl event celebrating St. Patrick's Day. This event serves as a major fundraiser for the club to continue their great works throughout the year. As in years past, City staff met with the organizers to work out the details of safely holding this event that brings many individuals to our downtown. The club applied for the permits necessary to close the streets for the celebration. The request before Council, at this time, is to suspend the prohibition against open containers in this specific area for the times of the event under certain conditions. Like the successfully safe events in the past, they will pay for off duty Sedalia Police Officers to provide security and ensure compliance with the conditions for the suspension of these laws. Open containers will only be allowed within the designated area, during the times specified, in a special cup disbursed by the club to those wearing a wrist band indicating they have verified their legal age for consumption of alcohol. Staff recommends approval.

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

1. Upon receiving a request to review the speed limit on Winchester Drive, the Citizen's Traffic Advisory Commission met to discuss. Information was presented to the Commission regarding current average speeds and traffic counts. Based on their review, the Commission voted unanimously to recommend increasing the speed limit from 25 mph to 30 mph from the intersection with 10<sup>th</sup> street to the southern city limits. Staff concurs with this recommendation.

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

1. We apply for several grants for federal funding. The requirements of these grants usually include provisions to ensure the City's compliance with civil rights legislation. In preparing an application for a grant through the Department of Homeland Security, we noticed some areas of our policies and procedures that needed to be strengthened. Our city attorney firm, having experience helping other cities comply, did a comprehensive review and drafted changes to our policies and procedures that will better match what the granting agencies are looking for in these areas. Staff recommends approval.

**Community Development Committee** – There are no items for consideration.



CITY OF SEDALIA, MISSOURI
CITY COUNCIL MEETING
JANUARY 2, 2024

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 Tuesday, January 2, 2024 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 Councilwoman Tina Boggess followed by the Pledge of Allegiance.

ROLL CALL:

Table with 4 columns: Name, Status, Name, Status. Includes Jack Robinson (Present), Thomas Oldham (Present), Chris Marshall (Absent), Tina Boggess (Present), Bob Hiller (Present), Bob Cross (Present), Rhiannon Foster (Present), Steve Bloess (Present Arrived 6:50 p.m.).

SERVICE AWARDS:

Table with 4 columns: Award Type, Name, Title, Organization. Includes 10 Year Pin/Certificate (Kimm Motsinger, Crew Supervisor, WPC) and 5 Year Pin/Certificate (Nicklous Camirand, Police Officer, Police).

SPECIAL AWARDS:

2023 Christmas Light Contest Winners

- 1st Place - Roger & AJ Davis - 1612 West 4th - \$100.00
2nd Place - Kevin Walker - 700 West Broadway - \$50.00
3rd Place - Linda Meek - 1908 East Broadway - \$25.00

RETIREMENT AWARDS: - None

MINUTES: The Council Meeting minutes of December 18, 2023 were approved on motion by Oldham, seconded by Robinson. All Present in Favor. Marshall and Bloess were absent.

REPORTS OF SPECIAL BOARDS, COMMISSIONS & COMMITTEES: None

ROLL CALL OF STANDING COMMITTEES:

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

Presentation: Sedalia-Pettis County Economic Development-Annual Report

Jessica Craig, Executive Director, Sedalia-Pettis County Economic Development, presented the 2023 Annual Report. Economic Development has worked with companies to expand or build new facilities resulting in 1,028 new jobs, 1,698 retained jobs, \$418 Million in new capital investments and an average salary of \$46,674.00.

2023 Economic Development Successes:

Prysmian Group - Beam Signing Ceremony with Governor Parson; started construction on new 115,000 square foot expansion; 60 new jobs; \$45.5 Million Capital Expenditures; 215 retained jobs.

**Simcote Inc.** – started construction of new 67,000 square foot Headquarters and Manufacturing facility; 35 new jobs; \$18 Million Capital Expenditures, started hiring in 2023.

**Impact Signs** – Groundbreaking on new 60,000 square foot Headquarters and Manufacturing facility; \$8 Million Capital expenditures; 45 retained jobs; Thompson Meadows Industrial Park.

**Allen Industries** – Transformed warehouse at 1001 North Grand to new expanded Headquarters and Manufacturing facility; 48 new jobs; 48 retained jobs; retained business in Sedalia and Pettis County.

**Tri-L Manufacturing** – Merger with Precision Manufacturing; retained business in Sedalia; well positioned for growth.

**Works for You Banquet** – Recognized David Curry with Pioneer in Economic Development Award.

**Manufacturer’s Milestone Banquet** – Recognized 23 business milestones

**1 Million Cups** – Recognized 19 entrepreneurs, small businesses and organizations

In 2023, Economic Development facilitated 19 Business Retention and Expansion meetings with area business leadership; responded to 21 requests for proposals for businesses seeking new locations; and led 10 In-Person site and virtual site visits for prospective new businesses.

**2024 Plans and Opportunities:**

- New location at 108 West Pacific inside Historic Lamy Building
- New Economic Development Specialist – Early 2024
- Allen Industries Open House; Tri-L MFG/Precision MFG Open House; 3 pending project announcements

**Scott Joplin International Ragtime Foundation: Annual Report**

Scott Joplin Ragtime Foundation Board President, John Simmons, presented the Annual Report for the Foundation. The Boards mission is “to preserve and promote an understanding and appreciation of Ragtime music and its history worldwide, and further to promote Scott Joplin’s contribution to Ragtime music and the importance of Sedalia, Missouri to Ragtime history.”

For more than 66 years, concerts and festivals have celebrated Scott Joplin and his music in Sedalia and the core production of the Foundation is the annual Ragtime Festival. The annual 4-day festival hosts 30+ musicians, 2 free performances, 5 new pianos financed by a donor, 1 dinner concert at No. 5 Bistro, Katy Depot free venue, 7 Liberty Center concerts, 9 symposiums, interaction with musicians and Ragtime reunion. This year is the 50<sup>th</sup> anniversary of the festival and plans are to include more musicians, extra dinner concert, reintroduction of the Ragtime dance and some other new events. The dates for the 2024 festival are May 31 through June 2, 2024.

There were 947 festival tickets sold in 2023 compared to 633 in 2022. There were visitors from 26 states and 1 foreign country. Overnight visitors, daytime tourism expenditures and foundation revenue had a total direct economic impact of \$162,108.00.

The City’s support wasn’t necessary for 2020 and 2021, however, in 2022 and 2023 the foundation accepted the City’s support in the amount of \$10,000.00 to help with free venues, infrastructure and equipment. City Staff also assists with venue construction and décor, street cleaning, trash removal and the festival is posted on the City’s website. Local businesses contribute over \$10,000.00 in products, services and sponsorships, Missouri Arts Council provides an annual grant of \$15,413.00 the Foundation receives a Tourism Marketing grant for \$33,620.00 and local clubs and organizations help support the event.

**Vision for the Future:**

- Continue to build attendance numbers back to pre-pandemic levels with increased year-round visitors to Sedalia seeking ragtime culture as the market re-emerges.
  - Continue adjusting use of Furnell Pavilion to maximize potential.
  - Syncopated Saturday Nights – YouTube presence.
  - Educating younger generations to the importance of Ragtime’s contribution to modern American music.
  - Increased awareness of Sedalia’s location and importance of American music.
- The Resolution is for adopting the 2024 Pettis County Natural Hazard Mitigation Plan in order to maintain the City’s eligibility for Grants and other funding.

RESOLUTION NO. 2077 – A RESOLUTION OF THE CITY OF SEDALIA ADOPTING THE 2024 PETTIS COUNTY NATURAL HAZARD MITIGATION PLAN was read once by title and approved on motion by Oldham, seconded by Foster. All Present in Favor. Marshall was Absent.

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

**Strategic Planning Presentation – Parks and Recreation**

Parks & Recreation Director Amy Epple stated the Department’s mission is “to provide programs, facilities and services that will enhance the quality of life for all Sedalia citizens.”

**2023 Achievements:**

Award of Liberty Park Stadium Grant	Expansion of Liberty Lights
Heckart Community Center numbers (7,000+ members)	Phase I to LED Lights in Park
In House Projects	Art in the Park Additions
Staff Additions	20+ New Programs Added
100+ Trees Planted	Program Participation

**Strategic Planning:**

**Special Projects:** Groundbreaking on New Aquatic Facility; Liberty Train up and running; Expansion of Liberty Lights, Phase 5; Liberty Stadium Improvement Completion; New Playground at Liberty Park; New Playground at Katy Park; Additional Parking – Liberty Park Blvd; Corporate Memberships at Heckart Community Center; Convention Hall Improvements; Program Coordinator; and Grant Facilitator.

**Liberty Park Stadium:** Turf entire playing surface; Heat/AC for restrooms & Concessions; Drainage improvements and paving parking lot; Fan stand and seating improvements; Dugout improvements; update locker rooms; and pitch count addition to scoreboard.

**Liberty Park Boulevard:** Fix Drainage issues; add Diagonal parking; and incorporate parking on old practice field.

**Recreation:** Possibly moving Show-Me-Game’s Pickleball events to Sedalia; Special Olympics; Family Camp-Out at Clover Dell.

**3 Year Goals:** Opening of New Aquatic Facility; All phases of dog park completed; Parking and Drainage improvements at Liberty Park; New Playground at Katy and Vermont Parks; Lights replaced at soccer fields; soccer field improvements; and restroom at Clover Dell

**5 Year Goals:** 2<sup>nd</sup> Splash Pad; Sand volleyball at Clover Dell; LED Lights in Park; more Parking at Housel; New Maintenance Shop; Field improvements at Hubbard Ballfield; and 10-minute Walk to Park Study.

- The Agreement with MSD Environmental Services is for rental of a trailer mounted belt press for the Central Wastewater Treatment Plant. City Administrator Kelvin Shaw stated that the City looked at purchasing one but renting was the better option. Total 8-month rental cost \$173,500.00.

BILL NO. 2024-1 ORDINANCE NO. 11961 – AN ORDINANCE AUTHORIZING AN AGREEMENT FOR THE RENTAL OF A TRAILER MOUNTED BELT PRESS was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All Present in Favor. Marshall was Absent.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Foster. All Present in Favor. Marshall was Absent.

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

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

- The Ordinance is for amending the Overtime Compensation Policy by clarifying reimbursements as a result of Traffic Enforcement Overtime.

BILL NO. 2024-2, ORDINANCE NO. 11962 – AN ORDINANCE AMENDING THE OVERTIME COMPENSATION POLICY was read once by title.

2<sup>nd</sup> Reading – Motion by Oldham, 2<sup>nd</sup> by Foster. All Present in Favor. Marshall was Absent.

Final Passage – Motion by Oldham, 2<sup>nd</sup> by Robinson. All Present in Favor. Marshall was Absent.

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

**COMMUNITY DEVELOPMENT** – Rhiannon M. Foster, Chairwoman; Tina Boggess, Vice Chairwoman – No Report.

**APPOINTMENTS:** None

**BIDS:** None

**LIQUOR LICENSES:** The following renewal Liquor License was read and approved on motion by Oldham, seconded by Foster. All Present in Favor. Marshall was Absent.

\*Mary J. Stewart dba American Legion Post #642, 2016 W. Main, Sunday Liquor Sales

**MISCELLANEOUS ITEMS FROM MAYOR/COUNCIL/ADMINISTRATOR:**

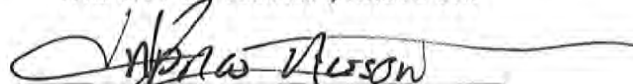
City Administrator Kelvin Shaw reminded everyone about the Strategic Planning Session on Saturday, January 6, 2024 and added that the meeting is open to the Public.

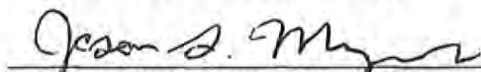
**GOOD & WELFARE:**

Rene Vance, 19813 Tanglenook, and representing the Senior Center stated that she would like to amend her request from \$500.00 to \$2,500.00 which would go towards sponsoring the Senior Center’s 50-year celebration. Motion by Robinson, seconded by Bloess to add the item for inclusion in the Budget for consideration at the January 6, 2024 Strategic Planning Session.

The regular meeting adjourned at 7:25 p.m. on motion by Oldham, seconded by Robinson. All Present in Favor. Marshall was Absent.

THE CITY OF SEDALIA, MISSOURI

  
Andrew L. Dawson, Mayor

  
Jason S. Myers, City Clerk





**CITY OF SEDALIA, MISSOURI**  
**STRATEGIC PLANNING SESSION**  
**JANUARY 6, 2024**

The Strategic Planning Session started at 8:30 a.m. at the Municipal Building in the Council Chambers. Mayor Andrew L. Dawson called the meeting to order and asked for a moment of prayer led by Councilwoman Tina Boggess followed by the Pledge of Allegiance.

Council members present were: Jack Robinson, Thomas Oldham, Chris Marshall, Tina Boggess, Bob Hiller, Bob Cross, Rhiannon Foster and Steve Bloess (arrived at 9:45 a.m.). Also present were Andrew Dawson, Kelvin Shaw, Jason Myers, Devin Lake, Matt Irwin, Daniel Shaw, Roger Waters, Tabitha Jackson, Fred Yates, John Simmons, Elizabeth Nations, Matt Wirt, David Woolery, Adam Hendricks, Chris Davies, Justin Bray, William Bracken, Derrick Dodson, Joleigh Cornine, Shannon Ramey-Trull, Jessica Pyle, Randi Battson, Monte Richardson, Amy Epple, Kevin Lujin and Chris Howell with the Sedalia Democrat.

**REVIEW OF STATUS OF FY 2024 GOALS**

**General Fund:**

1. Police Body Worn Camera Upgrade – Funded \$90,000.00
2. Police Specialized Response Team Training and Equipment – Funded \$110,000.00
3. Police Recruitment Incentives – Funded \$30,000.00
4. Fire Pre-hire Added Staffing – Grant Funded \$740,000.00 – Delayed based on construction
5. Charter City Process – Funded \$100,000.00
6. Fire Higher Flow/Lower Pressure Attack Package – Funded \$50,000.00
7. Fire Medical UTV Vehicle – \$30,000.00; Grant Dependent
8. Dangerous Building Demolition Funding Level – Funded \$100,000.00
9. 353 Neighborhood Revitalization Seed Money – Not Funded; \$200,000.00
10. 2021 Building Code Implementation – Funded \$10,000.00
11. Administrative Vehicle – Mayor - \$50,000.00 – Allowance Instead
12. Fire Inspector Vehicles – One Funded - \$80,000.00
13. Freddie the Fire Truck - \$10,000.00; Grant Dependent
14. Electronic Plan Review software and Equipment – Funded \$15,000.00
15. Code Enforcement Vehicle for Added Position - \$40,000.00; Delayed – Using Pool Car
16. Retail Recruitment Consulting – Not Funded; \$60,000.00
17. Animal Control Update Older Van - \$5,000.00; Lesser level funded for mechanical

**Transportation Fund:**

1. Add Aircraft Mechanic - \$60,000.00; Funded Part time
2. Upgrade Airport Fuel Farm – Funded \$25,000.00
3. Remodel Old Airport Terminal \$30,000.00; Not Designed
4. Rental Airplane – Not Funded; \$80,000.00
5. Hangar Lighting Upgrade – Not Funded; \$15,000.00
6. Self Service Aviation Fuel Hard Line Connection - \$5,000.00; Funded Lesser level
7. T-Hangar Storage Area – Not Funded; \$3,500.00

**Capital Improvement Funds:**

1. Fire Station 1 of 3 Station Model – Funded \$2,700,000.00
2. Storm Water Project Grant Match Funding – Funded \$2,700,000.00

3. New Fire Engine for 3<sup>rd</sup> Station - \$1,000,000.00; Delayed until needed
4. Clinton Road Resurface – Grand to 32<sup>nd</sup> – Funded \$375,000.00
5. 32<sup>nd</sup> and Limit Lane Additions/Improvements Cost Share – Funded \$650,000.00; Still Working with MoDOT
6. Sidewalk and Curb funding level - \$768,000.00 plus \$768,000.00 Grant – Anticipate next year
7. State Fair Blvd and Main Round-About – Not Funded; \$1,200,000.00
8. Fire Squad 3<sup>rd</sup> Unit – \$250,000.00; Delayed until needed
9. Sidewalk 65 Hwy – 7<sup>th</sup> to Liberty Park Blvd – Not Funded; \$225,000.00
10. Alley Reactivation – Not Funded; \$250,000.00
11. 50 Hwy Katy Trail Overpass Widening Cost Share – Not Funded; \$1,000,000.00
12. Sidewalk State Fair Blvd – 50 Hwy – 3<sup>rd</sup> – 65 Hwy – Not Funded; \$310,000.00
13. 16<sup>th</sup> Street Complete Street New York to 65 Hwy – Not Funded; \$8,750,000.00
14. North Harding and Boonville – 50 Hwy to Airport Improvements – Not Funded; \$1,000,000.00
14. Monument and Wayfinding Signage Brand Launch – Not Funded; \$200,000.00
16. 65 Hwy Ramps at Main Cost Share – Not Funded; \$1,000,000.00
17. Extend Winchester from 16<sup>th</sup> to Sacajawea – Not Funded; \$3,200,000.00 Engineer Hired to design
17. Bikeway Amtrak Depot to Katy Depot – Not Funded; \$1,000,000.00
19. Extend Pro-Energy Drive to Oak Grove – Not Funded; \$2,500,000.00
20. 65 Hwy & Sacajawea Traffic Light – Not Funded; \$400,000.00
21. Downtown Decorative Lights Purchase – Not Funded; \$450,000.00

Other Notable Updates: Victorian Towers Historical District process; Chapter 353 Abatement formalized process – Projects Designed – Expansion in process; Main Street Concepts re-engaged & moving – Achieved Affiliate Status again; Christmas Lights Expanded; Public Private Partnership Event Pavilion; Parking Lot expansions; Downtown Properties Acquired for Redevelopment; Paul Bruhn Grant in process; Cleaning Titles for properties; Updated Codes including Transitional Housing, Lodging, Vacant Structure, Nuisance Property, Administrative Search Warrants, Recreational Marijuana, Animal Control; E-ticketing Implemented; Abatement Costs added to Tax Bill; Citizen Police Academy; Problem Oriented Policing Program implemented, Crime Resolution Unit Functioning and Special Response Team in process; Fire Preplanning & Inspections caught up; Moved Fire Employees to LAGERS; and Signed collective bargaining agreement with Fire Local 103.

**Economic Development:** Added 1,028 New Jobs; 1,698 Retained Jobs through expansions; \$418 Million Capital Expenditures; average salary \$46,674.00.

**Other Developments:** Heckart Community Center (Opened March 2022); Olin Howard Tech Center and Next phase - \$50 Million; Rail Spur; Katy Trail Connection; Airport Hangars and Mechanic Service; Comprehensive Plan; Water & Sewer Master Plans; ARPA Funding; Stormwater Grant; Paul Bruhn & CDBG Grants; Urban Redevelopment Plan; Streetscape Ohio and Pacific – Main Streets Reengagement; Brand Development.

City Administrator Kelvin Shaw stated that Sales tax revenue is currently at 4% which is what was Budgeted for and that puts us slightly above previous year on sales tax at .2%. Use tax is up significantly and brings us to \$343,000.00 fiscal year to date. The first monthly installment for marijuana tax was received and should be approximately \$30,000.00/month. Increase/decrease year to date total is \$1.4 Million with a Budget variance for Sales and Use tax of \$200,000.00. There is a negative variance of \$200,000.00 which includes the marijuana tax. Franchise tax is up \$400,000.00; \$377,000.00 of that is related to the settlement received from Charter. Gas tax continues to be up and Property tax reflects a significant variance this month but is timing related.

## **PLANNING PROCESS**

Assistant City Administrator Matthew Wirt provided an overview of the budget planning process. The main focus should be placed on answering the “Why’s”, “What’s” and “How’s” on services provided by the City to make them more value based from the customers’ perspective. Assistant City Administrator Wirt reviewed the major initiatives for each fund.

### **General Fund:**

**Fire Department:** Fire station – replace Central Fire Station; Training facility; Engine – 3-year delivery date; Aerial Ladder Truck – 3-year delivery date; Brush truck; move to 12-staffing model – hire 9 additional shift personnel; Ballistic vests & MCI bags; Medical UTV

City Administrator Kelvin Shaw stated that in speaking with the Architects, there is still uncertainty in the supply chain and they wanted to build in a 10% contingency for COVID so the project was delayed. The City has since reviewed the conceptual design to get it down to a reasonable number. The Station will be approximately \$3 Million and the Training Facility \$1 Million. Changes in thinking on locations were made as the 3-station model doesn’t benefit the City in the future. The Central Fire station needs to be replaced. The City is looking at moving it North and West of the current station on the 5<sup>th</sup> Street side and take the part across from the Katy Trail to build a training facility.

**Police Department:** Competitive Compensation, benefits package, and recruitment; Team Leadership Training; Software to increase efficiency and increase field time; Shot detection devices; License Plate Recognition; community-based cameras; DARE & DARE Camp; community engagement.

Councilman Oldham inquired about the cost of software and hardware associated with the neighborhood 360 cameras. Assistant City Administrator Wirt stated the cost is \$3,000.00/year and the cameras can move to different locations.

Councilman Bloess asked about the number of cameras for the License Plate Recognition system. Interim Police Chief David Woolery stated they are looking at approximately 9 and are working with the provider on coverage. Some intersections require more cameras depending on size; cost up to \$100,000.00. Information would be shared with other law enforcement agencies. The cameras would also work on Patrol vehicles as mobile cameras.

**Community Development:** New and continued downtown events; Wayfinding Reactivation & Update design; Real Estate Management; 353 Urban Redevelopment execution of plan; CDBG Grants – CDBG East Sedalia and ARPA North Sedalia.

Councilman Bloess inquired if the City currently does any incentivizing for development inside the City. He is particularly interested in 20<sup>th</sup> street from Grand to Limit. City Administrator Kelvin Shaw stated that the City does some to a lesser degree with stipulations depending on purpose or use. Public Works has also assisted with Sewer and Water in certain instances. Community Development Director John Simmons added that several meetings have been held with developers to identify anything that is lacking and how the City can assist and also suggested putting together a team to look at land and determine appropriate use.

Councilman Oldham expressed concern regarding the amount of time and cost it takes to get building permits and asked for clarification on the process. Community Development Director John Simmons stated that part of the issue is creating awareness with the community that there are formalities to build into their business model. Chief Building Official Devin Lake, stated that the length of review is dependent upon the size of the plan. Additional departments are also involved in the review such as Fire, Public Works, and sometimes the Health Department conducts their own review. Any revisions go back through the Architect

which further delays projects. Councilman Bloess voiced concerns on the current process and strongly encouraged use of electronic plan review.

**Code Enforcement:** Conduct decennial downtown commercial district inspections; work with citizens to achieve voluntary compliance; incentivize training to promote and retain certified staff; tax collection from non-compliant properties.

**Cemetery:** Trend Towards Cremation (Columbarium & Burials) – clear/reclaim property west of Veterans Memorial Drive (use area for cremation sites and columbarium); Plotting New Areas/New Roads; Committal service shelter near cremation area.

Councilwoman Boggess asked if the Committal shelter could be used for casket services as well. Cemetery Director Roger Waters stated that it could be utilized for casket services. Councilman Oldham inquired about the need for a new Columbarium. Cemetery Director Waters said the Cemetery is in good shape this year, but will look at 1 for the next year.

**Animal Control:** Add Animal Control Officer; Vehicle for additional officer; Trail Improvements – address soil erosion with retaining walls; low cost spay/neuter services.

Animal Services Manager Randi Battson stated that the additional position would allow 2 Animal Control Officers on duty the same day, at present there is only 1. This will allow the Animal Shelter to cover more calls and better respond to emergencies. Councilman Cross inquired about spay/neuter services at the Shelter. Animal Services Manager Battson responded that the Shelter does not have those services at their facility. They contract with the Spay and Neuter Clinic as there is not a current need for a veterinarian at the Shelter, but it could be a possibility in the future.

#### Transportation Fund:

**Airport:** Rehabilitate north parallel taxiway; rehabilitate northern 500' of runway 18-36; Environmental assessment of wetlands for future parallel taxiway project; upgrade fuel farm; new signs; remodel old terminal building to provide overnight accommodations; make enterprise fund with operations self-sustaining.

**Street Department:** Pavement Management – develop plan to improve overall condition and level of service of street network in a fiscally efficient manner to an affordably sustainable level; Purchase software – gives ability to implement engineered system to develop repair/maintenance strategies and optimize spending, potential cost savings and gain better understanding of underlying problems and recommendations based on actual conditions.

Councilman Bloess asked about the \$185,000.00 cost for the software and number of scans. Interim Public Works Director Chris Davies responded that the cost is for the initial assessment (contract and software). A staff member can learn to conduct the assessments for all roads (update every 5 years) or you can continue to use the company to conduct assessments. He recommends training staff and phasing out the contractor over time.

**Alley & Right of Way Maintenance:** Using Millings from Road Projects as Surface to Alleys

Parks & Recreation Fund: Break Ground on New Aquatic Facility; Liberty Train Up and Running; Expansion of Liberty Lights, Phase 5; Liberty Stadium Improvement Completion; New Playground at Liberty Park; New Playground at Katy Park; Liberty Park Blvd-more parking; Improvements to Convention Hall; Program Coordinator; Grant Facilitator.

Councilman Oldham inquired about plans for cameras in the parks. Amy Epple, Parks & Recreation Director stated that plans are in place for Katy Park to be the first to install cameras before the end of the Fiscal Year.

Water Pollution Control Fund: Implementation of Storm water & pollution control management program; Pretreatment programs; Reduce Inflow & Infiltration; Central Plant - Rehab Facility; Design build concept; North Plant - Close after central plant upgrade, Redirect flow to central plant; Implement Utilities Director.

Water Department Fund: Antenna Replacement on both water towers; Replace 2000 water meters.

Sanitation/Recycling Fund: Equipment Replacements Accelerated; Move to volume-based fee system to provide rate structure based on use (recycling folded in); Establish rates to match cost to create true enterprise fund.

Other Items for Consideration:

City Administrator Kelvin Shaw shared development strategies and key focus. Since the onset of COVID, we had and continue to have people retiring with no one to replace them which creates wage inflation.

Staffing: 1.3 Jobs/Seeker; Wages 3<sup>rd</sup> Quarter – 4.3% year-over-year; GDP 3<sup>rd</sup> Quarter – 5.2% Increase; Public Works Structure promotes more in-house; Asset maintenance; Airport – Enterprise operation; Recycling; Merit Based raises; Benefits – Self Insurance for more control and Long-Term savings.

Retail Recruitment: Approaching differently by doing in-house with a more targeted effort; Continued growth more palatable and sustainable than cutting services; Continued jobs creation and housing must coincide.

Health Care: Pandemic and staff shortages continue to wreak havoc on strained system; Bothwell – Mayor and City Administrator serve on Board of Trustees, Margin Improvement Consultant, Maintain Independent/Local Control, Lead in Health of Citizens vs Hospital & Clinics, Realigned Provider Compensation, Attained 340B Status, Stabilized Operations.

Comprehensive Plan Review/Implementation Strategies:

**Robust Active Living Opportunities** – Heckart Community Center (continue to grow & enhance); Continue to grow Parks & Recreation facilities and programs (grant for Liberty Stadium & replace/update outdoor pools); Maximize Katy Trail Impact (complete street initiatives); Walkable communities (sidewalk initiatives \$1,000,000.00); Activating alleys (alley reactivation \$250,000.00); Springfork Lake opportunities.

**Thriving Economy** – Retail Recruitment (\$70,000.000) – Negative Leakage; Jobs – 12,189 commute to, 4,892 live & work in, 5,745 commute out. Continued redevelopment of downtown, and Broadway, Limit & 16th Street Corridor Developments; capitalize on rail spur for industrial growth and Transload Facility; Leverage Tourism: Sports, Amtrak, Katy Trail & State Fairgrounds.

**High quality & Diverse Housing** – Compared to state & surrounding areas there is a lower owner occupancy rate and lower average home values. Housing shortage – 650 to replace unlivable and 250 to support growth; Missing “middle housing” (multi-plex); Turn renters into owners; Stabilize & strengthen neighborhood character; Infill housing – Land Bank concept; Prairie Hollow Development and others; Code Enforcement Tone and tools (Demolition - \$100,000 and 353 funds - \$200,000) – continue to be proactive, use tools to find solutions, adjust tone, USDA grants and loans; 353 abatements and direct redevelopments; Fire stations, water and sewer, other utility partners, streets, curbs, gutter and sidewalks; Develop transitional housing (tiny home project – part of 353?). Motion by Foster, seconded by Cross to explore development of a demolition program for assistance versus demolition. All in Favor.

**Exceptional Transportation & Infrastructure** – Separate industrial from Commercial & Residential (Wayfinding - \$200,000); Safe Streets Grant; Complete streets (motorists, bicyclists & pedestrians) – 16<sup>th</sup>, 3<sup>rd</sup>, Ohio, 24<sup>th</sup>, Emmet, New York & Engineer, Smith-Cotton High School; Specific development scenarios –

Katy Depot (old Sutherlands site), 16<sup>th</sup> Street corridor (old Rival site to Fairgrounds), residential expansions (North & Southwest) (ARPA water & sewer), add 20<sup>th</sup> Street – Grand to Limit.

Councilman Bloess expressed concern regarding Merit Pay. It becomes subjective and creates silos and he would support Merit pay only if for hourly employees. In the long run, it isn't beneficial and he also doesn't see how it works for Police and Fire.

Councilman Cross inquired about contracting out trash services for a cost savings and efficiency. Mayor Dawson stated that moving to volume-based rates will solve many of the cost and efficiency issues.

### **FY 2024/2025 FUND/PROJECT RANKINGS**

#### **General Fund:**

1. Police – License Plate Recognition - \$100,000.00
2. Police – Neighborhood 360 Cameras (\$5,000.00/device) - \$50,000.00
3. Police – Mobile Software, Evidence Collection, Data Analytics - \$51,000.00
4. Fire – Ballistic Vests & MCI Bags - \$15,000.00
5. Fire – Added Staffing to go to 12 on Duty (Potential SAFER Grant) - \$450,000.00
6. Community Development - Demolition Dangerous Buildings - \$100,000.00
7. Police – Shot Detection (\$4K per device) – \$40,000.00
8. Fire – Training & Preparedness Officer – \$85,000.00
9. Senior Center Support – \$2,500.00
9. Fire – Medical UTV Vehicle – \$30,000.00
11. Retail Recruitment Consulting - \$70,000.00
12. Animal Control – Add Officers/Control Hours - \$52,000.00
13. Charter City Legal/Consulting & Election Costs – \$100,000.00
14. Community Development – 353 Redevelopment Neighborhood Revitalization - \$200,000.00
15. Animal Control – Added Truck for Animal Control Officer - \$60,000.00
16. Code Enforcement Vehicle (Added Position) – \$40,000.00
16. Fire – Freddie the Fire Truck – \$10,000.00
18. Fire – Digital sign for Headquarters – \$25,000.00

#### **Transportation Fund:**

1. Pavement Management Program – \$185,000.00
2. Tandem Dump Truck for Streets with Plow & Spreader – \$350,000.00
3. Mowing/Brush Skid Steer – \$146,000.00
4. Mini Excavator for Demolition – \$88,000.00
5. Track Excavator for Demolition – \$328,000.00
5. Dingo Stand on Skid Steer for Mowing Abatements - \$46,000.00
7. Skid Steer for Composting Operations - \$93,000.00

#### **Capital Improvements Fund:**

1. Fire Station – \$3,000,000.00
2. Fire Engine (Prepay Order with 3 Year Delivery) – \$1,000,000.00
3. Aerial Fire Truck (Prepay Order with 3 Year Delivery) – \$1,500,000.00
4. Training Center – \$1,000,000.00
5. 32<sup>nd</sup> & Limit Lane Additions/Improvements (Cost share) – \$750,000.00
6. Sidewalk Repair/Replacement Funding Level – \$500,000.00
7. Street Resurfacing Funding Level (Projects Scored Separately) – \$1,000,000.00

8. State Fair Blvd & Main Round-about – \$1,200,000.00
9. Sidewalk State Fair Blvd – 50 Hwy – 3<sup>rd</sup> – 65 Hwy – \$310,000.00
10. 16<sup>th</sup> Street Complete Street New York to 65 Hwy – \$8,750,000.00
10. 16<sup>th</sup> & Winchester to Sacajawea – \$4,000,000.00
12. Alley Reactivation – \$250,000.00
12. Monument & Wayfinding Signage Brand Launch – \$200,000.00
14. Sidewalk 65 Hwy – 7<sup>th</sup> to Liberty Park Blvd – \$225,000.00
15. 65 Hwy & Sacajawea Traffic Light – \$400,000.00
15. 65 Hwy Ramps at Main (MODOT Cost Share) – \$1,000,000.00
17. Bikeway Amtrak Depot to Katy Depot – \$1,000,000.00
18. 50 Hwy Katy Trail Overpass Widening (Cost Share) – \$1,000,000.00
18. N. Harding & Booneville Hwy 50 to Airport – \$1,000,000.00
20. Pro Energy to Oak Grove – \$2,500,000.00
21. Decorative Lights Purchase – \$450,000.00

**Capital Improvements Fund – Street Resurfacing:**

1. Grand – Main to Hwy 65 – \$290,000.00
1. Grand – 20<sup>th</sup> to 24<sup>th</sup> – \$130,000.00
3. Kentucky – 16<sup>th</sup> to 20<sup>th</sup> – 95,000.00
4. Engineer – Reine to Tower – \$140,000.00
5. Ingram – 16<sup>th</sup> to South City Limits – \$270,000.00
6. Adams/ProEnergy Drive – Cherry Tree to Eagleview – \$205,000.00
6. Emmett – Broadway to Tower – \$240,000.00
8. Reine – Cedar to Engineer – \$55,000.00
9. 24<sup>th</sup> – Ingram to New York – \$275,000.00
10. Park – 32<sup>nd</sup> to South City Limits – \$85,000.00
11. Sedalia Road & Georgetown Road Intersection – \$15,000.00

The Strategic Planning Session adjourned at 1:50 p.m. on motion by Oldham, seconded by Robinson. All in Favor.

Respectfully submitted: Jason S. Myers, City Clerk

## TRAFFIC ADVISORY COMMISSION MEETING

December 13, 2023

The Traffic Advisory Commission duly met on Wednesday, December 13, 2023 at 12:00 p.m. at the City of Sedalia Municipal Building. The meeting was called to order by Chairman Esquivel.

### ROLL CALL:

Members		Ex-Officio Members	
Deidre Esquivel	Present	Al Silvey	Not Present
James Callis	Present	Matt Irwin	Present
John Rucker	Present	Chris Davies	Present
Dennis Henderson	Present		
Byron Matson	Not Present	Secretary	Elizabeth Nations
Sherry Broyles	Present		
Charles Leftwich	Present		

Minutes from the November 15, 2023 meeting were approved.

Guests: Assistant City Administrator Matt Wirt, Interim Police Chief David Woolery, Public Works Program Specialist Tammy Lewis and Planner/Downtown Specialist Joleigh Cornine.

### OLD BUSINESS:

#### **Availability of Handicap Parking Downtown**

The Commission decided to move forward with mailing letters to business/property owners in order to formally notify them of the planned addition of the handicap spots so their input on the matter could be given. Ms. Nations mailed the letters with a response date of December 5, 2023. Seven responses were received from the ninety-six letters mailed. Ms. Esquivel stated the consensus was they would like the spots to be uniformly placed in all blocks and two hour parking be reinstated.

Mr. Callis stated he had been approached by business/property owners who do not want the handicap spots in front of their business/property, but did not send in a response to the letter. They also indicated to him each block needed to be evaluated separately.

Ms. Esquivel and Ms. Broyles suggested more research be conducted on the amount and placement of the spots as well as the size requirements.

**Mr. Leftwich made the motion for the request to remain tabled in order for additional research and more feedback to be gathered. Mr. Callis seconded. All were in favor.**

#### **Traffic Counts-Winchester Dr.**

James Callis had requested traffic counts be conducted on Winchester Dr. from W. 10<sup>th</sup> St. to W. 16<sup>th</sup> St. Mr. Callis would like to see the speed limit raised on this section of road as he and other citizens he has spoken to feel most people are traveling faster than the posted 25 mph posted speed limit.

City Staff conducted traffic counts and monitored for speed at this location. Please see attached summary. Traffic counts indicate a majority of vehicles are going faster than the posted speed limit.

Mr. Davies stated typically you take vehicle counts and look at what 85% of the vehicles are traveling. In this area, most vehicles are traveling at 25-35 mph. Mr. Callis stated most with whom he had spoken want to raise the speed limit at least 5 mph. Mr. Davies and Mr. Woolery said the data gathered does not generally support the raising of the speed limit. Mr. Woolery stated speeders are going to speed regardless of the speed limit. Commission discussion indicated they would like to see the limit raised at least the 5 mph.

**Mr. Leftwich motioned to raise the speed limit from 25 mph to 30 mph on Winchester Dr. from W. 10<sup>th</sup> St. to W. 16<sup>th</sup> St. Mr. Callis seconded. All were in favor.**

#### **Designate Loading/Unloading Zone at 103 S. Kentucky Ave.**

Ashley Shane, Co-Owner of Main Street Logo, requested two parking spaces by 103 S. Kentucky Ave. be designated as a loading/unloading zone. Mike Ingram from Main Street Logo attended the November meeting where the request was tabled so he could discuss the options available with the other business owners.



Mr. Ingram, was not in attendance, but sent an email to Ms. Nations indicating they would like a loading zone designated at the address on S. Kentucky Ave. from 7 am to 5 pm Monday to Friday with no time limit. He would also like the street marked with paint for the parallel parking places. Lastly, he stated there was once a 15-minute parking sign in front of their business on Main St. and he would like it put back there.

Mr. Henderson and Ms. Esquivel stated the limited parking time is hard to enforce as there is not currently enough staff available to monitor those.

Mr. Davies stated Mr. Ingram is asking for the parking spots to be painted and double spot designated for loading, but without a time designation there would be no enforcement.

Ms. Esquivel said she would like to have the parking lines painted.

Ms. Broyles said she would like there to be a solution as parking downtown is an ongoing issue.

**Mr. Callis motioned to table the request until January for Public Works staff to access the area and measure to find out how much parking is available in the area. Mr. Henderson seconded. All were in favor.**

NEW BUSINESS:

None

OTHER ITEMS FOR DISCUSSION:

None

The next meeting date is January 10, 2024.

The meeting adjourned at 12:24 p.m.

# Winchester Dr.

Location	<20 MPH	21-25 MPH Posted Speed Limit	26-30 MPH	31-35 MPH	36-40 MPH	41-45 MPH	46-50 MPH	50-55 MPH	>55 MPH
1001 Winchester Dr.	351	4384	18455	15538	3038	303	64	34	444
1400 Winchester Dr.	347	2616	15027	18596	5471	570	117	57	551

698    7000    33482    34134    8509    873    181    91    995

	<20 MPH	21-25 MPH Posted Speed Limit	26-30 MPH	31-35 MPH	36-40 MPH	41-45 MPH	46-50 MPH	50-55 MPH	>55 MPH
Percent	0.81%	8.14%	38.95%	39.71%	9.90%	1.02%	0.21%	0.11%	1.16%

Percentage at or below posted 25mph speed limit: 8.96%

Percentage above posted 25mph speed limit: 91.04%

# 1001 WINCHESTER DR.

Date	Day	Vehicle Count
10/17/2023	Tuesday	3715
10/18/2023	Wednesday	6921
10/19/2023	Thursday	6985
10/20/2023	Friday	7589
10/21/2023	Saturday	5772
10/22/2023	Sunday	4777
10/23/2023	Monday	6830
10/24/2023	Tuesday	23

42612

# 1400 WINCHESTER DR.

Date	Day	Vehicle Count
10/17/2023	Tuesday	3599
10/18/2023	Wednesday	6440
10/19/2023	Thursday	6530
10/20/2023	Friday	7085
10/21/2023	Saturday	5429
10/22/2023	Sunday	4504
10/23/2023	Monday	6438
10/24/2023	Tuesday	3327

Total 43352

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

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

**AN ORDINANCE WAIVING THE REQUIREMENTS OF SECTION 4-3(A) OF THE CODE OF ORDINANCES OF THE CITY OF SEDALIA, MISSOURI AND IMPOSING OTHER CONDITIONS RELATING TO THE SEDALIA LIONS CLUB PUB CRAWL ON SATURDAY, MARCH 16, 2024 DURING THE HOURS OF 12:00 P.M. TO 7:00 P.M. IN DOWNTOWN SEDALIA.**

**WHEREAS**, the Sedalia Lion’s Club Pub Crawl would commence in downtown Sedalia on March 16, 2024 at 12:00 p.m. and end at 7:00 p.m.; and

**WHEREAS**, each participant in the Pub Crawl will have presented their identification to verify that they are 21 years of age or older and then will have been issued a Pub Crawl wristband and a Pub Crawl cup unique to this event which will allow them to purchase certain alcoholic beverages from the participating Pub Crawl bars, restaurants and vendors; and

**WHEREAS**, the City will have erected barricades blocking certain downtown streets from vehicular traffic during the time of the parade and bed races and the barricades will remain in place during the time of the Pub Crawl; said Pub Crawl barricades will be generally placed as shown on the attached map; and

**WHEREAS**, for the Pub Crawl event, the City Council will authorize the waiver of its open container laws to all Pub Crawl participants while wearing said wristband and consuming an alcoholic beverage sold from one of the participating Pub Crawl bars, restaurants or vendors and placed in the unique Pub Crawl cup, during the hours of the Pub Crawl event within the barricade areas. All other applicable liquor laws shall be complied with and will be enforced.

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

**Section 1.** For the 2024 Sedalia Lions Club Pub Crawl event to be held on March 16, 2024, the City Council will authorize the waiver of its open container laws to all Pub Crawl participants while wearing said wristband and consuming an alcoholic beverage sold from one of the participating Pub Crawl bars, restaurants or vendors and placed in the unique Pub Crawl cup, during the hours of the Pub Crawl event and while located on one of the barricaded streets and sidewalks as stated previously. All other applicable liquor laws shall be complied with and will be enforced.

**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 in the City Clerk’s Office prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of January, 2024.

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Andrew L. Dawson, Mayor

ATTEST:

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Jason S. Myers  
City Clerk

**Tina Zaremba**

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**From:** website@mg.sedalia.com on behalf of City of Sedalia Website  
<website@mg.sedalia.com>  
**Sent:** Thursday, December 21, 2023 2:21 PM  
**To:** events  
**Subject:** No Reply - New Special Event Permit Application from Jessica Borchers

The confirmation number is: 32-2841

Date of Application: 12/21/2023

**Event Overview**

**Event Start Date**

03/16/2024

**Event End Date**

03/16/2024

**Event Start Time**

12:00 pm

**Event End Time**

07:00 pm

**Type of Event**

Pub Crawl

**Provide a General Description of the Event**

2023 Annual Sedalia Lions Club St. Patrick's Day Pub Crawl  
Location: Downtown Sedalia  
See Sedalia Lions Club Facebook Event for more details and how to get tickets.

Please do not share the below information on the public calendar:  
Event Area is in Downtown Sedalia along S. Ohio including side streets.

Event Vendors include Downtown Businesses, Food Trucks & Pop-Up Sellers, including those serving alcohol, within event parameters.

At check-in, all registrants will receive a wristband, refillable pub crawl cup, drink tickets & a pub crawl map. The official cup allows for drink specials within the barricades & having drinks outside within the event barricades.

See separately emailed map for open container location requested.  
(This is not the final event map as it will be adjusted once we get the Vendors finalized).

**Will this event take place on the Missouri State Fair Grounds?**

No

**Contact Information**

**Sponsor Name**

Sedalia Lions Club

**Contact Name**

Jessica Borchers

**Phone**

(660) 596-3078

**Email**

[jess.borch@gmail.com](mailto:jess.borch@gmail.com)

**Security Plan**

How many people are expected to attend

500+

Will eventgoers be required to pre-register?

No

Will there be additional vendors?

Yes

Will there be music or live entertainment at the event?

Yes

Will alcohol be served?

Yes

Briefly describe your security plan for crowd control, internal security, and/or any assistance requested of the Sedalia Police Department.

8 police officers for full event to patrol for safety and enforcing laws.

**Acknowledgment and Signature**

**Acknowledgment**

I acknowledge and agree to the terms set forth below.

As the hosting entity or affiliate contact for this event I, the undersigned, acknowledge that all information provided is complete and accurate. All vendors, employees, volunteers and participants of the event and affiliates alike will be the responsibility of the hosting entity. The applicant agrees to set the standards of conduct to follow all City and State Laws and Municipal Code Regulations.

**Signature**



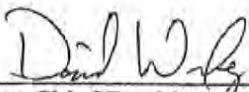
**Please sign below:**



Mayor Andrew Dawson

12-28-23

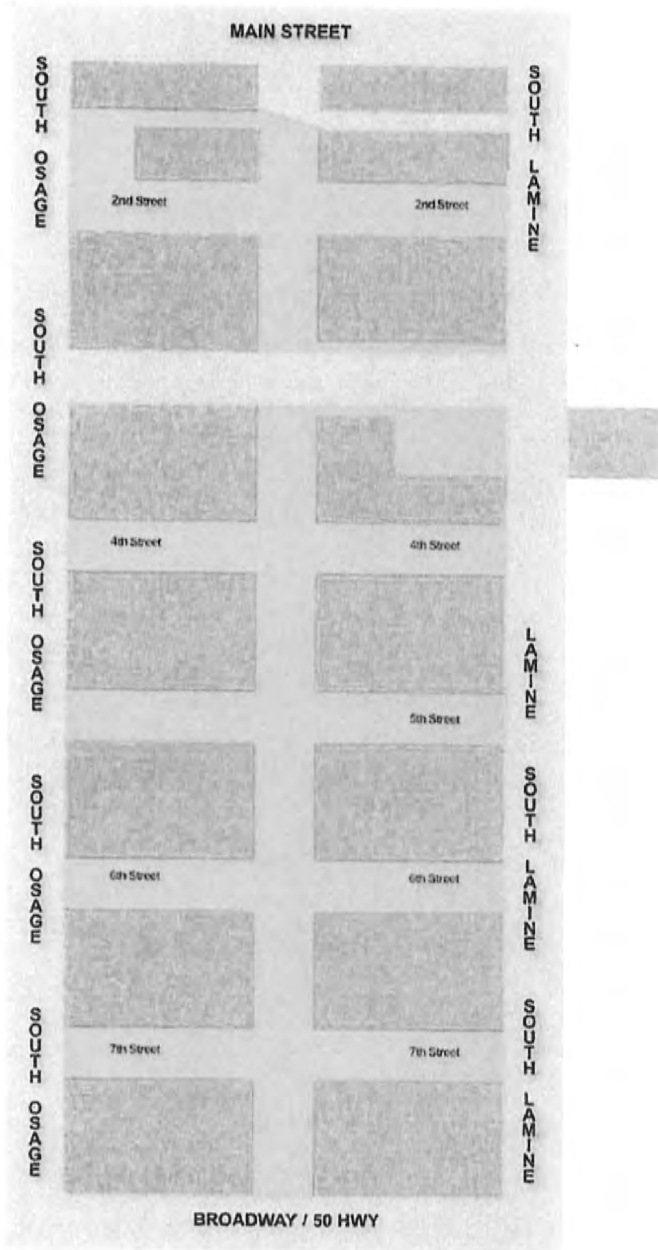
Date



Interim Chief David Woolery

12/22/23

Date



Open Container Area

NO OPEN CONTAINERS - Routes are NOT Barricaded



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

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

**AN ORDINANCE AUTHORIZING AN INCREASED SPEED LIMIT ON WINCHESTER DRIVE FROM WEST 10<sup>TH</sup> STREET TO WEST 16<sup>TH</sup> STREET FROM 25 MPH TO 30 MPH**

**WHEREAS**, the Citizen’s Traffic Advisory Commission received a request to increase the speed limit on Winchester Drive from West 10<sup>th</sup> to West 16<sup>th</sup> from 25 mph to 30 mph; and

**WHEREAS**, the Citizen’s Traffic Advisory Commission met on December 13, 2023, and is recommending to the City Council by a vote of 6 “Yes” to 0 “No” to increase the speed limit on Winchester Drive from West 10<sup>th</sup> to West 16<sup>th</sup> from 25 mph to 30 mph.

**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 the increased speed limit on Winchester Drive from West 10<sup>th</sup> to West 16<sup>th</sup> in the City of Sedalia, Missouri.

**Section 2.** The City Street Department is ordered to update the speed limit signs accordingly and the City Clerk is ordered to modify the City’s Master Schedule of Traffic Restrictions accordingly.

**Section 3.** This Ordinance shall take effect and be in full force 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 16<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Andrew L. Dawson, Mayor

ATTEST:

\_\_\_\_\_  
Jason S. Myers  
City Clerk



CITY OF SEDALIA  
TRAFFIC ADVISORY COMMISSION  
REQUEST/SUGGESTION SUBMISSION FORM

Date: 10-11-23

Submitters Name: James Callis

Submitters Address: 3217 Cunningham Court  
Sedalia, MO 65301

Submitters E-Mail Address: jbcallis@ecallis.com

Submitters Phone: \_\_\_\_\_

Submitters Signature: \_\_\_\_\_

Request/Reason for Need:  
Would like traffic counts on Winchester Dr. from  
W10<sup>th</sup> to W16<sup>th</sup> to see about raising the  
speed limit from the posted 25 mph

Public Works Dept. Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Works Director Signature: \_\_\_\_\_

TRAFFIC ADVISORY COMMISSION RECOMMENDATION

The City of Sedalia Traffic Advisory Commission reviewed this request/reason for need on: 15<sup>th</sup> day of Nov. 2023 by a vote of 6 to 0.

The Commission recommends that the City Council: approve the submitted request/reason for need.

Attested to by Commission Chairman: [Signature] on 1, 10, 24.

City Council Action:

The City of Sedalia, City Council, reviewed the Traffic Advisory Commission Recommendation on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The City Council \_\_\_\_\_ the Traffic Advisory Commission recommendation.

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

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

**AN ORDINANCE OF THE CITY OF SEDALIA, MISSOURI, AMENDING CHAPTER 28 – HUMAN RELATIONS, OF THE CODE OF THE CITY OF SEDALIA, MISSOURI TO ADD ARTICLE IV- PROTECTED CLASS ANTI-DISCRIMINATION POLICIES.**

**WHEREAS**, the City recognizes the fundamental right of all individuals to live, work, and use the City's services free from discrimination; and

**WHEREAS**, it is an important goal of the City to actively promote and protect the civil rights of its residents, ensuring that all citizens of the City, regardless of race, color, religion, sex, national origin, or other protected characteristics, are afforded equal opportunities and treatment in all aspects of public life; and

**WHEREAS**, the Mayor and City Council desire to codify its protected class anti-discrimination policy and procedure.

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

**Section 1.** That **Chapter 28 – Human Relations**, of the Code of the City of Sedalia, Missouri be amended to add a new article, **Article IV – Protected Class Anti-Discrimination Policies**, as follows:

**Article IV – Protected Class Anti-Discrimination Policies.**

Section 28-60. – Policy.

- (a) This City of Sedalia ("City") Discrimination Complaints Policy outlines the procedures for addressing and resolving complaints of discrimination from program beneficiaries. Program beneficiaries may include: City programs participants, City clients, City customers, consumers of City programs or services, or any subrecipients of the City. This policy is designed to ensure compliance with anti-discrimination laws and regulations.
- (b) The City of Sedalia is committed to providing clear information to program beneficiaries about their rights and the procedures for filing a discrimination complaint. To notify program beneficiaries of this policy the City will post the policy in all City buildings, post the policy on the City's website, include this policy with all City program application materials, and provide a copy of the discrimination policy upon request, to any citizen of the City.
- (c) Federal law prohibits discrimination on the basis of protected classes which are the bases under which a program beneficiary can file a complaint. Protected classes include but are not limited to:

1. Race;
2. Color;
3. National Origin;
4. Religion;
5. Sex;
6. Age.

Section 28-61. – Grievance procedure.

- (a) Program beneficiaries have a maximum of 180 days from the date of the alleged discrimination to file a complaint.
- (b) Program beneficiaries may file a complaint in person, or by email, with the Community Development Director, or program beneficiaries may file through the web, using the “Contact” link on the City’s website located at <https://www.sedalia.com/contact/>. Complaints must include the complainant’s name, the nature of the complaint, the dates of the complaint, the requested action, and the contact information of the complainant. Program beneficiaries also have the option to file a complaint directly with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties by following the instructions on their website located at <https://www.dhs.gov/file-civil-rights-complaint>.
- (c) The City will take reasonable steps to ensure access to all people and that accommodations are available to facilitate the participation of those persons with limited English language proficiency. Upon request, the City will provide this policy in additional languages to accommodate program beneficiaries with limited English proficiency.
- (d) The Community Development Director shall be responsible for coordinating the complaint process and taking necessary actions. The Community Development Director will provide a written acknowledgement of the complaint or an email acknowledgement of the complaint to the complainant within 10 business days of receipt of the complaint. During the course of the investigation into the complaint, all correspondence from the Community Development Director to the complainant will either be in writing or through email.
- (e) The City’s goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and the complexity of the issue. If the complaint is outside the jurisdiction of the City, the City will refer the complaint to the appropriate agency and notify the complainant of the referral within 14 days of receipt of the complaint. The City will include in its notification to the complainant the name and contact information for the agency the complaint was referred to.

- (f) The City will conduct a preliminary inquiry to determine the need for further investigation. The City will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation. If the preliminary inquiry by the City indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled, if needed. If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.
- (g) Complaints warranting further investigation will be promptly and impartially processed by the Community Development Director. The results of the investigation will be provided to the City's Human Resources Director for review. The complainant will be notified in writing of the results of the investigation and what actions will be or have been taken in response.
- (h) The Community Development Director will keep track of all new, currently open, and closed complaints in an excel spreadsheet or database. To prevent duplicative investigations, the City will inquire whether the complainant has filed the complaint with another agency. If dual filings occur, the City will contact the relevant agency to coordinate efforts and may defer investigating until the other agency concludes its investigation.
- (i) The City will monitor for subrecipients compliance with their discrimination complaints obligations by requesting, at least once during each grant period, copies of subrecipients' nondiscrimination policies. The City will review the subrecipients discrimination complaints policy to ensure that:
  - 1. All complaints filed with the subrecipient are forwarded to either the City, the Office of Civil Rights and Civil Liberties, or other appropriate external agency;
  - 2. The subrecipient notifies the City of any discrimination complaints that the subrecipient forwards to an external agency, and not the City;
  - 3. The subrecipient's policy requires that the subrecipient inform the complainant of their right to file a complaint directly with the City or the Office of Civil Rights and Civil Liberties.

**Section 2.** That all other parts and provisions of the City Code not in conflict herewith shall remain in full force and effect unless previously or subsequently amended or repealed.

**Section 3.** That should any section, sentence or clause of this Ordinance be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining sections, sentences, or clauses.

**Section 4.** That this Ordinance shall be in full force and effect from and after the date of its passage approval.

**Section 5.** That the City Clerk is authorized by this ordinance to correct any scrivener's errors identified within this Ordinance.

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 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Andrew L. Dawson, Mayor

ATTEST:

\_\_\_\_\_  
Jason S. Myers, City Clerk

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**Sedalia Fire Department**  
**DEPARTMENTAL MEMORANDUM**  
**Office of the Fire Chief**

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**To : City Administrator Kelvin Shaw**

**From : Fire Chief Matthew Irwin**

**Date : January 4, 2024**

**Ref : DHS Civil Rights compliance ordinance**

**To be in compliance with the Department of Homeland Security the City of Sedalia needs to update and pass an ordinance to be in compliance with Federal Civil Rights regulations. Legal has done a review of city policy and has recommended changes for the city to be in compliance.**

**This ordinance brings the city into compliance.**



### **The City of Sedalia Statement Affirming Staff Designation for Civil Rights Compliance**

The Community Development Director is responsible for overseeing the City of Sedalia's compliance activities related to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Education Amendments Act of 1972. The Community Development Director's responsibilities include overseeing the discrimination complaints process, developing and updating civil rights policies and procedures, training City staff on civil rights policies and procedures, processing requests for reasonable accommodations, coordinating the translation of vital documents, and processing requests for language interpretation.

# POLICY AND NOTICE OF NONDISCRIMINATION

The City of Sedalia complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for the City of Sedalia to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

## To File a Complaint

If you think that the City of Sedalia has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with:

John Simmons  
[jsimmons@sedalia.com](mailto:jsimmons@sedalia.com)  
200 South Osage Ave., Office 203  
Sedalia, MO 65301

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

**E-mail:** [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

### U.S. Mail:

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop #0190  
2707 Martin Luther King, Jr. Ave., SE  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crcl](http://www.dhs.gov/crcl)  
Phone: 202-401-1474 Toll-Free: 1-866-644-8360

## Information and Services for Persons with Disabilities and

## Persons with Limited English Proficiency

The City of Sedalia:

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact:**

John Simmons  
[jsimmons@sedalia.com](mailto:jsimmons@sedalia.com)  
200 South Osage Ave., Office 203  
Sedalia, MO 65301

# NORMA Y NOTIFICACIÓN DE AVISO DE NO DISCRIMINACIÓN

La Ciudad de Sedalia cumple con las leyes federales de derechos civiles y está comprometido a proporcionar programas y servicios libres de discriminación, de conformidad con:

- *Título VI de la Ley de Derechos Civiles de 1964*, que prohíbe la discriminación basada en la **raza, color, o nacionalidad** (incluido el **idioma**).
- *Artículo 504 de la Ley de Rehabilitación de 1973*, que prohíbe la discriminación basada en la **discapacidad**.
- *Título IX de la Ley de Enmiendas a la Educación de 1972*, que prohíbe la discriminación basada en el **sexo** en los programas o actividades educativos.
- *Ley de Discriminación por Edad de 1975*, que prohíbe la discriminación basada en la **edad**.
- *Normativa 6, Parte 19, del Código de Regulaciones Federales (C.F.R.) del Departamento de Seguridad de EE. UU.*, que prohíbe la discriminación basada en la **religión** en los programas de servicios sociales.

Es contrario a la ley que La Ciudad de Sedalia tome represalias contra cualquier persona que tome medidas para oponerse a la discriminación, presente una queja o participen la investigación de una queja de acuerdo con las autoridades anteriores.

## Para presentar una queja

Si considera que La Ciudad no ha proporcionado estos servicios, o ha discriminado de cualquier otra manera por motivos de raza, color, nacionalidad (incluido el idioma), discapacidad, sexo, o edad, puede presentar una queja en persona o por correo postal, fax o correo electrónico a:

John Simmons  
[jsimmons@sedalia.com](mailto:jsimmons@sedalia.com)  
200 South Osage Ave., Office 203  
Sedalia, MO 65301

Asimismo, puede presentar una queja de derechos civiles ante la Oficina de Derechos Civiles y Libertades Civiles (CRCL) del Departamento de Seguridad Nacional de EE. UU.:

**Correo electrónico:**

[CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov)

**Fax:** 202-401-4708

**Correo postal de EE. UU.:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop #0190  
2707 Martin Luther King, Jr. Ave., SE  
Washington, D.C. 20528

Para obtener más información: [www.dhs.gov/crcl](http://www.dhs.gov/crcl)  
Teléfono: 202-401-1474 Línea gratuita: 1-866-644-8360

## Información y servicios para personas con discapacidades o con dominio limitado del inglés

La Ciudad de Sedalia

- Ofrece asistencia y servicios gratuitos, como servicio profesional de intérpretes de lengua de señas, e información escrita en otros formatos (letra grande, audio, electrónico, etc.) para permitir una comunicación eficiente con personas con discapacidades.
- Ofrece servicio gratuito de idiomas, como servicio profesional de intérpretes de idiomas extranjeros e información escrita en otros idiomas, para garantizar el acceso satisfactorio a programas y actividades para personas con dominio limitado del inglés.

**Si necesita estos servicios, comuníquese con:**

John Simmons  
[jsimmons@sedalia.com](mailto:jsimmons@sedalia.com)  
200 South Osage Ave., Office 203  
Sedalia, MO 65301

# **Discrimination Complaints Policy and Process**

## **1.0. Introduction**

This City of Sedalia (“City”) Discrimination Complaints Policy outlines the procedures for addressing and resolving complaints of discrimination from program beneficiaries. Program beneficiaries may include: City programs participants, City clients, City customers, consumers of City programs or services, or any subrecipients of the City. This policy is designed to ensure compliance with anti-discrimination laws and regulations.

## **2.0. Notification to Program Beneficiaries**

The City of Sedalia is committed to providing clear information to program beneficiaries about their rights and the procedures for filing a discrimination complaint. To notify program beneficiaries of this policy the City will post the policy in all City buildings, post the policy on the City’s website, include this policy with all City program application materials, and provide a copy of the discrimination policy upon request, to any citizen of the City.

## **2.1. Bases for Filing a Complaint**

Federal law prohibits discrimination on the basis of protected classes which are the bases under which a program beneficiary can file a complaint. Protected classes include but are not limited to: race, color, national origin, religion, sex, disability and age.

## **2.2. Timeframe for Filing a Complaint**

Program beneficiaries have a maximum of 180 days from the date of the alleged discrimination to file a complaint.

## **2.3. Procedures for Filing a Complaint**

Program beneficiaries may file a complaint in person, or by email, with the Community Development Director listed at the end of this policy, or program beneficiaries may file through the web, using the “Contact the City of Sedalia” website located at <https://www.sedalia.com/contact/>. Complaints must include the complainant’s name, the nature of the complaint, the dates of the complaint, the requested action, and the contact information of the complainant. Program beneficiaries also have the option to file a complaint directly with the U.S.

Department of Homeland Security Office for Civil Rights and Civil Liberties by following the instructions on their website located at <https://www.dhs.gov/file-civil-rights-complaint>.

#### **2.4. Accessibility**

The City will take reasonable steps to ensure access to all people and that accommodations are available to facilitate the participation of those persons with limited English language proficiency and/or disability.

Upon request, the City will provide this policy in a reasonable alternative format to accommodate program beneficiaries with disabilities. Upon request, the City will provide this policy in additional languages to accommodate program beneficiaries with limited English proficiency.

#### **3.0. Accepting and Responding to Complaints**

The City is committed to a fair and timely process for accepting and responding to discrimination complaints. Procedures are outlined in sections 3.1 to 3.8.

##### **3.1. Designation of Recipient Employee**

The Community Development Director shall be responsible for coordinating the complaint process and taking necessary actions.

##### **3.2. Acknowledgement of Complaint**

The Community Development Director will provide a written acknowledgement of the complaint or an email acknowledgement of the complaint to the complainant within 10 business days of receipt of the complaint. During the course of the investigation into the complaint, all correspondence from the Community Development Director to the complainant will either be in writing or through email.

##### **3.3. Investigation and Resolution**

The City's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and the complexity of the issue.

If the complaint is outside the jurisdiction of the City, the City will refer the complaint to the appropriate agency and notify the complainant of the referral within 14 days of receipt of the complaint. The City will include in its notification to the complainant the name and contact information for the agency the complaint was referred to.

### **3.4. Preliminary Inquiry**

The City will conduct a preliminary inquiry to determine the need for further investigation. The City will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation. If the preliminary inquiry by the City indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled, if needed. If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

### **3.5. Complaints Requiring Further Investigation**

Complaints warranting further investigation will be promptly and impartially processed by the Community Development Director. The results of the investigation will be provided to the City's Human Resources Director for review. The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response.

### **3.6. Tracking and Reporting**

The Community Development Director will keep track of all new, currently open, and closed complaints in an excel spreadsheet or database.

### **3.7. Dual Filings**

To prevent duplicative investigations, the City will inquire whether the complainant has filed the complaint with another agency. If dual filings occur, the City will contact the relevant agency to coordinate efforts and may defer investigating until the other agency concludes its investigation.

### **3.8. Subrecipient Procedures**

The City will monitor for subrecipients compliance with their discrimination complaints obligations by requesting, at least once during each grant period, copies of subrecipients' nondiscrimination policies. The City will review the subrecipients discrimination complaints policy to ensure that:

- All complaints filed with the subrecipient are forwarded to either the City, the Office of Civil Rights and Civil Liberties, or other appropriate external agency.
- The subrecipient notifies the City of any discrimination complaints that the subrecipient forwards to an external agency, and not the City.

- The subrecipient's policy requires that the subrecipient inform the complainant of their right to file a complaint directly with the City or the Office of Civil Rights and Civil Liberties.

### **3.9. Compliance**

The City of Sedalia is committed to ensuring that discrimination complaints are handled in a fair and compliant manner. Failure to adhere to this policy may result in corrective actions, as outlined in applicable regulations.

### **4.0. Review and Revision**

This Discrimination Complaints Policy will be reviewed periodically by the Community Development Director to ensure compliance with all relevant regulations and updated as necessary.

For more information or to initiate the complaint process, please contact:

John Simmons  
[jsimmons@sedalia.com](mailto:jsimmons@sedalia.com)  
200 South Osage Ave., Office 203  
Sedalia, MO 65301

## **The City of Sedalia Subrecipient Civil Rights Compliance Process**

In order to ensure civil rights compliance, the City of Sedalia conducts annual reviews of subrecipients to monitor for compliance with all applicable civil rights law. These reviews ensure civil rights compliance and an opportunity to provide any necessary assistance to subrecipients. Subrecipients can expect the process to follow the steps laid out below.

### **1. Notification**

The subrecipient receives a notification letter stating it is time for its annual review. The letter includes an itemized list of information and documentation to be submitted to the City of Sedalia's Community Development Director (C.D.D.) within thirty calendar days.

### **2. Desk Audit**

The C.D.D. reviews all submitted material. The C.D.D. prepares an initial report of findings, including deficiencies requiring corrective action and non-mandatory recommendations to strengthen the subrecipient's civil rights compliance program.

### **3. On-Site Review**

Depending on the findings of the desk audit, the C.D.D. may request an on-site review, including inspection of the subrecipient's facilities and interviews with relevant personnel. If an on-site review is necessary, the subrecipient will be notified within 15 calendar days of the acceptance date of all necessary documents.

### **4. Compliance Review Report**

A Compliance Review Report will be issued within 15 calendar days following completion of an on-site review. If no on-site review is conducted, a compliance review report will be issued to the subrecipient within 15 calendar days of the acceptance date of all necessary documents. The report will detail any identified deficiencies in the subrecipients civil rights compliance program, including a proposed Corrective Action Plan if necessary.

### **5. Corrective Action Review Meeting**

The C.D.D. will schedule a meeting to review the report and proposed Corrective Action Plan. The subrecipient will have an opportunity to provide input regarding the proposed corrective action timeline. However, the proposed corrective actions must be completed within 90 calendar days. If there are no deficiencies, the C.D.D. will determine whether a review meeting is necessary. The Compliance Review Report may also provide recommendations for improving the subrecipient's civil rights compliance program.

### **6. Follow-Up Monitoring**

The C.D.D. will determine whether any follow-up monitoring is necessary to ensure on-going civil rights compliance.



## **The City of Sedalia Notice and Frequently Asked Questions (FAQ) about Reasonable Accommodations for Individuals with Disabilities**

### **NOTICE**

The City of Sedalia is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from the City's programs, activities, and services. Individuals may request reasonable accommodations from the City of Sedalia that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. To request reasonable accommodations, contact:

John Simmons  
(660) 827-3000  
[jsimmons@sedalia.com](mailto:jsimmons@sedalia.com)  
200 South Osage Ave., Office 203  
Sedalia, MO 65301

### **FREQUENTLY ASKED QUESTIONS (FAQ)**

The following FAQ provides information on requesting reasonable accommodations in the City of Sedalia's programs and activities.

1. What is a reasonable accommodation in a City program?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of the City's programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to the City of Sedalia.

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact:

John Simmons  
(660) 827-3000  
[jsimmons@sedalia.com](mailto:jsimmons@sedalia.com)  
200 South Osage Ave., Office 203  
Sedalia, MO 65301

3. Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that the City of Sedalia provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.

4. When should I request a reasonable accommodation?

You may request a reasonable accommodation from the City at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that the City is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, the City requests at least two weeks advance notice.

5. May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with City staff or participate in its programs or activities.

6. What will the City do upon receiving my request for a reasonable accommodation?

The City of Sedalia may contact you to obtain more information about your request and to better understand your needs. In addition, the City may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of the City's program or impose undue financial or administrative burdens on the City of Sedalia.

In addition, in some cases, the City may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made. If the City determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, the City may deny your request. However, in the unlikely event that this occurs, the City of Sedalia will work with you to identify an alternative accommodation that allows you to effectively participate in the City program, activity, or service.

7. May the City request medical documentation from you after receiving your request for a reasonable accommodation?

No, the City may not request medical documentation after receiving your request for a reasonable accommodation. The City's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

8. May [Recipient] charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service the City of Sedalia provides to you.

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how the City provides reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.

# The City of Sedalia Language Access Plan

## **Section 1: Limited English Proficient Individuals in Need of Language Assistance.**

**Service Area:** City of Sedalia.

**Languages Spoken by LEP Populations:** Major languages include Spanish 9.6% of the population, Indo-European 2.6% of the population of which Hindi–Urdu, Bengali, Portuguese, Russian, Punjabi, French and German are the most predominant, Asian and Pacific Island languages .9% of the population.

**Languages Encountered Most Frequently at Points of Contact such as:** City reception, documenting a grievance, public meetings such as City Council meetings, and filling out paperwork: **Spanish.**

## **Section 2: Language Assistance Measures and Available Resources.**

In order to better serve the limited English proficiency population of Sedalia, the City provides the following resources:

- LanguageLine Solutions service for assistance in any non-English language when calling the City or the City's services.
- Transcript of any call that uses LanguageLine Solutions.
- LanguageLine Solutions available for in person assistance for non-English and non-Spanish speakers.
- Visual aids in the lobbies of City services that help determine what language an individual needs service provided to them in.
- Qualified Spanish translators/bilingual City staff.
- All application forms, eligibility forms, complaint forms, and intake/information forms translated into Spanish.
- These forms can be translated upon request into other languages.
- Use of electronic translation app.

## **Section 3: Distribution of Plan and Training for Staff.**

The following training will be provided to all staff upon hire and annually:

- Training to effectively use LanguageLine Solutions service.
- Training on LEP policies and procedures.
- Training to work effectively with in-person interpreters.
- How to respond to LEP callers.
- How to respond to written communications from LEP persons.
- How to document encounters with LEP persons.

- Annually watch the Justice Department’s video “Providing Meaningful Access for Limited English Proficient Individuals” found at the following site:  
<https://www.youtube.com/watch?v=vv3IBZkUgwg>.

#### **Section 4: Providing Notice to LEP Persons.**

In order to make the LEP population of the City of Sedalia aware of the City’s free language services, the City of Sedalia provides notice in ways that include but are not limited to the following:

- Notice of its complaint procedures, including how to file complaints with the recipient and or the DHS Office for Civil Rights and Civil Liberties in Spanish.
- The complaints procedure translated into Spanish.
- Posting signs in the lobbies of all City facilities in Spanish about the availability of language services and how to access those services.
- An annual news release put out by the City in English and Spanish to let all residents know of the free language services that the City of Sedalia offers.

#### **Section 5: Monitoring, Assessing and Updating the LEP Plan.**

The City of Sedalia will update the LEP plan as required. At a minimum, the plan will be reviewed and updated when data from the U.S. Census is available; or when it is identified that a higher concentration or changed LEP population is present in the City of Sedalia. Updates will include but are not limited to the following:

- Determination of the current LEP population in the City of Sedalia.
- The number of documented LEP person contacts experienced annually.
- How the needs of LEP people are addressed.
- Determination as to whether the need for translation services has changed.
- Determine whether the City’s language assistance programs have been effective and sufficient to meet the needs of the City’s LEP population.
- Determine whether the City’s financial resources are sufficient to fund language assistance resources that are needed.
- Determine whether the City of Sedalia fully complies with the goals of this LEP plan.