



City Council Meeting

Regular Session Minutes
January 25, 2021

I. CALL TO ORDER

A regular meeting of the City Council of the City of Liberty, Missouri was held via Zoom video conference on January 25, 2021 with Mayor Lyndell Brenton presiding. Mayor Brenton called the meeting to order at 7:00 p.m.

II. INVOCATION AND PLEDGE OF ALLEGIANCE - None

III. ROLL CALL

Council Members Present: Harold Phillips and Paul Jenness, Ward I
Greg Duncan and Rae Moore, Ward II
Kevin Graham and Jeff Watt, Ward III
Michael Hagan and Gene Gentrup, Ward IV

Council Members Absent: None

Staff Present: Curt Wenson, City Administrator
Dan Estes, Assistant City Administrator/Finance Director
Vicki McClure, Assistant Finance Director
Shawwna Funderburk, Asst. to the City Administrator
Andy Noll, Utilities Director
Sherri McIntyre, Public Works Director
BJ Staab, Parks and Recreation Director
Andy Hedrick, Police Captain
John Mills, Fire Chief
Katherine Sharp, Planning Director
Sara Cooke, Assistant City Administrator/Communications
Janet Pittman, Deputy City Clerk

Public Present: None

Note: The meeting was held electronically via Zoom in accordance with Mayor Brenton's Health and Safety State of Emergency Proclamation for Liberty, Missouri, declared March 19, 2020 due to the existence and spread of the COVID-19 virus. The meeting Agenda was posted on the City's website in accordance with the Sunshine Law, and included information on how the public could view the meeting and provide public comment.

IV. APPROVE MINUTES AND SUMMARIES

A. Regular Session Minutes of November 9, 2020

Council Member Gentrup moved to approve the minutes as distributed. Council Member Jenness seconded the motion, which carried 7-0-1. Council Member Moore abstained due to absence.

B. Special Session Minutes of November 16, 2020

Council Member Watt moved to approve the minutes as distributed. Council Member Phillips seconded the motion, which carried 7-0-1. Council Member Moore abstained due to absence.

C. Executive Session Minutes of November 16, 2020

Council Member Hagan moved to approve the minutes as distributed. Council Member Gentrup seconded the motion, which carried 7-0-1. Council Member Moore abstained due to absence.

D. Study Session Summary of November 16, 2020

Council Member Graham moved to approve the summary as distributed. Council Member Hagan seconded the motion, which carried 6-0-2. Council Members Moore and Jenness abstained due to absence.

V. CITIZENS' PARTICIPATION - None

VI. MEETING SCHEDULE

VII. CONSENT AGENDA

A. Regular Session Minutes of November 23, 2020

Council Member Watt moved to approve the minutes as distributed. Council Member Moore seconded the motion, which carried unanimously.

B. Study Session Summary of December 7, 2020

Council Member Watt moved to approve the summary as distributed. Council Member Moore seconded the motion, which carried unanimously.

C. Regular Session Minutes of December 14, 2020

Council Member Watt moved to approve the minutes as distributed. Council Member Moore seconded the motion, which carried unanimously.

D. Special Regular Session Minutes of December 21, 2020

Council Member Watt moved to approve the minutes as distributed. Council Member Moore seconded the motion, which carried unanimously.

E. Motion to authorize a blanket purchase order with Brenntag Mid-South Inc. in the amount of \$37,500.00 [AR 001-21]

Operations at the City's Water Production Plant require certain chemicals in the production process. Sodium hypochlorite is used to disinfect the water. Sodium fluoride is added to maintain a fluoride residual that helps fight tooth decay. These Chemicals are required for water production throughout the year.

Action: Council Member Watt moved to approve the purchase. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

- F. Motion to authorize a blanket purchase order with Cedar Chem in the amount of \$78,000.00 [AR 002-21]

Operations at the City's Wastewater Treatment Plant require polymer for the dewatering process of bio-solids. Dewatering polymer is required throughout the year.

Action: Council Member Watt moved to approve the purchase. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

- G. Motion to authorize a blanket purchase order with Mississippi Lime in the amount of \$200,000.00 [AR 003-21]

The City's Water Production Plant utilizes several chemicals in the production process. Lime is one of the chemicals and is utilized in large quantities throughout the year for softening and coagulation. Mississippi Lime is the sole source provider for quality quicklime in the region.

Action: Council Member Watt moved to approve the purchase. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

- H. Public Works Equipment [AR 009-21]

1. Motion to purchase a dump truck from Kansas City Freightliner in an amount not to exceed \$61,951.00

Action: Council Member Watt moved to approve the purchase. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None
Abstain: None

2. Motion to purchase a dump truck bed, material spreader and snow plow from Knapheide in an amount not to exceed \$110,122.00

Action: Council Member Watt moved to approve the purchase. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0
Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup
No: None
Abstain: None

- I. Motion to authorize the purchase of three (3) 2021 Ford Police Utility Vehicles and one (1) 2021 T-350 Ford Van in an amount not to exceed \$147,764.00 from Shawnee Mission Ford [AR 015-21]

Action: Council Member Watt moved to approve the purchase. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0
Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup
No: None
Abstain: None

- J. Resolution approving a Final Development Plan for Oakwood Business Park, Tract 17, in Liberty, Clay County, Missouri [P&Z Case 20-34FDP]

The plan is for a 15,000 sq.ft. building located west of the Clay County Health Department. The building is proposed as one-story with loading docks to be located on the north elevation.

Action: Council Member Watt moved to approve the resolution. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0
Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup
No: None
Abstain: None
Inscribed in Resolution No. 3155.

- K. Motion to authorize the purchase of a New Holland tractor with mower from Fries Ag & Turf in an amount not to exceed \$47,781.59 [AR 014-21]

Action: Council Member Watt moved to approve the purchase. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup
No: None
Abstain: None

VIII. PUBLIC HEARINGS

IX. ORDINANCES, CONTRACTS AND RESOLUTIONS

A. Acknowledgement of vendor payments for the period of December 11, 2020 to January 15, 2021

1. Ordinance excluding Westland Landscape payments

Document No. 9150 was read.

Action: Council Member Phillips moved to approve the vendor payments. Council Member Moore seconded the motion.

Roll Call

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

Approved by the Chair and inscribed in Ordinance No. 11340.

2. Ordinance including Westland Landscape payments.

Document No. 9151 was read.

Action: Council Member Watt moved to approve the vendor payments. Council Member Moore seconded the motion.

Roll Call

Vote: Motion passed 7-0-1

Yes: Council Members Phillips, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: Council Member Jenness, due to potential conflict of interest

Approved by the Chair and inscribed in Ordinance No. 11340.

B. Ordinance approving a Contract with AGC Engineers, Inc. for the Preston Skyline Storm Improvements Project in an amount not to exceed \$32,640.00 [AR 006-21]

Extensive pavement and concrete sidewalk and curb failures at or near the intersection of Preston St. and Skyline Dr. are indicative of stormwater drainage issues. The Preston Street cul-de-sac is situated at a higher elevation and on a steep slope just east of the intersection with Skyline. Also, there is an existing public storm sewer pipe that is routed across 572 Skyline in close proximity to the existing house structure posing future constructability maintenance issues or potential foundation issues.

Public Works engineering staff has worked with local Liberty firm AGC Engineers, Inc. to develop a design contract to evaluate the intersection and design storm drainage improvements. The goals of the storm improvements are to mitigate the drainage issues that are causing the pavement and concrete flatwork damage, and re-align the existing public storm sewer at 572 Skyline and move it away from the house structure.

A scope of services and fee summary has been negotiated AGC Engineers, Inc. This design contract will allow for survey, design, development of construction plans, contacting utilities, easement acquisition, preparation of bidding documents, and final as-built drawings.

Document No. 9152 was read.

Action: Council Member Phillips moved to waive the rules and consider the ordinance on first reading. Council Member Hagan seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Graham moved to approve the ordinance. Council Member Watt seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

Approved by the Chair and inscribed in Ordinance No. 11341.

- C. Ordinance approving a Contract with Guild Content for Professional Services relating to the Marketing of Visit Liberty in an amount not to exceed \$24,000.00 [AR 004-21]

City Staff and the Tourism Committee have worked Guild Content starting in March 2020 on the creation and implementation of a strategic marketing plan for Visit Liberty, including launching social media channels. The proposed contract will allow Guild Content to create strategy, social media content, graphics, ads and more on behalf of Visit Liberty, providing the support that is needed to accomplish the goals for increasing tourism in Liberty.

Document No. 9153 was read.

Action: Council Member Phillips moved to waive the rules and consider the ordinance on first reading. Council Member Hagan seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Moore moved to approve the ordinance. Council Member Gentrup seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None
Abstain: None
Approved by the Chair and inscribed in Ordinance No. 11342.

- D. Ordinance approving the Purchase and Installation of Two Shelters from ABCreative, Inc., using the Greenbush Cooperative, for City Park in an amount not to exceed \$46,222.00 [AR 008-21]

As a part of the City Park redesign process, new shelters were to be located near the new playground and splash pad. Staff is now ready to purchase the new shelters from ABCreative who has been very instrumental in providing play structures and installation services for the park.

Document No. 9154 was read.

Action: Council Member Phillips moved to waive the rules and consider the ordinance on first reading. Council Member Moore seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Watt moved to approve the ordinance. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

Approved by the Chair and inscribed in Ordinance No. 11343.

- E. Ordinance approving a Contract with MC Janitorial for Third Shift Contractual Custodial Services at the Liberty Community Center in an amount not to exceed \$35,732.42 [AR 011-21]

Third shift custodial provides an opportunity for a thorough cleaning of the high profile areas of the facility when guests aren't utilizing the facility. The Community Center Fitness Center Addition and Companion Care Locker Room were added to the MC Janitorial task list starting in 2020.

Document No. 9155 was read.

Action: Council Member Phillips moved to waive the rules and consider the ordinance on first reading. Council Member Moore seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Gentrup moved to approve the ordinance. Council Member Moore seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None
Abstain: None
Approved by the Chair and inscribed in Ordinance No. 11344.

- F. Ordinance approving Guaranteed Pricing Agreement with Kitch's Lawncare and Landscaping Services, Inc. for Cemetery Mowing Services in an amount not to exceed \$51,000.00 [AR 007-21]

The Parks and Recreation Department utilizes an independent contractor for mowing and trimming services for Mount Memorial, Fairview, and New Hope Cemeteries. Services covered by this contract include a minimum of 18 mows with a maximum of 22 mows.

Document No. 9156 was read.

Action: Council Member Jenness moved to waive the rules and consider the ordinance on first reading. Council Member Phillips seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Moore moved to approve the ordinance. Council Member Graham seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

Approved by the Chair and inscribed in Ordinance No. 11345.

- G. Ordinance approving a Guaranteed Pricing Agreement with Kohl Wholesale for FY 2021 Concession Food and Supplies in an amount not to exceed \$60,000.00 [AR 010-21]

During scheduled events, the Parks and Recreation Department operates three concession stands within the Sports Complex. An independent contractor is engaged to deliver concession food and supplies to the Sports Complex concession stands. All concession food purchased is resold for a profit.

Document No. 9157 was read.

Action: Council Member Watt moved to waive the rules and consider the ordinance on first reading. Council Member Moore seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Watt moved to approve the ordinance. Council Member Jenness seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None
Abstain: None
Approved by the Chair and inscribed in Ordinance No. 11346.

- H. Ordinance approving a Partnership Agreement with Liberty Symphony Orchestra for Use of the Liberty Performing Arts Theatre located at the Liberty Community Center, Liberty [AR 012-21]

The five year agreement provides for five different one-day events to be held at the Liberty Performing Arts Theatre.

Document No. 9158 was read.

Action: Council Member Phillips moved to waive the rules and consider the ordinance on first reading. Council Member Moore seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Moore moved to approve the ordinance. Council Member Watt seconded the motion.

Vote: Motion passed 8-0-0

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, Duncan and Gentrup

No: None

Abstain: None

Approved by the Chair and inscribed in Ordinance No. 11347.

- I. Parks 2021 Sports Apparel Uniforms [AR 013-21]

The Parks and Recreation Department facilitates a wide variety of youth and adult sports leagues and camps throughout the year which require the purchase of uniforms, jerseys, caps, socks, champion apparel, etc.

1. Ordinance approving a Guaranteed Pricing Agreement with Challenger Teamwear Group for FY 2021 Adult and Youth Sports Apparel – Youth Soccer in an amount not to exceed \$15,000.00

Document No. 9159 was read.

Action: Council Member Phillips moved to waive the rules and consider the ordinance on first reading. Council Member Graham seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Graham moved to approve the ordinance. Council Member Moore seconded the motion.

Vote: Motion passed 7-0-1

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, and Duncan

No: None

Abstain: Council Member Gentrup
Approved by the Chair and inscribed in Ordinance No. 11348.

2. Ordinance approving a Guaranteed Pricing Agreement with Custom Graphics for FY 2021 Adult and Youth Sports Apparel – Youth Flag Football, Youth Basketball, and Bitty Sports in an amount not to exceed \$22,000.00

Document No. 9160 was read.

Action: Council Member Phillips moved to waive the rules and consider the ordinance on first reading. Council Member Watt seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Watt moved to approve the ordinance. Council Member Moore seconded the motion.

Vote: Motion passed 7-0-1

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, and Duncan

No: None

Abstain: Council Member Gentrup

Approved by the Chair and inscribed in Ordinance No. 11349.

3. Ordinance approving a Guaranteed Pricing Agreement with TW Sportswear for FY 2021 Adult and Youth Sports Apparel – Youth Baseball/Softball Jerseys and Hats, Volleyball & Adult Sports in an amount not to exceed \$32,000.00

Document No. 9161 was read.

Action: Council Member Moore moved to waive the rules and consider the ordinance on first reading. Council Member Phillips seconded the motion.

Vote: Motion passed unanimously.

Action: Council Member Graham moved to approve the ordinance. Council Member Phillips seconded the motion.

Vote: Motion passed 7-0-1

Yes: Council Members Phillips, Jenness, Moore, Hagan, Graham, Watt, and Duncan

No: None

Abstain: Council Member Gentrup

Approved by the Chair and inscribed in Ordinance No. 11350.

X. OTHER BUSINESS

A. Vaccine Planning Update

Assistant City Administrator Sara Cooke and Fire Chief John Mills provided an update on the vaccine distribution joint task force. The task force was initially created among the community partners and then expanded to include all of the cities within Clay

County. Each entity will be providing either manpower or needed resources (ie. chairs, tables, computers etc.) for the distribution site. The group toured a potential location for a mass vaccination site on Friday. Unfortunately, after that meeting the City of North Kansas City and North Kansas City Hospital advised the task force that they were going to pursue their own vaccination process and removed their support from the joint task force. Their withdrawal (and corresponding resources) required the task force to re-evaluate the plan that was to be submitted to the state for approval. The task force continues to work through logistics for the mass vaccination site (for when large quantities of the vaccine are available for distribution), while also looking to open a smaller scale location as soon as possible. Currently, Clay County Health and Liberty Hospital have only received 975 doses of the vaccine per week. Hopefully, once the task force can show the ability to vaccinate larger numbers and submit the plan to the state, more doses will be allocated to Clay County.

B. Utility Bill Collection Update

Assistant Finance Director Vicki McClure provided an update on the City's utility bill collections. She noted there have been no penalties assessed or water disconnected since March 2020. In August, delinquent notices were once again mailed out and staff has called/emailed those accounts that are 120 days past due in order to make payment arrangements. Some progress was made in collecting past due amounts. In the last 30 days staff started adding a service disconnection date to the utility bills. The response was much better from cycle 1 accounts than from cycle 2. Staff continues to reach out to past due account holders, and door hangers will be put out this week to provide one more chance for folks to call in and make payment arrangements. Of 94 notices sent, 58 did not respond at all. The City plans to start moving forward with disconnections next week.

XI. MISCELLANEOUS MATTERS FROM CITY ADMINISTRATOR

XII. MISCELLANEOUS MATTERS FROM MAYOR AND CITY COUNCIL

XIII. ADJOURNMENT

The meeting adjourned at 8:10 p.m.

Mayor

Attest:

Deputy City Clerk