



AGENDA

City Council Meeting
City Council Chambers, 540 Civic Boulevard
December 14, 2021 at 6:00 PM

Matt Russell, Mayor
Eric Gerke, Ward I
Garry Wilson, Ward II
Christopher Updike, Ward III
Jennifer Mitchell, Ward IV

Eric Franklin, Ward I
Gerry Pool, Ward II
Shane Grooms, Ward III
Jim Deichman, Ward IV

Call Meeting to Order

Opening Prayer

Pledge of Allegiance to the United States Flag

Mayor's Announcements

Citizen Participation

Consent Agenda

1. Approve November 30, 2021 City Council Minutes.
2. As As per RSMo. 109.230(4), City records that are on file in the City Clerk's office and have met the retention schedule will be destroyed in compliance with the guidelines established by the Secretary of State's office.
3. 21-R-61 A Resolution of the City Council of the City of Republic, Missouri, Awarding the Bid for Waterline Materials.

Board, Commission, and Committee Schedule

City Council Meeting	January 4, 2022
Board of Adjustment Meeting	January 6, 2022
Planning and Zoning Meeting	January 10, 2022
City Council Meeting	January 18, 2022

Old Business and Tabled Items

4. 21-74 An Ordinance of the City Council of the City of Republic, Missouri, Amending Title VIII, Fees, Chapter 805, Fee Schedule.
5. 21-75 An Ordinance of the City Council of the City of Republic, Missouri, Approving the Annexation of Approximately 2 Acres Located on South Farm Road 101 Between East US Highway 60 and West Republic Road and Adjacent Right-of-Way.
6. 21-76 An Ordinance of the City Council of the City of Republic, Missouri, Approving the Annexation of Approximately 10.20 Acres Located at 7294 West Farm Road 144 and Adjacent Right-of-Way.
7. 21-77 An Ordinance of the City Council of the City of Republic, Missouri, Amending the Employee Handbook.

New Business (First Reading of Ordinances)

8. 21-78 An Ordinance of the City Council of the City of Republic, Missouri, Amending the Zoning Code and Official Map by Changing the Classification of Approximately 14.04 Acres, From Planned Development District (PDD) to General Commercial (C-2), Located at the 600 Block of West Civic Boulevard.
9. 21-79 An Ordinance of the City Council of the City of Republic, Missouri, Approving Amending the Zoning Code and Official Map by Changing the Classification of Approximately 0.46 Acres from

Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), Located at the 1200 Block of South State Highway MM.

[10.21-80](#) An Ordinance of the City Council of the City of Republic, Missouri, Approving Amending the Zoning Code and Official Map by Changing the Classification of Approximately 0.69 Acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), Located at 1249 South State Highway MM.

[11.21-81](#) An Ordinance of the City Council of the City of Republic, Missouri, Approving Amending the Zoning Code and Official Map by Changing the Classification of Approximately 1.22 Acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), Located at 1235 South State Highway MM.

Other Business (Resolutions)

[12.21-R-62](#) A Resolution of the City Council of the City of Republic, Missouri, Approving a List of Qualified Architectural Firms for As-Needed Use In 2022.

Reports from Staff

Executive Session: *No further action, other than announcing adjournment by the Mayor, shall take place after an Executive Session that is scheduled as the last matter on the Agenda unless otherwise stated on the Agenda or as allowed per RSMo. 610.02.*

1. RSMo 610.021.1 Pending and/or potential litigation. Closed session. Closed vote. Closed record.
2. RSMo 610.021.2 Real estate acquisition. Closed session. Closed vote. Closed record.
3. RSMo 610.021.3 Hiring, firing, promotion, or disciplining personnel. Closed session. Closed vote. Closed record.

Adjournment

Individuals addressing the Council are asked to step to the microphone and clearly state their name and address before speaking. In accordance with ADA guidelines, if you need special accommodations to attend any city meeting, please notify the City Clerk's Office at 732-3101 at least three days prior to the scheduled meeting. **All meetings are tape recorded for public viewing.**



MINUTES

City Council Meeting Municipal Court Building, 540 Civic Blvd November 30, 2021 at 6:00 PM

Matt Russell, Mayor
Eric Gerke, Ward I
Garry Wilson, Ward II
Christopher Updike, Ward III
Jennifer Mitchell, Ward IV

Eric Franklin, Ward I
Gerry Pool, Ward II
Shane Grooms, Ward III
Jim Deichman, Ward IV

Call Meeting to Order

The regular session meeting of the City Council of the City of Republic, Greene County, Missouri, was called to order by Mayor Matt Russell at 6:00 p.m. Council Members present included Jim Deichman, Eric Franklin, Garry Wilson, Gerry Pool, Eric Gerke, and Jennifer Mitchell. Others in attendance were: City Administrator David Cameron, Interim City Attorney Damon Phillips, Assistant Parks and Recreation Director Jennafer Mayfield, Information Systems Director Chris Crosby, Police Chief Brian Sells, Lieutenant Jamie Burks, Finance Director Meghin Cook, Chief of Staff Lisa Addington, BUILDS Administrator Andrew Nelson, Public Information Officer Allyssa Dudley, Assistant BUILDS Administrator Karen Haynes, Engineering Manager Garrett Brickner, Assistant City Administrator/Parks and Recreation Director Jared Keeling, Executive Assistant Rachel Veatch, and City Clerk Laura Burbridge.

Opening Prayer

Opening prayer was led by City Administrator David Cameron.

Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mayor Matt Russell.

Citizen Participation

Mayor Matt Russell opened citizen participation at 6:00 p.m.

Michael Lacobee, 7052 W. Farm Rd. 182 spoke regarding his concerns of Shuyler Trail going through his property and the amount of front yard his neighbors were going to lose from it. Mr. Lacobee requested the trail not happen or be diverted.

Lisa Roller, 6618 W. Farm Rd. 182 spoke regarding her concerns of Shuyler Trail going through the front yard of her family-owned farm. Ms. Roller referenced state laws preventing easements for recreation and expressed there are trees in her yard that would also be protected from being removed.

Mary Kromrey with Ozark Greenway, 650 N Boonville spoke in favor of Shuyler Trail emphasizing the safety it provides to those using it, increased eyes in the area are reported to decrease crime, and the regional benefit of connecting all the trail systems.

Bobby Dimray, 101 N. Mattison Ave. spoke against Shuyler Trail requesting a compromise be found to reduce the impact to the landowners as the most recent drawing impacts homeowners more than the initial drawing.

Mayor Russell closed citizen participation at 6:21 p.m.

Consent Agenda

Motion was made by Council Member Deichman and seconded by Council Member Franklin to approve the consent agenda. The vote was 6 Aye-Deichman, Franklin, Gerke, Pool, Wilson, and Mitchell. 0 Nay. Motion Carried.

1. Approve November 16, 2021 City Council Minutes.

2. As per RSMo. 109.230(4), City records that are on file in the City Clerk's office and have met the retention schedule will be destroyed in compliance with the guidelines established by the Secretary of State's office.

Board, Commission, and Committee Schedule

Board of Adjustment Meeting	December 2, 2021
Planning & Zoning Meeting	December 6, 2021
City Council Meeting	December 14, 2021
City Council Meeting	January 4, 2022

Old Business and Tabled Items

3. **21-70 An Ordinance of the City Council of the City of Republic, Missouri, Amending the Zoning Code and Official Map by Changing the Classification of Approximately 3 Acres from Agricultural (AG) to Multi-Family Residential (R-3), Located At 602 North Oakwood Avenue.**

Motion was made by Council Member Wilson and seconded by Council Member Pool to have the second reading of Bill 21-70 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Pool, Wilson, and Mitchell. 0 Nay. Motion Carried. Karen Haynes was available to answer any questions from Council. Council Member Mitchell motioned for the passage of Bill 21-70. Council Member Deichman seconded. A roll call vote was taken digitally. The vote was 6 Aye-Deichman, Franklin, Mitchell, Pool, Wilson, and Gerke. 0 Nay. Motion Carried.

4. **21-71 An Ordinance of the City Council of the City of Republic, Missouri, Authorizing the City Administrator to Enter into a Public Donation Agreement with United Pentecostal Church Republic, Formerly, Apostolic Life Center, Inc., (UPCR) for Donation of Land to the City.**

Motion was made by Council Member Mitchell and seconded by Council Member Franklin to have the second reading of Bill 21-71 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Pool, Wilson, and Mitchell. 0 Nay. Motion Carried. Karen Haynes was available to answer any questions from Council. Council Member Deichman motioned for the passage of Bill 21-71. Council Member Franklin seconded. A roll call vote was taken digitally. The vote was 6 Aye-Deichman, Franklin, Mitchell, Pool, Wilson, and Gerke. 0 Nay. Motion Carried.

5. **21-72 An Ordinance of the City Council of the City of Republic, Missouri, Approving Budget Amendment No. 3 to the Budget for the Fiscal Year 2021.**

Motion was made by Council Member Gerke and seconded by Council Member Mitchell to have the second reading of Bill 21-72 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Pool, Wilson, Mitchell. 0 Nay. Motion Carried. Meghan Cook provided an update to Council. Council Member Deichman motioned to amend Bill 21-72 by increasing the total expenditures in the General Fund to \$8,870,085.00, all as set forth in the amended Bill 21-72. Council Member Wilson seconded. The vote was 6 Aye-Deichman, Franklin, Gerke, Mitchell, Pool, and Wilson. 0 Nay. Motion Carried. Council Member Deichman motioned for the passage of Bill 21-72. Council Member Franklin seconded. A roll call vote was taken digitally. The vote was 6 Aye-Deichman, Franklin, Mitchell, Pool, Wilson, and Gerke. 0 Nay. Motion Carried.

6. **A Public Hearing of the City Council of the City of Republic, Missouri, Regarding Appropriating from the Revenue of the City of Republic, Missouri, Expenditures in Accordance with the Fiscal Year 2022 Budget of the City of Republic, Missouri, and Providing for Adjustments Thereto.**

Mayor Russell opened the public hearing at 6:29 p.m. Mayor Russell closed the public hearing at 6:30 p.m.

7. 21-73 An Ordinance of the City Council of the City of Republic, Missouri, Appropriating from the Revenue of the City of Republic, Missouri, Expenditures in Accordance with the Fiscal Year 2022 Budget of the City of Republic, Missouri, and Providing for Adjustments Thereto.

Motion was made by Council Member Wilson and seconded by Council Member Pool to have the second reading of Bill 21-73 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Pool, Wilson, and Mitchell. 0 Nay. Motion Carried. Meghan Cook provided an update to Council. Council Member Deichman motioned to amend Bill 21-73 by changing the budget to \$42,399,257.00, all as set forth in the amended Bill 21-73. Council Member Wilson seconded. The vote was 6 Aye-Deichman, Franklin, Gerke, Mitchell, Pool, and Wilson. 0 Nay. Motion Carried. Council Member Deichman motioned for the passage of Bill 21-73. Council Member Wilson seconded. A roll call vote was taken digitally. The vote was 6 Aye-Deichman, Franklin, Mitchell, Pool, Wilson, and Gerke. 0 Nay. Motion Carried.

8. 21-74 An Ordinance of the City Council of the City of Republic, Missouri, Amending Title VIII, Fees, Chapter 805, Fee Schedule.

Motion was made by Council Member Pool and seconded by Council Member Franklin to have the second reading of Bill 21-74 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Pool, Wilson, and Mitchell. 0 Nay. Motion Carried. Meghan Cook provided an update to Council. Council Member Franklin motioned to table the bill until the December 14, 2021 meeting. Council Member Deichman seconded. The vote was 6 Aye-Deichman, Franklin, Gerke, Mitchell, Pool, and Wilson.

New Business (First Reading of Ordinances)

9. A Public Hearing of the City Council of the City of Republic, Missouri, Regarding Approving the Annexation of Approximately 2 Acres Located on South Farm Road 101 Between East US Highway 60 and West Republic Road and Adjacent Right-of-Way.

Mayor Russell opened the public hearing at 6:40 p.m. Mayor Russell closed the public hearing at 6:40 p.m.

10. 21-75 An Ordinance of the City Council of the City of Republic, Missouri, Regarding Approving the Annexation of Approximately 2 Acres Located on South Farm Road 101 Between East US Highway 60 and West Republic Road and Adjacent Right-of-Way.

Motion was made by Council Member Franklin and seconded by Council Member Pool to have the first reading of Bill 21-75 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Mitchell, Pool, and Wilson. 0 Nay. Motion Carried. Karen Haynes provided an overview of the bill. Mayor Russell reminded Council this is a first read and to get with staff prior to the next meeting with any questions.

11. A Public Hearing of the City Council of the City of Republic, Missouri, Regarding Approving the Annexation of Approximately 10.20 Acres Located at 7294 West Farm Road 144 and Adjacent Right-of-Way.

Mayor Russell opened the public hearing at 6:42 p.m. Ricky Haase with Olsson Engineering, 550 E St. Louis St. spoke in favor of the bill. Mayor Russell closed the public hearing at 6:43 p.m.

12. 21-76 An Ordinance of the City Council of the City of Republic, Missouri, Approving the Annexation of Approximately 10.20 Acres Located at 7294 West Farm Road 144 and Adjacent Right-of-Way.

Motion was made by Council Member Wilson and seconded by Council Member Deichman to

have the first reading of Bill 21-76 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Mitchell, Pool, and Wilson. 0 Nay. Motion Carried. Karen Haynes provided an overview of the bill. Mayor Russell reminded Council this is a first read and to get with staff prior to the next meeting with any questions.

13.21-77 An Ordinance of the City Council of the City of Republic, Missouri, Amending the Employee Handbook.

Motion was made by Council Member Deichman and seconded by Council Member Franklin to have the first reading of Bill 21-77 by title only. The vote was 6 Aye-Deichman, Franklin, Gerke, Mitchell, Pool, and Wilson. 0 Nay. Motion Carried. Lisa Addington provided an overview of the bill. Mayor Russell reminded Council this is a first read and to get with staff prior to the next meeting with any questions.

Other Business (Resolutions)

14.21-R-58 A Resolution of the City Council of the City of Republic, Missouri, to Review, Amend, and Approve the Five-Year Capital Program.

Motion was made by Council Member Pool and seconded by Council Member Deichman to approve Resolution 21-R-58. Meghan Cook provided an overview of the Resolution. The vote was 6 Aye-Deichman, Franklin, Gerke, Wilson, Pool, and Mitchell. 0 Nay. Motion Carried.

15.21-R-59 A Resolution of the City Council of the City of Republic, Missouri Authorizing the City Administrator to Enter into a Contract With Redec, LLC For Consulting Services.

Motion was made by Council Member Mitchell and seconded by Council Member Deichman to approve Resolution 21-R-59. David Cameron provided an overview of the Resolution. The vote was 6 Aye-Deichman, Franklin, Gerke, Wilson, Pool, and Mitchell. 0 Nay. Motion Carried.

16.21-R-60 A Resolution of the City Council of the City of Republic, Missouri, Execution of an Amended Agreement for Attorney Services.

Motion was made by Council Member Wilson and seconded by Council Member Franklin to approve Resolution 21-R-60. David Cameron provided an overview of the Resolution. The vote was 6 Aye-Deichman, Franklin, Gerke, Wilson, Pool, and Mitchell. 0 Nay. Motion Carried.

Reports from Staff

City Administrator David Cameron reported to Council that the S and P and due diligence calls are scheduled for January 12th. Mr. Cameron invited any Council Member that are interested to listen or participate. Mr. Cameron reported we are moving relatively fast on the underwriting and met with Stifel by phone to get things started. Mr. Cameron reminded council we must work hard to find additional funding to fill the gap but will proceed with the first \$45 million.

City Administrator David Cameron welcomed Rachel Veatch to the City. Mr. Cameron shared that every space in City Hall is now filled.

City Administrator David Cameron praised the excellent job staff did on the budget. Mr. Cameron shared he watches the meetings of other cities whose budget meetings last 3-4 days with 18-24 hours of discussion. Mr. Cameron expressed his gratitude for the trust of Council and hard work done by Jared and Meghan to make our process special. Mr. Cameron spoke of the tremendous latitude in spending Council gives staff in order to do the right thing with the taxpayer's money. There was a lot of work that started in July to get there. Mr. Cameron gave credit to staff and Council for that work and process and shared it makes us look better and stronger.

City Administrator David Cameron shared that when he started with the City of Republic, the Employee Handbook was in red line revision and was a mess. Mr. Cameron expressed he cannot tell Lisa enough how much this document is a guiding principle for staff. It is well written and drafted and he appreciates Lisa updating it and bringing it to Council. These processes are rarely modified but to see it fresh and relevant is excellent.

City Administrator David Cameron thanked Mayor Russell for how he handled citizen participation and listened to the people regarding the trail. Mr. Cameron made a correction to the Administrator's Report clarifying that the Ward 1 seat will not be on a ballot because we do not have an April ballot and cannot open a special election without an official action taken by Council. We would have to pass an ordinance by December 7th to hold a special election for this seat, which is not feasible.

Council Member Franklin echoed what Mr. Cameron said on budget and thanked staff for their hard work. Mr. Franklin thanked the citizens who spoke to Council tonight and acknowledged that it is nerve wracking to sit up and talk to us, stating it can also be nerve wracking on this side as well. Mr. Franklin announced there is so much going on in Republic this weekend. If you are not volunteering or participating, there is a lot going on to get involved in.

Council Member Pool expressed her appreciation of Mr. Cameron and all he does. Mrs. Pool reported he has made great improvements since he has been here. Mrs. Pool said she has been here through almost every City Administrator that has worked for Republic, but David exceeds them all. Mrs. Pool also expressed her appreciation of Mrs. Burbridge's work and all the time she spends while having a family at home.

Council Member Deichman reminded Council that several months ago, a citizen spoke about starting Christmas on Main Street. Mr. Deichman shared it is unbelievable the amount of momentum, donations, and volunteers they have gained in a brief time. Mr. Deichman shared it will be great for the City and he appreciates their work on this event.

Mayor Matt Russell acknowledged it is scary talking to us and there are things we need to look into that were brought up such as the neighbors and government overreaching. Mayor Russell shared his appreciation of Michael, Lisa, and Bobby for coming to speak tonight. They should be proud of themselves.

Adjournment

Mayor Russell adjourned the meeting at 7:02 p.m.

ATTEST:

Laura Burbridge, City Clerk

Matt Russell, Mayor



Record Destruction Request

Form

MISSOURI RETENTION MANUAL CODE	NAME/DATE OF RECORDS TO BE DISPOSED	DATE(S) OF DOCUMENTS	RETENTION TIME NEEDED FOR RECORD
0756 Bonds: Performance/Capital Projects	Insurance Bonds	1973-1995	Term of bond plus 10 years
0756.1 Performance Bond (Private Development of Streets, Sidewalks, Sewers, etc.)	Insurance Bonds	1973-1995	5 years
0757 Bonds: Maintenance Guarantee (Capital projects)	Insurance Bonds	1973-1995	Term of contract statute of limitations
GS 060 Contracts, Leases, and Agreements	Insurance Bonds	1973-1995	5 years after expiration



AGENDA ITEM ANALYSIS

Project/Issue Name: 21-R-61 A Resolution of the City Council of the City of Republic, Missouri, Awarding the Bid for Waterline Materials.

Submitted By: Jason Davis, BUILDS Operations Manager

Date: 12/8/2021

Issue Statement

To authorize the BUILDS Department to expend funds for the purchase of Water and Sewer materials for the BUILDS building site and for the Hankins Development projects.

Discussion and/or Analysis

The BUILDS Dept received sealed bids for Water and Sewer materials on 12/08/2021 for the BUILDS Building site and Water material for the Hankins Development projects.

Springfield Winwater Company was the winning bidder on both projects. The amounts are \$103,737.05 for the BUILDS site and \$239,284.07 for the Hankins Development project. The BUILDS Departments Construction Crews will be installing utilities on both projects.

Recommended Action

Staff recommends the approval.

RESOLUTION NO. 21-R-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, AWARDING THE BIDS FOR WATERLINE MATERIALS

WHEREAS, the City of Republic, Missouri, (herein called the "City" or "Republic") is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, the City solicited sealed bids for water main and sewer line materials for various projects within the City of Republic ("Water Main materials") and sealed bids for waterline materials for the BUILDS Building Materials ("Power and Water Building materials"), jointly referred to herein as "waterline materials;" and

WHEREAS, one vendor, Springfield Winwater Works, provided duly submitted bids for the water line materials, all bids being on file with the City Clerk; and

WHEREAS, the City Council desires to accept the lowest, responsible bids for the water line materials.

NOW, TIHEREFORE, BE IT RESOLVED BY TIIE CIY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, AS FOLLOWS:

- Section 1. The submitted bids from Springfield Winwater Works, attached hereto as Attachment 1 and incorporated herein, are accepted for the unit prices shown thereon.
- Section 2. The City Administrator, or designee, on behalf of the City, is authorized to take the necessary steps to execute this Resolution.
- Section 3. The whereas clauses are hereby specifically incorporated herein by reference.
- Section 4. This Resolution shall take effect after passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this 14th day of December 2021.

Matt Russell, Mayor

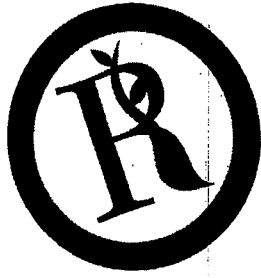
ATTEST:

Laura Burbridge, City Clerk

Approved as to Form:  Damon Phillips, City Attorney

Final Passage and Vote: _____

RESOLUTION NO. 21-R-61



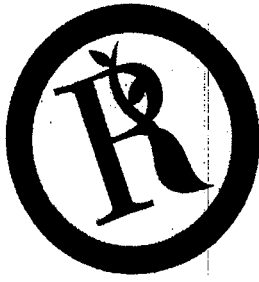
REPUBLIC BUILDS

Public Works • Community Development

The City of Republic's BUILDS Department is requesting sealed competitive bids on Water main and Sewer line materials for an up coming project in the City of Republic. Below is a list of materials required for this project. Please include accessibility and delivery time estimates.

	Description	Lead Time
WATER		
1240ft	12"x20' PVC SDR21, 200psi gasketed joint pipe	\$31.50 ft 1-4 weeks
80ft	8"x20' C900 DR18 CL235 gasketed joint pipe	\$20.75 ft Available
760ft	8"x20' PVC SDR21, 200psi gasketed pipe	\$15.66 ft 2-8 weeks
80ft	4"x20' PVC SDR21, 200psi gasketed pipe	\$5.05 ft Available
80ft	18" Steel Casing .250	\$90.59 ft Available
1	Live Tap	\$600.00 ea Available
2	12x8 Ductile Iron MJ Tee	\$365.12 ea 12-14 weeks
2	8" Blue EPOXY Foster Adaptor w/ Blue ACC pack	\$189.27 ea Available
7	8" Ductile Iron MJxIPS Transition Gaskets	\$8.50 ea Available
10	8" PVC MEGALUG restraints	\$57.73 ea Available
1	8" Ductile Iron MJ 90	\$158.00 ea Available
6	8" Ductile Iron MJ Gaskets	\$5.52 ea Available
1	8"x4" Ductile Iron MJ Tee	\$169.65 ea Available
1	8" Ductile Iron MJ Tee	\$234.97 ea 12-14 weeks
3	6x13 Anchor Couplings	\$178.26 ea 4-8 weeks
6	6" Ductile Iron MJ Gaskets	\$5.10 ea Available
5	6" PVC MEGALUG restraints	\$39.05 ea Available
2	8x6 Ductile Iron LEB Reducer	\$91.10 ea Available
2	6" Ductile Iron MEGALUG restraints	\$30.27 ea Available
1	12x6 Ductile Iron ALL MJ Reducer	\$156.48 ea Available

Jason Davis
 Operations Manager, BUILDS Dept
 204 N Main, Republic Mo 65738
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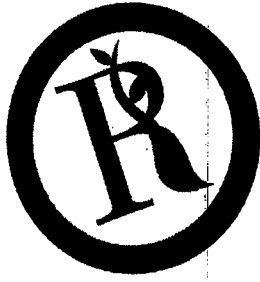


REPUBLIC BUILDS

Public Works · Community Development

3	12 pipe x pipe JT restraint IPS	\$184.93 ea	Available
1	2x6 RED Brass Nipple	\$29.23 ea	Available
1	12" Ductile Iron MJ TAPT Cap	\$96.80 ea	12-14 Weeks
286	3/4"x4" MJ T-Bolts	\$1.84 ea	Available
1	12" tapping sleeve <i>SS TAP sleeve</i>	\$2141.07 ea	Available
2	12x18 End Seals	\$84.60 ea	Available
20	18x12 casing spacer stainless steel	\$100.90 ea	Available
1	12" 125/150 FFRR 1/8" Flange kit	\$52.56 ea	2-4 weeks
1	12" Ductile Iron MJ Tee	\$467.92 ea	8-10 Weeks
35	12" PVC MEGALUG restraints	\$116.28 ea	2-6 weeks
35	12" Ductile Iron Transition Gaskets	\$10.82 ea	Available
12	12" Ductile Iron MJ Gaskets	\$8.50 ea	Available
3	12" Ductile Iron MJ solid Cap	\$136.23 ea	Available
9	12" Ductile Iron MJ 45	\$278.53 ea	12-14 weeks
2	12" Ductile Iron MJ 11-1/4	\$228.39 ea	Available
4	12" Ductile Iron MJ 22-1/2	\$243.58 ea	8-10 weeks
1	12" MJxFlange RS Gate VALVE OL, 2" operation nut	\$1693.23	12-14 weeks
3	3way 5-1/4" 6MJ NST 4' Bury, Safety Yellow Hydrants	\$1800.00 ea	12-14 weeks
3	6" MJ RS VALVE OL, 2" operation nut	\$564.89 ea	12-14 weeks
2000ft	12-gauge tracer wire (500ft spools)	\$0.15 ea	Available
7	Screw Type valve boxes	\$72.06 ea	Available
50	Underground Wire Connectors (King Yellow) 31556	\$1.20 ea	Available
SEWER			
740ft	8"x14' PVC SDR35 gasketed pipe	\$9.85 ft	Available
1	8" SDR35 GJ Straight Tee	\$96.06 ea	Available
1	8" SDR35 GJ 1/4 bend 90 deg ELL	\$88.98 ea	Available
1	8x6 SDR35 GJ Straight Tee	\$75.42 ea	Available

Jason Davis
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REPUBLIC BUILDS

Public Works • Community Development

1	6" PVC DWV HXH 45 ELL	#36 ¹⁸ ea	2-6 weeks
1	6" PVC x SCH35 HXS Adaptor SCH 40 to SDR 35 adaptor	#33 ²² ea	Available
4	8" insert A LOK Gasket	#45.00 ea	Available
WATER METER			
1	4" Meter, MVR650 w/ 25' ITRON Cable	#2538.00 ea	6-12 weeks
2	4" FLG RS Valve OL w/ handwheel 125# flanges	#502.20 ea	8-10 weeks
2	2 x 30 RED Brass Nipple	#151 ⁵¹ ea	Available
2	4" Ductile Iron MJ Gasket	#5.10 ea	Available
2	4" Ductile Iron MJ Long Solid Sleeve	#59.25 ea	Available
2	4" Ductile Iron MEGALUG restraints	#25 ⁷⁶ ea	Available
2	4" PVC MEGALUG restraints	#32 ¹³ ea	Available
2	4" Ductile Iron MJxIPS Transition Gaskets	#5 ⁵² ea	Available
8	4" 125/150 FFRR 1/8" Flange kit	#1450 ea	Available
2	4"x5' FXPE Ductile Iron Pipe	#478 ⁶⁷ ea	Available
2	4" Ductile Iron Flanged Tee	#224 ³⁴ ea	Available
2	4" Ductile Iron Tap Blind Flange 4x2	#83 ⁰⁵ ea	Available
1	18x30 PVC Meter Pit	#47 ⁶⁴ ea	Available
1	2" Ball Curb Stop FIP NL	244 ⁷⁴ ea	Available
4	2x4 RED Brass Nipple	#16 ¹⁶ ea	Available
2	2" Gate Valve FIP NL	#270 ⁰⁴ ea	Available
2	2" coupling PVC x MIP NL	#105 ⁰⁴ ea	Available
2	2" Brass SCRD 90 ELL	#26 ¹² ea	Available

Jason Davis
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1151 SOUTH SCENIC
SPRINGFIELD, MO 65802

PHONE (417) 865-9000
FAX (417) 865-9667

Job Name	Item 3.
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Republic New PW Building Full Bid

Quote No.	Date	Page
0011705	12/01/21	1
Expiration Date		12/15/21
Revised Date		12/01/21
Bid Due Date		12/08/21

Quoted To Customer
CITY OF REPUBLIC ATTN ACCOUNTS PAYABLE 213 N MAIN AVE REPUBLIC, MO 65738-1472
Phone (417) 732-3400 Fax (417) 732-3499

Quoted By
Bryan Burnett (417) 865-9000

Customer	Payment Terms	Quoted To	Salesperson	FOB
000825	NET 30	Brad	BRYAN BURNETT	S

Line	Qty.	Description	Unit Price	UOM	Extended Price
1.0	1240	12X20 PVC SDR21 200PSI GJ GASKET JOINT	31.5000	EA	39060.00
2.0	80	8X20 C900 DR18 CL235 GJ	20.7500	FT	1660.00
3.0	760	8X20 PVC SDR21 200PSI GJ GASKET JOINT	15.6600	FT	11901.60
4.0	80	4X20 PVC SDR21 200PSI GJ GASKET JOINT	5.0500	FT	404.00
5.0	80	18IN STEEL CASING .250	90.5900		7247.20
6.0	1	LIVE TAP CHARGE	600.0000	EA	600.00
7.0	2	12X8 DI MJ TEE	365.1200	EA	730.24
8.0	2	8 BLUE EPOXY FOSTER ADAPTOR W/ BLUE ACC PACK	189.2700	EA	378.54
9.0	7	8 DI MJXIPS TRANSITION GASKET	8.5000	EA	59.50
10.0	10	2008PV 8 PVC MEGALUG	57.7300	EA	577.30
11.0	1	8 DI MJ 90	158.0000	EA	158.00
12.0	6	8 DI MJ GASKET	5.5200	EA	33.12
13.0	1	8X4 DI MJ TEE	169.6500	EA	169.65
14.0	1	8 DI MJ TEE	234.9700	EA	234.97
15.0	3	6X13 ANCH COUP	178.2600	EA	534.78
16.0	6	6 DI MJ GASKET	5.1000	EA	30.60
17.0	5	2006PV 6 PVC MEGALUG	39.0500	EA	195.25
18.0	2	8X6 DI MJ LEB REDUCER	91.1600	EA	182.32
19.0	2	1106 6 DI MEGALUG	30.2900	EA	60.58
20.0	1	12X6 DI ALL MJ REDUCER	156.4800	EA	156.48
21.0	3	6512 12 PIPEXPIPE JT REST IPS	184.9300	EA	554.79
22.0	1	2X6 RED BRASS NIPPLE	29.2300	EA	29.23
23.0	1	12 DI MJ TAPT CAP	96.8000	EA	96.80
24.0	286	3/4 X 4 MJ T-BOLTS	1.8400	EA	526.24
25.0	1	JCM 432-1275X12 TAP SLEEVE STAINLESS	2141.0700	EA	2141.07
26.0	2	END SEALS 12X18	84.6000	EA	169.20
27.0	20	12X18 SS CENTERED RESTRAINED CCS08-1275-CTD17.50ID	100.9000	EA	2018.00
28.0	1	12" 125/150 FFRR 1/8" FLG KIT ***** Begin Components *****	52.5600	EA	52.56
	1	12 1/8 FFRR FLG GASKET ONLY		EA	
	1	10 & 12 FLG BOLTS ONLY ***** End Components *****		EA	
29.0	1	12 DI MJ TEE	467.9200	EA	467.92



Job Name	Item 3.
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Republic New PW Building Full Bid

Quote No.	Date	Page
0011705	12/01/21	2
Expiration Date		12/15/21
Revised Date		12/01/21
Bid Due Date		12/08/21

Line	Qty.	Description	Unit Price	UOM	Extended Price
30.0	35	2012PV 12 PVC MEGALUG	116.2800	EA	4069.80
31.0	35	12 DI MJ TRANSITION GASKET	10.8200	EA	378.70
32.0	12	12 DI MJ GASKET	8.5000	EA	102.00
33.0	3	12 DI MJ CAP SOLID	136.2300	EA	408.69
34.0	9	12 DI MJ 45	278.5200	EA	2506.68
35.0	2	12 DI MJ 11-1/4	228.3900	EA	456.78
36.0	4	12 DI MJ 22-1/2	243.5800	EA	974.32
37.0	1	12" MJXFLG RS GATE VALVE OL MJXFL,RW,2" OP NUT	1693.2300	EA	1693.23
38.0	3	MED 3W 5-1/4 6MJ NST 4'0 BURY SAFETY YELLOW	1800.0000	EA	5400.00
39.0	3	6 MJ RS VALVE OL MJXMJ,RW,2" OP NUT	564.6700	EA	1694.01
40.0	2000	12 GAUGE TRACER WIRE (500 FT SPOOLS) BLUE 30MILL	.1500	FT	300.00
41.0	7	562-S SCREW TYPE VALVE BOX	72.0600	EA	504.42
42.0	50	31556 KING YEL UGRND WIRECONN	1.2000	EA	60.00
		SUBTOTAL-----WATER LINE			88978.57
		----- SEWER LINE			
45.0	740	8X14 PVC SDR35 GASKET PIPE	9.8500	FT	7289.00
46.0	1	8" SDR35 GJ STRAIGHT TEE	96.0600	EA	96.06
47.0	1	8" SDR35 GJ 1/4 BEND 90 DEG ELL	88.9800	EA	88.98
48.0	1	8X6 SDR35 GJ STRAIGHT TEE	75.4200	EA	75.42
49.0	1	6 PVCDWV HXH 45 ELL	36.1800	EA	36.18
50.0	1	6 PVCXSDR35 HXS ADPT SCH 40 X SDR 35 SPIGOT ADAPTER	33.3200	EA	33.32
51.0	4	F13978 8 INSERT A LOK GASKET	45.0000	EA	180.00
		SUBTOTAL-----SEWER LINE---			7798.96
		----- 4" WATER METER W/BYPASS			
54.0	1	MVR650,SG,BBX METER	2538.0000	EA	2538.00
55.0	2	4 FLG RS VALVE OL W/HANDWHEEL 125# FLANGES	502.2000	EA	1004.40
56.0	2	2 X 30 RED BRASS NIPPLE	151.5100	EA	303.02
57.0	2	4 DI MJ GASKET	5.1000	EA	10.20
58.0	2	4 DI MJ LONG SOLID SLEEVE	59.2500	EA	118.50
59.0	2	1104 4 DI MEGALUG	25.7600	EA	51.52
60.0	2	2004PV 4 PVC MEGALUG	32.1300	EA	64.26
61.0	4	4 DI MJXIPS TRANSITION GASKET	5.5200	EA	22.08
62.0	8	4" 125/150 FFRR 1/8" FLG KIT ***** Begin Components *****	14.5000	EA	116.00
	1	4 1/8 FFRR FLG GASKET ONLY		EA	
	1	4 FLG BOLTS ONLY ***** End Components *****		EA	
63.0	2	4"X5'-0" FXPE DI PIPE	478.6700	EA	957.34
64.0	2	4 DI FLANGED TEE (CU-303508)	224.3400	EA	448.68



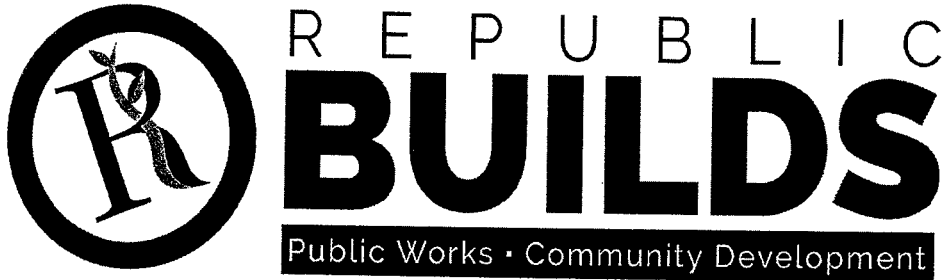
<i>Job Name</i>	Item 3.
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<i>Republic New PW Building Full Bid</i>
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<i>Quote No.</i>	<i>Date</i>	<i>Page</i>
0011705	12/01/21	3
<i>Expiration Date</i>		12/15/21
<i>Revised Date</i>		12/01/21
<i>Bid Due Date</i>		12/08/21

<i>Line</i>	<i>Qty.</i>	<i>Description</i>	<i>Unit Price</i>	<i>UOM</i>	<i>Extended Price</i>
65.0	2	4 DI TAP BLIND FLANGE 4X2	83.0500	EA	166.10
66.0	1	18X30 PVC METER PIT	47.6400	EA	47.64
67.0	1	76101 2 BALL CURB STOP FIP NL	244.7400	EA	244.74
68.0	4	2X4 RED BRASS NIPPLE (CU304185)	16.1600	EA	64.64
69.0	2	2 THRD GATE VALVE OL RW, 2" OP NUT,	270.0400	EA	540.08
70.0	2	74753-44 2 COUPLING PVCXMIP NL	105.0400	EA	210.08
71.0	2	2 BRASS SCRD 90 ELL	26.1200	EA	52.24
SUBTOTAL-----WATER METER---					6959.52

<i>Tax Area Id</i>	<i>Net Sales</i>	<i>103,737.05</i>
260771210	<i>Freight</i>	.00
	<i>Tax</i>	.00
	<i>Quotation Total</i>	<i>103,737.05</i>



The City of Republic's BUILDS Department is requesting sealed competitive bids on Water main materials for an up coming project in the City of Republic. Below is a list of materials required for this project. Please include accessibility and delivery time estimates.

Qty	Description		Lead Time
4400ft	12"x20' PVC SDR21, 200psi gasketed joint pipe	\$3339 ft	7-10 weeks
2	Live Tap	\$600 ⁰⁰ ea	Available
2	12" 125/150 FFRR 1/8" Flange kit	\$52.56 ea	Available
3	12" Ductile Iron MJ Tee	\$467.92 ea	12-16 weeks
70	12" PVC MEGALUG restraints	\$116.28 ea	12-16 weeks
70	12" Ductile Iron Transition Gaskets	\$10.62 ea	Available
6	12" MJ Anchor Couplings	\$584.83	12-16 weeks
12	12" Ductile Iron MJ Gaskets	\$8.50	Available
3	12" Ductile Iron MJ solid Cap	\$136.23 ea	12-14 weeks
10	12" Ductile Iron MJ 45	\$278.52 ea	12-14 weeks
3	12" Ductile Iron MJ 90	\$336.76 ea	12-14 weeks
2	12" Ductile Iron MJ 11-1/4	\$228.39 ea	12-14 weeks
2	12" Ductile Iron MJ 22-1/2	\$243.58 ea	12-14 weeks
2	12" MJxFlange RS Gate VALVE OL, 2" operation nut	\$1610.64 ea	12-14 weeks
6	12" MJxMJ RS VAVLE OL, 2' operation nut	\$1687.98 ea	12-14 weeks
10	3way 5-1/4" 6MJ NST 4' Bury, Safety Yellow Hydrants	\$1800 ⁰⁰ ea	12-14 weeks
10	6" MJ RS VALVE OL, 2" operation nut	\$537.12 ea	12-14 weeks
5000ft	12-gauge tracer wire (500ft spools)	\$0.15 ft	2-4 weeks
2	12" Epoxy coated Smith-Blair taping sleeve	\$823.49 ea	2-3 weeks
18	Screw Type valve boxes	\$72.06 ea	Available
50	Underground Wire Connectors (King Yellow) 31556	\$1.20 ea	Available

Jason Davis
 Operations Manager, BUILDS Dept
 204 N Main, Republic Mo 65738
 (417) 732-3401 jasondavis@republicmo.com



REPUBLIC BUILDS

Public Works • Community Development

200ft	18" Steel Casing .250	\$97,33ft	7-14 DAYS
30	12x18 Stainless Steel centered restrained	\$10948 ea	7-14 DAYS
2	End Seals 12x18	\$9144 ea	7-14 DAYS
20	6x13 Anchor Couplings	\$17826 ea	12-16 Weeks
10	12x6 Ductile Iron MJ Tee	\$31752 ea	12-14 Weeks
40	6" Ductile Iron MJ Gaskets	\$5.10	Available
6	1 gallon of pipe lube	\$13.50 ea	Available
720	3/4"x4" MJ T-Bolts	\$2.20 ea	Available

Jason Davis
Operations Manager, BUILDS Dept
204 N Main, Republic Mo 65738
(417) 732-3401 jasondavis@republicmo.com



1151 SOUTH SCENIC
SPRINGFIELD, MO 65802

PHONE (417) 865-9000
FAX (417) 865-9667

Item 3.

<i>Job Name</i>	Water Main Materials Republic Mo
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<i>Quote No.</i>	<i>Date</i>	<i>Page</i>
0011710	12/02/21	1
<i>Expiration Date</i>		12/16/21
<i>Revised Date</i>		12/02/21
<i>Bid Due Date</i>		12/08/21

Quoted To Customer

CITY OF REPUBLIC
ATTN ACCOUNTS PAYABLE
213 N MAIN AVE
REPUBLIC, MO 65738-1472

Phone (417) 732-3400
Fax (417) 732-3499

Quoted By

Bryan Burnett
(417) 865-9000

<i>Customer</i>	<i>Payment Terms</i>	<i>Quoted To</i>	<i>Salesperson</i>	<i>FOB</i>
000825	NET 30	Brad	BRYAN BURNETT	S

<i>Line</i>	<i>Qty.</i>	<i>Description</i>	<i>Unit Price</i>	<i>UOM</i>	<i>Extended Price</i>
1.0	4400	12X20 PVC SDR21 200PSI GJ GASKET JOINT	33.3900	FT	146916.00
2.0	2	LIVE TAP CHARGE	600.0000	EA	1200.00
3.0	2	12" 125/150 FFRR 1/8" FLG KIT	52.5600	EA	105.12
		***** Begin Components *****			
	1	12 1/8 FFRR FLG GASKET ONLY		EA	
	1	10 & 12 FLG BOLTS ONLY		EA	
		***** End Components *****			
4.0	3	12 DI MJ TEE	467.9200	EA	1403.76
5.0	70	2012PV 12 PVC MEGALUG	116.2800	EA	8139.60
6.0	70	12 DI MJ TRANSITION GASKET	10.6200	EA	743.40
7.0	6	12 MJ ANCH COUPLING	584.8300	EA	3508.98
8.0	12	12 DI MJ GASKET	8.5000	EA	102.00
9.0	3	12 DI MJ CAP SOLID	136.2300	EA	408.69
10.0	10	12 DI MJ 45	278.5200	EA	2785.20
11.0	3	12 DI MJ 90	336.7600	EA	1010.28
12.0	2	12 DI MJ 11-1/4	228.3900	EA	456.78
13.0	2	12 DI MJ 22-1/2	243.5800	EA	487.16
14.0	2	12" MJXFLG RS GATE VALVE OL	1610.6400	EA	3221.28
		MJXFL, RW, 2" OP NUT			
15.0	6	12 MJ RS VALVE OL	1687.9800	EA	10127.88
		MJXMJ, RW, 2" OP NUT			
16.0	10	MED 3W 5-1/4 6MJ NST 4'0 BURY SAFETY YELLOW	1800.0000	EA	18000.00
17.0	10	6 MJ RS VALVE OL	537.1200	EA	5371.20
		MJXMJ, RW, 2" OP NUT			
18.0	5000	12 GAUGE TRACER WIRE (500 FT SPOOLS) BLUE 30MILL	.1500	FT	750.00
19.0	2	62212751200231 TAP SLEEVE SMITH BLAIR	823.4900		1646.98
20.0	18	562-S SCREW TYPE VALVE BOX	72.0600	EA	1297.08
21.0	50	31556 KING YEL UGRND WIRECONN	1.2000	EA	60.00
22.0	200	18IN STEEL CASING .250WALL	97.3300		19466.00
23.0	30	12X18 STAINLESS STEEL CENTERED RESTRAINED	109.4800		3284.40
24.0	2	END SEALS 12X18	91.4400		182.88
25.0	20	6X13 ANCH COUP	178.2600	EA	3565.20
26.0	10	12X6 DI MJ TEE	317.5200	EA	3175.20
27.0	40	6 DI MJ GASKET	5.1000	EA	204.00



Item 3.

<i>Job Name</i>	
<i>Water Main Materials</i>	<i>Republic Mo</i>

<i>Quote No.</i>	<i>Date</i>	<i>Page</i>
0011710	12/02/21	2
<i>Expiration Date</i>		12/16/21
<i>Revised Date</i>		12/02/21
<i>Bid Due Date</i>		12/08/21

<i>Line</i>	<i>Qty.</i>	<i>Description</i>	<i>Unit Price</i>	<i>UOM</i>	<i>Extended Price</i>
28.0	6	1 GAL OF LUBE	13.5000	EA	81.00
29.0	720	3/4 X 4 MJ T-BOLTS	2.2000	EA	1584.00

<i>Tax Area Id</i>	<i>Net Sales</i>	239,284.07
260771210	<i>Freight</i>	.00
	<i>Tax</i>	.00
	<i>Quotation Total</i>	239,284.07



AGENDA ITEM ANALYSIS

Project/Issue Name: 21-74 An Ordinance of the City Council of the City of Republic, Missouri, Amending Title VIII, Fees, Chapter 805, Fee Schedule.
Submitted By: Jared Keeling, Parks and Recreation Director
Garrett Brickner, Engineering Manager
Meghin Cook, Finance Director
Date: December 14, 2021

Issue Statement

To update fees throughout the City of Republic for 2022.

Discussion and/or Analysis

In 2020, the fees for various services were consolidated into one fee schedule in Chapter 805. Each year, these fees are evaluated based on staff time, resources, and expenses related to the service provided. With the increase in minimum wage, the Parks and Recreation fees were evaluated for the increased cost of staff pay for athletics, special events, and the Aquatics Center. Throughout the fee schedule, new services have been added to provide additional services throughout the city as well.

Recommended Action

Staff recommends approval.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, AMENDING TITLE VIII, FEES, CHAPTER 805, FEE SCHEDULE

WHEREAS, the City of Republic, Missouri, (herein called the "City" or "Republic") is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, the City of Republic collects fees for various services provided within the city to defray the costs of offering said services and programs; and

WHEREAS, the City Council deems it is necessary to amend the Municipal Code Chapter 805 to continue to offer said services and programs while offsetting the increased cost necessary to provide services and programs.

NOW THEREFORE, be it ordained by the Council of the City of Republic, in the State of Missouri, as follows:

SECTION 1: "805.010 Credit Card Processing Fee" of the City of Republic Municipal Code is hereby *amended* as follows:

805.010 Credit Card Processing Fee

A surcharge or convenience fee of 1.7% is hereby imposed on any credit or debit card payment received by the City, for any fees under Sections 805.030, 805.040, 805.050, 805.060, 805.070 and, 805.090 when the City also accepts alternative methods of payment at no cost. This surcharge or convenience fee is to offset the costs associated with the acceptance of credit cards and when such surcharge or convenience fee is charged, the fee shall be posted at the point of sale.

SECTION 2: "805.040 Animals" of the City of Republic Municipal Code is hereby *amended* as follows:

805.040 Animals

Animal Control			
Fee Name	Fee Amount	Fee Units	Code Section
Impoundment Claiming Fee	\$50.00		Section 210.190(A)
Boarding Fee	\$10.00	Per day	Section 210.190(A)
Adoption Fee	\$75.00 70.00		Section 210.190(A)
<u>Barn Cat Adoption</u>	<u>\$25</u>		
Micro-chip Identification Fee	<u>\$15.00</u>		Section 210.190(A)

SECTION 3: "805.050 Buildings And Zoning" of the City of Republic Municipal Code is hereby *amended* as follows:

805.050 Buildings And Zoning

Building Fees			
Fee Name	Fee Amount	Fee Units	Code Section
Electronic Payment Financing Surcharge	Up to 2.7%	Per credit card/debit card transaction	
Development Plan Review	\$1000 750.00	Cost of Review	Section 405.230(A) (2)
<u>Architectural Review</u>	<u>\$50 per Hour</u>	<u>Cost of Review</u>	
Special Use Permit Processing Fee	\$350 250.00	Paid at receipt of application	Section 405.230(A) (2)
Rezoning Processing Fee	\$500 400.00	Paid at receipt of application	Section 405.980(A) (1)
Appeals to the Board of Adjustment	\$1000 250.00		Section 405.980(A) (1)
No Contract of Sale Penalty	\$500 .00	Each parcel of land	Section 405.980(A) (1)
Minor Subdivision Procedures	\$250 175.00		Section 410.120(A)
Major Subdivision Application for Preliminary Plat	\$500 350.00 plus \$2.00 per lot		Section 410.140

Construction Permit	Water Qty X Linear Ft \$.40 Sewer Qty X LF \$.40 Stormwater Qty X LF \$.30 Roadway/Sidewalk QtyX LF \$.25 Service Connection QtyX LF \$.25 Service Connection \$10.00 Each		Section 410.210(F)
Fire Hydrant Testing	\$35.00 each		Section 410.210(F)
EMA Impact	\$30.00 per acre		Section 410.210(F)
Plan Review Fee	10% of total Infrastructure Construction Inspection Fees, Fire Hydrant Testing, and EMA Impact Fees		Section 410.210(F)
Major Subdivision Application for Final Plat Fee	\$350.00	Payable with application	Section 410.230
Sign Permit & Inspections	\$75.00 \$100		Section 415.130(A) (1)
<u>Easement/Right-of-Way Vacation</u>	<u>\$350</u>		
<u>Grading Permit</u>	<u>\$100</u>		

Annexation			
Fee Name	Fee Amount	Fee Units	Code Section
Annexation Processing Fee	\$350.00 + <u>\$10/ Acre over 5 Acres</u>	Cost of Review	Section 435.010(A)

Building Permits			
Fee Name	Fee Amount	Fee Units	Code Section
<u>Local Multiplier</u>			<u>Section 500.050(E)(1)</u>
New Residential Building and Additions Permit	Fee = Gross Floor Area X Sq. Ft. Building Valuation Data X Local Multiplier	Requiring multiple inspections	Section 500.050(E) (4)(a)
Residential Remodels	Fee = Area of Work X Sq. Ft Building Valuation Data X Local Multiplier X .75	Requiring multiple inspections	Section 500.050(E) (4)(a)
Residential Building Permit Inspection Fee	\$50.00	Remodels, alterations, or renovations that require only a single inspection	Section 500.050(E) (5)(b)
New Commercial Buildings and Additions	Fee = Gross Floor Area X Sq. Ft. Building Valuation Data X Local Multiplier X Area Modifier	Requiring multiple inspections	Section 500.050(E) (6)(a)
Commercial Remodel	Fee = Area of Work X Sq. Ft. Building Valuation Data X Local Multiplier X Area Modifier X .75	Requiring multiple inspections	Section 500.050(E) (7)(a)
Commercial Building Permit Inspection Fee	\$50.00	Commercial remodels, alterations, or renovations that require only a single inspection	Section 500.050(E) (7)(b)

Accessory Structures less than 200 Square Feet	\$20.00		Section 500.050(E) (8)(a)
Accessory Structure Greater than 200 Square Feet	Fee = Gross Floor Area X Sq. Ft. X Local Multiplier		Section 500.050(E) (8)(a)
Miscellaneous Permits			
Fee Name	Fee Amount	Fee Units	Code Section
Swimming Pool Permit	\$100.00		Section 500.050(E) (9)
Above Ground Pool Permit	\$25.00		Section 500.050(E) (9)
Fence Permit	\$20.00		Section 500.050(E) (9)
Fence Over 7 Ft Permit	\$50.00		Section 500.050(E) (9)
Demolition Permit	\$50.00		Section 500.050(E) (9)
Occupancy Change Permit	\$50.00		Section 500.050(E) (9)
Ground Level Porch/Deck Permit	\$20.00		Section 500.050(E) (9)
Elevated Porch/Deck Permit	\$50.00		Section 500.050(E) (9)
Temporary Structures Permit	\$50.00		Section 500.050(E) (9)
Uncategorized Work Permit	\$10.00	Per \$1,000 of construction cost for uncategorized work	Section 500.050(E) (9)
Building Permits for Which Construction Did Not Commence Administrative Fee	30% of Original	Percentage of Permit (refund of permits over \$50, if under \$50 then no refund) 70% Refunded to Customer	Section 500.050.11(b)(1)

Renewal of Expired Permit	50% of Original		Section 500.050(E) (10)
Work Done without a Permit	2X Permit Fee		Section 500.050(E) (12)(a)
Reinspection Fee	\$50.00	See Section to circumstance that re-inspection penalty applies	Section 500.050.12(b)
<u>Floodplain Development Permit</u>	<u>\$100</u>		
Plan Review Fees			
Fee Name	Fee Amount	Fee Units	Code Section
New Plan Review Fees	\$50.00	New Single or Two Family Residential Building or Addition	Section 500.050(E) (13)
Remodel Plan Review Fees	\$25.00	Single or Two Family Residential Remodel	Section 500.050(E) (13)
<u>Residential Plan Review</u>	<u>\$100</u>		
Multi Family Plan Review Fee	10% of Permit Fee - \$50.00 minimum	Multifamily Residential Building or Addition	Section 500.050(E) (13)
Commercial Plan Review Fee	10% of Permit Fee - \$50.00 minimum	Commercial	Section 500.050(E) (13)
<u>Revised Residential Plan Review</u>	<u>\$100</u>		
Emergency Notification System Impact Fees			
Fee Name	Fee Amount	Fee Units	Code Section
Emergency Notification System Impact Fee	\$30.00	Per Acre Fee	Section 500.060(A) (1)
Excavations Permits			
Fee Name	Fee Amount	Fee Units	Code Section
		<u>Base Fee for</u>	

<u>Right-of-Way Permit for adjacent property owner</u>	<u>\$25</u>	<u>Review</u>	<u>Section 510.100</u>
Right Of Way (ROW) Permit <u>for non-adjacent property owner</u>	\$100 <u>25.00</u>	Base Fee for Review	Section 510.100
Right Of Way (ROW)	\$100 <u>25.00</u>	Cost Per Pit	Section 510.100
Right Of Way (ROW)	\$100 <u>50.00</u>	Cost Per Boring	Section 510.100
Right of Way Fees			
Fee Name	Fee Amount	Fee Units	Code Section
Application for Franchiseor ROW Use Agreement Deposit	\$500.00	For Review	Section 515.040(B)
Small Wireless Facility Attached to City Owned Pole	\$200.00	Per Month Fee	Section 515.050(I) (5)(a)
Administrative and Zoning Fee	\$500.00	Per Wireless Antenna	Section 515.050(I) (5)(b)
Application Fee	\$100.00	Per Small Wireless Antenna	Section 525.070(C) (1)
Application Fee	\$500.00	Installation, Modification, or Relocation Per Pole	Section 525.070(C) (2)
Rate for Collection of Small Wireless Facility to a Pole Owned by the City	\$150.00	Per Pole Per Year	Section 525.070(D) (1)

SECTION 4: "805.100 Utility Administration" of the City of Republic Municipal Code is hereby *amended* as follows:

805.100 Utility Administration

UTILITY BILLING & ADMINISTRATION

Utility Billing & Administration		
Fee Name	Fee Amount	Code Section
Late Fee	\$5.00 - may be waived under certain circumstances	Section 705.050(A)
Reconnection/Processing Fee	\$25.00 Plus Delinquent Bill Amount - <u>may be waived under certain circumstances</u>	Section 705.050(B)
Adjustments-Leaks	Charge for Normal Water Usage - Amount of Bill for 3 months prior Customer to pay 10% of the Remainder	Section 705.060
Bad Check Service Charge	\$20.00 Service Charge	Section 705.080
Users Outside City Limits - Voluntary Consent to Annex	50% Additional Charge for Service, with exception provisions	Section 705.130
Base charge per month for 1,500 gallons or less Surcharge for each 1,000 gallons in excess of 1,500 gallons per month or fraction thereof	<p><i>Inside City Rate:</i> 1,500 Gallons Base \$7.56 Surcharge 1,000 gallons <u>\$3.56</u> 3.56</p> <p><i>Outside City Rate:</i> 1,500 Gallons Base \$11.34 Surcharge 1,000 Gallons \$5.34</p>	Section 705.150(D)

Utility Billing & Administration - Deposit		
Meter Connection Size	Deposit Amount	Code Section
5/8-inch water meter connection	\$150.00 Deposit	Section 705.170
1-inch water meter connection	\$250.00 Deposit	Section 705.170
2-inch water meter connection	\$500.00 Deposit	Section 705.170
3-inch water meter connection	\$700.00 Deposit	Section 705.170
4-inch water meter connection	\$1,000.00 Deposit	Section 705.170
6-inch water meter connection	\$1,500.00 Deposit	Section 705.170
8-inch water meter connection	\$2,000.00 Deposit	Section 705.170

Utility Billing & Administration - Hydrant Meter Deposit		
Meter Connection Size	Deposit Amount	Code Section
Temporary Metering devices under 2"	\$500 250.00 Deposit	Section 705.180
Temporary 2" or larger metering device	\$2000 750.00 Deposit	Section 705.180
Labor for Installation	\$50 25.00 Per Meter	Section 705.180
Extended Term Metering devices under 2"*	\$1,000.00 Deposit	Section 705.180
Extended Term Metering devices 2" or larger metering devices*	\$3000 1,750.00 Deposit	Section 705.180
<u>Water Rate for Temporary Meters</u>	<u>1,500 Gallons Base \$30</u> <u>Surcharge 1,000 gallons</u> <u>\$20</u>	
<u>* Requires lease long-term lease agreement with BUILDS department</u>		

Utility Billing & Administration - Miscellaneous Charges		
Fee Name	Fee Amount	Code Section
Account Setup Fee	\$10.00	Section 705.190(A)
Subsequent Meter Installation Trip Charge	\$25.00	Section 705.190(B)
Meter Assembly (Installed) Charge - 5/8 X 3/4 inches	\$900 875.00	Section 705.190(B)
Meter Assembly (Installed) Charge - 1 inch	\$1,250 1,115.00	Section 705.190(B)
Meter Assembly (Installed) Charge - 2 inch	\$3,540 3,170.00	Section 705.190(B)
Meter Assembly (Installed) Charge - 3 inch	\$4,850 4,770.00	Section 705.190(B)
Meter Assembly (Installed) Charge - 4 inch	Quote on Request	Section 705.190(B)
Meter Assembly (Installed) Charge - 6 inch	Quote on Request	Section 705.190(B)
Turn-On Charge - (Customer Requested Temporary Disconnection No Longer than 48 Hours)	\$25.00	Section 705.190(C)

Utility Billing & Administration - Sanitary Sewer Rates		
Base Charge Rate	Surcharge Rate	Code Section
Base charge per month for 1,500 gallons or less. Surcharge for each 1,000 gallons in excess of 1,500 gallons per month or fraction thereof.	<i>Inside City Rate:</i> 1,500 Gallons Base \$18.80 ^{15.93} Surcharge 1,000 gallons \$11.17 ^{9.47} <i>Outside City Rate:</i> 1,500 Gallons Base \$28.20 ^{23.90} Surcharge 1,000 Gallons \$16.77 ^{14.21}	Section 705.210
Utility Billing & Administration - Sanitary Sewer Rates		
Fee Description	Fee Per Unit	Code Section
Extra Charge for Discharge of Excess BOD - Inside City Limits	\$.33 per pound of excess BOD discharged	Section 705.220.1(A)
Extra Charge for Discharge of Excess BOD - Outside City Limits	\$.50 per pound of excess BOD discharged	Section 705.220.1(B)
Extra Charge for Discharge for Excess TSS concentration - Inside City Limits	\$.26 per pound of excess per pound of excess TSS discharged	Section 705.220.2(A)
Extra Charge for Discharge for Excess TSS concentration - Outside City Limits	\$.39 per pound of excess TSS discharged	Section 705.220.2(B)
Extra Charge for Discharge of Excess Phosphorus - Inside City Limits	\$.53 per pound of excess phosphorus discharged	Section 705.220.3(A)
Extra Charge for Discharge of Excess Phosphorus - Outside City Limits	\$.80 per pound of excess phosphorus discharged	Section 705.220.3(B)
Extra Charge for Discharge of Toxic Substances	Customer liable for all costs incurred by the City.	Section 705.220.4
Impact Fee Schedules	See Tables Below	Section 705.250

Water Impact Fees - Section 705.250		
Meter Size (inches)	Water Impact Fee	Notes
<i>Impact Fees Residential</i>		
5/8 or * 3/4	\$ 500 ³⁵⁰	Single-family residential size and individual connections in "R-2" and "R-1Z", otherwise 1 inch
1	\$ 1,600 ^{1,400}	Minimum fee for "R-3"
2	\$ 3,200 ^{2,800}	Multi-family
3	\$ 4,800 ^{4,200}	Multi-family
4 <u>or Larger</u>	\$ 6,500 ^{5,600}	
5	\$8,400	

Sewer Impact Fees Section 705.250		
Meter Size (inches)	Sewer Impact Fee	Notes
<i>Impact Fees Residential</i>		
5/8 * <u>or</u> 3/4	\$ 1000 ⁷⁵⁰	Single-family residential size and individual connections in "R-2" and "R-1Z", otherwise 1 inch
1	\$4,500	Minimum fee for "R-3"
2	\$9,000	Multi-family
3	\$13,500	Multi-family
4 <u>or Larger</u>	\$18,000	
5	\$27,000	

Customer Responsibilities Pertaining to Water Services		
Fee Description	Fee Amount	Code Section
Water Service Line Inspection	\$ 50 ^{40.00}	Section 710.290(D)

Sewer and Sewage Disposal		
Fee Description	Fee Amount	Code Section
Sewer Lateral Inspection Fee Connection to Publicly-Owned Treatment Works	\$ 50 ^{40.00}	Section 715.130(1)

SECTION 5: "805.080 Parks And Recreations Fees" of the City of Republic Municipal Code is hereby *amended* as follows:

805.080 Parks And Recreations Fees

ATHLETICS

Athletics - Youth Athletic Leagues (Section 240.010)		
Fee Name	Resident	Non-Resident
Youth Boys Basketball (R)	\$300 275	\$325 300
Pee Wee Hoops	\$175 50	\$200 175
Winter Youth Volleyball	\$275 50	\$300 275
Spring Youth Soccer (3U-U3/4U-U4)	\$35 Per Player 175	\$35 Per Player 200
Spring Youth Soccer (6U-U6)	\$200	\$225
Spring Youth Soccer (8U-U7/U8)	\$250	\$275
Spring Youth Soccer (10U-12U-U9/U10)	\$300	\$325
Spring Youth Soccer (13U-U11/U12)	\$325	\$350
<u>Spring Youth Soccer (Middle)</u>	<u>\$400</u>	<u>\$425</u>
Youth Boys Baseball	\$300	\$325
Youth Girls Softball	\$300	\$325
Co-Ed Tot-Ball	\$150 25	\$150 40
Fall Youth Baseball	\$175	\$200
Fall Youth Soccer (U3/U43U/4U)	\$35 Per Player 175	\$35 Per Player 200
Fall Youth Soccer (6U-U6)	\$200	\$225
Fall Youth Soccer (8U-U7/U8)	\$250	\$275
Fall Youth Soccer (10U-12U-U9/U10)	\$300	\$325
Fall Youth Soccer (13U-U11/U12)	\$325	\$350
<u>Fall Youth Soccer (Middle)</u>	<u>\$400</u>	<u>\$425</u>
Youth Flag Football	\$200 175	\$225 200
Fall Youth Volleyball	\$250 25	\$275 50
Youth Girls Basketball	\$300 275	\$325 00
Futsal (3U-4U)	\$25 Per Player 150	\$25 Per Player 175
Futsal (6U/8U)	\$25 Per Player 200	\$25 Per Player 225
Futsal (10U-14U)	\$25 Per Player0	\$25 Per Player 75

End of Season Tournament	\$100-\$125	\$100-\$125
Athletics - Republic Tigers Lacrosse Fees (Section 240.010)		
League/Program	Resident	Non-Resident
Middle School Boys	\$200	
High School Boys	\$200	
High School Girls	\$ 200 ²⁵	

Athletics - Adult Athletic League Fees (Section 240.010)		
League/Program	Fee	Notes
Spring Adult Basketball	\$ 200 ³⁰⁰ /4 Game <u>\$375/8 Game</u> <u>Double Headers</u>	
Summer Adult Softball	\$ 200 ³⁰⁰ /4 Game <u>\$375/8 Game</u> <u>Double Headers</u>	
Fall Adult Softball	\$ 200 ³⁰⁰ /4 Game <u>\$375/8 Game</u> <u>Double Headers</u>	
Winter Miscellaneous Adult Sports	\$275	Pickleball, Adult Volleyball
Fall Miscellaneous Adult Sports	\$275	Pickleball, Adult Volleyball

Athletics - Miscellaneous Fees (Section 240.010)		
League/Program	Fee (12-64)	Fee (65+)
Youth Open Gym	Free	
Pickleball Open Play	Free	
Youth & Adult Admission Fee (Baseball/Softball Complex)	\$2 (12-64)	\$1 (65+)
Youth & Adult Admission Fee (Comm. Center - BB & VB)	\$2 (12-64)	\$1 (65+)

COMMUNITY PROGRAMMING

Community Programming - Toddler Programs (Section 240.010)		
Program	Program Duration	20221 Program Fee
Toddler Open Gym	35 Days	\$3/Day
Toddler Tumbling	4 Per Session	\$25/Session
<u>Toddler Dance Party</u>	<u>12 Days</u>	<u>\$3/Day</u>
<u>Toddler Art Class</u>	<u>12 Days</u>	<u>\$5/Day</u>
<u>Toddler Music Class</u>	<u>12 Days</u>	<u>\$3/Day</u>
<u>Toddler Animal Encounters</u>	<u>9 Days</u>	<u>\$5/Day</u>

Community Programming - Youth Programming (Section 240.010)		
Program	Program Duration	20221 Program Fee
Okinawan Karate	18 Per Session	\$90/Initial Family \$75/Add. Family \$50 Uniform Fee
School's Out Program	N/A	\$25/Day
School's Out Program - Upgraded	N/A	\$40/Day
Parent's Night Out	9 Days	\$15-12/Day
Summer Recreation Day Camp	<u>11-12 Weeks</u>	\$100/Week FT \$90/Week FT \$50/Week SS \$45/Week SS +\$15 Registration Fee \$10-\$40 Late Pick-Up Fee \$10 Late Payment Fee
<u>Summer Camps - Upgraded</u>	<u>6 Weeks</u>	<u>\$200/Week</u> <u>\$10-\$40 Late Pick-Up Fee</u>
Homeschool Gym	N/A	\$43/Class

Community Programming - Senior Citizen Programming (Section 240.010)		
Program	Class Duration	Program Fee
Arthritis Foundation Exercise	58	Free Program
Senior Movie Day	12	Free Program
Senior Trips	N/A	\$20-\$60
Senior Wii Bowling	6 Per Session	\$2/Session

Community Programming - Miscellaneous (Section 240.010)		
Program	Class Duration	Program Fee
100 Mile Walking Club	N/A	Free Program
Community CPR/First Aid Classes	3 Days	\$60 50/Class
Mini Camps & Clinics	36	\$10-\$50

SPECIAL EVENTS

Community Programming - Special Events (Section 240.010)		
Program	Date	20221 Program Fee
Father/Daughter Dance	February 4 5	\$35/Couple \$10/Additional \$40/Couple \$15/Additional
Easter Egg Hunt	April 9 March 27	Free Event
Community Yard Sale	TBD	\$20/Booth
Amp Events (9 8)	Various	\$1.00/Ticket Free-Events
Family Campout	TBD	\$40/Family of 4 \$5/Add. Family
Have-A-Blast Celebration	July 1 June 25	Free Event
Youth Tigger Triathlon	July 29 30	\$25/Early \$30/Late
Adult Tiger Triathlon	July 30 1	\$70 65-\$110
got Mud? Run (Youth & Family)	TBD August 21	\$30/Early \$35/Mid \$40/Late
got Mud? Run (Adult)	TBD August 28	\$40/Early \$45/Mid \$50/Late

Senior (Citizen) Dine & Dance	September 24	\$12/Early \$15/Late
Indoor Drive-In Movie	TBD	\$10 First Child \$5 Additional Siblings Free Event
BOOgie Bash	October 28 22	Free Event
Indoor Youth Garage Sale	November 6	\$10/Booth
Reindeer Run 5K	December 23	\$22/Early \$30/Early \$27/Late \$35/Late
Breakfast w/ Santa	December 31 34	\$3/Breakfast \$1/Picture

REPUBLIC AQUATIC CENTER

Community Programming - Admission/Season Passes (Section 240.010)		
Fee Name	Resident Fee	Non-Resident Fee
Daily Admission Fee	\$ 65 5.50/Day	\$ 76 6.50/Day
Huna Add-On	\$3/Day	\$3/Day
Non-Swimmer Fee	\$ 32 2/Day	\$ 32 2/Day
Season Passes	\$ 120 100/Initial \$ 20 30/Additional	\$ 124 40/Initial \$ 23 5/Additional

Community Programming - Programming (Section 240.010)		
Fee Name	Resident Fee	Non-Resident Fee
Morning Splash Time	\$ 23 3/Day	
Morning Lap Time	\$2/Day	
Evening Swim	\$ 35 5/Day	
Group Swim (20+)	\$5/Day	
Parent/Child Starfish	\$30/Session	
Swimming Lessons	\$ 50 60/Session	
Open Water Exercise	\$5/Class	
Senior Water Exercise	\$5/Class	
Tiger Sharks Swim Team	\$ 80 75	

Community Programming - Facility Rentals (Section 240.010)		
Fee Name	Resident Fee	Non-Resident Fee
Theme Party Package A (18)	\$150 (15 Swimmers) w/ Pizza \$250 (30 Swimmers) 125 w/out Pizza	
Regular Party Package B (36)	\$125 (15 Swimmers) 275 w/ Pizza \$225 (30 Swimmers) w/out Pizza	
Facility Rental (<75)	\$175 150/Hour	
Facility Rental (76-150)	\$200 175/Hour	
Facility Rental (>150)	\$225 200/Hour	
Huna Add-On	\$50/Hour	
Huna Rental	\$75/Hour	
Tiger Sharks Swim Team	\$75	

FACILITY/EQUIPMENT RENTALS

Community Programming - Community Center Gym Rentals (Section 240.010)			
Rental Type	Fee (Non-Profit)	Fee (For Profit)	Rental Fee (League)
Full Court	\$25/Hour	\$40/Hour	\$20/Hour
	\$20/Hour 5+	\$28/Hour 5+	N/A
Half Court	\$12.50/Hour	\$20/Hour	\$10/Hour
Community Programming - Community Center Gym Rentals (Section 240.010)			
Rental Type	20221 Fee (Non-Profit)	20221 Fee (For Profit)	
Community Room A	\$30/Hour	\$40/Hour	
	\$22.50/Hour 5+	\$30/Hour 5+	
Community Room B	\$40/Hour	\$55/Hour	
	\$30/Hour 5+	\$42/Hour 5+	
Community Room A&B	\$60/Hour	\$80/Hour	
	\$45/Hour 5+	\$60/Hour 5+	

Community Room C	\$20/Hour	\$30/Hour
	\$15/Hour 5+	\$22.50/Hour 5+
Party Packages	\$200 125 Basic \$150 Themed \$280 200 Upgraded	N/A

Rentals - Gerry Pool Senior Friendship Center Rentals (Section 240.010)		
Description	Base Rental Fee	Additional Hour Fee
Banquet Room	\$80/4 Hours	\$10/Add'l Hour

Rentals - Pavilion (Section 240.010)		
Description	Base Rental Fee	Additional Hour Fee
Pavilion	\$10/Hour	

Rentals - Baseball/Softball Field Rentals (Section 240.010)		
Description	Base Rental Fee	Additional Hour Fee
Baseball/Softball Fields (Tournament)	\$150	
Baseball/Softball Fields (Practice)	\$30/Season	

Rentals - Amphitheater Rentals (Section 240.010)		
Rental Type	2022 Proposed Rental Fee (NP)	2022 Proposed Rental Fee (P)
Venue Only w/ Power	\$25/Hour	\$40/Hour
	\$20/Hour 5+	\$32/Hour 5+
Sound Equipment Add-On	\$150	\$175
Outdoor Movie Add-On	\$250	\$300
Stage Add-On	\$50	\$60
Truss Lighting Add-On	\$20	\$25

Rentals - Equipment Rentals (Section 240.010)		
Rental Type	2022 Proposed Rental Fee	
Canoe	\$15/Day	
Kayak	\$15/Day	

Tandem Kayak	\$15/Day	
Tiger Bounce House	\$25/Hour	
Disc Golf	Free	

EXPLANATION -Matter in **bold-face** type in the above is added language. Matter in ~~strikethrough~~ in the above is deleted.

- SECTION 6:** All other Sections of the MunicipalCode of the City of Republic, Missouri, not specifically referenced in this Ordinance shallremain unmodified and in full force and effect.
- SECTION 7:** The whereas clauses are hereby specifically incorporated herein by reference.
- SECTION 8:** The provisions of this Ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.
- SECTION 9:** This Ordinance shall be in full force and effect on and after January 1, 2022.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this 30th day of November 2022.

Matt Russell, Mayor

ATTEST:

Laura Burbridge, City Clerk

Approved as to Form: /s/ Michael Tighe for, Damon Phillips, City Attorney

Final Passage and Vote: _____

Republic Parks & Recreation – 2022 Proposed User Fees

Athletics

Youth Athletic Leagues					
League/Program	Games Per Season	2022 Proposed Team Fee (R)	2022 Proposed Team Fee (NR)	2021 Team Fee (R)	2021 Team Fee (NR)
Youth Boys Basketball	8	\$300	\$325	\$275	\$300
Pee Wee Hoops	8	\$175	\$200	\$150	\$175
Winter Youth Volleyball	8	\$275	\$300	\$250	\$275
Spring Youth Soccer (U3/U4)	6	\$35 Per Player	\$35 Per Player	\$175	\$200
Spring Youth Soccer (U6)	8	\$200	\$225	\$200	\$225
Spring Youth Soccer (U7/U8)	8	\$250	\$275	\$250	\$275
Spring Youth Soccer (U9/U10)	8	\$300	\$325	\$300	\$325
Spring Youth Soccer (U11/U12)	8	\$325	\$350	\$325	\$350
Spring Youth Soccer (Middle)	8	\$400	\$425		
Youth Boys Baseball	9	\$300	\$325	\$300	\$325
Youth Girls Softball	9	\$300	\$325	\$300	\$325
Co-Ed Tot-Ball	7	\$150	\$150	\$125	\$140
Fall Youth Baseball	5	\$175	\$200	\$175	\$200
Fall Youth Soccer (U3/U4)	6	\$35 Per Player	\$35 Per Player	\$175	\$200
Fall Youth Soccer (U6)	8	\$200	\$225	\$200	\$225
Fall Youth Soccer (U7/U8)	8	\$250	\$275	\$250	\$275
Fall Youth Soccer (U9/U10)	8	\$300	\$325	\$300	\$325
Fall Youth Soccer (U11/U12)	8	\$325	\$350	\$325	\$350
Spring Youth Soccer (Middle)	8	\$400	\$425	\$325	\$350
Youth Flag Football	6	\$200	\$225	\$175	\$200
Fall Youth Volleyball	6	\$250	\$275	\$225	\$250
Youth Girls Basketball	8	\$300	\$325	\$275	\$300
Futsal (3U-4U)	5	\$25 Per Player	\$25 Per Player	\$150	\$175
Futsal (6U/8U)	5	\$25 Per Player	\$25 Per Player	\$200	\$225
Futsal (10U-14U)	5	\$25 Per Player	\$25 Per Player	\$250	\$275
End of Season Tournament	2 Minimum	\$100-\$125	\$100-\$125	\$100-\$125	\$100-\$125

Republic Tigers Lacrosse			
League/Program	Games Per Season	2022 Proposed Player Fee	2021 Player Fee
Middle School Boys	Varies	n/a	\$200
High School Boys	Varies	\$200	\$200
High School Girls	Varies	\$250	\$225

Adult Athletic Leagues			
League/Program	Games Per Season	2022 Proposed Team Fee	2021 Team Fee
Spring Adult Softball	Varies	\$200/4 Game \$375/8 Game Double Headers	\$300
Summer Adult Softball	Varies	\$200/4 Game \$375/8 Game Double Headers	\$300
Fall Adult Softball	Varies	\$200/4 Game \$375/8 Game Double Headers	\$300

Miscellaneous		
League/Program	2022 Proposed Program Fee	2021 Program Fee
Youth Open Gym	Free	Free

Pickleball Open Play	Free	Free
Youth & Adult Admission Fee (Baseball/Softball Complex)	\$2 (12-64) \$1 (65+)	\$2 (12-64) \$1 (65+)
Youth & Adult Admission Fee (Comm. Center - BB & VB)	\$2 (12-64) \$1 (65+)	\$2 (12-64) \$1 (65+)

Community Programming

Toddler Programming			
Program	Classes	2022 Proposed Program Fee	2021 Program Fee
Toddler Open Gym	34 Days	\$3	\$3/Day
Toddler Tumbling	4 Per Session	\$25	\$25/Session
Toddler Dance Party	12 Days	\$3/Day	\$2/Day
Toddler Art Class	12 Days	\$5/Day	\$5/Day
Toddler Music Class	12 Days	\$3/Day	\$35/Session
Toddler Animal Encounters	9 Days	\$5/Day	\$5/Day

Youth Programming			
Program	Classes	2022 Proposed Program Fee	2021 Program Fee
Okinawan Karate	18 Per Session	\$90/Initial Family \$75/Add. Family \$50 Uniform Fee	\$90/Initial Family \$75/Add. Family \$50 Uniform Fee
School's Out Program	N/A	N/A	\$25/Day
School's Out Program - Upgraded	N/A	\$40/Day	\$40/Day
Parent's Night Out	9 Days	\$15/Day	\$12/Day
Summer Recreation Day Camp	11-12 Weeks	N/A	\$100/Week FT \$90/Week FT \$50/Week SS \$45/Week SS +\$15 Registration Fee \$10-\$40 Late Pick-Up Fee \$10 Late Payment Fee
Summer Camps - Upgraded	6 Weeks	\$200/Week \$10-\$40 Late Pick-Up Fee	\$200/Week \$10-\$40 Late Pick-Up Fee
Homeschool Gym	N/A	\$4/Class	\$3/Class

Senior Citizen Programming			
Program	Classes	2022 Proposed Program Fee	2021 Program Fee
Arthritis Foundation Exercise	58	Free Program	Free Program
Senior Movie Day	12	Free Program	Free Program
Senior Trips	N/A	\$20-60	\$20-\$60
Senior Wii Bowling	6 Per Session	\$2/Session	\$2/Session

Miscellaneous			
Program	Classes	2022 Proposed Program Fee	2021 Program Fee
100 Mile Walking Club	N/A	Free Program	Free Program
Community CPR/First Aid Classes	3 Days	\$60/Class	\$50/Class
Mini Camps & Clinics	36	\$10-50	\$10-\$50

Special Events

Special Events		
Event	2022 Proposed Registration Fee	2021 Registration Fee
Father/Daughter Dance	\$35/Couple \$10/Additional \$40/Couple \$15/Additional	\$35/Couple \$10/Additional \$40/Couple \$15/Additional
Easter Egg Hunt	Free Event	Free Event
Community Yard Sale	\$20/Booth	\$20/Booth
Amp Events (8)	\$1.00/Ticket	Free Events
Family Campout	\$40/Family of 4 \$5/Add. Family	\$40/Family of 4 \$5/Add. Family
Have-A-Blast Celebration	Free Event	Free Event
Youth Tigger Triathlon	\$25/Early \$30/Late	\$25/Early \$30/Late
Adult Tiger Triathlon	\$70-\$110	\$65-\$110
got Mud? Run (Youth & Family)	\$30/Early \$35/Mid \$40/Late	\$30/Early \$35/Mid \$40/Late
got Mud? Run (Adult)	\$40/Early \$45/Mid \$50/Late	\$40/Early \$45/Mid \$50/Late
Senior (Citizen) Dine & Dance	\$12/Early \$15/Late	\$12/Early \$15/Late
Indoor Drive-In Movie	\$10 First Child \$5 Additional Siblings	Free Event
BOOgie Bash	Free Event	Free Event
Indoor Youth Garage Sale	\$10/Booth	\$10/Booth
Reindeer Run 5K	\$22/Early \$30/Early \$27/Late \$35/Late	\$22/Early \$30/Early \$27/Late \$35/Late
Breakfast w/ Santa	\$3/Breakfast \$1/Picture	\$3/Breakfast \$1/Picture

Republic Aquatic Center

Admission/Season Passes				
Description	2022 Proposed Resident Fee	2022 Proposed Non-Resident Fee	2021 Resident Fee	2021 Non-Resident Fee
Daily Admission Fee	\$6.50/Day	\$7.50/Day	\$5.50/Day	\$6.50/Day
Huna Add-On	\$3/Day	\$3/Day	\$3/Day	\$3/Day
Non-Swimmer Fee	\$3/Day	\$3/Day	\$2/Day	\$2/Day
Season Passes	\$120/Initial \$30/Additional	\$140/Initial \$35/Additional	\$100/Initial \$20/Additional	\$120/Initial \$25/Additional

Programming			
Description	2022 Proposed Program Fee	2021 Program Fee	
Morning Splash Time	\$3/Day	\$2/Day	
Morning Lap Swim	\$2/Day	\$2/Day	
Evening Swim	\$5/Day	\$3/Day	
Group Swim (20+)	\$5/Day	\$5/Day	
Parent/Child Starfish	\$30/Session	\$30/Session	
Swimming Lessons	\$60/Session	\$50/Session	
Open Water Exercise	\$5/Class	\$5/Class	
Senior Water Exercise	\$5/Class	\$5/Class	
Tiger Sharks Swim Team	\$80/Person	\$75	

Facility Rentals		
Description	2022 Proposed Package Fee	2021 Package Fee
Theme Party Package	\$150 (15 Swimmers) \$250 (30 Swimmers)	\$150 w/ Pizza \$125 w/out Pizza
Regular Party Package	\$125 (15 Swimmers)	\$275 w/ Pizza

	\$225 (30 Swimmers)	\$225 w/ out
Facility Rental (<75)	\$175/Hour	\$150/Hour
Facility Rental (76-150)	\$200/Hour	\$175/Hour
Facility Rental (>150)	\$225/Hour	\$200/Hour
Huna Add-On	\$50/Hour	\$50/Hour
Huna Rental	\$75/Hour	\$75/Hour

Facility/Equipment Rentals

Community Center Gym Rentals						
Rental Type	2022 Proposed Rental Fee (Non-Profit)	2022 Proposed Rental Fee (For Profit)	2022 Proposed Rental Fee (League)	2021 Rental Fee (Non-Profit)	2021 Rental Fee (For Profit)	2021 Rental Fee (League)
Full Court	\$25/Hour \$20/Hour 5+	\$40/Hour \$28/Hour 5+	\$20/Hour N/A	\$25/Hour \$20/Hour 5+	\$40/Hour \$28/Hour 5+	\$20/Hour N/A
Half Court	\$12.50/Hour	\$20/Hour	\$10/Hour	\$12.50/Hour	\$20/Hour	\$10/Hour

Community Center Room Rentals				
Rental Type	2022 Proposed Rental Fee (Non-Profit)	2022 Proposed Rental Fee (For Profit)	2021 Rental Fee (Non-Profit)	2021 Rental Fee (For Profit)
Community Room A	\$30/Hour \$22.50/Hour 5+	\$40/Hour \$30/Hour 5+	\$30/Hour \$22.50/Hour 5+	\$40/Hour \$30/Hour 5+
Community Room B	\$40/Hour \$30/Hour 5+	\$55/Hour \$42/Hour 5+	\$40/Hour \$30/Hour 5+	\$55/Hour \$42/Hour 5+
Community Room A&B	\$60/Hour \$45/Hour 5+	\$80/Hour \$60/Hour 5+	\$60/Hour \$45/Hour 5+	\$80/Hour \$60/Hour 5+
Community Room C	\$20/Hour \$15/Hour 5+	\$24/Hour \$17/Hour 5+	\$20/Hour \$15/Hour 5+	\$30/Hour \$22.50/Hour 5+
Party Packages	\$200 Basic \$280 Upgraded	N/A	\$125 Basic \$150 Themed \$200 Upgraded	N/A

Gerry Pool Senior Friendship Center Rentals		
Rental Type	2022 Proposed Rental Fee	2021 Rental Fee
Banquet Room	\$80/4 Hours \$10/Add'l Hour	\$80/4 Hours \$10/Add'l Hour

Pavilion Rentals		
Rental Type	2022 Proposed Rental Fee	2021 Rental Fee
Pavilion	\$10/Hour	\$10/Hour

Baseball/Softball Field Rentals		
Rental Type	2022 Proposed Rental Fee	2021 Rental Fee
Baseball/Softball Fields (Tournament)	\$150	\$150
Baseball/Softball Fields (Practice)	\$30/Season	\$30/Season

Amphitheater Rentals				
Rental Type	2022 Proposed Rental Fee (NP)	2022 Proposed Rental Fee (P)	2021 Rental Fee (NP)	2021 Rental Fee (P)
Venue Only w/ Power	\$25/Hour \$20/Hour 5+	\$40/Hour \$32/Hour 5+	\$25/Hour \$20/Hour 5+	\$40/Hour \$32/Hour 5+
Sound Equipment Add-On	\$150	\$175	\$150	\$175
Outdoor Movie Add-On	\$250	\$300	\$250	\$300
Stage Add-On	\$50	\$60	\$50	\$60
Truss Lighting Add-On	\$20	\$25	\$20	\$25

Equipment Rentals		
Rental Type	2022 Proposed Rental Fee	2021 Rental Fee
Canoe	\$15/Day	\$15/Day
Kayak	\$15/Day	\$15/Day
Tandem Kayak	\$15/Day	\$15/Day
Tiger Bounce House	\$25/Hour Minimum 2 Hours	\$25/Hour
Disc Golf	Free	Free



AGENDA ITEM ANALYSIS

Project/Issue Name: 21-75 An Ordinance of the City Council of the City of Republic, Missouri, Approving the Annexation of Approximately 2 Acres Located on South Farm Road 101 Between East US Highway 60 and West Republic Road and Adjacent Right-of-Way.

Submitted By: Karen Haynes, BUILDS Department

Date: December 14, 2021

Issue Statement

The BUILDS Department received a Voluntary Annexation Application from the Greene County Highway Department for the Annexation of approximately two (2.0) acres of South Farm Road 101 Right-of-Way, located between East US Highway 60 and West Republic Road.

Discussion and/or Analysis

The property owner, Greene County Highway Department, has submitted a Voluntary Annexation Request for the subject Right-of-Way.

The recent Annexation of approximately ninety-two acres of property located at the southwest intersection of East US Highway 60 and South Farm Road 101, effectively Annexed the portion of Right-of-Way adjacent to the property. Most of the property to the west of the Right-of-Way has been Annexed through the development process. This Annexation request would effectively Annex the remaining portions of Right-of-Way between East US Highway 60 and West Republic Road, that have not previously been Annexed through the development process.

The Annexation of the referenced Right-of-Way will allow the City to make all development related decisions regarding the street. The BUILDS Department has reviewed the impact of the referenced Annexation and anticipates no negative impact on the 2022 Street Maintenance Budget.

Recommended Action

Staff believes the Annexation of the subject property is consistent with the City’s Adopted Plans and is recommending approval of the request.

BILL NO. 21-75

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, APPROVING THE ANNEXATION OF APPROXIMATELY 2 ACRES, LOCATED ON SOUTH FARM ROAD 101 BETWEEN EAST US HIGHWAY 60 AND WEST REPUBLIC ROAD AND ADJACENT RIGHT-OF-WAY

WHEREAS, the City of Republic, Missouri, (herein called the "City" or "Republic") is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, a voluntary petition for the annexation of approximately 2.0 acres of South Farm Road 101 Right-of-Way located between East US Highway 60 and West Republic Road has been filed with the City's BUILDS Department; and

WHEREAS, the realty described in such petition is adjacent and contiguous to the present corporate limits of the City; and

WHEREAS, the Council held a public hearing on the said petition on November 30, 2021, such hearing being held not less than fourteen days nor more than sixty days after the receipt of the petition requesting annexation; and

WHEREAS, a notice of said public hearing was published November 10, 2021, in *The Greene County Commonwealth*, a newspaper of general circulation authorized to publish legal notices, such public hearing being held not less than seven days after the date of publication of such notice; and

WHEREAS, at said public hearing, all interested persons, corporations, or political subdivisions were afforded the opportunity to present evidence regarding the proposed annexation; and

WHEREAS, no written objections to the proposed annexation were filed with the City Council within fourteen days after the date of said public hearing; and

WHEREAS, the Council finds the proposed annexation is reasonable and necessary for the City's proper development, and the City has the ability to furnish normal municipal services to the area within a reasonable time.

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

Section 1: The following described realty is hereby annexed into, and made a part of, the City of Republic, Missouri, and its boundaries are hereby extended to include the same:

A CITY OF REPUBLIC, MISSOURI ANNEXATION DESCRIPTION FOR FARM ROAD 101 IN GREENE COUNTY, MISSOURI, LOCATED IN THE WEST HALF OF SECTION 11, TOWNSHIP 28 NORTH, RANGE 23 WEST, AND THE EAST HALF OF SECTION 10, TOWNSHIP 28 NORTH, RANGE 23 WEST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BILL NO. 21-75

ORDINANCE NO.

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 10, TOWNSHIP 28 NORTH. RANGE 23 WEST; THENCE WESTERLY ALONG THE SOUTH LINE OF THE SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 10, A DISTANCE OF 15 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE SAID SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER A DISTANCE OF 5 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF FARM ROAD 101; THENCE NORTHERLY ALONG THE WEST RIGHT OF WAY LINE OF FARM ROAD 101 TO THE NORTH LINE OF THE SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE EASTERLY ALONG THE SAID NORTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER A DISTANCE OF 5 FEET; THENCE NORTHERLY ALONG THE SAID WEST RIGHT OF WAY LINE OF FARM ROAD 101 TO THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF U.S. HIGHWAY ROUTE 60; THENCE NORTHEASTERLY ALONG THE SAID SOUTH RIGHT OF WAY LINE OF U.S. HIGHWAY ROUTE 60 TO THE INTERSECTION OF THE EAST RIGHT OF WAY LINE OF FARM ROAD 101 AND THE SOUTH RIGHT OF WAY LINE OF U.S. HIGHWAY ROUTE 60; THENCE SOUTHERLY ALONG THE SAID EAST RIGHT OF WAY LINE OF FARM ROAD 101 AND THE NORTH RIGH OF WAY LINE OF REPUBLIC ROAD; THENCE SOUTHWESTERLY ALONG THE NORTH RIGHT OF WAY LINE OF REPUBLIC ROAD TO THE INTERSECTION OF THE WEST LINE OF FARM ROAD 101; THENCE NORTHERLY ALONG THE WEST RIGHT OF WAY LINE OF FARM ROAD 101 TO A POINT ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 10, TO THE POINT OF BEGINNING, ALL IN GREENE COUNTY, MISSOURI, EXCEPT ANY PART PREVIOUSLY ANNEXED BY THE CITY OF REPUBLIC, MISSOURI.

Section 2. The City Clerk is hereby directed to cause three certified copies of this Ordinance to be filed with the Greene County Recorder of Deeds.

Section 3. The City Clerk is hereby directed to forward to the director of revenue of the State of Missouri by the United States registered mail or certified mail a certified copy of this Ordinance.

Section 4. The whereas clauses are hereby specifically incorporated herein by reference.

Section 5. The provisions of this Ordinance are severable, and if any provision hereof is declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.

Section 6. This Ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this 14th day of December 2021.


Matt Russell, Mayor

BILL NO. 21-75

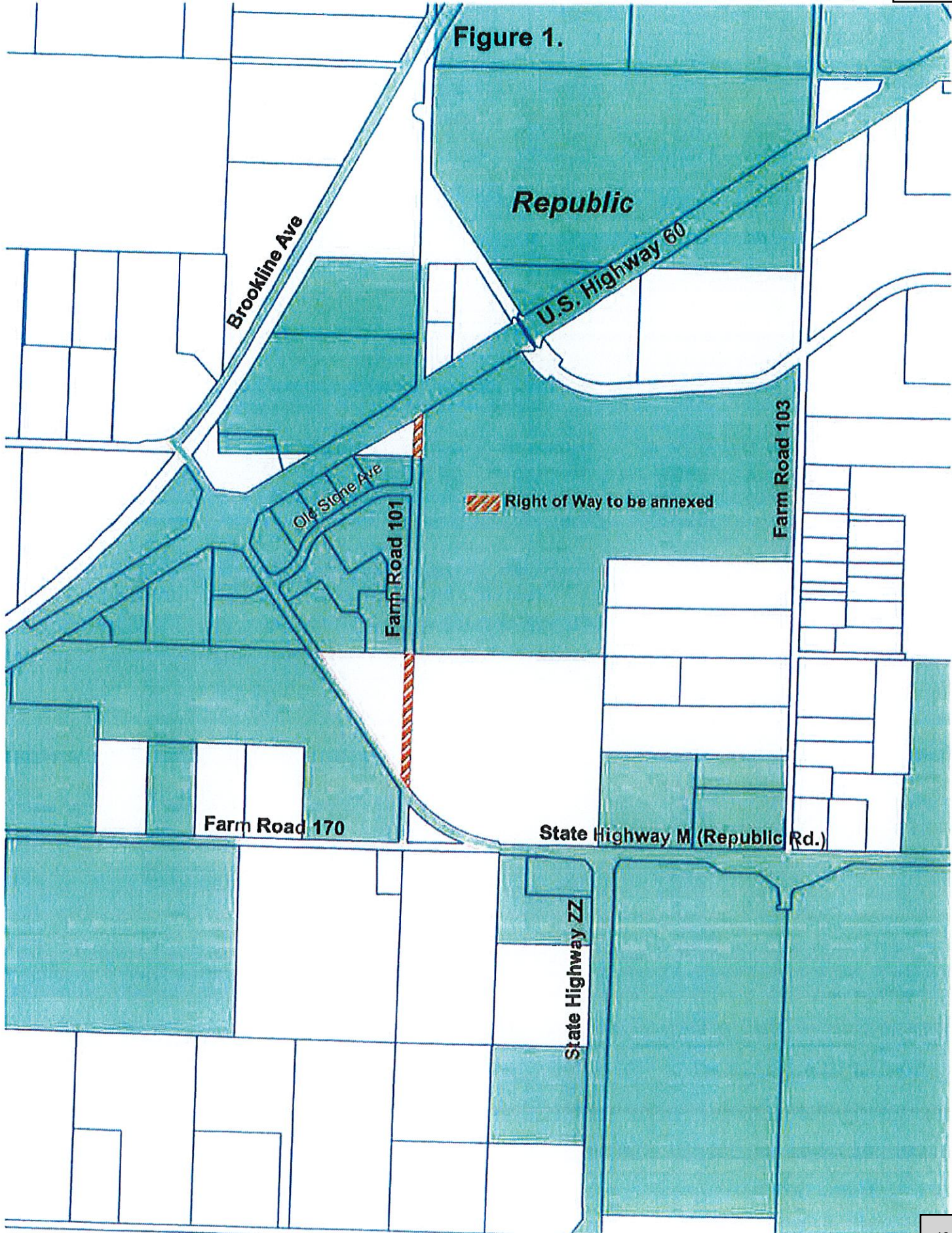
ORDINANCE NO.

ATTEST:

Laura Burbridge, City Clerk

Approved as to Form:  11/18/2021, Damon Phillips, City Attorney
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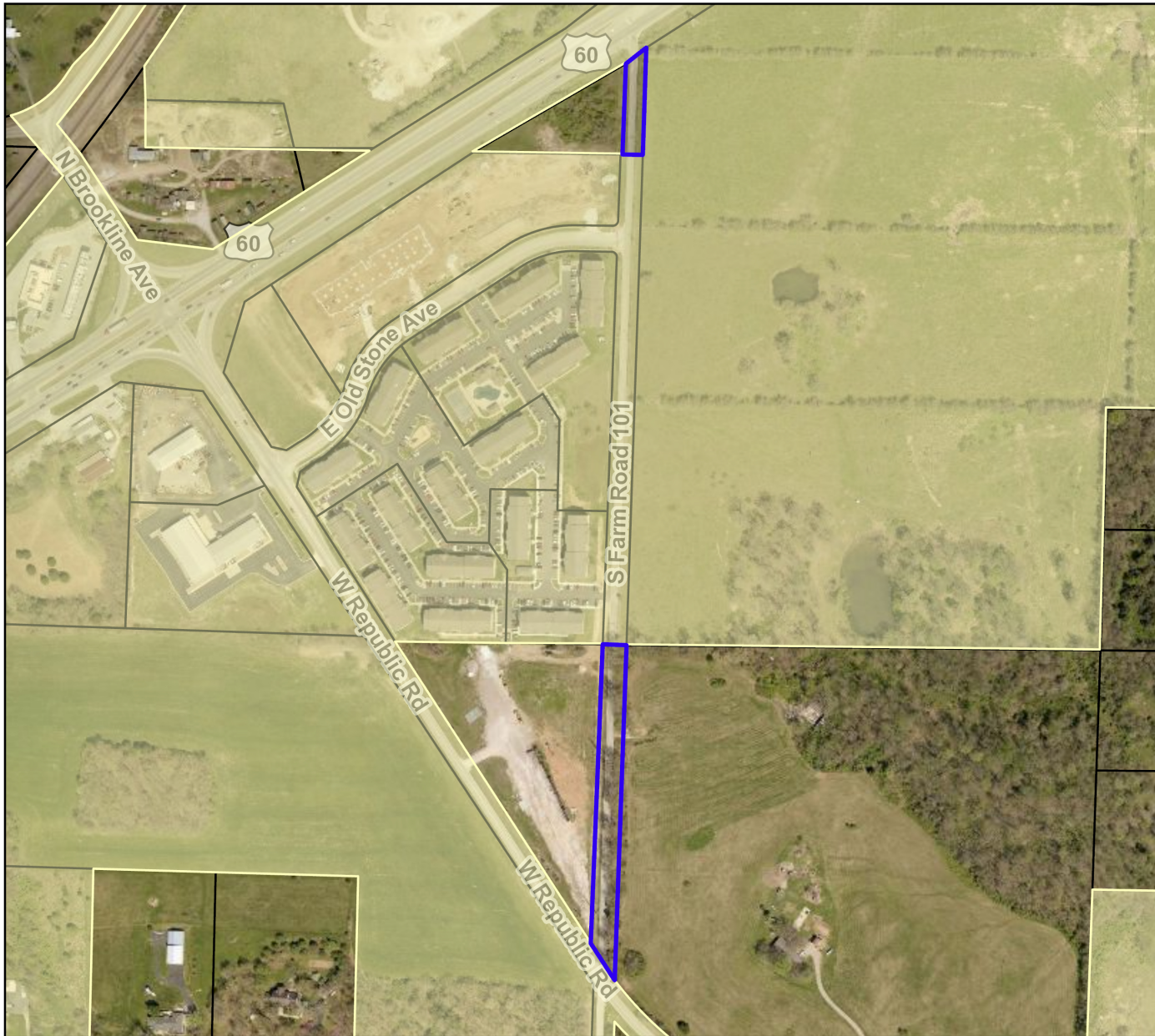
Final Passage and Vote _____






ANNX 21-009: Farm Road 101

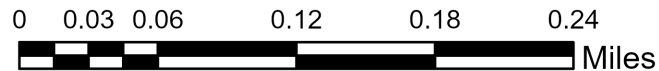
Item 5.

Vicinity Map



Legend

-  Farm Road 101 to be Annexed
-  Parcels
-  Republic City Limits





AGENDA ITEM ANALYSIS

Project/Issue Name: 21-76 An Ordinance of the City Council of the City of Republic, Missouri, Approving the Annexation of Approximately 10.20 Acres Located at 7294 West Farm Road 144 and Adjacent Right-of-Way.

Submitted By: Karen Haynes, BUILDS Department

Date: December 14, 2021

Issue Statement

The BUILDS Department received a Voluntary Annexation Application from the Springfield Rugby Football Club, Inc. for the Annexation of approximately ten point two (10.20) acres of land located at 7294 West Farm Road 144 and adjacent Right-of-Way.

Discussion and/or Analysis

The property owner, the Springfield Rugby Football Club, Inc., has submitted a Voluntary Annexation Request for the subject parcel.

City of Republic sanitary sewer and water services are available adjacent to the property. The subject parcel is compact and contiguous with the city limits of the City of Republic, as the subject parcel is surrounded by properties located in the City to the east and west.

The Annexation, if approved by City Council, will effectively zone the subject parcel as Agricultural (AG), as the property has a current Greene County Zoning Designation of Agricultural, in accordance with City Code Section 435.010.B, which requires all annexed properties to be classified in the zoning district corresponding to Greene County’s zoning designation.

Recommended Action

Staff believes the Annexation of the subject property is consistent with the City’s Adopted Plans and is recommending approval of the request.

BILL NO. 21-76

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, APPROVING THE ANNEXATION OF APPROXIMATELY 10.20 ACRES LOCATED AT 7294 WEST FARM ROAD 144 AND ADJACENT RIGHT-OF-WAY

WHEREAS, the City of Republic, Missouri, (herein called the "City" or "Republic") is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, a voluntary petition for the annexation of approximately 10.20 acres of land located at 7294 West Farm Road 144 and adjacent right-of-way has been filed with the City's BUILDS Department; and

WHEREAS, the realty described in such petition is adjacent and contiguous to the present corporate limits of the City; and

WHEREAS, the Council held a public hearing on the said petition on November 30, 2021, such hearing being held not less than fourteen days nor more than sixty days after the receipt of the petition requesting annexation; and

WHEREAS, a notice of said public hearing was published November 10, 2021, in *The Greene County Commonwealth*, a newspaper of general circulation authorized to publish legal notices, such public hearing being held not less than seven days after the date of publication of such notice; and

WHEREAS, at said public hearing, all interested persons, corporations, or political subdivisions were afforded the opportunity to present evidence regarding the proposed annexation; and

WHEREAS, no written objections to the proposed annexation were filed with the City Council within fourteen days after the date of said public hearing; and

WHEREAS, the Council finds the proposed annexation is reasonable and necessary for the City's proper development, and the City has the ability to furnish normal municipal services to the area within a reasonable time.

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

Section 1: The following described realty is hereby annexed into, and made a part of, the City of Republic, Missouri, and its boundaries are hereby extended to include the same:

COMMENCING AT THE NE CORNER OF THE SW ¼ OF SECTION 27, TOWNSHIP 29 NORTH, RANGE 23 WEST, IN GREENE COUNTY, MISSOURI; THENCE S 89° 57' 08" W, 1272.46 FEET ALONG THE NORTH LINE OF SAID SW ¼ FOR A POINT OF BEGINNING; THENCE S 01° 19' 58" W, 809.41 FEET; THENCE N 89° 57' 08" E, 360.10 FEET; THENCE 00° 55' 47" W, 1188.00 FEET TO THE INTERSECTION WITH THE NORTH RIGHT-OF-WAY LINE OF U.S. HIGHWAY 360; THENCE ALONG SAID RIGHT-OF-WAY AS FOLLOWS: N 44° 59' 38" W, 99.78 FEET; THENCE N 47° 51' 55" W, 328.51 FEET; THENCE N 43° 14' 38" W, 124.69 FEET; THENCE LEAVING SAID RIGHT-OF-WAY N

BILL NO. 21-76

ORDINANCE NO.

01° 19' 58" E, 1615.35 FEET TO THE INTERSECTION WITH SAID NORTH LINE OF THE SW ¼ OF SAID SECTION 27; THENCE N 89° 57' 06" E, 40.00 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING, EXCEPT THAT PART TAKEN OR USED FOR ROADS.

Section 2. The City Clerk is hereby directed to cause three certified copies of this Ordinance to be filed with the Greene County Recorder of Deeds.

Section 3. The City Clerk is hereby directed to forward to the director of revenue of the State of Missouri by the United States registered mail or certified mail a certified copy of this Ordinance.

Section 4. The whereas clauses are hereby specifically incorporated herein by reference.

Section 5. The provisions of this Ordinance are severable, and if any provision hereof is declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.

Section 6. This Ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this 14th day of December 2021.

Matt Russell, Mayor

ATTEST:

Laura Burbridge, City Clerk

DocuSigned by:
Damon Phillips
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11/18/2021

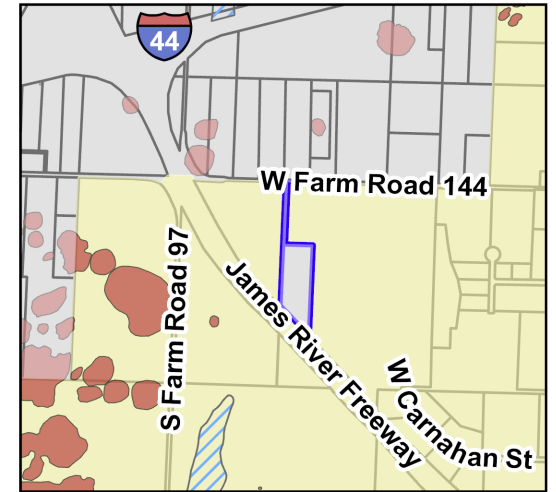
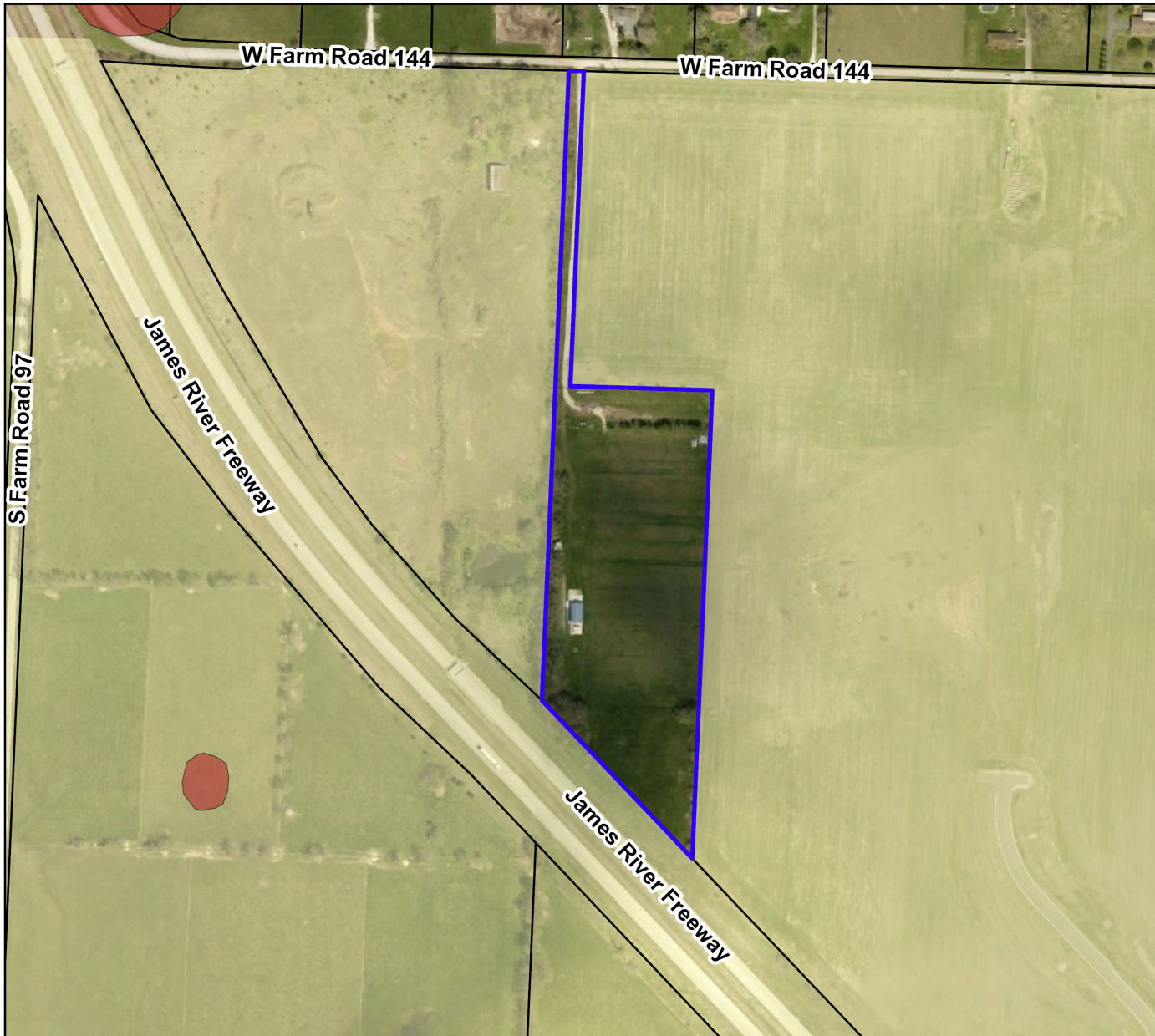
Approved as to Form: _____, Damon Phillips, City Attorney

Final Passage and Vote: _____

ANNX 21-010: Springfield Rugby Club

Item 6.

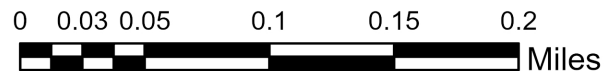
Vicinity Map



Legend

-  Springfield Rugby Club Property
-  Parcels
-  Republic City Limits
-  Sinkhole
-  Floodplain

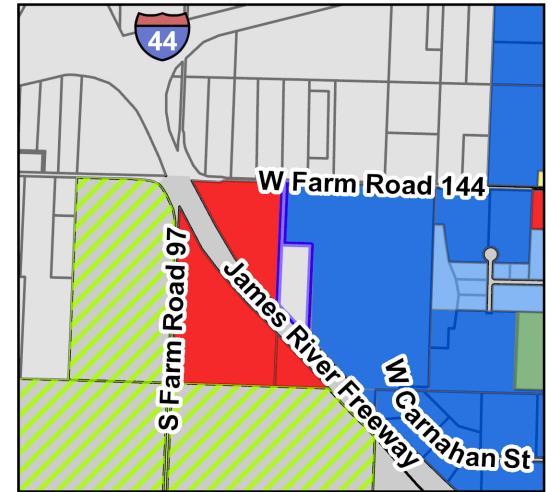
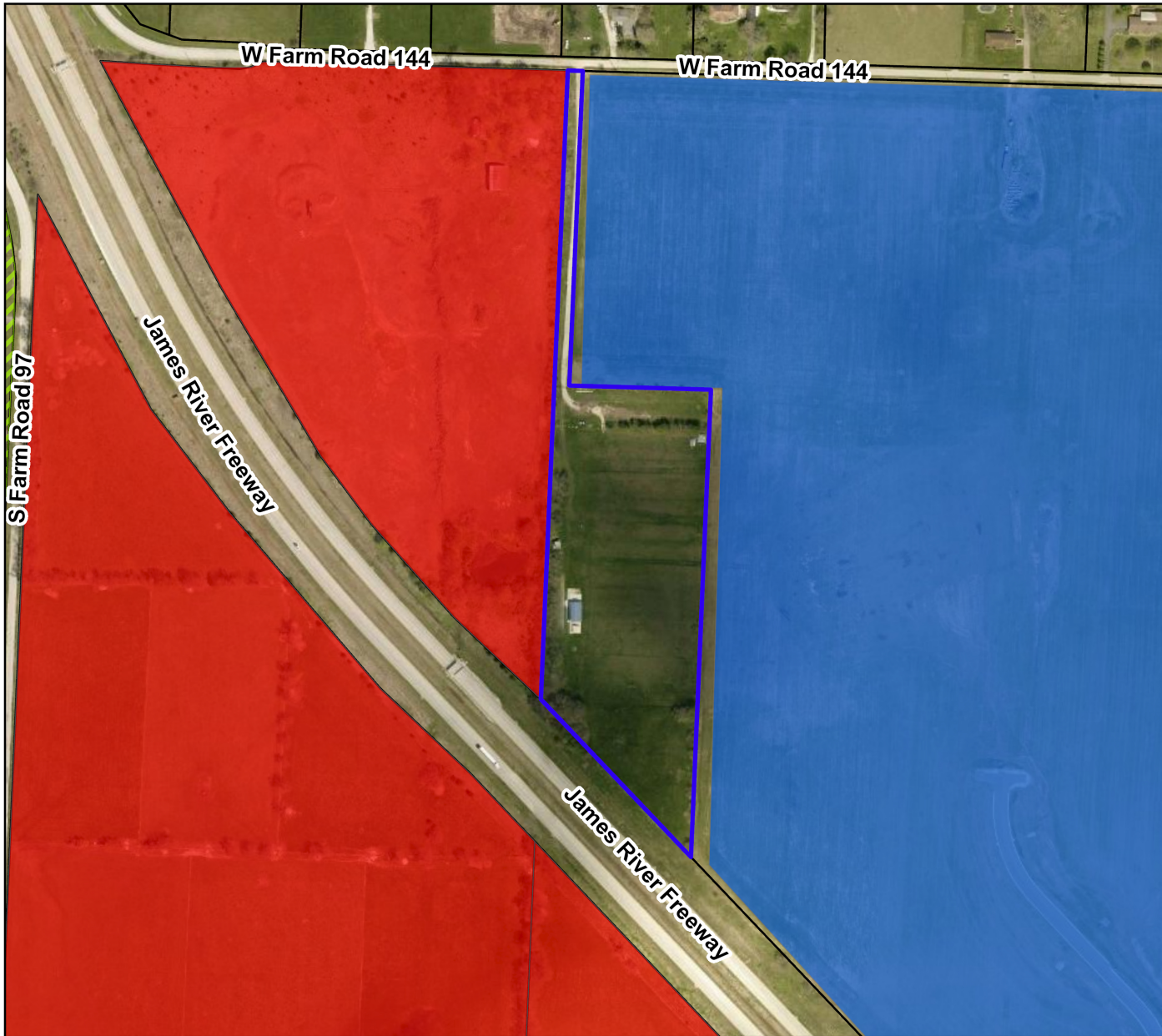
Parcel Owner: Springfield Rugby Football Club Inc.
Parcel Address: 7294 West Farm Road 144
Area: 10.2 Acres
Zoning Upon Annexation: Agricultural (AG)



ANNX 21-010: Springfield Rugby Club

Item 6.

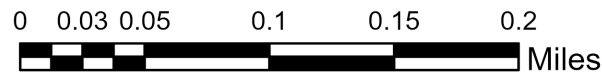
Vicinity Map



Legend

- Springfield Rugby Club Property
 - Parcels
- ### Zoning
- AG Agricultural
 - C-1 Commercial
 - C-2 General Commercial
 - C-3 General Commercial
 - M-1 Light Manufacturing
 - M-2 Heavy Manufacturing
 - PDD Planned Development
 - R1-L Single Family Low Density
 - R1-M Single Family Medium Density
 - R1-H Single Family High Density
 - R1-Z Zero Lot Line Residential
 - R-2 Two-family Residential
 - R-3 Multi-family Residential

Parcel Owner: Springfield Rugby Football Club Inc.
 Parcel Address: 7294 West Farm Road 144
 Area: 10.2 Acres
 Zoning Upon Annexation: Agricultural (AG)
 Ward Assignment: Ward 2





AGENDA ITEM ANALYSIS

Project/Issue Name: 21-77 An Ordinance of the City Council of the City of Republic, Missouri, Amending the Employee Handbook.
Submitted By: Lisa Addington, Chief of Staff
Date: December 14, 2021

Issue Statement

Additions and revisions of the Employee Handbook pertaining to sections 210, 404, 415, 604 including minor revisions to ensure consistency throughout.

Discussion and/or Analysis

As part of the 2022 budget presentation, we have added the retirement section to the handbook which includes the established and planned retirement for all eligible employees. Additionally, there have been some wording changes to these sections of the handbook that allow departments to function appropriately and in accordance with our Mission, Vision and Values.

Recommended Action

Staff recommends approval of this addition.

Overview of changes:

210 CONFLICTS OF INTEREST

Employees have an obligation to conduct City business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your Department Director for more information or if you have questions regarding conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the City Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gains refer to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purpose of this policy, a relative is defined to include spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee or **any other relationship that may create a potential or perceived conflict.**

403 VACATION BENEFITS

The City values the well-being of their employees and will make every effort to not contact employees while on vacation. Employees are encouraged to enjoy their freedom from work during their time off.

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment; therefore, employees are encouraged to use their vacation time.

Vacation time is determined for full-time employees by length of continuous service. Accrued vacation leave may be used after thirty (30) days of employment with the City. The accrual schedules are as follows:

Please note, monthly accruals may slightly vary depending on accrual schedule and software capabilities



All City Staff (excluding those specified in the following Subsections) includes Police Administrative Personnel, i.e., Administrative Assistant, PSR, Investigations Property and Evidence Specialist)

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	3.34 hours	40 hours	40 hours
1 year - 4 years of service	6.67 hours	80 hours	160 hours
4 years - 9 years of service	10 hours	120 hours	240 hours
9 or more years of service	13.34 hours	160 hours	320 hours

Full-time Commissioned Police Personnel

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	12.67 hours	152 hours	152 hours	50 hours
1 year - 4 years of service	16 hours	192 hours	356 hours	200 hours
4 years - 9 years of service	19.34 hours	232 hours	436 hours	300 hours
9 or more years of service	22.67 hours	272 hours	516 hours	400 hours

*Accruals include holiday hours for working continuous operations.

Full-time Fire Employees Working 24 Hour Shifts

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	14 hours	168 hours	168 hours	70 hours
1 year - 4 years of service	18.67 hours	224 hours	420 hours	280 hours
4 years – 9 years of service	23.34 hours	280 hours	532 hours	420 hours
9 or more years of service	28 hours	336 hours	644 hours	560 hours

***Accrual based on average 56-hour work weeks and includes holiday hours for continuous operations**

Executive Leadership

Team

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	6.67 hours	80 hours	80 hours
1 year – 4 years of service	10 hours	120 hours	240 hours
4 years – 9 years of service	13.34 hours	160 hours	320 hours
9 or more years of service	16.67 hours	200 hours	400 hours

For the purpose of the above accruals, the Executive Leadership Team shall consist of the City Administrator, Assistant City Administrator, Chief of Staff, City Attorney, City Clerk, Finance Director, BUILDS Administrator, Police Chief, Fire Chief, Community Development Director, Parks and Recreation Director, Human Resources Director, Information Systems Director, Public Information Officer. Additional positions may be added at the direction of the City Administrator.

Any employee discovered misusing the vacation leave privileges will be subject to disciplinary action.

Sick/emergency leave will not be substituted for scheduled vacation leave unless approved by the Department Director.

In any case where an employee is separated from service, the employee shall receive the full amount of his/her vacation leave accrued, not to exceed the accrual maximum or maximum payout accrual (whichever applies), at the time of separation.

In the event of an employee's death, the full amount of vacation accrual or maximum payout accrual (whichever applies) and any other compensation due to the deceased employee will be paid to the person(s) legally entitled to receive such compensation.

404 HOLIDAYS

All full-time employees are entitled to the following paid recognized holidays:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day
11. Thanksgiving
12. The day after Thanksgiving
13. Christmas Eve
14. Christmas Day

415 RETIREMENT

The City of Republic provides 100% paid retirement and does not require an employee contribution. The City offers both a defined pension plan and deferred compensation plan.

The City's pension plan is defined as L-3 offered through Missouri Local Government Employees' Retirement System (LAGERS). This pension plan provides a guaranteed benefit for the lifetime of the eligible member. Employees are vested after five (5) years and service time in the plan may travel with the member to other applicable public employers in Missouri. The pension amount is based upon a formula representing final average salary, years of service and the plan multiplier.

Effective on or around April 2022, The City will contribute 9% of the employee's base wages to a 457 plan through MissionSquare/ICMA-RC. Employees are not required to contribute but may do so up to the allowable contribution allowance as determined by the IRS. The employee must be employed six (6) months for eligibility, but contributions will be retroactive to the initial hire date.

604 TOBACCO USAGE

In keeping with the City's intent to provide a safe and healthy work environment, tobacco usage in City facilities or in City vehicles is prohibited. **Designated smoking areas will be determined and will be at least 50 feet from the entrance of any city owned building.** This policy applies equally to all employees, customers, and visitors.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, AMENDING THE EMPLOYEE HANDBOOK

WHEREAS, the City of Republic, Missouri, (herein called the "City" or "Republic") is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, on November 21, 2017, in Ordinance 17-45, Council approved a new Employee Handbook to serve as an Employee Handbook and Personnel Policy for the City; and

WHEREAS, on April 6, 2021, in Ordinance 21-19, the Employee Handbook was amended; and

WHEREAS, since that approval, changes in the City and law necessitate amendments to the Employee Handbook; and

WHEREAS, the Council finds the Employee Handbook amendments are in the best interest of the City.

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

Section 1. The Employee Handbook, as amended and attached hereto and incorporated herein as "Attachment 1", is hereby adopted.

Section 2. The City Administrator is hereby authorized to adopt and amend such administrative policies as are reasonably necessary to implement the intent of the Employee Handbook.

Section 3. The provisions of this Ordinance are severable, and if any provision hereof is declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.

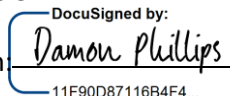
Section 4. This Ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this _____ day of _____ 2021.

Matt Russell, Mayor

Attest:

Laura Burbridge, City Clerk

Approved as to Form  11/23/2021, Damon Phillips, City Attorney
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Final Passage and Vote: _____

210 CONFLICTS OF INTEREST

Employees have an obligation to conduct City business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your Department Director for more information or if you have questions regarding conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the City Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gains refer to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purpose of this policy, a relative is defined to include spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee or any other relationship that may create a potential or perceived conflict.

403 VACATION BENEFITS

The City values the well-being of their employees and will make every effort to not contact employees while on vacation. Employees are encouraged to enjoy their freedom from work during their time off.

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment; therefore, employees are encouraged to use their vacation time.

Vacation time is determined for full-time employees by length of continuous service. Accrued vacation leave may be used after thirty (30) days of employment with the City. The accrual schedules are as follows:

Please note, monthly accruals may slightly vary depending on accrual schedule and software capabilities

All City Staff (excluding those specified in the following Subsections) includes Police Administrative Personnel, i.e., Administrative Assistant, PSR, Investigations Property and Evidence Specialist)

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	3.34 hours	40 hours	40 hours
1 year - 4 years of service	6.67 hours	80 hours	160 hours
4 years - 9 years of service	10 hours	120 hours	240 hours
9 or more years of service	13.34 hours	160 hours	320 hours

Full-time Commissioned Police Personnel

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	12.67 hours	152 hours	152 hours	50 hours
1 year - 4 years of service	16 hours	192 hours	356 hours	200 hours
4 years - 9 years of service	19.34 hours	232 hours	436 hours	300 hours
9 or more years of service	22.67 hours	272 hours	516 hours	400 hours

*Accruals include holiday hours for working continuous operations.

Full-time Fire Employees Working 24 Hour Shifts

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	14 hours	168 hours	168 hours	70 hours
1 year - 4 years of service	18.67 hours	224 hours	420 hours	280 hours
4 years – 9 years of service	23.34 hours	280 hours	532 hours	420 hours
9 or more years of service	28 hours	336 hours	644 hours	560 hours

***Accrual based on average 56 hour work weeks and includes holiday hours for continuous operations**

**Executive Leadership
Team**

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	6.67 hours	80 hours	80 hours
1 year – 4 years of service	10 hours	120 hours	240 hours
4 years – 9 years of service	13.34 hours	160 hours	320 hours
9 or more years of service	16.67 hours	200 hours	400 hours

For the purpose of the above accruals, the Executive Leadership Team shall consist of the City Administrator, Assistant City Administrator, Chief of Staff, City Attorney, City Clerk, Finance Director, BUILDS Administrator, Police Chief, Fire Chief, Community Development Director, Parks and Recreation Director, Human Resources Director, Information Systems Director, Public Information Officer. Additional positions may be added at the direction of the City Administrator.

Any employee discovered misusing the vacation leave privileges will be subject to disciplinary action.

Sick/emergency leave will not be substituted for scheduled vacation leave unless approved by the Department Director.

In any case where an employee is separated from service, the employee shall receive the full amount of his/her vacation leave accrued, not to exceed the accrual maximum or maximum payout accrual (whichever applies), at the time of separation.

In the event of an employee's death, the full amount of vacation accrual or maximum payout accrual (whichever applies) and any other compensation due to the deceased employee will be paid to the person(s) legally entitled to receive such compensation.

404 HOLIDAYS

All full-time employees are entitled to the following paid recognized holidays:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day
11. Thanksgiving
12. The day after Thanksgiving
13. Christmas Eve
14. Christmas Day

415 RETIREMENT

The City of Republic provides 100% paid retirement and does not require an employee contribution. The City offers both a defined pension plan and deferred compensation plan.

The City's pension plan is defined as L-3 offered through Missouri Local Government Employees' Retirement System (LAGERS). This pension plan provides a guaranteed benefit for the lifetime of the eligible member. Employees are vested after five (5) years and service time in the plan may travel with the member to other applicable public employers in Missouri. The pension amount is based upon a formula representing final average salary, years of service and the plan multiplier.

Effective on or around April 2022, The City will contribute 9% of the employee's base wages to a 457 plan through MissionSquare/ICMA-RC. Employees are not required to contribute but may do so up to the allowable contribution allowance as determined by the IRS. The employee must be employed six (6) months for eligibility, but contributions will be retroactive to the initial hire date.

604 TOBACCO USAGE

In keeping with the City's intent to provide a safe and healthy work environment, tobacco usage in City facilities or in City vehicles is prohibited. Designated smoking areas will be determined and will be at least 50 feet from the entrance of any city owned building. This policy applies equally to all employees, customers, and visitors.

TABLE OF CONTENTS

INTRODUCTION

Welcome.....5

SECTION 1

101 Introductory Statement9
102 City Government9
103 Hiring9
104 Mission, Vision, and Value Statements..... 10-11
105 Department Policy..... 11
106 Administration of the Rules 11
107 Positions covered by the Rules..... 11
108 Unclassified Services..... 12
109 Classified Services..... 12
110 Definitions..... 12-13

SECTION 2 - EMPLOYMENT

201 No Contract of Employment.....17
202 Employee Relations.....17
203 Equal Opportunity Employment/Anti-Harassment..... 17
204 Reasonable Accommodation 17
205 Job Postings/Recruitment.....17
206 Application..... 18
207 Hiring of Relatives/Nepotism.....18
208 Pre-employment Screening..... 18
209 U.S. Citizenship & Immigration Services.....18
210 Conflicts of Interest.....19
211 Outside Employment.....19
212 Residency Requirement.....20
213 Political Activities..... 20

SECTION 3 – EMPLOYMENT STATUS AND RECORDS

301 Employment Applications 23
302 Employment Categories..... 23
303 Probationary Period 23-24

304 Access to Personnel Files 24
305 Personnel Data Changes 24
306 Wage Administration Program..... 24-27
307 Performance Evaluation..... 27
308 Employee Reference Checks..... 27
309 Appointments 27
310 Rehire 27
311 Resignation/Termination 28

SECTION 4 – EMPLOYMENT BENEFITS

401 Employee Benefits..... 31
402 Health Insurance 31
403 Vacation Benefits 32-34
404 Holidays 34
405 Freedom Leave..... 34
406 Sick Leave Benefits..... 35
407 Other Leave(s) of Absence 35
408 Citizenship Leave 36
409 Coverage Continuation (COBRA) 36
410 Bereavement Leave 36-37
411 Family and Medical Leave Act (FMLA) 37-38
412 Military Leave 38
413 Floating Holidays 38
414 Workers’ Compensation Insurance..... 38-39
415 Retirement 39

SECTION 5 – PAYROLL AND TIMEKEEPING

501 Timekeeping..... 43
502 Paydays..... 43
503 Severance Pay 43
504 Pay Advances 43
505 Pay Deductions..... 44
506 Pay and Related Procedures..... 44
507 Pay Corrections 45
508 Standby Pay/On Call Time..... 45
509 Schedule Changes..... 45

SECTION 6 – WORK CONDITIONS AND HOURS

601 Safety..... 49
602 Computer User and Use of Electronic Media and Electronic Equipment..... 49
603 Work Schedules/Attendance and Punctuality..... 49-50
604 Tobacco..... 50
605 Meal Periods 50
606 Overtime..... 50-51
607 Use of Equipment and Vehicles 51
608 Emergency Closings 51
609 Business and Travel Expenses 51

SECTION 7 – EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

701 Employee Conduct and Work Rules..... 55-56

702 Appeal from Dismissal, Demotion, Suspension or Reduction in Pay.....56

703 Review of Disciplinary Action/Grievance Procedure 57-58

704 Personnel Board.....59-60

705 Personal Appearance.....60

706 Solicitation/Distribution/Postings.....60

SECTION 8 –DRUG AND ALCOHOL POLICY

801 Drug and Alcohol Policy and Procedures..... 65-71

802 Security Inspections.....71

SECTION 9 –MISCELLANEOUS INFORMATION

901 Severability 75

902 Conclusion..... 75

SECTION 10 - ACKNOWLEDGMENT OF RECEIPT

Employee Acknowledgement of Receipt79

FMLA Notice

<Y:\City Hall\Human Resources\Administration\FMLA\FMLA Notice for Appendix.pdf>



Dear City of Republic Employee:

In 2017 a review and substantial amendment of the Employee Handbook was completed. The revisions and updates have been made in order to comply with changes in Federal, State and local laws, as well as changes to internal policies and programs. It's a "new day" in Republic and the handbook should reflect the same. This new Handbook is designed to acquaint you with the City of Republic's policies and procedures that affect your employment with the City, and provide you with information regarding employee benefits. It is also designed to inform you of the City's expectation of you as an employee. The City is committed to recruiting, retaining and promoting employees to implement the City's Mission, Vision and Values. The most important thing that I hope this Handbook conveys to you is that the City views our employees as our greatest resource. We value our employees and their ability to work as a team accomplishing varied and sometimes difficult tasks; we value the excellent customer service that our employees provide, and we value their achievements. One of our many objectives is to ensure that our employees are provided with a work environment that is conducive to both personal and professional growth.

Please take the time to review this Handbook and familiarize yourself with its contents. After completing your review, please sign the enclosed acknowledgment form found in the back of the Handbook and return it to the Human Resources personnel during your orientation so that it may be placed in your personnel file. If you have any questions regarding this Handbook please contact your supervisor or the Human Resources Department.

Lastly, I would like to acknowledge and thank the staff of the Human Resources Department, and Department Directors, for their work in preparing this revision. Their efforts are most appreciated. In addition, I would also like to thank the Mayor and City Council for their review and approval of this new handbook.

Sincerely,

David Cameron
City Administrator

SECTION 1



INTRODUCTION

101 INTRODUCTORY STATEMENT*

This handbook is designed to acquaint you with the City and provide you with a general understanding of some of the current working conditions, employee benefits, and policies affecting your employment. You must read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines programs developed by the City to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As our City continues to grow, the need may arise and the City reserves the right to revise, supplement, or rescind any policy or portion of the handbook from time to time, as it deems appropriate, at its sole and absolute discretion. It also reserves the right to interpret and to vary any policy when, in its determination, circumstances so warrant. Employees will be notified of changes to this handbook as they occur.

Some benefits mentioned in this handbook are covered by a formal insurance policy or written benefit plan. In the event of any conflict between an insurance policy or formal written benefit plan and the benefit description in this handbook, the insurance policy or formal written benefit plan will control.

This handbook supersedes all prior policies, practices and handbooks and may not be amended or added to without the express written approval of the City Administrator with the approval of the City Council.

The City Administrator may make administrative policies for matters that are not covered or addressed in this handbook insofar as the policies are consistent and are not in violation with any rules or procedures set forth in this handbook.

* It is always the City's intent to comply with all applicable laws. In the event anything in this Handbook is found contrary to applicable law, the applicable law will control.

102 CITY GOVERNMENT

The City of Republic is a Home Rule Charter City with a Mayor – City Council form of government. The City Administrator is the chief administrative officer and is appointed by the Mayor with the advice and consent of a majority of the entire City Council. He is responsible for overall management and operation of City government. The City Council is the supreme legislative and executive body of municipal government. The Council is composed of eight members who are elected for two-year terms. Each council member is elected from one of four wards; the Mayor is elected at large and presides at Council meetings and is the head of the City for all legal and ceremonial purposes. Executive power of the City is vested in the Mayor.

103 HIRING

The Republic City Council adopts during the annual budget review the total number of employees and annual salary ranges for each City employee position.

The City Administrator will hire all City employees unless he/she delegates the hiring to Department Directors.

104 MISSION, VISION, & VALUES STATEMENTS

MISSION: We will be aggressively progressive through Processes, Relationships and Trust.
VISION: To grow together by always doing the Right Thing at the Right Time for the Right Reason.

CLARITY
COMPASSION
COMPETENCY
CHARACTER
COMMITMENT
CONNECTION
CONTRIBUTION
CONSISTENCY

Our **VALUES** will define who we are and how we will accomplish our mission and vision.

R **E** **P** **U** **B** **L** **I** **C**

REGIONAL
We will look beyond the city limits of Republic and become a regional leader by being a place where people want to live, work and play. Our thinking will be unlimited. We will challenge the status quo.

ETHICAL
We will be honest in our words and actions. We will be known for our integrity, trustworthiness and commitment to doing what is right, and pursuit of the public interest.

PROFESSIONAL
We will always present a positive image. We will publicly declare our commitment to expertise. We will stay committed to our values and ideals and be held accountable for our performance. We will become known by our steadfast commitment to these values.

URGENT
We will achieve desired results quickly and without hesitation. We will understand our expectations and ensure they are met. We will press forward and not look back.

BOLD
We will be decisive. We will own the decisions we make. We will not allow fear to dictate our actions. We will have fun while accomplishing results. We will build confidence in ourselves and in the people around us through our words and actions.

LEADERS
We will be a leader in all areas of our work. We will set the example. We will go the extra mile in all circumstances. We will remove, not create, obstacles to our success. We will be proactive as opposed to reactive.

INSIGHTFUL
We will appreciate there are two sides to every story and seek to increase our perspective on the issues we face. We will recognize our potential and our limitations. We will be strategic in our thinking. We will have a clear direction and path for accomplishment.

CARING
We will provide peace, security and stability for the citizens of Republic. We will deliver meaningful processes, goods and services. We will strive to improve the quality of life for the people we lead and the community we serve. We will be compassionate and understanding in our personal interactions. We understand people are our greatest asset.

Based on the 8-Pillar Framework™ from Trust Edge Leadership Institute

MISSION STATEMENT

We will be aggressively progressive through **Processes, Relationships, and Trust.**

VISION

To Grow Together by always doing the Right Thing, at the Right Time, for the Right Reason.

VALUES

Regional - We will look beyond the City limits of Republic and become a regional leader by being a place where people want to live, work and play. Our thinking will be unlimited. We will challenge the status quo.

Ethical - We will be honest in our words and actions. We will be known for our integrity, trustworthiness and commitment to doing what is right, and pursuit of the public interest.

Professional - We will always present a positive image. We will publicly declare our commitment to expertise. We will stay committed to our values and ideals and be held accountable for our performance. We will become known by our steadfast commitment to these values.

Urgent - We will achieve desired results quickly and without hesitation. We will understand our expectations and ensure they are met. We will press forward and not look back.

Bold - We will be decisive. We will own the decisions we make. We will not allow fear to dictate our actions. We will have fun while accomplishing results. We will build confidence in ourselves and in the people around us through our words and actions.

Leaders - We will be a leader in all areas of our work. We will set the example. We will go the extra mile in all circumstances. We will remove, not create obstacles to our success. We will be proactive as opposed to reactive.

Insightful - We will appreciate that there are two sides to every story and seek to increase our perspective on the issues we face. We will recognize our potential and our limitations as we will be strategic in our thinking. We will have a clear direction and path for accomplishment.

Caring - We will provide peace, security and stability for the citizens of Republic. We will deliver meaningful processes, goods and services. We will strive to improve the quality of life for the people that we lead and the community we serve. We will be compassionate and understanding in our personal interactions. We understand that people are our greatest asset.

In 2020, the City implemented the Trust Edge Experience®, which further establishes the foundation for our Mission, Vision and Values through the 8-Pillars of trust, which are: Clarity, Compassion, Character, Competency, Commitment, Connection, Contribution and Consistency.

105 DEPARTMENT POLICY

Specific written personnel policies of any department which are not less restrictive than the overall personnel policy of the City will be considered as part of this Employee Handbook, but applicable only to that department and upon that policy being approved by the City Administrator.

The City Administrator shall have the authority to establish administrative policies that may be applicable to all departments which are not less restrictive than the overall personnel policies of the City. Such administrative policies shall be considered as part of this Employee Handbook.

106 ADMINISTRATION OF THE RULES

The City Administrator directs the administration of the personnel policies established by this handbook. The City Administrator shall from time to time recommend to the Mayor and the City Council appropriate amendments in order to maintain a fair and equitable system of personnel rules and regulations. The provisions of the rules may be revised or amended in the same manner in which they were originally adopted.

If a change in policy is mandated by court order, or state or federal law, the City Administrator may make the required change in compliance with the requirements of the law or order.

In the absence of the Human Resource Director, the City Administrator may appoint a designee to assist in managing the personnel policy of the City of Republic.

107 POSITIONS COVERED BY THE RULES

This handbook supersedes all previous Personnel Policy publications.

108 UNCLASSIFIED SERVICES

Unclassified positions shall include the City Administrator, Assistant City Administrator, Chief of Staff, City Attorney, City Clerk, Finance Director, BUILDS Administrator, Police Chief, Fire Chief, Deputy Fire Chief, Municipal Judge, Parks and Recreation Director, Assistant Director of Parks and Recreation, Information Systems Director, Human Resources Director, and other technical or supervisory personnel deemed appropriate and those who may be employed in an advisory capacity. Unclassified service employees may be removed from employment by the appointing authority for any reason, or no reason, without right to appeal or hearing.

109 CLASSIFIED SERVICES

Classified services include all full-time and part-time positions not specifically included by this handbook in the unclassified services. All positions in the classified service shall be filled only in accordance with the classification plan, compensation plan, and in compliance with all other rules provided for in this handbook. Classified service employees without status may be removed by the appointing authority for any reason, or no reason, without right to appeal or hearing.

110 DEFINITIONS

The definitions shall have the meanings indicated throughout these rules except where the context clearly indicates otherwise.

Appointing Authority: The City Administrator or a designee of the City Administrator, or any person or group of persons having the power by virtue of ordinance or other lawfully delegated authority to make appointments to positions in the municipal service.

Demotion: The movement of an employee from a position in one class to a position in another class having a lower maximum pay rate.

Grade: The pay range for each class of positions.

Probationary Period: The first six (6) months of service following appointment or promotion to any position to determine fitness by performance of the duties of the position to which the employee has been appointed. The probationary period may be extended as set forth herein. The employee serving a probationary period, may be removed by the appointing authority for any reason, or no reason, without right to appeal or hearing.

Original Appointee: An employee who is the recipient of an original appointment as defined herein.

Original Appointment: An employee's initial appointment to municipal service for their current period of continuous service and for which there shall be served an initial probationary period, unless otherwise specified herein.

Position: A group of current duties and responsibilities assigned or delegated by competent authority requiring the full-time, part-time, contractual, seasonal or temporary employment of one person.

Full-Time Employee: Employees who are not in a contractual, seasonal, temporary or probationary status and who are regularly scheduled to work at least 40 hours per week.

Part-Time Employee: Employees who are not in a contractual, seasonal, temporary or probationary status and whose normal assigned work hours are less than forty (40) hours per week, while not exceeding 1500 hours in a calendar year, and for which certain portions of this policy may or may not apply as specifically set out herein. Part time employees may be removed by the appointing authority for any reason, or no reason, without right to appeal or hearing.

Contract Employee: An employee working in a position not authorized as a full-time or part-time employee in the City's budget, filled on a temporary basis, but not limited to a specific duration, involving a written agreement between the employee and the City. Contract employees may be removed by the appointing authority for any reason, or no reason, without right to appeal or hearing.

Seasonal Employment: A position filled for a specific season or cyclical work program such as mowing, summer operations, etc. Once the season has ended, the position ends. Seasonal positions can be full-time or part-time but are limited to a six (6) month period established by the City. Seasonal employees may be removed by the appointing authority for any reason, or no reason, without right to appeal or hearing.

Temporary Position: A position filled to assist with an established project, internship or to address another staffing need. Such assignments are not intended to continue on a career basis and do not have expectations of regular full-time employment or assignment. Such positions shall not exceed more than 29 hours during any work week or 1500 hours of pay in any continuous twelve (12) month period. Temporary employees may be removed by the appointing authority for any reason, or no reason, without right to appeal or hearing.

Promotion: The movement of any employee from a position of one class to a position of another class having a higher maximum pay rate.

Relatives: Spouses, children, wards, grandchildren, parents, grandparents, siblings including step, half, or in-laws. Unless specified elsewhere in this policy.

Status: The acquisition of tenure, with all rights and privileges applicable thereto, by a full-time or part-time employee in the classified service after satisfactory completion of the probationary period.

Step: The incremental increases in pay rates within a single pay grade that may be awarded to employees contingent upon the employee's satisfactory performance and the availability of funds.

Transfer: The movement of an employee from one position to another position within the same class.

SECTION 2



EMPLOYMENT

201 NO CONTRACT OF EMPLOYMENT

Employment with the City is voluntarily entered into, and the policies set forth in this handbook are not intended to create a contract of employment, nor are they to be construed to constitute a contract of employment between the City and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at the City's sole discretion. A contract of employment can only be entered into by a written contract, setting a definite term of employment, signed by the City Administrator or the Mayor.

202 EMPLOYEE RELATIONS

The City believes that the work conditions, wages, and benefits it offers its employees are competitive with those offered by other employers and municipalities in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their immediate Supervisor, Department Director, or the Human Resource Department.

203 EQUAL OPPORTUNITY EMPLOYMENT/ANTI-HARASSMENT

The City is an equal opportunity employer. As such, and in accordance with applicable law, the City will not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, age, status as a qualified individual with disability, status as a protected veteran, genetic information or any other trait protected by law.

The City's policy against discrimination also prohibits harassment of applicants and employees. As used in this policy, harassment refers to conduct, gestures, comments, slurs, jokes, pictures, cartoons, texts, IM (instant messages) and other material which would be unwelcome and offensive to a reasonable person.

The City will not retaliate against any employee for cooperating in any investigation, or for making a good faith complaint under this policy or bringing a situation to the City's attention in good faith. The City also will not tolerate retaliatory conduct by any employee. Any employee who believes he/she has been retaliated against is urged to make a report or complaint under this policy.

204 REASONABLE ACCOMMODATION

The City will comply with applicable laws requiring reasonable accommodation of a qualified individual with a disability. Anyone in need of an accommodation should promptly contact the Human Resource Department and make a formal request for accommodation. Please refer to Administrative Policy for additional information.

205 JOB POSTING/RECRUITMENT

The approval of a request to fill a vacancy by the Department Director may cause the initiation of the posting or advertisement of the position vacancy. The position may be posted internally, with no external advertisement. Job postings deemed open competitive will be posted for a minimum of seven (7) calendar days with external advertising at the department's discretion. Some positions may be posted as 'Open Until Filled' for more difficult to fill positions. Other posting strategies may be implemented by the Human Resources Department to allow for the most efficient recruitment process and/or to allow for effective recruitment of applicants.

206 APPLICATION

Applications and résumés will not be accepted for a position where a position vacancy has not been posted. Applicants will not be considered for a posted position unless a City application is on file. An application must be submitted for each individual position being applied for.

207 HIRING OF RELATIVES/NEPOTISM

Per the Missouri Constitution, a public employee that, by virtue of his employment, names or appoints to public employment a relative within the fourth degree, by blood or marriage, forfeits his employment.

The employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

No employee of the City of Republic may supervise or be supervised by a family member. This policy applies to any relative, within the organization, who has the authority to review employment decisions. City employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will be asked to decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

However, in order to retain trained and qualified employees and to maintain avenues of promotion for current employees, the City Administrator may approve situations in which an employee will supervise a family member either directly or indirectly. Should such a situation be approved, it may be terminated without notice, at any time and for any reason, by the City Administrator. No member of the family of the City Administrator or any elected official will be hired for any regular full-time position in City employment.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

Unless specifically specified, for purposes of this policy, relatives are defined to include spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee.

208 PRE-EMPLOYMENT SCREENING

To help assure that employees are able to perform their duties safely, a post-offer medical examination, drug testing, background investigation and any other tests deemed appropriate will be utilized to determine qualifications.

After a job offer has been made to an applicant, a health professional of the City's choice will perform a medical examination and/or a drug test at the City's expense. The offer of employment and assignment to duties is contingent upon completion to the City's satisfaction of the post-offer requirements. Current employees may be required to take medical examinations or drug tests to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the City's expense.

209 U.S. CITIZENSHIP & IMMIGRATION SERVICES

The City of Republic is an E-Verify employer. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees in the United States. For more information, visit the USCIS website: <http://www.uscis.gov/e-verify/employees>

210 CONFLICTS OF INTEREST

Employees have an obligation to conduct City business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your Department Director for more information or if you have questions regarding conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the City Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gains refer to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purpose of this policy, a relative is defined to include spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee or any other relationship that may create a potential or perceived conflict.

No "presumption of guilt" is created by the mere existence of a relationship with an outside firm. However, if an employee has any influence on any transaction involving a purchase, contract, or lease, it is imperative that he or she disclose to the City Administrator as soon as possible the existence of any actual or potential conflict of interest so the safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

211 OUTSIDE EMPLOYMENT

Subject to the City's prior approval, employees may hold outside employment as long as they meet the performance standards of their job with the City. All employees will be subject to the City's scheduling and performance demands, regardless of any existing outside work requirements.

Employees desiring an outside job while employed by the City must request approval for additional employment **in writing** to their Supervisor. The Department Director and the City Administrator (if needed) will review the outside job for potential conflict of interest. Any conflict must be resolved to the satisfaction of the City Administrator or his/her designee.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from any individual or entity for any material produced or service rendered while performing City employment, except for their official salary and benefits. If the City Administrator determines that an employee's outside work interferes with his or her ability to meet the performance requirements of City employment as established or modified by their Supervisor, Department Director or City Administrator, the employee may be asked to terminate the outside work in order to retain City employment.

Approval of outside employment is subject to review and revocation at any time should performance or conflict issues become apparent.

212 RESIDENCY REQUIREMENT

Residency requirements will be specified within the job description(s) of designated personnel.

New employees not residing within the applicable limit shall have one (1) year to obtain qualifying residency, as determined by the City Administrator, from their date of hire, unless otherwise specified.

Based on extraordinary circumstances these residency requirements may be modified by the City Administrator on a case-by-case basis. The Administrator will notify the City Council of any approved modifications.

213 POLITICAL ACTIVITIES

Please see Administrative Policy for details pertaining to political activity.

SECTION 3



EMPLOYMENT STATUS AND RECORDS

301 EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Applications for all positions shall be directed to Human Resources unless notice is given to do otherwise.

302 EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility accordingly.

Each employee is designated as either Non-exempt or Exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provision of federal and state laws. Exempt employees are not entitled to overtime pay under federal and state wage and hour laws. An employee's Exempt or Non-exempt classification may be changed only upon written notification from City management.

FULL-TIME employees are those who are not in a temporary, contractual, seasonal, or probationary status and who are regularly scheduled to work at least 40 hours per week. Generally, full-time employees are eligible for the City's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not in a temporary, contractual, seasonal, or probationary status and who are regularly scheduled to work less than 40 hours per week while not exceeding 1500 hours in a calendar year.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position with the City is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification. See section 303 for additional information on this status.

TEMPORARY employees (including seasonal) are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees receive only legally mandated benefits such as Social Security and Worker's Compensation Insurance.

CONTRACTUAL employees are those working in a position not authorized as a full-time or part-time employee in the City's budget, filled on a temporary basis, but not limited to a specific duration, involving a written agreement between the employee and the City. Contractual employees receive only legally mandated benefits such as Social Security and Worker's Compensation Insurance.

303 PROBATIONARY PERIOD

The probationary period is intended to provide new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits and overall performance. The employee may receive additional compensation for extraordinary performance at the conclusion of their probationary period with City Administrator approval. Either the employee or the City may end the employment relationship at will at any time during the probationary period, with or without cause or advance notice and without appeal rights. New and rehired employees work on a probationary basis for the first six (6) months after their date of hire. Some positions (i.e. Sworn Police/Fire) may have a probationary period of one (1) year.

Employees who are promoted or transferred within the City must complete a secondary probationary period of the length with each reassignment to a new position. Any significant absence will automatically extend a probationary period by the length of the absence. If the City determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period up to an additional six (6) months.

In cases of promotions or transfers within the City, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

304 ACCESS TO PERSONNEL FILES

The City maintains a personnel file on each employee. The personnel file contains such information as the employee's employment application, resume, records of training, documentation of performance appraisals and pay adjustments, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only supervisory and management personnel of the City who have a legitimate reason to review information in a personnel file are allowed access. Employees may review their own personnel file in the office of the Human Resource Department and with an individual from the Human Resource Department.

305 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify his or her Department Director of any changes in personal mailing address, telephone number, marital status, number of dependents for tax withholding or insurance purposes, emergency contacts, and educational accomplishments.

306 WAGE ADMINISTRATION PROGRAM

Definition. The Wage Administration program is a method for classifying positions. It is divided into two distinct programs, the Compensation Program, which deals with pay issues, promotions, and performance reviews, and the Classification System, which deals with wage ranges, job descriptions, and classification of positions.

The Wage Administration program is not binding, and shall not be read as creating vested rights in any person, or as creating a contract of employment between any employee and the City.

Compensation Program. The foundation of the compensation program is the "Wage Plan", which lists all jobs in their assigned salary range pay schedule. On an annual basis, as part of the budget process, the wage plan should be reviewed by Department Directors, Human Resources, and the City Administrator. Any proposed changes to the plan should be forwarded to the City Administrator for consideration and, if recommended by the City Administrator, submitted to the City Council for approval. If approved by the City Council, the wage plan should apply to all (regular part-time and full-time) jobs in the City for the following calendar year, or until changes are approved/made, or a new plan is adopted by the City Council. Any changes requested during the year should follow the same approval process.

Pay Rates for New Employees. It is the intent that the starting wage for a new employee should be based upon qualifications and experience as well as budgetary considerations. Offers above the minimum range should only be made when the selected candidate exceeds the minimum qualifications stated in the job description and has been determined the best fit for the position.

New Hire Raises and Reviews. At the discretion of the employee's Department Director, upon completion of the employee's first six months as a new full-time employee, or in a new position following a transfer or a promotion, the

employee may be given a pay increase. The Department Director's request for a pay increase should be accompanied by a written performance review and subject to City Administrator approval. The effective date of the pay increase, if given, should be at the beginning of the pay cycle in which the employee's probationary period ends. Contractual, and temporary (including seasonal) employees are not eligible for a six-month increase.

Annual Performance Adjustments. The City Administrator and the City Council, annually, will approve the funding of step/pay increases within the preparation of the annual budget.

Employees whose performance is consistently below average and receive an unsatisfactory evaluation, will not receive their step/pay increase. Contrary, employees whose performance is evaluated as consistently "Exceeding Expectations" may be eligible to receive a multiple step or additional pay increase with approval from the Department Director and/or City Administrator.

Each department is typically given a determined annual increase as part of the annual budget process approved by the City Council. That budget is the guideline used to determine pay/step increase(s). Employees who are at the maximum of their grade assignment are not eligible for a pay increase.

Leaves of Absence. If an employee's anniversary date falls during a paid time off, the Department Director may process and implement the pay increase on the effective date, and the performance review should then be given to the employee upon return.

Special Adjustments. The City Administrator has authority to approve raises as a special pay adjustment when deemed appropriate for reasons such as demonstration of outstanding performance, competitive market factors, compression issues, etc. Special pay adjustments are not designed for routine or standard practices or events. Graduation from school, completion of training programs, or meeting normal expectations, is not grounds for special adjustments. The performance should be truly outstanding and above and beyond the expectations of the job.

A detailed written recommendation must be forwarded to the City Administrator, outlining the reasons for the salary adjustment. Employees at the maximum of their wage range are not eligible for special adjustments unless pertaining to a grade adjustment.

Cost of Living Adjustments. Each year the City Administrator may decide whether inflation warrants a recommendation be presented to the City Council for a Cost of Living Adjustment (COLA). The recommendation should normally be based on a Consumer Price Index (CPI) for the most recent rolling twelve months. If recommended to and approved by the City Council, the COLA should be applied equally to all Full-time and Part-time employee wages except those of elected officials, and should be effective at the beginning of the designated payroll. Temporary and seasonal employees are not eligible for COLA increases.

Promotions. Promotions are defined as advancements to a position of a higher wage range where the duties and responsibilities are significantly different and greater; e.g., advancement from Police Officer to Police Sergeant. Department Directors should consider the wages of other employees already in the job classification when considering an employee for promotion, whether the promotion is of an internal department employee or a transfer from another department. When an employee is promoted to a higher-graded position, the employee will typically advance to the step closest to providing a 10% increase in pay (+/-) without exceeding the maximum within the new grade/pay range. Additional compensation is subject to City Administrator approval. Department directors should have a consistent policy in place outlining promotional process particulars.

Administrative Upgrades. It may become necessary from time-to-time for the City to conduct internal or external wage reviews and make administrative changes or upgrades to the wage ranges. These changes must first be approved by the City Administrator. Some changes may include step/grade realignment or adjustments to the classification of a position.

Lateral Transfers. If an employee transfers laterally to a job in the same wage range as currently held, whether within or outside of his/her department, there should be no change in pay, and the employee's anniversary date should not change. The employee's former Supervisor should complete a written performance review at the time of the transfer to close out the period in the former position.

Voluntary Transfers to Lower Paid Position. If an employee requests a voluntary transfer to a position in a lower graded position, their wage will correspond to the step providing the smallest decrease in pay. To guard against compression problems that may be created with the wages of other employees, Department Directors should take into consideration the wages of other employees already in the department, and also the candidate's current anniversary date. The employee's transfer date should become his/her new anniversary date for the purpose of determining the timing of future pay adjustments. A performance review should be completed to close out the period in the former position.

Involuntary Transfer to Lower Position. If an employee is unable to fulfill the duties of their present position for any reason, and it appears that the employee may be able to perform satisfactorily in a position with a lower wage range, the Department Director may offer the employee the option of accepting a demotion to such a position (in lieu of termination) if a vacancy exists. In most cases a reduction in wages should accompany the reduction in position. If a reduction occurs, the employee's transfer date should become the new anniversary date for determining future pay increases. A performance review should be completed to close out the period in the former position.

Classification System. The Classification System provides an inventory of the positions in the City of Republic. Each position should be assigned a specific grade assignment identified in accordance with the written job description. Some positions (i.e. Department Directors) will be assigned a salary range.

Job Descriptions. All job descriptions should include the essential functions of the job, and the minimum requirements or qualifications needed to perform those essential functions, such as education, work experience, physical requirements, or other factors. The information contained in the job description should help determine the appropriate grade assignment for the position. A set of job descriptions for all positions in the City should be maintained in the Human Resources office.

Classification of Positions. For newly proposed positions, the Department Director should submit to Human Resources for review and signature: (1) a draft of the job description, (2) a narrative description of the reasons for the changes proposed, (3) the recommended grade assignment, and (4) an organizational chart if the organizational structure will be impacted in any way. The proposal should be forwarded to the City Administrator for consideration. The proposal should be incorporated into the pay schedule for the current fiscal year and should normally be submitted and considered as part of the annual budget process. Ideally, requests should be submitted to the City Administrator by mid-August, in order to allow time to determine the appropriate salary range and cost factors, prior to submitting the final proposal.

Reclassification of Positions. Department Directors may submit a request for a reclassification of a current position in their department at any time. The reclassification may be requested because the position is thought to have been incorrectly classified originally, or because a substantial change is thought to have occurred in the duties and responsibilities assigned to the position. Whether or not there is an incumbent in the position at the time, the decision as to whether a reclassification is appropriate should be based on the overall level of responsibility for the position, not on the qualifications of any incumbent. The Department Director should work with Human Resources, following the steps outlined above. Requests for reclassifications of positions from non-exempt to exempt must be evaluated in accordance with Fair Labor Standards Act which establishes criteria for which positions properly are exempt. When a position is reclassified to a higher grade assignment, the employee will typically advance to the step closest to providing at minimum a 5% increase in pay (+/-) without exceeding the maximum within the defined pay range. Additional compensation is subject to City Administrator approval. When a position is reclassified to a lower grade and the position has a current incumbent, the employee will advance to the step providing the smallest decrease in pay.

Part-Time Positions. Part-time positions should be assigned to appropriate pay ranges by the Department Director in conjunction with the Human Resources. Employees in those positions may be eligible for annual performance increases and COLAs.

Temporary Positions. Temporary positions should be used as needed, and only as budgeted and approved. These positions should be assigned to appropriate pay ranges by the Department Director, in conjunction with Human Resources. For both first time and rehired seasonal employees, the pay rate should be determined at the start of each season or assignment staying within the amount budgeted by the department for that year.

Reorganizations. In the event of a proposed reorganization, the Department Director should submit to Human Resources for review and signature: (1) a proposed organizational chart, (2) updated job descriptions of any jobs being impacted by the reorganization, and (3) a narrative description of the reasons for the reorganization. The proposal should then be forwarded to the City Administrator for approval.

307 PERFORMANCE EVALUATION

Probationary Evaluation: Supervisors and employees are strongly encouraged to discuss job performance and goals on an routine basis. Evaluations are to be conducted at the end of an employee's probationary period in any new position. This period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance expectations of the new position.

Annual Evaluation: Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals.

308 EMPLOYEE REFERENCE CHECKS

Occasionally third parties will inquire into a current or former employee's employment history with the City.

Any and all requests for information, either verbal or written, are to be forwarded to the Human Resource Department. No information regarding an individual's employment with the City is to be released by any City employee unless exceptions apply. The Human Resource Department will respond to verbal inquiries with dates of employment and position held. Written requests will be responded to as described by the Missouri Sunshine Law.

309 APPOINTMENTS

Upon completion of all applicable testing, screening and the interview process, the Department Director shall recommend to the City Administrator or designee the most qualified applicant to fill the existing vacancy. Upon approval by the City Administrator or designee, the Department Director shall proceed with an offer of employment.

When the appointing authority finds it essential to fill a position, the City Administrator may authorize to fill by provisional appointment. A provisional appointment shall expire once the position is filled or shall not exceed one (1) year.

310 REHIRE

Any employee who has been separated from municipal service with the City of Republic and who later makes an application for employment shall be subject to the same selection procedure as other applicants and will not be entitled to any benefits or accruals from prior service unless such application occurs within one (1) year of leaving the City service due to a lay-off situation.

Employees who leave the City for cause, will not be eligible for rehire.

311 RESIGNATION/TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by an employee. (Employees are urged to give at least 2 weeks written notice to their Department Director)

Dismissal – involuntary employment termination initiated by the organization for disciplinary or non-disciplinary reasons

Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees will receive their final pay in accordance with applicable state law. Employees are responsible for all property, materials, or written information issued to them or in their possession or control.

Employees must return all City property immediately upon request or upon termination of employment. Exiting employees may be asked to complete an exit interview with the Human Resources Department.

SECTION 4



BENEFITS

401 EMPLOYEE BENEFITS

All full-time eligible employees are provided a wide range of benefits, which may include:

- Health, Dental, and Vision Insurance
- Bereavement Leave
- Citizenship Leave
- Group Health Continuation Coverage (COBRA)
- Employee Assistance Program
- Family Medical Leave
- Paid Holidays
- Life/Accidental Death & Dismemberment Insurance
- Long-term Disability
- Short-term Disability
- Sick Leave
- Vacation
- Retirement

Some benefit programs require contributions from employees, with a percentage being paid by the City. The City may revoke, suspend or discontinue any benefit provided herein with or without notice to the employee. Contact Human Resources for additional information.

As previously noted, the benefits described in this handbook are governed by formal insurance policies or written benefit plan, as well as an accompanying summary plan description. In the event of any conflict between the benefit descriptions in this handbook and the formal insurance policy or written benefit plan and summary plan description, the formal insurance policy or written benefit plan and summary plan description will control.

402 HEALTH INSURANCE

The City's health insurance program typically consists of major medical coverage, dental coverage, and vision coverage. Eligible employees may select among these individual coverages.

Full-time employees are eligible for the City's medical insurance program is typically within the first 30 days of employment. Eligible employees can also choose to enroll their legal dependents in the health insurance program in accordance with the terms of the program. Eligibility will be dependent upon the Carrier requirements.

403 VACATION BENEFITS

The City values the well-being of their employees and will make every effort to not contact employees while on vacation. Employees are encouraged to enjoy their freedom from work during their time off.

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment; therefore, employees are encouraged to use their vacation time.

Vacation time is determined for full-time employees by length of continuous service. Accrued vacation leave may be used after thirty (30) days of employment with the City. The accrual schedules are as follows:

Please note, monthly accruals may slightly vary depending on accrual schedule and software capabilities

All City Staff (excluding those specified in the following Subsections) includes Police Administrative Personnel, i.e., Administrative Assistant, PSR, Investigations Property and Evidence Specialist)

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	3.34 hours	40 hours	40 hours
1 year - 4 years of service	6.67 hours	80 hours	160 hours
4 years - 9 years of service	10 hours	120 hours	240 hours
9 or more years of service	13.34 hours	160 hours	320 hours

Full-time Commissioned Police Personnel

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	12.67 hours	152 hours	152 hours	50 hours
1 year - 4 years of service	16 hours	192 hours	356 hours	200 hours
4 years - 9 years of service	19.34 hours	232 hours	436 hours	300 hours
9 or more years of service	22.67 hours	272 hours	516 hours	400 hours

*Accruals include holiday hours for working continuous operations.

Full-time Fire Employees Working 24 Hour Shifts

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	14 hours	168 hours	168 hours	70 hours
1 year - 4 years of service	18.67 hours	224 hours	420 hours	280 hours
4 years – 9 years of service	23.34 hours	280 hours	532 hours	420 hours
9 or more years of service	28 hours	336 hours	644 hours	560 hours

***Accrual based on average 56 hour work weeks and includes holiday hours for continuous operations**

**Executive Leadership
Team**

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	6.67 hours	80 hours	80 hours
1 year – 4 years of service	10 hours	120 hours	240 hours
4 years – 9 years of service	13.34 hours	160 hours	320 hours
9 or more years of service	16.67 hours	200 hours	400 hours

For the purpose of the above accruals, the Executive Leadership Team shall consist of the City Administrator, Assistant City Administrator, Chief of Staff, City Attorney, City Clerk, Finance Director, BUILDS Administrator, Police Chief, Fire Chief, Community Development Director, Parks and Recreation Director, Human Resources Director, Information Systems Director, Public Information Officer. Additional positions may be added at the direction of the City Administrator.

Any employee discovered misusing the vacation leave privileges will be subject to disciplinary action.

Sick/emergency leave will not be substituted for scheduled vacation leave unless approved by the Department Director.

In any case where an employee is separated from service, the employee shall receive the full amount of his/her vacation leave accrued, not to exceed the accrual maximum or maximum payout accrual (whichever applies), at the time of separation.

In the event of an employee's death, the full amount of vacation accrual or maximum payout accrual (whichever applies) and any other compensation due to the deceased employee will be paid to the person(s) legally entitled to receive such compensation.

404 HOLIDAYS

All full-time employees are entitled to the following paid recognized holidays:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Good Friday – Friday before Easter
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day – 2nd Monday in October
10. Veterans Day
11. Thanksgiving
12. The day after Thanksgiving
13. Christmas Eve
14. Christmas Day

Other religious holidays not formally recognized by the City may be granted by the City Administrator on a case-by-case basis.

Any recognized holiday that falls on a Saturday will be observed the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Any employee may be scheduled to work on a recognized holiday if the need arises.

If a non-exempt employee works on a recognized holiday, the employee will receive holiday pay plus wages at one and one-half times his or her straight time rate for the hours worked on the holiday; **except** uniformed police and fire department employees whose holiday pay is included in their base pay and figured into vacation accruals. If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Despite the above statements regarding recognized holidays, state law provides that Uniformed Employees, other than exempt employees, work as scheduled by the Department Director (that is, without regard to the recognized holidays).

405 FREEDOM LEAVE

In keeping with our commitment of maintaining a work-life balance, Leadership Team, as well as other identified exempt positions, will be required to take an annual leave from work, without contact (via email, text, etc.) to staff regarding city business. This leave allows the employee to focus on priorities outside of their work commitments and imposes an opportunity to rest and recharge as an effort to curb burnout and/or sustain results. This leave allows for succession planning as well as proactive due diligence. This leave is considered a privilege and is subject to the guidelines outlined in the Administrative Policy.

406 SICK LEAVE BENEFITS

The sick leave policy is designed to provide full-time employees with paid time off for personal illness or injury, or the illness/injury of an immediate family member. This benefit is intended to help eligible employees maintain a stable base pay during short periods of non-occupational illness or injury.

Full-time employees accrue approximately eight (8) hours of sick leave for every full month of service with a maximum accumulation of 720 hours. Full-time sworn fire employees working a 56-hour work-week will accrue approximately twelve (12) hours of sick leave for every full month of service with a maximum accumulation of 1080 hours.

If an employee is frequently absent, or out for more than three consecutive days, he or she may be required to provide their Department Director with a physician's statement confirming the illness or injury, and that he or she is released to return to work. The Department Director will forward the return-to-work slip to the Human Resource Department to be kept in the employee's medical file. If warranted, the Department Director may require a physician's statement more frequently.

Sick leave may only be used for an employee's own or an immediate family member's illness, or medical/dental appointments. Immediate family, for the purpose of sick leave, is defined as a parent, spouse or child (or guardianship) or in event the family member is residing with the employee. Any exception will require department director and/or HR approval.

Sick leave continues to accrue while an employee is on FMLA leave or other leave of absence. An employee may carryover accrued but unused sick leave from one calendar year to the next. The maximum accumulation is 720 hours.

If an employee has been employed for the entire calendar year in a full-time position and does not use any sick leave hours within that calendar year; then the employee will be awarded sixteen (16) hours of vacation time at the beginning of the following calendar year. If the employee uses eight hours or less (or one shift or less) of sick leave within that calendar year, then the employee will be awarded eight (8) hours of vacation time at the beginning of the following year.

Upon separation from the City's service, accrued sick leave shall not be paid.

In the event of a local, state or national disaster, (i.e. pandemic), mandated sick leave will be paid in accordance with federal/state/local regulations and/or recommendations.

Misuse of Sick Leave

Sick leave is not an entitlement for extra days off, but a benefit to be used only in time of need.

At all times, employees are expected to give honest and truthful reasons for absences. "Calling in sick" and using sick leave for reasons other than that which are outlined under these guidelines can result in disciplinary action, up to and including termination of employment.

407 OTHER LEAVE(S) OF ABSENCE

Full time employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances. The employee will be responsible to pay their portion of all benefits while out.

All regular, full time employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact Human Resources for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Not reporting to work and not calling to report an absence is considered 'no-call/no-show' and is a serious matter. The first instance of a no call/no show will result in a written warning. The second separate offense may result in further disciplinary action. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

Administrative Leave

Administrative Leave with pay may be approved by the City Administrator or designee.

408 CITIZENSHIP LEAVE

The City encourages all employees to fulfill their civic responsibilities by performing jury duty or witness duty when required. Employees must present a copy of the jury or witness duty summons to their Supervisor as soon as possible to allow adequate time to make accommodations for the absence. Employees are expected to report for work when the court schedule permits.

The employee's pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The City will continue to provide the employee's benefits for the full term of the jury duty absence.

Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

The City also encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, the City will grant up to two hours of paid time off to vote.

Employees should request time off to vote from their Supervisor prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

409 CONTINUATION COVERAGE (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries covered by the City's health insurance program the opportunity to continue that coverage after a qualifying event would normally result in the loss of eligibility. The City will follow all applicable laws with regard to COBRA notification.

410 BEREAVEMENT LEAVE

It is the City's intent to allow full-time employees 24 hours of paid bereavement leave for the death or imminent death of an immediate family member. If extenuating circumstances or additional travel is involved, the Department Director and/or City Administrator may grant additional paid time in addition to the bereavement leave. Department Directors may grant leave of one scheduled work shift for an eligible employee to serve as a pallbearer at or attend a funeral of someone not within the immediate family.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, shift differentials, etc.

For purposes of bereavement leave, the City defines “immediate family” as the employee’s spouse, child, grandparent, grandchild or sibling; the employee’s spouse’s child, parent, sibling, grandparent or grandchildren; the employee’s child’s spouse, grandparents or grandchildren. Relationships of ‘step’, ‘in-laws’ or guardianship are included. Exceptions may be approved by the discretion of the Department Director. The employee’s supervisor or Department Director may require any employee taking bereavement leave to document the need for such leave by providing an obituary or other certification.

In the event of death of a City employee, employees of the City may leave for attendance at the funeral, the Department Director will be responsible for appropriate scheduling.

411 FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE POLICY

All requests for use of the Family Medical Leave Act of 1993 (FMLA) by employees shall be in accordance with the provisions of the Act. Eligible employees will be entitled to family leave in accordance with the Act. The Human Resources Department is authorized to take whatever steps it deems necessary to administer the Act.

Amount of Leave

If properly requested, the City will grant an eligible employee up to 12 weeks of unpaid leave during a 12-month period. However, an eligible employee may take 26 weeks of leave during a single 12-month period to care for a Covered Service Member. Any such 26 weeks would also include any other leave(s) taken under this policy for any reason.

For computing purposes, the City will use the 12-month period measure forward from the date any employee’s leave begins.

In addition, an employee on FMLA leave may not engage in any other work or employment during the leave without first obtaining the written authorization to do so from Human Resources. Such authorization will not unreasonably be withheld. If an employee on leave engages in other work or employment without such advanced written approval, the employee ordinarily will be considered to have voluntarily resigned his/her employment with the City.

Compensation During Leave

An employee is encouraged to use all accrued leave time during any otherwise unpaid leave granted under this policy for a serious health condition, to care for a Covered Service member, or for bonding purposes. Once the applicable paid time off is exhausted, the remainder of leave is unpaid.

The requirement that accrued paid time off be used during a leave under this policy does not apply to any part of a leave during which an employee is receiving workers’ compensation disability benefit payments or short-term temporary disability plan payments. However, an employee may elect to use accrued sick and/or vacation time during such leave to supplement the disability payments.

Group Health Plan Coverage During Leave

During FMLA leave, the City will continue paying any part of the employee’s group health plan premium that it was paying prior to the leave initiating, subject to the requirements of this policy and the plan. An employee on leave is responsible for his/her usual portion of the premium. If accrued paid time off work is applied simultaneously with time on leave, the employee’s portion of the premium will be made through payroll deductions to the extent paid time off is sufficient to cover the employee’s portion of the premium. In all other situations, the employee must pay his/her portion of the premium.

Other Benefits While On Leave

Subject to the terms of the policy or plan, the City will continue to pay the premiums for an employee who has City paid coverage while on leave. The City reserves the right to recover from the employee the cost of such premiums if the employee does not return from leave. For information regarding the amount of premium payments and how and when the employee's premium must be made, contact Human Resources. If the employee's portion of the premium is more than 30 calendar days late, coverage may be lost retroactive to the date the unpaid premium was due.

Miscellaneous

For additional information regarding this policy, contact Human Resources.

412 MILITARY LEAVE

The City will comply with all applicable state and federal laws concerning military leave including the federal law known as the Uniformed Services Employment and Re-employment Rights Act (USERRA). USERRA requires the City to provide certain benefits to most employees who take military leave, that is, a leave from their work at the City to perform "service in the Uniformed Services."

413 FLOATING HOLIDAYS

The City provides all regular full-time and regular part-time employees twenty-four (24) hours per year to be used as Floating Holidays for personal time off. This is paid time off as chosen by the employee with permission of the supervisor.

Floating Holidays for new employees will be pro-rated based on hire date within a calendar year. The following schedule will apply:

- Hire date: January 1 - April 30th - 24 hours personal time given.
- Hire date: May 1 - August 31st - 16 hours personal time given.
- Hire date: September 1st - December 31st - 8 hours personal time given.

Floating Holidays are renewed each January and must be used before December 31st of the same calendar year. Upon separation from the City's service, an employee shall not be entitled to receive payment for any remaining Floating Holidays. Floating Holidays may not be used in lieu of two (2) week written resignation notice.

414 WORKERS' COMPENSATION INSURANCE

The City provides workers' compensation insurance coverage for all employees at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any employee who sustains any work-related injury or illnesses is required to inform their Supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for any injury or illness that occurs during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City. All payments shall be made pursuant to state law.

Missouri's Workers' Compensation Law allows for penalties against employees who use alcohol or non-prescribed controlled drugs. If the workplace injury was sustained in conjunction with the use of the above, Workers' Compensation

Benefits will be reduced. If the use of alcohol or non-prescribed controlled drugs was the proximate or substantial cause of the injury, then any Workers' Compensation Benefits will be forfeited.

415 – Retirement

The City of Republic provides 100% paid retirement and does not require an employee contribution. The city offers both a defined pension plan and deferred compensation plan.

The City's pension plan is defined as L-3 offered through Missouri Local Government Employees' Retirement System (LAGERS). This pension plan provides a guaranteed benefit for the lifetime of the eligible member. Employees are vested after five (5) years and service time in the plan may travel with the member to other applicable public employers in Missouri. The pension amount is based upon a formula representing final average salary, years of service and the plan multiplier.

Effective on or around April 2022, The City will contribute 9% of the employee's base wages to a 457 plan through MissionSquare/ICMA-RC. Employees are not required to contribute but may do so up to the contribution allowance as determined by the IRS. The employee must be employed six (6) months for eligibility, but contributions will be retroactive to the initial hire date. Contributions will run concurrently with payroll.

SECTION 5



PAYROLL AND TIMEKEEPING

501 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Time worked is all the time actually spent on the job performing assigned duties. It is the supervisor's responsibility to ensure the accuracy of submitted timesheets.

Non-exempt employees should accurately record the time they:

- Begin and end their work including any split shift.
- Begin and end any meal period.
- Begin and end any departure from work for personal reasons.
- Work overtime.

Overtime work by a non-exempt employee must always be approved by the Supervisor before it is performed. Unless overtime has been approved, or additional straight time work has been approved by the Supervisor in a workweek in which paid time off is used, a non-exempt employee's total hours for the week (including use of paid time off, such as sick, vacation and comp hours as well as hours worked) should total the standard number of hours in the employee's regular schedule. Exception: Major storms, power outages, water/wastewater problems, etc. may require overtime for some who have already taken vacation or sick leave in that workweek who are not already on call. Departments should have specific overtime policies in place.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should report to work immediately prior to their scheduled starting time and stay no more than 15 minutes after their scheduled stop time without express, prior authorization from their Supervisor.

Time records shall be entered by each employee, approved by designated supervisor, and forwarded to payroll for processing. Employees may view pay stubs electronically.

If any correction or modification is made to a time record, both the employee and the Supervisor will be notified of the change and to verify the accuracy.

502 PAYDAYS

The work week runs from Sunday to Saturday of each week. Employees will be paid on a bi-weekly basis on each subsequent Thursday following the completion of the two week pay period. If the regularly scheduled payday should fall on an authorized holiday, payday will be on the last workday prior to the holiday.

503 SEVERANCE PAY

The City Administrator, with notification to the City Council, determines any severance benefit for employees whose termination is unrelated to performance. Severance pay benefits will only apply to regular full-time employees.

504 PAY ADVANCES

The City does not provide pay advances.

505 PAY DEDUCTIONS

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local taxes.

Pay deductions may be made if by court order, i.e., garnishments, child support, etc., to repay a debt or obligation to the City or others. Any contributions to the City's LAGERS retirement system, health insurance, ICMA, or other employee paid elected benefits will also be deducted.

506 PAY AND RELATED PROCEDURES

A. FLSA STATUS AND OVERTIME

An employee's wages for time worked may be accumulated or calculated according to two primary methods: hourly or salary.

All non-exempt employees are paid a given pay rate, as determined pursuant to the Compensation Plan, for each hour worked for the City. All non-exempt employees paid on an hourly basis are required to track and record hours worked as determined by departmental protocol.

Human Resources shall periodically analyze positions compensated by salary to determine whether they qualify for FLSA exempt status. Exempt employees are not eligible for overtime pay. Positions classified as exempt shall meet the FLSA standard/duties test as required.

Overtime may be required when necessitated by business operations. If asked to work overtime, employees will be expected to cooperate. Non-exempt employees are eligible to receive overtime pay at a rate in accordance with the Fair Labor Standards Act for all hours physically worked in excess of forty (40) hours in any work week, excluding meal periods and paid leave, unless otherwise required by law. All overtime worked by FLSA non-exempt status employees must be approved by that employee's supervisor.

The few exceptions to the requirements to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other City policies and practices.

- Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid).
- Absences of one or more full days due to sickness or disability if the employee is eligible for but has exhausted accrued sick leave.
- To offset any payment for jury duty or a witness fee.
- Penalties imposed in good faith for violating safety rules of "major significance" (i.e., rules relating to the prevention of serious danger in the workplace or to other employees).
- Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules applicable to all employees.
- Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment.
- Unpaid leave taken pursuant to the Family and Medical Leave Act.

Managers or Supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

507 PAY CORRECTIONS

The City takes all reasonable steps to ensure employees receive their correct amount of pay and that employees are paid promptly on the scheduled payday. The City prohibits any improper pay deductions from an employee's check whether the employee is exempt or non-exempt.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her Department Director so that the matter can be investigated promptly and a correction can be made as quickly as possible, as appropriate. If the employee needs further assistance, he/she should contact the Human Resources Department directly. Any improper deductions or other discrepancies will be reimbursed or corrected, at the latest, by the next regular payroll. In the event of any improper deduction, the City will make a good faith commitment to comply in the future.

The City prohibits retaliation against any employee for raising a complaint under this policy, or for providing information in connection with any complaint hereunder.

508 STANDBY PAY/ON CALL TIME

Situations occasionally arise when it becomes necessary to "call back" a non-exempt employee after their regularly scheduled workday is completed or whenever a non-exempt employee is assigned to work an additional unscheduled shift on their regular day off to properly staff the department, that employee shall receive one (1) and one-half (1/2) times their regular hourly rate. The Department Director shall have the discretion of establishing a minimum standard for call back time. Refer to Administrative Policy for additional information.

509 SCHEDULE CHANGES

When a shift change is necessary to maintain effective operations, the department should strive to give the employee as much notice as possible of the change in schedule, with a minimum notice of 24-hours. This does not include temporary or emergency situations

SECTION 6



WORK CONDITIONS AND HOURS

601 SAFETY

The City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, and other written communications.

Employees and Supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are required to raise them with their Supervisor or to the attention of their Department Director immediately. Reports and concerns about workplace safety issues may be made to the office of Human Resources if the employee wishes. All reports can be made without fear of reprisal.

Each employee is required to obey safety rules and to exercise caution and good judgment in all work activities. Employees must immediately report any unsafe condition to the appropriate Supervisor. Employees who violate any safety standard, who cause any hazardous or dangerous situation, or who fail to report or, where appropriate, remedy any such situation, may be subject to disciplinary action, up to and including termination of employment.

In the case of any accident that results in injury, regardless of how insignificant the injury may appear, employees are required to immediately notify their Supervisor or Department Director.

602 COMPUTER USER AND USE OF ELECTRONIC MEDIA AND ELECTRONIC EQUIPMENT

The general standards of ethics and conduct expected of a City employee also apply to the use of City computer and other electronic resources. Such resources are available to employees to assist in achieving organizational goals. Users are expected to cooperate with each other to promote the most effective use of these resources, and users will be held accountable for their actions involving computers and other electronic resources (such as voice mail, faxes, cell phones, etc.), as they would be in other situations. Please refer to Administrative Policy for complete details regarding the City's Computer Use Policy.

603 WORK SCHEDULES/ATTENDANCE AND PUNCTUALITY

The official workweek begins at 12:01 a.m. Sunday morning and runs through midnight the following Saturday. The official workday begins at 12:01 a.m. and runs through midnight of the same day.

Not all City employees observe the same workday, but all are expected to work regularly and devote their efforts to City business during working hours. All employees are expected to report to work promptly and remain on the job until the end of their shift, with the Department Director outlining the regular workday for the department. Any employee who is unable to report to work as scheduled shall notify his/her immediate Supervisor of the reason for and expected duration of the tardiness or absence. This must be done as soon as possible in advance of the scheduled starting time, and in no event later than two hours after scheduled starting time. If for some reason an employee is unable to call, a spouse, family member, or friend can make the call on their behalf. This procedure must be followed each day an employee is unable to report to work as scheduled (unless on a properly approved leave of absence for which the exact dates of the leave have been scheduled). Also, if it becomes necessary for an employee to leave work before their scheduled stopping time, permission from the Department Director or Supervisor is required.

Failure to timely and properly give notice, or repeated tardiness, absence or leaving early may result in corrective action up to and including termination.

RECOMMENDED HOURS OF WORK

DEPARTMENT	BEGIN	END	MEAL
Administration	8:00	5:00	Hour
Animal Control	8:00	5:00	Hour
Community Development	8:00	5:00	Hour
Fire	Shifts designated by Department Director		
Municipal Court	8:00	5:00	Hour
Parks and Recreation	8:00	5:00	Hour
Police	Shifts designated by Department Director		
Street	8:00	4:30	½ Hour
Water	8:00	4:30	½ Hour
Wastewater	7:30	4:00	½ Hour

Remember, these are just recommended hours of work and may be changed by Department Directors, with approval of the City Administrator, to better fit their department needs or to better serve the public.

Emergency response employees are required as part of their normal employment to assume stand-by (or on call) duty. Those employees may be required by their Department Director to make themselves readily available during off duty hours on a rotational basis for purpose of call-out to fire scenes, accident locations and emergencies of the like. A call phone shall be provided to these employees to allow for mobility during these periods of **off-duty standby time**.

604 TOBACCO USAGE

In keeping with the City's intent to provide a safe and healthy work environment, tobacco usage in City facilities or in City vehicles is prohibited. This policy applies equally to all employees, customers, and visitors.

605 MEAL PERIODS

All full-time employees are provided with one non-compensated meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Non-exempt employees will be relieved of all responsibilities during meal periods and will not be compensated for that time. Exception: Some emergency service departments may not be able to leave their posts during meal times and will be compensated accordingly.

606 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work beyond their regular schedule. When possible, advance notification of these mandatory assignments will be provided. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Each full-time employee is required and expected to work a forty (40) hour week (fifty-six (56) hours for designated fire department personnel). Non-exempt employees will be paid overtime pay for any time worked over 40 hours in one workweek. Overtime pay is at 1 ½ times the regular hourly rate of pay (time and one-half). Exception: The City has the option of paying overtime pay or of giving compensatory time off. Additionally, Police and Fire overtime will be paid in accordance with FLSA.

Accepting employment with the City means the employee consents to the policy. Compensatory time accrues at a rate of 1½ hours for each hour physically worked over and above an employee's regular work week. The maximum amount of compensatory time off that can be accrued by any employee is the standard number of hours for which the employee is

scheduled in one workweek. All compensatory time accrued and taken must be reported to the payroll office for processing.

Prior to working overtime, a non-exempt employee must receive approval from his or her Supervisor. A non-exempt employee who works overtime that has not been approved in advance by the Supervisor is subject to disciplinary action, up to and including termination.

607 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using City property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines established by each department. The use of cellular phones while operating a City vehicle is prohibited, except by police officers and fire personnel in the course of their duty and other City employees in the event of an emergency.

Anyone driving on City business or driving a City vehicle must wear his/her seat belt as well as anyone in the vehicle with the employee.

Employees are required to notify their Supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. All safety and protective gear must be used according to the personal protective equipment policy listed in the City of Republic Employee Safety Handbook and internal departmental policies. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or any vehicle, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

608 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fire, power failure, or natural disaster can disrupt City operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs, notification of the closing will be broadcast on the City's emergency notification system and the web page.

The City Administrator or his designee will notify the Department Directors and they, in turn, will notify their direct reports who will notify all remaining employees.

Employees in essential operations may be asked to work on a day when operations are officially closed; however, the obligation to provide services to the citizens of Republic must be balanced with the risk of danger to municipal employees. Please see Administrative Police for additional information.

609 BUSINESS AND TRAVEL EXPENSES

Consistent with Administrative Policy, the City will reimburse employees for reasonable authorized business travel expenses incurred while on assignments away from the regular work location. All department business travel must be approved in advance by the Department Director. Please review to the Administrative Policy for additional detailed information.

Employees should contact their Supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business and travel expense policy, including falsifying any expense report to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

SECTION 7



EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

701 EMPLOYEE CONDUCT AND WORK RULES

Each employee is expected to maintain a high standard of personal conduct and job performance, and to conduct himself/herself in an honest, responsible, and polite manner. Where conduct/performance does not meet the City's expectations, the City may generally try to provide the employee with a reasonable opportunity to correct the problem(s). The action taken generally will depend upon such factors as the employee's job, nature and severity of the problem and past performance.

Disciplinary action may take any of the following forms: dismissal, demotion, suspension, or reduction in compensation. Employees, with status, in a classified service and subject to such discipline are entitled to a pre-disciplinary hearing prior to the issuance of discipline. An employee under the classified service who is dismissed, demoted, suspended or reduced in compensation shall be notified, in writing following the outcome of the administrative hearing, setting forth specific reasons for such action, and shall be notified of his/her right to appeal to the Personnel Board under Section 702. An employee given notice of dismissal but prior to the effective date of such action may be retained in duty status, placed on administrative leave with pay or suspended without pay as determined by the City Administrator. An employee in the classified service may be separated without right of appeal at any time during the probationary period. Employees in the unclassified service, as well as contractual, temporary, or seasonal employees have no right of appeal. Please refer to Administrative Policy for specific disciplinary procedures.

The guidelines set forth below are intended to avoid confusion and misunderstandings about what is and is not satisfactory conduct. Of course, no list of guidelines can exhaustively cover every circumstance in which the City may impose disciplinary action. Just causes for disciplinary action are listed below, though disciplinary action may be taken for other just causes. Accordingly, the following list merely illustrates the kind of unacceptable conduct which may result in disciplinary action up to and including termination of employment.

1. Dishonesty including, but not limited to, such conduct as falsifying any personnel, payroll or other record; actual or attempted unauthorized possession of property belonging to the City, another employee or any other person/entity, or actual or attempted destruction or abuse of such property.
2. Failure to follow instructions or other insubordination.
3. Commission of any unlawful act while at work or away from work or inducing or encouraging another to commit such an act, which affects the employee's relationship to his/her job or fellow employees or reflects poorly on the City's image or reputation in the community.
4. Fighting or provoking a fight or threatening, intimidating, or coercing others while at work.
5. Inattention to duties, wasting time, carelessness, disrupting work, horseplay, unauthorized sleeping or appearing to sleep on the job, poor judgment, or any other unsatisfactory job performance.
6. Using abusive, profane, threatening, discourteous, demeaning, or disrespectful language at work or towards another employee or any other person.
7. Repeated absence, tardiness or early departure, or abuse of any time off work or leave of absence policy.
8. Unauthorized use or disclosure of confidential information.
9. Reporting to work or working under the actual or apparent influence of alcohol, and illegal drug or any unauthorized prescription drug, or possession of any such substance at work or while working.
10. Any unsafe work practice or failure to report immediately any incident, injury or accident which happens during work time or is work related.
11. Possession of any dangerous or unauthorized material or weapon on the City's premises or while working.

12. Violation of any City policy or standard practice.
13. Violation of any of the principles or rules of this employee manual, or other City policy, practice, or guideline.
14. Engaging in any conduct unbecoming of an officer or employee of the City, either on or off duty.
15. Being incompetent or inefficient in the performance of required and expected job duties and expectations.
16. Receiving two successive unsatisfactory employment evaluations.
17. Being careless or negligent with the moneys or other property of the City.
18. Engaging in outside business activities on City time without permission or using City property for such activity without permission.
19. Being negligent or unsafe in conduct or actions which jeopardize the safety of oneself or one's fellow employees or the safe use of City equipment.

702 APPEALS FROM DISMISSAL, DEMOTION, SUSPENSION OR REDUCTION IN PAY

(a) Any employee with status who is demoted, suspended, or reduced in compensation in accordance with Section 701 may either follow the grievance procedure in Section 703 or appeal directly to the Personnel Board in accordance with Section 702(c). If that employee chooses to pursue the grievance procedure, any request for a hearing by the Personnel Board must be filed in writing within five working days after the City Administrator has rendered his or her decision.

(b) Any person who has been dismissed in accordance with Section 701 shall appeal only to the Personnel Board in accordance with Section 702(c).

(c) When a direct appeal is made to the Personnel Board (under Section 704), a written request, stating the facts pertinent to the appeal, must be delivered to the Secretary of the Board (the Director of Human Resources) at the Director's office within fifteen (15) calendar days following the effective date of the dismissal, demotion, suspension or reduction in compensation, except in the event the 15th day falls on a Saturday, Sunday or City holiday, then it shall be considered timely if delivered on the next working day.

(d) Any employee who has been dismissed, demoted or suspended, who is not otherwise entitled to a hearing before the Personnel Board under Section 702(a) through 702(c) and who contends that the employee's constitutional rights have been violated, may request a due process hearing by filing a written request for such hearing with the Director of Human Resources within fifteen (15) days after the dismissal, demotion or suspension. If the Director of Human Resources determines that the employee may be entitled to a due process hearing under the Constitution of the United States or the State of Missouri, then the Director of Human Resources shall inform a hearing officer who shall be appointed by the City Administrator to hear such cases and such hearing officer shall hold a due process hearing for the purpose of determining if the employee's name or record shall be cleared. Upon hearing the case, the hearing officer shall make his/her findings of fact and conclusions of law and shall file a copy with the City Administrator and the Human Resources Director. The hearing officer shall have the authority to adopt rules for hearing such cases and shall have the same authority as the Board to subpoena witnesses and documents to a hearing. Such hearing shall be for the sole purpose of providing the employee an opportunity to clear the employee's name or record, and the hearing officer shall not have any authority to grant the employee an affirmative relief other than to place in the employee's record a copy of his decision.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The City supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The City reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines The City's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time to be determined by the Department Director. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, further disciplinary action may occur.
- **Suspension:** Suspensions will be without pay for a determined period of time for repeated violations of unacceptable behavior or a suspension may be instituted as the appropriate form of discipline for an initial offense if warranted by the violation committed.
- **Demotion:** When the appropriate Department Director determines that the employee does not render the appropriate qualifications to safely or satisfactorily satisfy the requirements of their job; or it is determined that due to the employee's unacceptable behavior or actions, it will be considered in the best interest of the City to reassign the employee to lesser responsibility, or for an increased efficiency in City operations, an employee may be demoted based upon these said reasons. Their new salary will be at the beginning of the pay grade of their new position unless otherwise approved by the City Administrator.
- **Termination:** Depending on the severity of the frequency of the unacceptable behavior, unacceptable work performance and/or the failure to obtain the appropriate licensing or certification, the Department Director may dismiss the employee for cause.

The City reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Grievance Procedure

A grievance is defined as an employee's formal expression of a complaint or disagreement and/or request for relief regarding employment conditions impacting safety, adverse employment actions such as suspension, demotion or termination, or loss of pay, benefits or seniority; but not including lateral transfers, changes in job titles, or other actions which do not negatively impact pay, benefits, or authority. Employees holding a work-related grievance shall utilize the following procedure in working toward the resolution of his/her problem:

1. The first step in the grievance procedure is for the employee to discuss the problem with his/her Supervisor within three (3) working days after the incident leading to the grievance. If the employee's Supervisor takes no action or if the employee is not satisfied with the action or decision of the Supervisor, he/she shall, within five (5) working days, proceed to the second step of the grievance procedure. If the grievance involves the Supervisor, the employee may, within three (3) working days after the incident leading to the grievance, proceed to the second step. If the grievance involves the Department Director, the employee may, within three (3) working days after the incident leading to the grievance, file with the Human Resource Department, an appeal to the City Administrator.
2. Employees pursuing the second step of this process should make their complaint known in writing to their Department Director. This statement should include a brief description of the employee's complaint and any action taken or decision made by the employee's immediate Supervisor.
3. If within the next five (5) working days after this written statement reaches the office of the Department Director, and the employee does not receive a satisfactory response, that employee should request in writing to the Human Resources Department, within three working days, an appeal to the City Administrator. The Director of Human Resources shall assemble the facts of the case and present all relevant documentation to the City Administrator. The City Administrator may hold a conference with the persons concerned in the case if it is deemed necessary.
4. Once the appeal is formally submitted to the City Administrator from the Director of Human Resources, the City Administrator shall present his or her decision in writing to the Department Director and the employee, with a copy to Human Resources, within fourteen (14) working days.

Department Directors who have a work-related grievance shall utilize the following procedures in working toward the resolution of their problem. These procedures shall be applicable to all grievance proceedings:

1. The first step in this grievance procedure is for the Department Director to discuss his/her problem with the City Administrator within three (3) working days after the incident leading to the grievance, or when the Department Director first becomes aware of a situation causing a grievance. If the Administrator takes no action, or the Department Director is not satisfied with the action or decision of the Administrator, he/she should proceed to the second step of this employee grievance procedure.
2. Department Directors pursuing the second step of this process should make their complaint known in writing to the City Council. This statement, which must be submitted at the next regular City Council meeting, should include a brief description of the Department Director's complaint, a description of action taken, or decision made by the City Administrator, and an appeal from such action or decision.
3. The City Council will consider the written complaint and decide by majority vote whether to intervene. In any event, the decision of the City Council shall be final.

704 PERSONNEL BOARD HEARING

(a) When an eligible employee shall make an appeal (or complaint) before the Personnel Board in a case involving his or her dismissal, demotion, reduction in pay or suspension, the City Administrator, or his/her designee, shall appoint a Personnel Board (consisting of City and/or non-City employees) picked by lot, consisting of five (5) members to hear individual appeals presented by employees. No standing board is required, but the City Administrator may, in his or her discretion, appoint a standing board. In all cases, the Director of Human Resources shall serve as the Secretary to the Board. It shall be the duty of the Personnel Board to ascertain to the best of its ability the facts of the case and after weighing all available evidence to report its findings to the City Administrator for such disposition as he or she may deem appropriate.

(b) Hearings will be scheduled for a pre-selected date and time during the month following receipt of the complaint, provided there is sufficient time to comply with the disclosure phase of the hearing process. Should there not be sufficient time to comply with the disclosure phase of the process, then the pre-selected date set for the next month would be selected. Should the complainant have a conflict with the original pre-selected date and time, the hearing will be scheduled for the next available pre-selected date and time during the following month. The Board will not reschedule a hearing more than two times to accommodate scheduling conflicts. If scheduling conflicts arise that do not allow the complainant to attend one of the three dates provided by the Board, the complainant shall be deemed to have voluntarily waived his or her right to a hearing before the Personnel Board. The Board reserves the right to reschedule a hearing date if it is apparent a quorum will not be available. The City Attorney will be responsible for oversight of the Personnel Board.

(c) Notice of the time and place set for public hearing shall be given promptly by the Secretary of the Board (i.e. the Director of Human Resources) to the complainant and at least five (5) days prior to the hearing.

(d) In order to properly discharge its function in regard to the review of such disciplinary actions, the Board shall have access to any files, correspondence, memoranda, etc., which they feel might be pertinent to the case and shall have the right of questioning any officers or employees of the City whom they feel may be able to shed light on the circumstances involving the disciplinary action in question. No officer or employee shall himself be subject to disciplinary action as a result of testimony given in such a hearing.

(e) In its review of a disciplinary action the Personnel Board shall limit itself, in the absence of overriding cause for considering extraneous matters, to a consideration of: (1) The question of the appropriateness of the discipline to the transgression, with regard to the case under consideration, and (2) the question of whether the employee is guilty of the transgression with which he is charged.

(f) Hearings shall be conducted in an informal manner with every effort made by the Personnel Board to avoid the appearance of conducting a trial as in a court of law.

(g) Public hearings on complaints may be adjourned only upon good cause shown, and in the event that the complainant shall fail to appear in person at the time and place set for hearing, he shall be presumed to have waived his right to further hearing and the Board may proceed forthwith to investigate and determine the case.

(h) Complainant may, at their election, be represented by counsel, provided that notice of such representation shall be filed with the Secretary of the Board (i.e. the Director of Human Resources) at least forty-eight (48) hours prior to the time set for hearing. The Personnel Board will be represented by counsel provided by the City Attorney, or his or her designee, or any other attorney so designated by the City.

(i) Hearings before the Personnel Board shall be public and shall be conducted in an orderly manner with a view of the presentation of all material facts so that a fair and impartial decision may be made. The Chair of the Board shall have full authority at all time to maintain orderly procedure and to reject irrelevant matters and limit the hearing to relevant

facts. The Personnel Board shall have the authority to adopt rules and regulations pertaining to the conduct of head and the conduct of its business provided such rules are not inconsistent with the laws of the City.

(j) The decision of the Personnel Board shall be promptly reduced to writing, setting forth its finding and recommendations, and be filed with the City Administrator with a copy to the Mayor. The Board may make recommendations to the City Administrator as follows:

- (1) The Board may recommend concurrence in the action of demotion, dismissal, suspension, or reduction in compensation.
- (2) If the Board finds that the action complained of was taken by the appointing authority for political, religious, or ethnic reasons, the Board shall recommend that the employee be restored to his former position or a like status without loss of pay and without penalization.
- (3) In all cases, the findings and recommendations of the Board shall be submitted to the City Administrator for his or her consideration, who may, not later than thirty (30) days after receipt of such findings and recommendations, restore the employee to his former status with or without loss of pay for the period involved; modify his or her original decision of dismissal, demotion, suspension, or reduction in compensation; or continue with his/her original decision. The decision of the City Administrator shall be final.

705 PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the City presents to the community.

Various departments within the City receive a clothing allowance in the departmental budget. The City expects its employees to maintain these uniforms in a neat and orderly appearance.

Consult your Supervisor or Department Director if you have questions as to what constitutes appropriate attire. Copies of the current *Dress Code Policy* can be found in Administrative Policy.

706 SOLICITATION/DISTRIBUTION/POSTINGS

In an effort to assure a productive and harmonious work environment, persons not employed by the City may not solicit or distribute literature in the workplace at any time for any purpose.

The City recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit for any purpose during the work time of the employee being solicited or doing the solicitation. Also, employees may not distribute materials in any work area.

The City Administrator or Department Director may grant an exception for distribution of material pertaining to recognized non-profits or charitable civic organizations on the employee's own time. Permission shall not be granted for commercial, religious or political material. Employees must notify the City Administrator, in writing, when they serve on boards of non-profit organizations that may do business with the City.

In addition, the posting of written material on City bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Legal Posters and Notices
- Job Openings
- Internal Memoranda
- State Disability Insurance/Unemployment/Insurance Information

SECTION 8



DRUG AND ALCOHOL POLICY

PURPOSE

The City of Republic is a Zero Tolerance Workplace. It is the policy of the City of Republic to maintain a work environment free from the use, possession and effect of alcoholic beverages and drugs. The City recognizes that drugs and alcohol impair employee judgment, which may result in increased safety risks, hazards to the public, employee injuries, faulty decision making and reduced productivity. The most effective means of avoiding potential problems is through a comprehensive policy directed against drug and alcohol abuse by employees. Therefore, the City expects all employees to be unimpaired by drugs or alcohol during work hours. The primary objective of the policy is to determine fit for duty and provide the highest level of service to the public. Therefore, all employees may be subject to drug and alcohol testing as stated in this policy.

PROHIBITED/REQUIRED CONDUCT

1. While on duty, stand-by, on City premises, or while conducting business related activities off City premises, no employee or applicant may use, possess, distribute, sell, or be under the influence of alcohol or any illegal drug or unauthorized prescription drug.
2. No applicant or employee may refuse or fail to cooperate fully in any drug and/or alcohol testing conducted or required under this policy. A refusal or failure to fully cooperate includes, but is not limited to, such conduct as timely or properly reporting as directed for testing, refusal to accept transportation arranged by or through the City to the testing facility, refusal to submit to any drug and/or alcohol test, failure to sign any required acknowledgment, consent, release and/or testing custody and control form, failure to follow the directions of any testing facility personnel, and any conduct that obstructs or delays the testing process.
3. Proper Use of Medication – An employee taking any medication which, according to the employee’s doctor, could cause impairment or interfere with the employee’s ability to safely perform his/her job; or the employee has reason to believe it may present a safety risk to himself/herself or others while competing their job duties, must promptly report the use of the medication to his/her Department Director. The City reserves the right to have a physician of its choice determine whether an employee can safely perform his/her job including while using or being under the influence of any properly used therapeutic drug. In appropriate cases, the City may require the employee to be temporarily transferred to another job or to be temporarily off work.

As used in this policy, the term City’s premises means any property, facility, land, structure, parking lot and vehicle owned, leased, used by or under the control of the City, any location at which an employee is performing work, and any vehicle while used for City’s business.

Violation of any of the prohibitions or requirements listed above or any other requirement of this policy constitutes misconduct and will subject the employee to disciplinary action, up to and including termination. Any applicant who violates any of these prohibitions or requirements will be disqualified from consideration for employment.

POLICY – PHYSICAL FITNESS AND EXAMINATIONS

Every applicant for employment within the City of Republic may be required to present proof that he or she is physically fit to perform the duties of the job, which the applicant seeks. All newly and rehired employees shall be required to take a blood or urine test for the presence of illegal drugs or unauthorized prescription drugs prior to being hired. Any applicant with a confirmed positive test result will be denied employment. The City will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment test may initiate another inquiry with the City after a period of no less than one (1) year.

THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991

It is the City of Republic's intent to comply with all regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991. City employees required to have a Commercial Driver's License (CDL) must comply with all regulations in the 1991 Omnibus Transportation Act. The Act requires alcohol and drug testing for all City employees who jobs require a CDL. The tests include pre-employment, post-accident, random, reasonable suspicion, return to duty and follow-up testing. The City of Republic will not permit an employee who refuses to submit to required testing to perform or continue to perform any activity that requires a CDL. All CDL drivers must obtain from the City of Republic the City's written substance abuse policy. CDL drivers are required to read this material and sign an acknowledgment of receipt.

All contractors of the City of Republic shall be required to state in writing that they comply with the provisions of this act and its implementing regulations while engaged in services for the City of Republic or in activity while on City of Republic property as a condition of the award of any such contracts for services or work and the continuation of same.

ALCOHOL AND CONTROLLED SUBSTANCE PROHIBITIONS

An employee is prohibited from operating a commercial motor vehicle and/or from engaging in any work-related functions, for alcohol-related conduct: (1) while consuming alcohol; (2) while having a blood alcohol concentration of 0.02 or greater; (3) within four (4) hours of consuming alcohol; (4) after refusing to submit to an alcohol test; and (5) from consuming alcohol within eight (8) hours after an accident as specified in this policy. An employee is prohibited from the unauthorized use and possession of a controlled substance at any time whether on or off duty and prohibited from the unauthorized possession or use of alcohol while on duty. Upon a finding in a disciplinary proceeding that an employee has tested positive for a controlled substance or a finding that an employee was in possession of an unauthorized controlled substance and/or alcohol, the employee will be terminated.

Any employee convicted of illegal conduct related to controlled substances or alcohol, who fails to report such a conviction to their Department Director, shall be subject to immediate termination from service.

CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROVISIONS

Employees subject to the Alcohol and Controlled Substance policy shall be subject to controlled substances and alcohol testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return to work testing and follow up testing.

PRE-EMPLOYMENT TESTING

Pre-employment urine drug testing shall be required of all employees as a condition of employment. Upon notification by the City, an applicant must report for testing within 48 hours. Any extenuating circumstances must be approved by the Policy Administrator. Failure to report for testing within this time frame shall be viewed as a failure of the drug testing policy. Employees who move via promotion, demotion or transfer to a DOT/safety sensitive position or public safety position will be required to submit to a pre-employment drug test.

Receipt of satisfactory test results is required prior to commencement of employment and/or engaging in safety sensitive functions.

Failure of a controlled substance or alcohol test disqualifies an applicant from appointment to consideration for employment for a period of one year. An applicant may provide written authorization allowing the applicant's current or previous employer to provide the City with drug testing information related to that employment. When there is a break in employment with the City of three (3) months or more, pre-employment testing and background investigation

will be required before re-employment. In some cases, (i.e. Parks Temporary staffing) the break in service may extend beyond 90 days due to unusual circumstances. In no circumstance shall the break service extend beyond six months. Please see Administrative Policy for details.

REASONABLE SUSPICION TESTING

Reasonable suspicion testing shall apply to all City employees regardless of their status and position. Reasonable Suspicion testing will be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing, when there are objective observable reasons to believe that a controlled substance or alcohol use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referral for testing shall be made on the basis of documented objective facts and circumstances, which are consistent with the effects of substance use. Reasonable suspicion observations and reports can only be made by supervisory or management personnel who are trained to detect the signs and symptoms of controlled substance and alcohol use and who may reasonably conclude that an employee may be adversely affected or impaired in the employee's work performance due to the use of the controlled substance or alcohol. The observing supervisor, whether or not the person is the employee's immediate supervisor, is required to complete and submit their concerns in writing concurrent with the observation and consideration to impose reasonable suspicion testing.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug and/or alcohol test should be transported to the testing facility.

A supervisor who fails to report an observation and, subsequently, fails to order a confirmed reasonable suspicion will be subject to disciplinary action up to and including termination.

POST-ACCIDENT TESTING

Post-accident testing is applicable to all full-time employees after a vehicular accident has occurred in which one of the following has occurred: a fatality, when a traffic citation is issued to the City driver after an accident, where injury to a person requires transport to a medical treatment facility or disabling damage to one or more vehicles requires towing from the accident site to occur. Testing shall include both breath alcohol and urine drug testing of the employee.

Post-accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence but, in any case, no later than eight (8) hours after the accident for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee involved in an accident should refrain from alcohol consumption for eight (8) hours following the accident.

RANDOM TESTING

Random testing shall be conducted on all full-time and DOT employees covered by the Alcohol and Controlled Substance Testing policy as authorized by state or federal law. Random testing shall be unannounced and conducted with unpredictable frequency throughout the year using an established scientifically based selection method. DOT Testing shall be ordered by appropriate supervisory personnel as required by federal law and regulations, and in such numbers as is minimally determined under the regulations. Testing shall be ordered by appropriate supervisory personnel for those employees in safety sensitive positions. For the purpose of this paragraph, "safety-sensitive positions" shall mean public employment involving the performance of duties which have a direct and immediate impact on the safety of the public or other public employees.

RETURN TO WORK TESTING

Return to work urine drug and alcohol testing for all employees covered by this policy may be required for an employee who previously refused to submit to a random alcohol and/or controlled substance test, which results in the reporting of a positive test result. Return to work testing may be permitted for other reasons as deemed necessary by the Policy Administrator. The employee must test negative in order to be permitted to return to work. If an employee tests positive for substance abuse on their return-to-work test, they will be subject to all of the consequences that follow related to positive testing including termination.

FOLLOW UP TESTING

Follow up testing is required for all employees who have received a positive test result via failure to test for alcohol or controlled substance. These employees shall submit to frequent unannounced random urine and/or breath alcohol tests for a minimum of six (6) tests in the following twelve (12) months after returning to work. Follow up testing may be continued for a period of up to sixty (60) months from the employee's return to work date. The duration and frequency of the testing shall be in accordance with the Substance Abuse Professional's (SAP) recommendation.

FAILURE TO TEST

Any on duty employee who fails to submit to the required testing under this policy is considered to have tested positive and shall be subject to all the consequences that follow related to positive testing including termination. Any delay in reporting to the testing site by the employee shall be treated as a refusal to test. Providing an adulterated sample shall be considered as a refusal to test and shall subject the employee to all of the consequences that follow related to positive testing including termination.

TESTING CONTROLS

ALCOHOL

Federal regulations require breath testing to be done on Evidential Breath Testing devices approved by the National Highway Safety Administration. An initial screening test is conducted first. Any result that is less than 0.04 blood alcohol concentration is considered negative. If the blood alcohol concentration is 0.04 or greater, a second confirmatory test must be conducted. If found to have engaged in prohibited alcohol conduct under this policy, the employee shall be immediately removed from work-related activity for a minimum of twenty-four (24) hours; and shall not be permitted to resume work until further notice.

CONTROLLED SUBSTANCES

Controlled substance testing is conducted by analyzing an employee's urine specimen at a laboratory certified and monitored by the U.S. Department of Health and Human Services for the following controlled substances:

Marijuana (THC metabolite)

Cocaine

Amphetamines

Opiates (including heroin)

Phencyclidine (PCP)

Barbiturates

Benzodiazepines

Propoxyphene

Methadone

Methaqualone

**The City reserves the right to test for additional substances as deemed appropriate and if updates occur per the U.S. Department of Health and Human Services regarding the substances tested.*

The testing for controlled substances is a two (2) stage process. First a screening test is conducted. If the test is positive for one (1) or more of the controlled substances, a confirmatory test is conducted for each identified controlled substance. The confirmatory test is a gas chromatography/mass spectrometry (GC/MS) analysis.

Any employee, who tests positive on the confirmatory test, shall be interviewed by the Medical Review Officer (MRO) to determine if there is a legitimate medical reason for the positive test. If the MRO determines that there is no legitimate medical reason for the positive test, the employee shall be immediately suspended from work-related activity and appropriate disciplinary proceedings shall be instituted.

REQUEST FOR ADDITIONAL TEST

Any employee who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be conducted on a split sample that was provided at the same time as the original sample and the test analysis shall be conducted at a different qualified laboratory than where the original test was conducted. All costs for employee-requested testing shall be paid by the employee unless the second test invalidates the original test. An employee's request for a re-test must be made to the Medical Review Officer (MRO) within seventy-two (72) hours of the notice to the employee of the initial test result. Requests made after the seventy-two (72) hour limit will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

REHABILITATION EFFORT

Any employee who is determined to be in need of assistance for a substance abuse or related problem under this policy may be permitted to enter into a rehabilitation plan approved by the City of Republic in recommendation by the Substance Abuse Professional (SAP), provided the employee agrees to adhere to the terms of the rehabilitation contract with the City of Republic.

Rehabilitation assistance may only be granted to an employee once while employed by the City of Republic. The employee must invoke their right to a rehabilitation effort prior to submitting to the controlled substance/alcohol testing. Failure to complete the rehabilitation assistance plan or, to adhere to the criteria set forth in the rehabilitation plan, shall be considered a resignation by the employee from employment with the City of Republic.

The rehabilitation plan shall include the following terms and conditions to be adhered to by the employee who is granted rehabilitation assistance:

- The employee shall agree to undertake and successfully complete the rehabilitation assistance plan established for the employee by the SAP or by a rehabilitation professional accepted by the City of Republic; and,
- The employee agrees to refrain from any violation of this policy and the use of alcohol and controlled substances in violation with the plan of rehabilitation and this policy; and,

- The employee provides a release of all medical records for use and review by the City of Republic relating to the rehabilitation assistance plan for the assistance undertaken and compliance; and,
- The employee agrees to unannounced random testing for periods of time subsequent to the employee's return to work consistent with this policy; and,
- The employee agrees to submit to return to work testing demonstrating that the employee is negative under alcohol and controlled substance testing standards; and,
- The employee agrees that any future alcohol and/or controlled substance violations shall be considered as a resignation from employment with the City without recourse.
- The employee shall agree to unannounced follow up testing for a period of time as determined with the recommendation of the SAP and consistent with this policy.

PROCEDURE-BLOOD/URINE/BREATH TEST FOR THE PRESENCE OF ALCOHOL AND DRUGS

In testing for the presence of alcohol, the City shall utilize a generally accepted breath or blood test procedure, which produces quantitative results showing the amount of alcohol in the blood. When such tests are performed, the threshold level for determination of an employee being under the influence of alcohol shall be .04 or more percent by weight of alcohol in the blood sample tested.

In testing for the presence of drugs, the City shall, in the first instance, utilize an immunochemical assay or radioimmunoassay test on the employee's urine. If the test is positive for drug, the same urine specimen shall be subjected to a further confirmatory test using the gas chromatography, thin layer chromatography or gas chromatography/mass spectrometry method for verification.

If a confirmation drug test is positive, the results will be submitted to a Medical Review Officer (MRO). The MRO may discuss the results with the employee before reporting the results to the City, unless, after making reasonable effort to reach the employee, the MRO is unable to do so. Under such circumstances, the MRO may notify a designated person at the City, who shall instruct the employee to contact the MRO. Failure of an employee to contact and provide information to the MRO within one workday of being instructed by the City to do so shall result in termination of employment. The MRO generally will not disclose to the City any medical information provided by an employee to the MRO unless the MRO is required by law to do so or, in the MRO's medical judgment, the information indicates that the employee's performance of responsibilities could pose a significant safety risk.

CORRECTIVE ACTION

Report of a positive test result constitutes under the influence of the substance(s) for which the test is positive. An employee whose test result is reported as positive will be subject to corrective action, including immediate termination. A report that a sample was adulterated will be treated the same as a positive test result.

Any employee who is found to have engaged in off-duty substance abuse, which adversely affects the employee's ability to perform job duties, may be placed on a leave of absence without pay for a period of up to sixty (60) days. The leave of absence may be extended for good cause by the City Administrator up to an additional fifteen (15) days. (Longer leave may be available under the Family Medical Leave Act leave policy, if applicable.) The employee may use any accumulated sick leave or vacation during the leave of absence. The purpose of the leave of absence is to provide the

employee with an opportunity for rehabilitation. The City may assist the employee in locating an appropriate program of rehabilitation.

CONFIDENTIALITY

All records developed and/or acquired pursuant to this policy will be maintained under strict confidentiality by the City of Republic, the testing laboratory, the MRO and the SAP when and where applicable. All records will be kept in a secure location and will not be released to others without the written consent of the affected employee, except under provisions provided in the federal regulations, as needed with regard to the rehabilitation contract, in litigation or administrative proceedings related to positive test results and/or matter initiated by the employee.

Any person who breaches the confidentiality provisions of this policy shall be subject to immediate termination from employment and/or any contractual relationship with the City of Republic.

OTHER CONSIDERATIONS

This policy shall be administered in compliance with federal, state and local laws related to employee health and welfare policies, leave policies, benefit programs and other related policies of the City of Republic. In the case of apparent conflicts between this policy, other policies, and applicable laws, the Policy Administrator shall make the appropriate ruling to resolve the potential conflicts, whenever possible.

802 SECURITY INSPECTIONS

The City wishes to maintain a work environment that is free from illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City prohibits the possession, transfer, sale or use of such materials on its premises. The City requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the City. Accordingly, they will not be inspected without either consent or at least reasonable suspicion that it contains some form of contraband (such as stolen items, illegal drugs, or any items prohibited by City policy).

The City prohibits theft or unauthorized possession of the property of employees, the City, visitors, and customers. To facilitate enforcement of the policy, the City or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the City's premises.

SECTION 9



MISCELLANEOUS INFORMATION

901 SEVERABILITY

Should any of the provisions in this handbook be determined to be contrary to federal, state, or local law, the remaining provisions of this handbook shall remain in full force and effect.

To the extent that any law provides additional or different benefits or rights to employees, the provisions of this handbook shall be deemed to include those statements of law.

902 CONCLUSION

It is not possible to answer in the handbook all of the questions you might have regarding your employment with the City. Answers to your specific questions and additional information are available from your Supervisor or Department Director. Do not hesitate to speak with them, as they want to have you well informed and prepared to do your job.

Section Nine of the handbook includes an acknowledgment page. You are required to sign and date that page, remove it from the handbook, and return it to the Human Resource office to be placed in your personnel file.

You may retain the remainder of the handbook for future reference.

WELCOME TO THE CITY OF REPUBLIC!

SECTION 10



ACKNOWLEDGMENT OF RECEIPT

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

THE CITY OF REPUBLIC EMPLOYEE HANDBOOK



I acknowledge that I have received a copy of the City of Republic Employee Handbook and that I am responsible for becoming familiar with its contents. I have entered into my employment relationship with the City of Republic voluntarily. I understand and agree that the employee handbook is a compilation of guidelines only, that it is not a contract of employment, and that the City reserves the right to add to, modify, delete, interpret or replace the employee handbook at any time with or without advance notice. Only the City Administrator, with the approval of the City Council, has the ability to adopt any revisions to the policies in this handbook. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract of employment. By signing below, I hereby acknowledge that I have received and read the employee handbook in its entirety and have been given the opportunity to have any questions or concerns I may have regarding its terms, policies and procedures addressed. I further state that I will comply with the policies contained in this handbook and any revision made to it.

Employee's Signature

Date

Employee's Name (Printed or Typed)

AGENDA ITEM ANALYSIS

Project/Issue Name: 21-78 An Ordinance of the City Council of the City of Republic, Missouri, Amending the Zoning Code and Official Map by Changing the Classification of Approximately 14.04 Acres, From Planned Development District (PDD) to General Commercial (C-2), Located at the 600 Block of West Civic Boulevard.

Submitted By: Chris Tabor, Principal Planner, BUILDS Department

Date: December 14, 2021

Issue Statement

Wilmoth Oil Co, LLC has applied to change the Zoning Classification of approximately **14.04 acres** of property situated at the termination of West Civic Boulevard from Planned Development District (PDD) to **General Commercial (C-2)**.

Discussion and/or Analysis

The property subject to this Rezoning Application is currently vacant. The Applicant has expressed their intent to develop on the property.

The property is currently zoned as part of the greater Frisco Square Planned Development District. Existing uses allowed on the property include Local Commercial (C-1), High-Density Single Family Residential (R1-H) and Multi-Family (R3), as well as a small portion of Agricultural (AG) – all of which are referenced in the Frisco Square Development Plan.

The following paragraphs contain brief analyses of present site conditions as well as the proposal's relationship to **adopted plans of the City**.

Consistency with the Comprehensive Plan

The City's Comprehensive Plan generally encourages the expansion of commercial development through proactive Rezoning of land at appropriate locations. Appropriate locations are described generally throughout the Plan, with regard to the **relationship of land at particular locations to infrastructure capable of supporting various intensities and densities of uses**.

- **Section:** Coordinate with Infrastructure
 - **Goal 1:** Support new development that is well-connected to the existing community.
 - **Objective 1B:** Promote development aligning with current adopted plans of the City. The intensity of uses should match the capacity of infrastructure to serve.

- **Goal 2:** Recognize potential infill sites as opportunities for development, while mitigating impacts to adjacent established properties.
 - **Objective 1A:** Support the development of vacant parcels as opportunities for densification that is harmonious with surrounding development.

The rezone of this parcel is in line with area development. City water and sanitary sewer will be required for development of the parcel.

The general trend in the vicinity of the subject property, off US Highway 60, is development and redevelopment of commercial properties of low to middling intensity.

Compatibility with Surrounding Land Uses

The subject property is surrounded by the Frisco Square Planned Development District to the northeast (across Illinois Ave.), General Commercial (C-2) to the northwest, and Medium-Density Single Family Residential (R1-M) to the south. The single-family properties consist of twelve lots in Lakeside Estates (1st and 2nd Additions).

The land uses permitted in the General Commercial (C-2) Zoning District include high intensity commercial uses; as well as the lower intensity commercial uses found in the Local Commercial (C-1) zoning district.

Capacity to Serve Potential Development and Land Use

Municipal Water and Sewer Service:

The parcel has access to a 10” water main running along the property on the south side of W Frisco Blvd. Alternatively, a 10” water main runs on the far (east) side of S Illinois Ave.

The subject parcel is in proximity to an 8” sanitary sewer main that runs along property lines to the east and south. Sewer would flow to the Woodland Park Lift Station, Lift Station 2, and then to the Wastewater Treatment Plant.

Transportation:

The parcel is expected to utilize access to S Illinois Ave.

No Traffic Impact Study (TIS) was required with this rezone due to reduction in trip generation the rezone represents when compared to the existing allowable uses provided for by the Frisco Square Planned Development District.

Floodplain: The subject parcel **does not** contain a Special Flood Hazard Area (SFHA/Floodplain).

Sinkholes: The subject property **does not** contain any identified sinkholes.



Recommended Action

Staff considers the **proposed Zoning Map Amendment (Rezoning)** to be generally consistent with the **goals and objectives of the Comprehensive Plan**, consistent with the **trend of development in the vicinity of the site, compatible with surrounding land uses, and able to be adequately served by municipal facilities**. Based upon this analysis (performed without the benefit of evidence and testimony of a public hearing), **Staff recommends the approval of this application.**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, AMENDING THE ZONING CODE AND OFFICIAL MAP BY CHANGING THE CLASSIFICATION OF APPROXIMATELY 14.04 ACRES FROM PLANNED DEVELOPMENT DISTRICT (PDD) TO GENERAL COMMERCIAL (C-2), LOCATED AT THE 600 BLOCK OF WEST CIVIC BOULEVARD

WHEREAS, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, an application for an amendment to the Zoning Code and Official Zoning Map to rezone real estate located at the 600 Block of West Civic Boulevard, and comprising approximately 14.04 acres from Planned Development District (PDD) to General Commercial (C-2), was submitted to the City’s BUILDS Department by Wilmoth Oil Company LLC (“Applicant”); and

WHEREAS, the City did thereafter submit said application to the Planning and Zoning Commission, which did set December 6, 2021, as the date a public hearing would be held on such application and proposed amendment; and

WHEREAS, a notice of the time and date of the public hearing was given by publication on November 17, 2021, in the Greene County Commonwealth, a newspaper of general circulation in the City, such notice being at least fifteen (15) days before the date set for the public hearing; and

WHEREAS, the City gave notice of such public hearing to the record owners of all properties within the area proposed to be rezoned and within 185 feet of the property proposed to be rezoned; and

WHEREAS, a public hearing was conducted by the Planning and Zoning Commission on December 6, 2021, after which the Commission rendered written findings of fact on the proposed amendment and rezoning and, thereafter, submitted the same, together with its recommendations, to the Council; and

WHEREAS, the Planning and Zoning commission, by a vote of 5 Ayes to 0 Nay, recommended the approval of such application for rezoning; and

WHEREAS, the application for rezoning and to amend the Zoning Code and Official Zoning Map was submitted to the City Council at its regular meeting on January 4, 2021, after which the City Council did proceed to vote to rezone such property and amend the Zoning Code accordingly.

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

Section 1: The Zoning Code and Official Zoning Map are hereby amended insofar as the same relates to a certain tract of realty located at the 600 Block of West Civic Boulevard, and comprising approximately fourteen acres and four hundredths of an acre from Planned Development District (PDD) to General Commercial (C-2), such tract being more fully described as follows:

ALL OF TRACT 2 OF THE MINOR SUBDIVISION OF COX-DAVIS SUBDIVISION FILED IN RECORD BOOK 2021, AT PAGE 037510-21, IN THE RECORDER'S OFFICE, GREENE COUNTY, MISSOURI, LOCATED IN SECTION THIRTY (30), TOWNSHIP TWENTY-EIGHT (28) NORTH, RANGE TWENTY-THREE (23) WEST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EXISTING MONUMENT AT THE SOUTHEAST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 30: THENCE, N87°34'46"W, ALONG THE SOUTH LINE OF SAID NORTHWEST 1/4, A DISTANCE OF 30.24 FEET TO A SET 1/2" IRON PIN WITH A CAP STAMPED "WLS LSC 370", SAID POINT.

BEING ON THE APPARENT WEST RIGHT-OF-WAY LINE OF ILLINOIS AVENUE, AND THE POINT OF THE BEGINNING; THENCE CONTINUING N87°34' 46" W, ALONG SAID SOUTH LINE, SAID LINE ALSO BEING THE NORTH LINE OF LAKESIDE ESTATES ADDITION, AND LAKESIDE ESTATES SECOND ADDITION, BOTH BEING RECORDED SUBDIVISIONS IN THE CITY REPUBLIC, GREENE COUNTY, MISSOURI, A DISTANCE OF 1294.30 FEET TO AN EXISTING STONE, SAID POINT BEING THE SOUTHWEST CORNER OF THE SOUTHEAST 1/4 OF SAID NORTHWEST 1/4 ; THENCE N87°25'23"W, ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID NORTHWEST 1/4 , A DISTANCE OF 144.66 FEET TO AN EXISTING 5/8" IRON PIN WITH A CAP STAMPED "LS241D", SAID POINT BEING ON THE PROPOSED SOUTHERLY RIGHT-OF-WAY LINE OF FRISCO BOULEVARD; THENCE, ALONG SAID PROPOSED SOUTHERLY RIGHT-OF-WAY LINE FOR THE FOLLOWING TWO (2) DESCRIBED COURSES; THENCE, N49°17'04" E, A DISTANCE OF 1135.37 FEET, TO A SET 1/2" IRON PIN WITH A CAP STAMPED "WLS LSC 370", AND A POINT OF CURVATURE TO THE RIGHT; THENCE, ALONG SAID CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 19.00 FEET, AND ARC DISTANCE OF 29.82 FEET A CENTRAL ANGLE OF 89°56'18", ALONG A CHORD BEARING S85°44'44"E, A CHORD DISTANCE OF 26.86 FEET TO A SET 1/2" IRON PIN WITH A CAP STAMPED "WLS LSC 370" ON THE APPARENT WEST RIGHT-OF-WAY LINE OF ILLINOIS AVENUE; THENCE, ALONG SAID APPARENT WEST RIGHT-OF-WAY LINE FOR THE FOLLOWING SEVEN(7) DESCRIBED COURSES; THENCE, S40°46'35" E, A DISTANCE OF 361.29 FEET TO A SET 1/2" IRON PINE WITH A CAP STAMPED "WLC LSC 370", AND A POINT OF CURVATURE TO THE RIGHT; THENCE, ALONG SAID CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 19.00 FEET, AN ARC DISTANCE OF 29.85 FEET, A CENTRAL ANGLE OF 89°59'59", ALONG A CHORD BEARING S04°13'35"W, A CHORD DISTANCE OF 26.87 FEET, TO A SET 1/2" IRON PIN WITH A CAP STAMPED "WLS LSC 370": THENCE, S40°46'35" E, A DISTANCE OF 50.00 FEET TO A SET 1/2" IRON PIN WITH A CAP STAMPED "WLC LSC 370", AND A POINT OF NON-TANGENT CURVATURE TO THE RIGHT; THENCE, ALONG SAID NON-TANGENT CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 19.00 FEET; AN ARC DISTANCE OF 29.85 FEET, A

CENTRAL ANGLE OF 90°00'53", ALONG A CHORD BEARING S85°47'01"E, A CHORD DISTANCE OF 26.87 FEET TO A SET 1/2" IRON PIN WITH A CAP STAMPED "WLS LSC 370"; THENCE S40°46'35"E, A DISTANCE OF 295.70 FEET TO A SET 1/2" IRON PIN WITH A CAP STAMPED "WLS LSC 370", AND A POINT OF CURVATURE TO THE RIGHT; THENCE, ALONG SAID CURVE TO THE RIGHT, SAID CURVE HAVING A RADUS OF 270.00 FEET, AN ARC DISTANCE OF 200.98 FEET, A CENTRAL ANGLE OF 42°38'57", ALONG CHORD BEARING S19°27'10"E, A CHORD DISTANCE OF 196.37 FEET; THENCE, S01°52'19"W, A DISTANCE OF 50.49 FEET TO THE POINT OF BEGINNING.

Section 2: In all other aspects other than those herein amended, modified, or changed, the Zoning Code and Official Zoning Map shall remain the same and continue in full force and effect.

Section 3: The whereas clauses are hereby specifically incorporated herein by reference.

Section 4: This Ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this _____ day of _____, 20____.

Matt Russell, Mayor

Attest:

Laura Burbridge, City Clerk

DocuSigned by:
Damon Phillips
11F90D87116B4F4...

12/8/2021

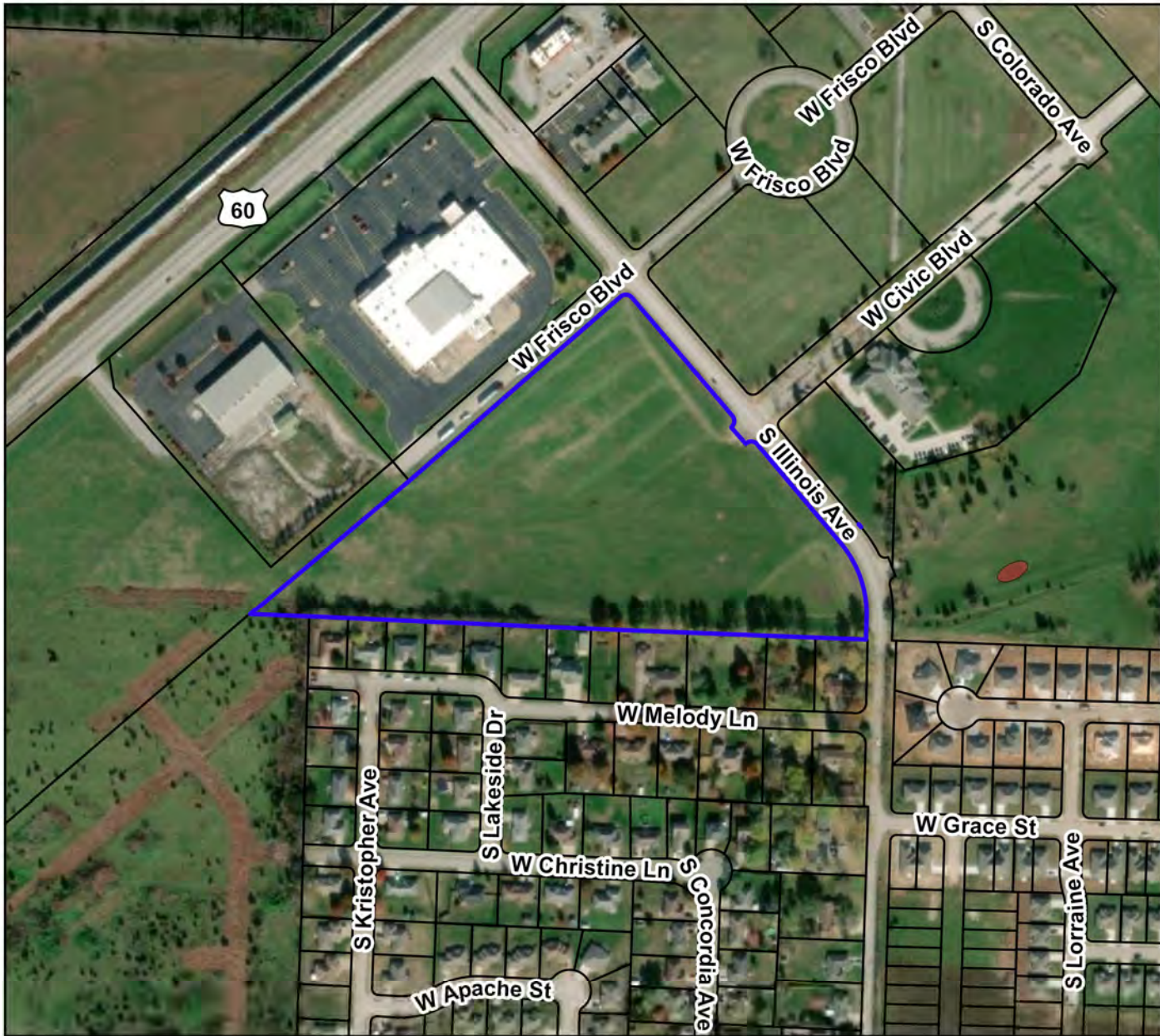
Approved as to Form: _____

Final Passage and Vote: _____

REZN 21-014: Wilmoth Oil Company LLC

Item 8.

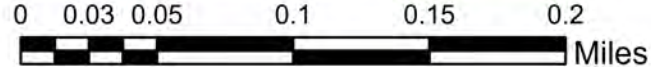
Vicinity Map



Legend

- Parcels
- Sinkhole
- Floodplain
- Wilmoth_Oil_Property

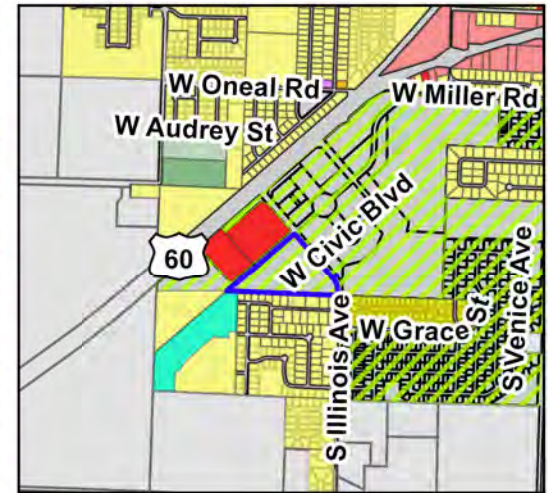
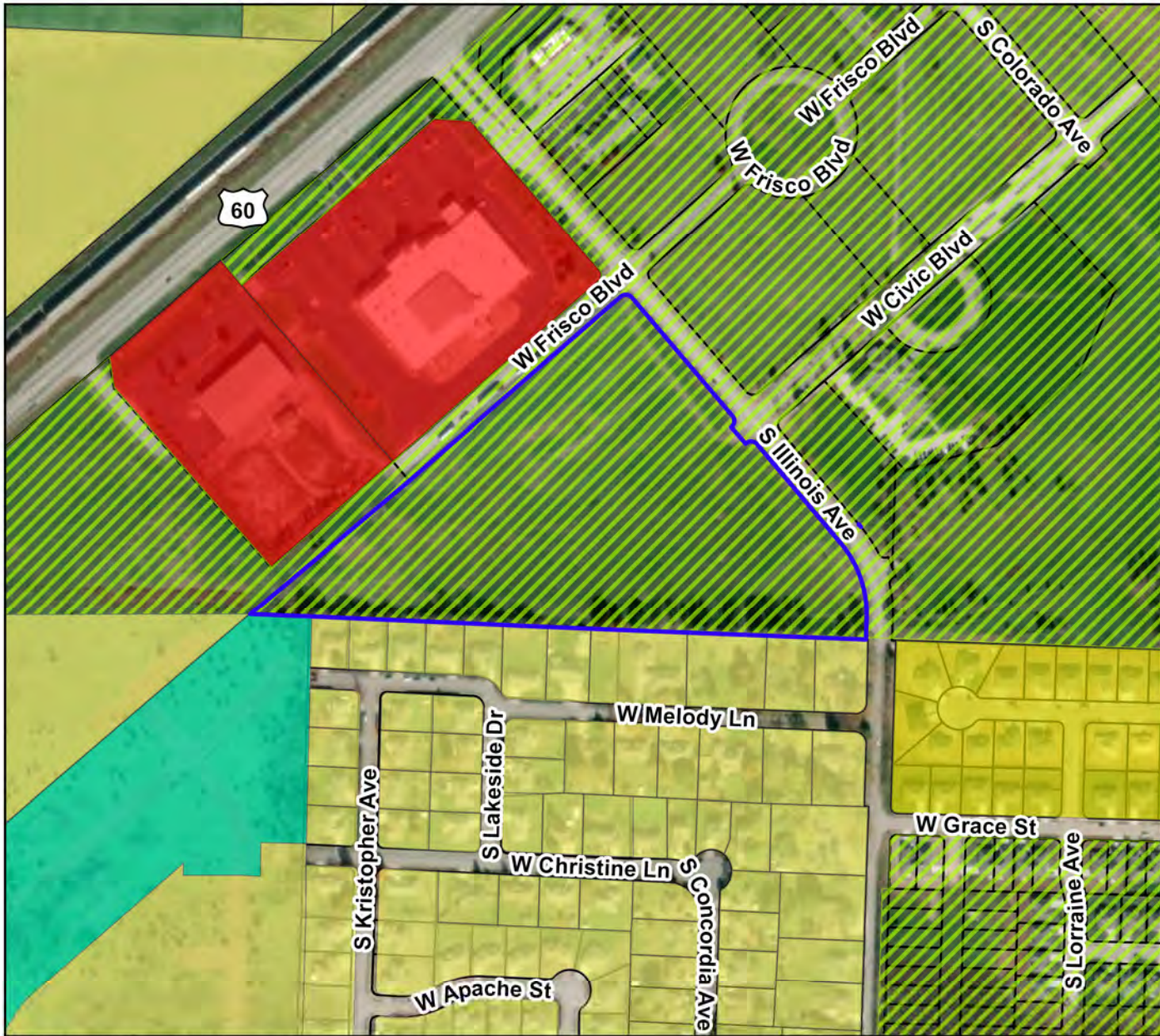
Parcel Owner: Wilmoth Oil Company LLC
Parcel Address: 600 Block of W Civic Ave
Area: 14.04 Acres
Existing Zoning: Planned Development District (PDD)
Requested Zoning: General Commercial (C-2)



REZN 21-014: Wilmoth Oil Company LLC

Item 8.

Zoning Map



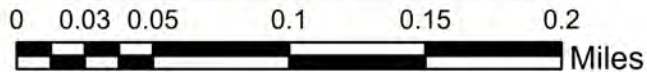
Legend

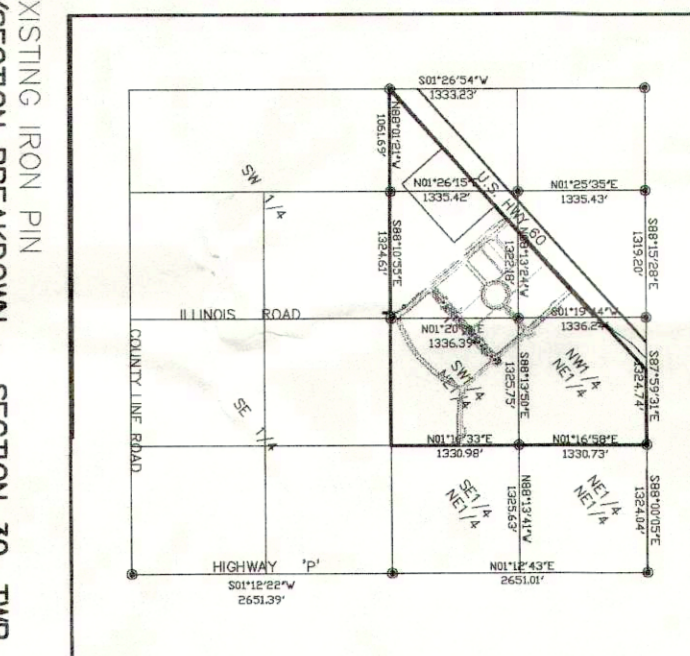
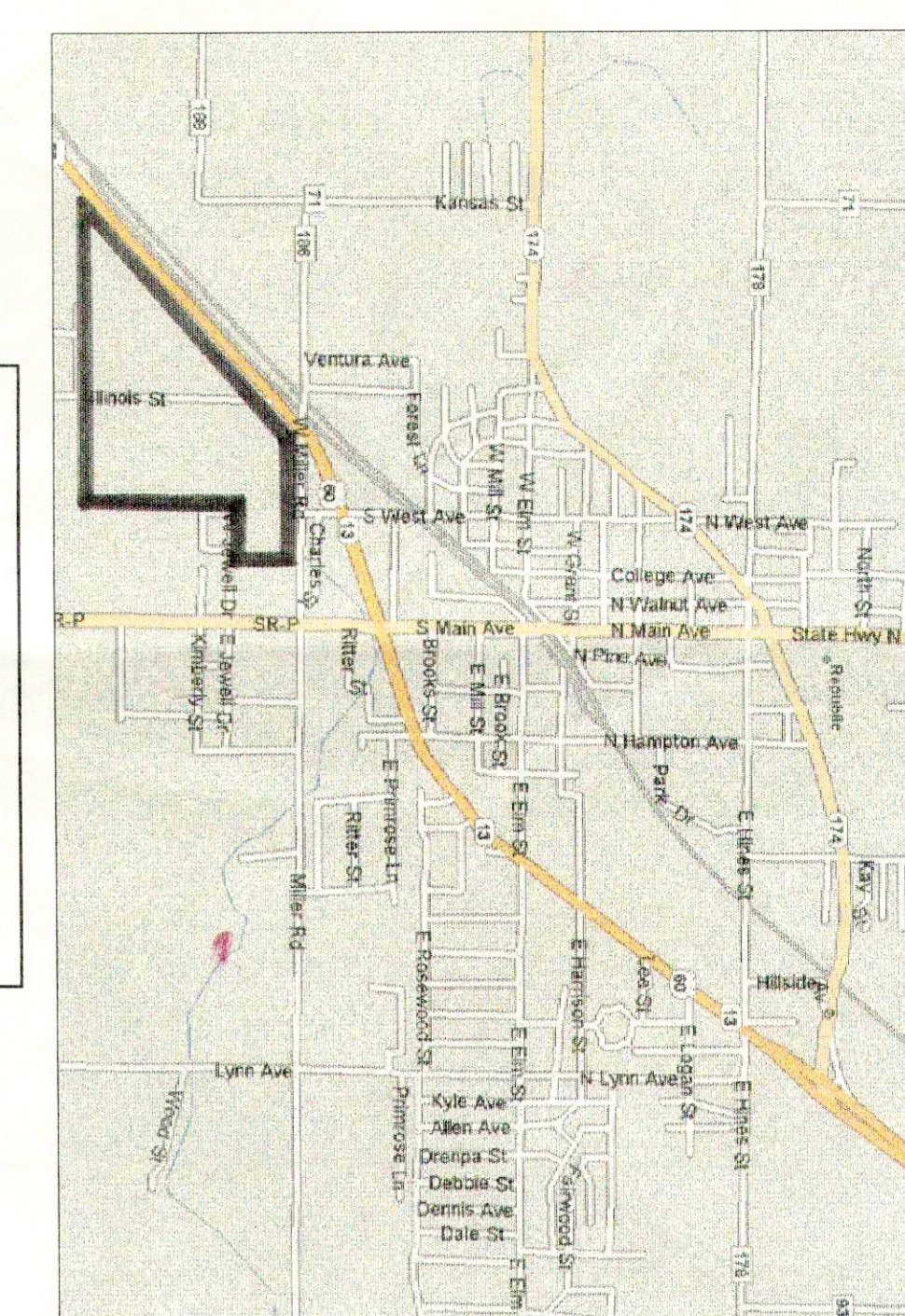
Parcels

Zoning

- AG Agricultural
- C-1 Commercial
- C-2 General Commercial
- C-3 General Commercial
- M-1 Light Manufacturing
- M-2 Heavy Manufacturing
- PDD Planned Development
- R1-L Single Family Low Density
- R1-M Single Family Medium Density
- R1-H Single Family High Density
- R1-Z Zero Lot Line Residential
- R-2 Two-family Residential
- R-3 Multi-family Residential
- Wilmoth_Oil_Property

Parcel Owner: Wilmoth Oil Company LLC
 Parcel Address: 600 Block of W Civic Ave
 Area: 14.04 Acres
 Existing Zoning: Planned Development District (PDD)
 Requested Zoning: General Commercial (C-2)





PRELIMINARY PLANNED DEVELOPMENT DISTRICT

FRISCO SQUARE

CITY OF REPUBLIC

LAYOUT MAP

LOCATION MAP - SECTION BREAKDOWN - SECTION 30, TWP. 29N, RANG. 23W

SCALE: 1" = 200'

TRACT	AREA (ACRES)	PERCENT
R-1-1	2.72	1.06%
R-1-2	5.53	2.81%
R-1-3	1.15	0.47%
R-1-4	3.28	1.28%
R-1-5	2.63	1.02%
R-1-6	2.15	0.84%
R-1-7	19.76	7.58%
R-1-8	18.82	7.25%
R-1-9	13.56	5.17%
R-1-10	13.84	5.29%
R-1-11	1.00	0.38%
R-1-12	1.00	0.38%
R-1-13	1.00	0.38%
R-1-14	1.00	0.38%
R-1-15	1.00	0.38%
R-1-16	1.00	0.38%
R-1-17	1.00	0.38%
R-1-18	1.00	0.38%
R-1-19	1.00	0.38%
R-1-20	1.00	0.38%
R-1-21	1.00	0.38%
R-1-22	1.00	0.38%
R-1-23	1.00	0.38%
R-1-24	1.00	0.38%
R-1-25	1.00	0.38%
R-1-26	1.00	0.38%
R-1-27	1.00	0.38%
R-1-28	1.00	0.38%
R-1-29	1.00	0.38%
R-1-30	1.00	0.38%
R-1-31	1.00	0.38%
R-1-32	1.00	0.38%
R-1-33	1.00	0.38%
R-1-34	1.00	0.38%
R-1-35	1.00	0.38%
R-1-36	1.00	0.38%
R-1-37	1.00	0.38%
R-1-38	1.00	0.38%
R-1-39	1.00	0.38%
R-1-40	1.00	0.38%
R-1-41	1.00	0.38%
R-1-42	1.00	0.38%
R-1-43	1.00	0.38%
R-1-44	1.00	0.38%
R-1-45	1.00	0.38%
R-1-46	1.00	0.38%
R-1-47	1.00	0.38%
R-1-48	1.00	0.38%
R-1-49	1.00	0.38%
R-1-50	1.00	0.38%

TRACT 1

TRACT	AREA (ACRES)	PERCENT
R-1-1	2.72	1.06%
R-1-2	5.53	2.81%
R-1-3	1.15	0.47%
R-1-4	3.28	1.28%
R-1-5	2.63	1.02%
R-1-6	2.15	0.84%
R-1-7	19.76	7.58%
R-1-8	18.82	7.25%
R-1-9	13.56	5.17%
R-1-10	13.84	5.29%
R-1-11	1.00	0.38%
R-1-12	1.00	0.38%
R-1-13	1.00	0.38%
R-1-14	1.00	0.38%
R-1-15	1.00	0.38%
R-1-16	1.00	0.38%
R-1-17	1.00	0.38%
R-1-18	1.00	0.38%
R-1-19	1.00	0.38%
R-1-20	1.00	0.38%
R-1-21	1.00	0.38%
R-1-22	1.00	0.38%
R-1-23	1.00	0.38%
R-1-24	1.00	0.38%
R-1-25	1.00	0.38%
R-1-26	1.00	0.38%
R-1-27	1.00	0.38%
R-1-28	1.00	0.38%
R-1-29	1.00	0.38%
R-1-30	1.00	0.38%
R-1-31	1.00	0.38%
R-1-32	1.00	0.38%
R-1-33	1.00	0.38%
R-1-34	1.00	0.38%
R-1-35	1.00	0.38%
R-1-36	1.00	0.38%
R-1-37	1.00	0.38%
R-1-38	1.00	0.38%
R-1-39	1.00	0.38%
R-1-40	1.00	0.38%

TRACT 2

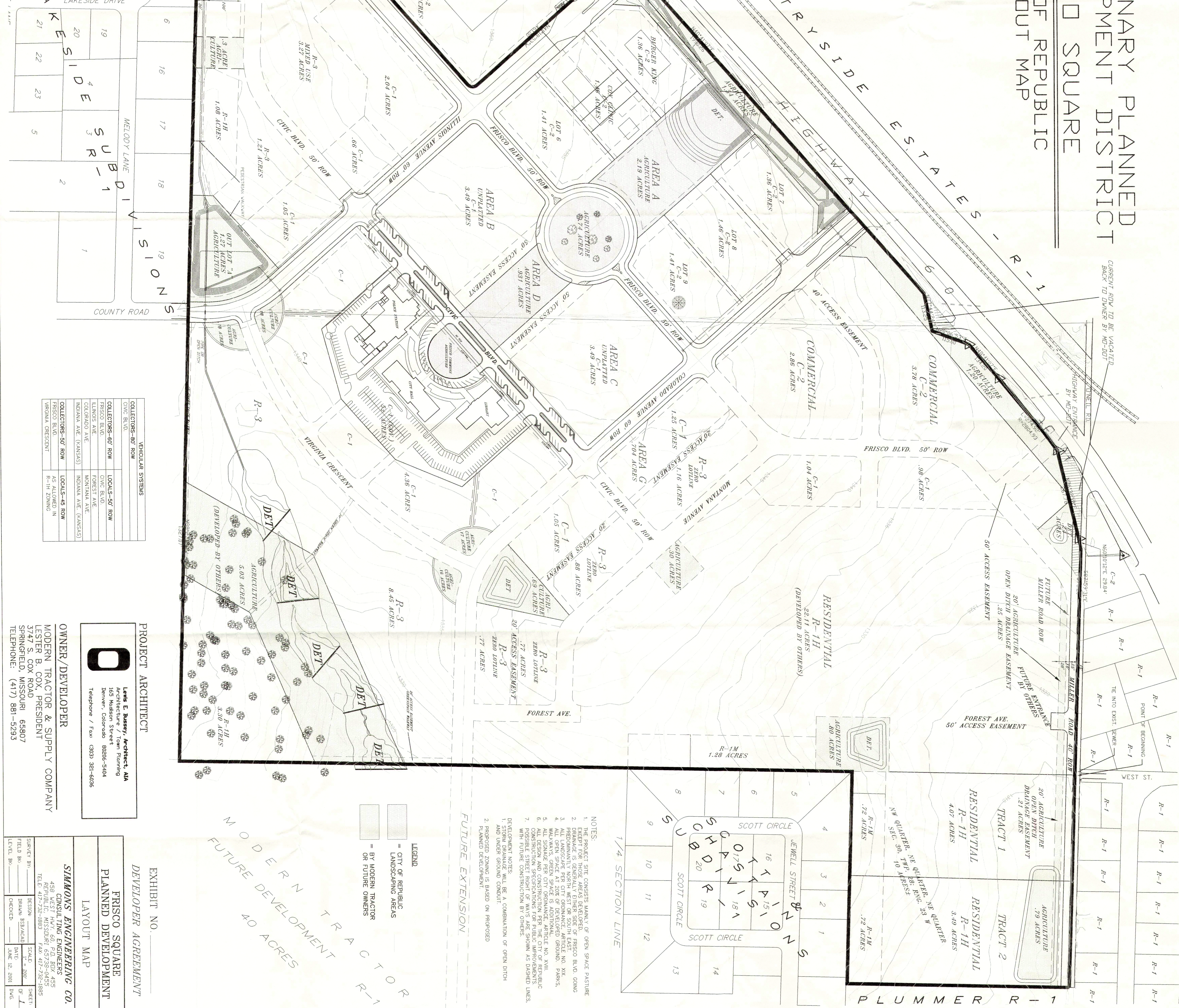
TRACT	AREA (ACRES)	PERCENT
R-1-1	2.72	1.06%
R-1-2	5.53	2.81%
R-1-3	1.15	0.47%
R-1-4	3.28	1.28%
R-1-5	2.63	1.02%
R-1-6	2.15	0.84%
R-1-7	19.76	7.58%
R-1-8	18.82	7.25%
R-1-9	13.56	5.17%
R-1-10	13.84	5.29%
R-1-11	1.00	0.38%
R-1-12	1.00	0.38%
R-1-13	1.00	0.38%
R-1-14	1.00	0.38%
R-1-15	1.00	0.38%
R-1-16	1.00	0.38%
R-1-17	1.00	0.38%
R-1-18	1.00	0.38%
R-1-19	1.00	0.38%
R-1-20	1.00	0.38%
R-1-21	1.00	0.38%
R-1-22	1.00	0.38%
R-1-23	1.00	0.38%
R-1-24	1.00	0.38%
R-1-25	1.00	0.38%
R-1-26	1.00	0.38%
R-1-27	1.00	0.38%
R-1-28	1.00	0.38%
R-1-29	1.00	0.38%
R-1-30	1.00	0.38%
R-1-31	1.00	0.38%
R-1-32	1.00	0.38%
R-1-33	1.00	0.38%
R-1-34	1.00	0.38%
R-1-35	1.00	0.38%
R-1-36	1.00	0.38%
R-1-37	1.00	0.38%
R-1-38	1.00	0.38%
R-1-39	1.00	0.38%
R-1-40	1.00	0.38%

TRACT 3

TRACT	AREA (ACRES)	PERCENT
R-1-1	2.72	1.06%
R-1-2	5.53	2.81%
R-1-3	1.15	0.47%
R-1-4	3.28	1.28%
R-1-5	2.63	1.02%
R-1-6	2.15	0.84%
R-1-7	19.76	7.58%
R-1-8	18.82	7.25%
R-1-9	13.56	5.17%
R-1-10	13.84	5.29%
R-1-11	1.00	0.38%
R-1-12	1.00	0.38%
R-1-13	1.00	0.38%
R-1-14	1.00	0.38%
R-1-15	1.00	0.38%
R-1-16	1.00	0.38%
R-1-17	1.00	0.38%
R-1-18	1.00	0.38%
R-1-19	1.00	0.38%
R-1-20	1.00	0.38%
R-1-21	1.00	0.38%
R-1-22	1.00	0.38%
R-1-23	1.00	0.38%
R-1-24	1.00	0.38%
R-1-25	1.00	0.38%
R-1-26	1.00	0.38%
R-1-27	1.00	0.38%
R-1-28	1.00	0.38%
R-1-29	1.00	0.38%
R-1-30	1.00	0.38%
R-1-31	1.00	0.38%
R-1-32	1.00	0.38%
R-1-33	1.00	0.38%
R-1-34	1.00	0.38%
R-1-35	1.00	0.38%
R-1-36	1.00	0.38%
R-1-37	1.00	0.38%
R-1-38	1.00	0.38%
R-1-39	1.00	0.38%
R-1-40	1.00	0.38%

TRACT 4

TRACT	AREA (ACRES)	PERCENT
R-1-1	2.72	1.06%
R-1-2	5.53	2.81%
R-1-3	1.15	0.47%
R-1-4	3.28	1.28%
R-1-5	2.63	1.02%
R-1-6	2.15	0.84%
R-1-7	19.76	7.58%
R-1-8	18.82	7.25%
R-1-9	13.56	5.17%
R-1-10	13.84	5.29%
R-1-11	1.00	0.38%
R-1-12	1.00	0.38%
R-1-13	1.00	0.38%
R-1-14	1.00	0.38%
R-1-15	1.00	0.38%
R-1-16	1.00	0.38%
R-1-17	1.00	0.38%
R-1-18	1.00	0.38%
R-1-19	1.00	0.38%
R-1-20	1.00	0.38%
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R-1-22	1.00	0.38%
R-1-23	1.00	0.38%
R-1-24	1.00	0.38%
R-1-25	1.00	0.38%
R-1-26	1.00	0.38%
R-1-27	1.00	0.38%
R-1-28	1.00	0.38%
R-1-29	1.00	0.38%
R-1-30	1.00	0.38%
R-1-31	1.00	0.38%
R-1-32	1.00	0.38%
R-1-33	1.00	0.38%
R-1-34	1.00	0.38%
R-1-35	1.00	0.38%
R-1-36	1.00	0.38%
R-1-37	1.00	0.38%
R-1-38	1.00	0.38%
R-1-39	1.00	0.38%
R-1-40	1.00	0.38%



NOTES:

1. TRACT 1 AND TRACT 2 ARE TO BE DEVELOPED AS ONE UNIT.
2. TRACT 3 IS TO BE DEVELOPED AS ONE UNIT.
3. TRACT 4 IS TO BE DEVELOPED AS ONE UNIT.
4. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
5. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
6. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
7. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
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14. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
15. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
16. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
17. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
18. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
19. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.
20. ALL LOTS ARE TO BE DEVELOPED AS ONE UNIT.

LEGEND

- CITY OF REPUBLIC
- LANDSCAPING AREAS
- BY MODERN TRACTOR
- OR FUTURE OWNERS

PROJECT ARCHITECT

Lewis E. Burey, Architect, AIA
Architecture / Tom Planning
143 Madison Street
Denver, Colorado 80202-5104
Telephone / Fax (303) 281-6086

OWNER/DEVELOPER

MODERN TRACTOR & SUPPLY COMPANY
LESTER B. COX, PRESIDENT
3747 S. COX ROAD
SPRINGFIELD, MISSOURI 65807
TELEPHONE: (417) 881-5293

CONSULTING ENGINEERS

SIMMONS ENGINEERING CO.
459 S. GARDNER STREET
REPUBLIC, MISSOURI 65758-0455
TELE: 417-728-1893 FAX: 417-728-1898

DATE: 11/11/03

SCALE: AS SHOWN

SHEET: 1

DR. J. SHEETS

CHECKED: [Signature]

DATE: 12/20/03

DWG.



Findings of Fact

Date of Hearing:

12/06/2021

Time:

6:00PM

Type of Application:

Rezone

Name of Applicant:

Wilmoth Oil Company LLC (REZN 21-014)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Darren Campbell

Commissioner Signature:

Darren Campbell

Date:

12-6-21



Findings of Fact

Date of Hearing: Time: Type of Application:

Name of Applicant: Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for: Approval Denial

Commissioner Name:

Commissioner Signature:

Date:



Findings of Fact

Date of Hearing: Time: Type of Application:

Name of Applicant: Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Appropriate to rezone.

Based on these findings, I have concluded to Approval Denial recommend the application to the City Council for:

Commissioner Name: Commissioner Signature: Date:



Findings of Fact

Date of Hearing: Time: Type of Application:

Name of Applicant: Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

*Wants to develop storage unit facilities
 400-500 storage units
 6-12 months to get started
 - Property was a PDS in the land use plan*

Based on these findings, I have concluded to recommend the application to the City Council for: Approval Denial

Commissioner Name: Commissioner Signature: Date:



Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezone

Name of Applicant:

Location:

Wilmoth Oil Company LLC (REZN 21-014)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Adjacent to other C-2 property
 Consistent with zoning trends for development

Storage Facility
 3-400 units
 Some climate controlled
 Gated + Land scaped

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Commissioner Signature:

Date:

Brian Doubrava

12-6-21

AGENDA ITEM ANALYSIS

Project/Issue Name: 21-79 An Ordinance of the City Council of the City of Republic, Missouri, Approving Amending the Zoning Code and Official Map by Changing the Classification of Approximately 0.46 Acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), Located at the 1200 Block of South State Highway MM.

Submitted By: Chris Tabor, Principal Planner, BUILDS Department

Date: December 14, 2021

Issue Statement

Monett Apartments, LLC has applied to change the Zoning Classification of approximately **0.46 acres** of property located at the 1200 Block of South State Highway MM from Medium-Density Single Family Residential (R1-M) to **Heavy Manufacturing (M-2)**.

Discussion and/or Analysis

The property subject to this Rezoning Application is currently vacant. The Applicant has expressed their intent to develop on the property.

The following paragraphs contain brief analyses of present site conditions as well as the proposal's relationship to **adopted plans of the City**.

Consistency with the Comprehensive Plan

The City's Comprehensive Plan generally encourages the expansion of commercial development through proactive Rezoning of land at appropriate locations. Appropriate locations are described generally throughout the Plan, with regard to the **relationship of land at particular locations to infrastructure capable of supporting various intensities and densities of uses**.

- **Section:** Coordinate with Infrastructure
 - **Goal 1:** Support new development that is well-connected to the existing community.
 - **Objective 1B:** Promote development aligning with current adopted plans of the City. The intensity of uses should match the capacity of infrastructure to serve.
 - **Goal 3:** Encourage the redevelopment and integration of the former Brookline area.
 - **Objective 3B:** Support the development of an industrial/commercial center where infrastructure and transportation exist.

The rezone of this parcel is in line with City and regional planned improvements along the State Highway MM corridor. City water and sanitary sewer will be required for development of the parcel, which will

increase opportunities for access by adjacent parcels. Certain traffic improvements will be required in accordance with Traffic Impact Study results.

The general trend in the vicinity of the subject property, along State Highway MM, is new construction and redevelopment of industrial and commercial projects of high to middling intensity.

Compatibility with Surrounding Land Uses

The subject property is surrounded by Medium Density Single Family Residential (R1-M) to the north Heavy Manufacturing (M-2) on the south, and west, and Agricultural (AG) across State Highway MM to the east.

The land uses permitted in the Heavy Manufacturing (M-2) Zoning District include industrial and manufacturing uses of high intensity, as well as uses listed under Local Commercial (C-1), General Commercial (C-2 and C-3), and Light Manufacturing (M-1).

Capacity to Serve Potential Development and Land Use

The Applicant plans to work with surrounding development to provide utilities and transportation collectively. The following passages describe the improvements as intended to serve the larger whole.

Municipal Water and Sewer Service:

The parcel is in proximity to a 12" water main serving Murphy Tractor on the south side of Farm Road 144. Development of the property will require the looping of water from its current location to serve the subject parcel.

Due to topography, the property is unable to gravity to an existing lift station. Instead, a new lift station will be constructed to serve the development. Sanitary sewer will then flow from the new lift station to the Brookline North Lift Station, Brookline South Lift Station, McElhane Lift Station, and Schuyler Creek Lift Station; it is will then be pumped from Schuyler Creek to the Wastewater Treatment Facility. The water system, named Lift Stations, and Wastewater Treatment Facility currently have capacity to serve the Applicant's intended use.

Transportation:

The development will include a public street with access on Farm Road 144 and State Highway MM. A Traffic Impact Study (TIS) was required for the Rezoning Application. The Study Area of the TIS encompassed this and surrounding property in its evaluation since all parcels will utilize the same access points created by the new road – one at Farm Road 144 and one on State Highway MM.

The following recommendations resulted from the TIS:

- Intersection of State Highway MM and new public road
 - Designated northbound left and southbound right turn lane at State Highway MM and the new road.



- Eastbound left and right turning movements are separated out into individual lanes.
- Intersection of State Highway MM and Farm Road 144
 - Designated northbound left turn lane.

Floodplain: The subject parcel **does not** contain a Special Flood Hazard Area (SFHA/Floodplain).

Sinkholes: The subject property **does not** contain any identified sinkholes.

Recommended Action

Staff considers the **proposed Zoning Map Amendment (Rezoning)** to be generally consistent with the **goals and objectives of the Comprehensive Plan**, consistent with the **trend of development in the vicinity of the site, compatible with surrounding land uses, and able to be adequately served by municipal facilities**. Based upon this analysis (performed without the benefit of evidence and testimony of a public hearing), **Staff recommends the approval of this application.**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, APPROVING AMENDING THE ZONING CODE AND OFFICIAL MAP BY CHANGING THE CLASSIFICATION OF APPROXIMATELY 0.46 ACRES FROM MEDIUM-DENSITY SINGLE FAMILY (R1-M) TO HEAVY MANUFACTURING (M-2), LOCATED AT THE 1200 BLOCK OF SOUTH STATE HIGHWAY MM

WHEREAS, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, an application for an amendment to the Zoning Code and Official Zoning Map to rezone real estate located at the 1200 block of South State Highway MM, and comprising approximately 0.46 acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), was submitted to the City’s BUILDS Department by Monett Apartments LLC (“Applicant”); and

WHEREAS, the City did thereafter submit said application to the Planning and Zoning Commission, which did set December 6, 2021, as the date a public hearing would be held on such application and proposed amendment; and

WHEREAS, a notice of the time and date of the public hearing was given by publication on November 17, 2021, in the Greene County Commonwealth, a newspaper of general circulation in the City, such notice being at least fifteen (15) days before the date set for the public hearing; and

WHEREAS, the City gave notice of such public hearing to the record owners of all properties within the area proposed to be rezoned and within 185 feet of the property proposed to be rezoned; and

WHEREAS, a public hearing was conducted by the Planning and Zoning Commission on December 6, 2021, after which the Commission rendered written findings of fact on the proposed amendment and rezoning and, thereafter, submitted the same, together with its recommendations, to the Council; and

WHEREAS, the Planning and Zoning commission, by a vote of 5 Ayes to 0 Nay, recommended the approval of such application for rezoning; and

WHEREAS, the application for rezoning and to amend the Zoning Code and Official Zoning Map was submitted to the City Council at its regular meeting on January 4, 2021, after which the City Council did proceed to vote to rezone such property and amend the Zoning Code accordingly.

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

Section 1: The Zoning Code and Official Zoning Map are hereby amended insofar as the same relates to a certain tract of realty located at the 1200 Block of South State Highway MM, and comprising approximately forty-six one-hundredths of an acre from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), such tract being more fully described as follows:

BEGINNING 417 FEET SOUTH AND 30 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWENTY-NINE(29) NORTH, RANGE TWENTY-THREE (23) WEST, THENCE WEST 200 FEET, THENCE SOUTH 100 FEET, THENCE EAST 200 FEET, THENCE NORTH 100 FEET TO THE POINT OF BEGINNING, IN GREEN COUNTY, MISSOURI, EXCEPT ANY PART THEREOF DEEDED, TAKEN OR USED FOR ROAD PURPOSES.

Section 2: In all other aspects other than those herein amended, modified, or changed, the Zoning Code and Official Zoning Map shall remain the same and continue in full force and effect.

Section 3: The whereas clauses are hereby specifically incorporated herein by reference.

Section 4: This Ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this _____ day of _____, 20____.

Matt Russell, Mayor

Attest:

Laura Burbridge, City Clerk

DocuSigned by:
Damon Phillips
11F90D87116B4F4...

12/8/2021

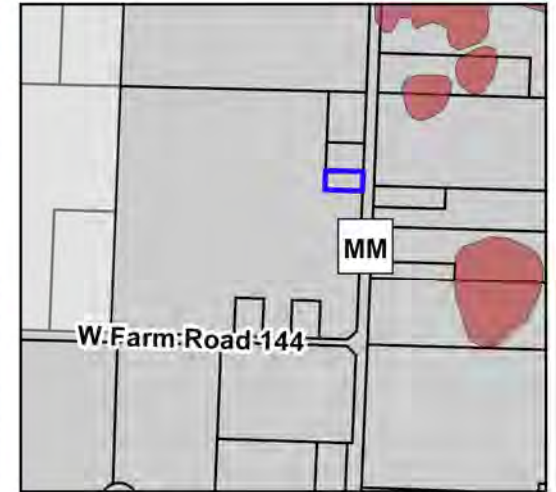
Approved as to Form: _____

Final Passage and Vote: _____

REZN 21-015: Monett Apartments LLC

Item 9.

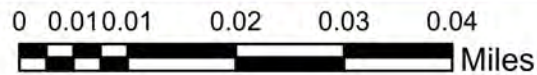
Vicinity Map



Legend

-  Monett Apartments Property
-  Parcels
-  Sinkhole
-  Floodplain

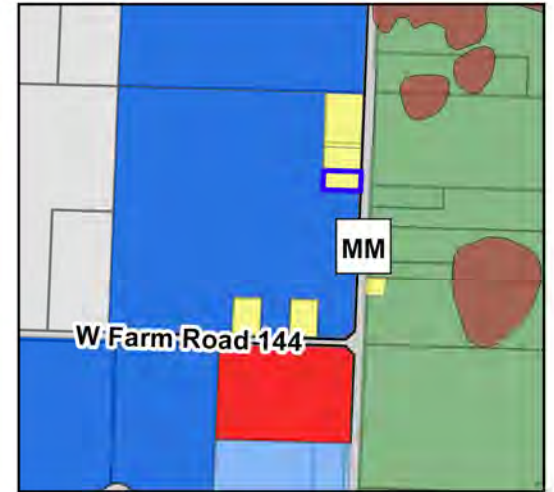
Parcel Owner: Monett Apartments LLC
Parcel Address: 1200 Block of South State Highway MM
Area: 0.46 Acres
Existing Zoning: Medium-Density Single Family Residential (R1-M)
Requested Zoning: Heavy Manufacturing (M-2)



REZN 21-015: Monett Apartments LLC

Item 9.

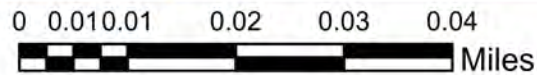
Zoning Map



Legend

- Monett Apartments Property
- Parcels
- Zoning**
- AG Agricultural
- C-1 Commercial
- C-2 General Commercial
- C-3 General Commercial
- M-1 Light Manufacturing
- M-2 Heavy Manufacturing
- PDD Planned Development
- R1-L Single Family Low Density
- R1-M Single Family Medium Density
- R1-H Single Family High Density
- R1-Z Zero Lot Line Residential
- R-2 Two-family Residential
- R-3 Multi-family Residential
- Sinkhole
- Floodplain

Parcel Owner: Monett Apartments LLC
Parcel Address: 1200 Block of South State Highway MM
Area: 0.46 Acres
Existing Zoning: Medium-Density Single Family Residential (R1-M)
Requested Zoning: Heavy Manufacturing (M-2)





Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezone

Name of Applicant:

Location:

Monett Apts (REZN 21-015)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Commissioner Signature:

Date:

Darran Campbell

Darran Campbell

12-21-21



Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezone

Name of Applicant:

Location:

Monett Apts (REZN 21-015)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

[Empty box for Statement of Relevant Facts Found]

Based on these findings, I have concluded to recommend the application to the City Council for:

- Approval
- Denial

Commissioner Name:

Commissioner Signature:

Date:

CYNTHIA HYDER

C. Hyder

12/6/2021



Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezoning

Name of Applicant:

Location:

Monett Apts (REZN 21-015)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Appropriate Rezoning

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Commissioner Signature:

Date:

RAWSON A ELLIS III

RAWSON A ELLIS III

12/06/21



Findings of Fact

Date of Hearing: Time: Type of Application:

Name of Applicant: Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

- New lift station will be constructed to serve development
 - No stoplights, just turn off lanes will be developed

Based on these findings, I have concluded to recommend the application to the City Council for: Approval Denial

Commissioner Name: Commissioner Signature: Date:



Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezone

Name of Applicant:

Location:

Monett Apts (REZN 21-015)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Consistent w/ surrounding zoning + use planning

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Commissioner Signature:

Date:

Ricard Doubrava

[Signature]

12-6-21

AGENDA ITEM ANALYSIS

Project/Issue Name: 21-80 An Ordinance of the City Council of the City of Republic, Missouri, Approving Amending the Zoning Code and Official Map by Changing the Classification of Approximately 0.69 Acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), Located at 1249 South State Highway MM.

Submitted By: Chris Tabor, Principal Planner, BUILDS Department

Date: December 14, 2021

Issue Statement

Monett Apartments, LLC has applied to change the Zoning Classification of approximately **0.69 acres** of property located at 1249 South State Highway MM from Medium-Density Single Family Residential (R1-M) to **Heavy Manufacturing (M-2)**.

Discussion and/or Analysis

The property subject to this Rezoning Application has a single-family home. The Applicant has expressed their intent to develop on the property.

The following paragraphs contain brief analyses of present site conditions as well as the proposal's relationship to **adopted plans of the City**.

Consistency with the Comprehensive Plan

The City's Comprehensive Plan generally encourages the expansion of commercial development through proactive Rezoning of land at appropriate locations. Appropriate locations are described generally throughout the Plan, with regard to the **relationship of land at particular locations to infrastructure capable of supporting various intensities and densities of uses**.

- **Section:** Coordinate with Infrastructure
 - **Goal 1:** Support new development that is well-connected to the existing community.
 - **Objective 1B:** Promote development aligning with current adopted plans of the City. The intensity of uses should match the capacity of infrastructure to serve.
 - **Goal 3:** Encourage the redevelopment and integration of the former Brookline area.
 - **Objective 3B:** Support the development of an industrial/commercial center where infrastructure and transportation exist.

The rezone of this parcel is in line with City and regional planned improvements along the State Highway MM corridor. City water and sanitary sewer will be required for development of the parcel, which will increase opportunities for access by adjacent parcels. Certain traffic improvements will be required in accordance with Traffic Impact Study results.

The general trend in the vicinity of the subject property, along State Highway MM, is new construction and redevelopment of industrial and commercial projects of high to middling intensity.

Compatibility with Surrounding Land Uses

The subject property is surrounded by Medium Density Single Family Residential (R1-M) to the north and south, Heavy Manufacturing (M-2) on the west, and Agricultural (AG) across State Highway MM to the east.

The land uses permitted in the Heavy Manufacturing (M-2) Zoning District include industrial and manufacturing uses of high intensity, as well as uses listed under Local Commercial (C-1), General Commercial (C-2 and C-3), and Light Manufacturing (M-1).

Capacity to Serve Potential Development and Land Use

The Applicant plans to work with surrounding development to provide utilities and transportation collectively. The following passages describe the improvements as intended to serve the larger whole.

Municipal Water and Sewer Service:

The parcel is in proximity to a 12" water main serving Murphy Tractor on the south side of Farm Road 144. Development of the property will require the looping of water from its current location to serve the subject parcel.

Due to topography, the property is unable to gravity to an existing lift station. Instead, a new lift station will be constructed to serve the development. Sanitary sewer will then flow from the new lift station to the Brookline North Lift Station, Brookline South Lift Station, McElhaney Lift Station, and Schuyler Creek Lift Station; it is will then be pumped from Schuyler Creek to the Wastewater Treatment Facility. The water system, named Lift Stations, and Wastewater Treatment Facility currently have capacity to serve the Applicant's intended use.

Transportation:

The development will include a public street with access on Farm Road 144 and State Highway MM. A Traffic Impact Study (TIS) was required for the Rezoning Application. The Study Area of the TIS encompassed this and adjacent parcels in its evaluation since they will utilize the same access points created by the new road – one at Farm Road 144 and one on State Highway MM.

The following recommendations resulted from the TIS:

- Intersection of State Highway MM and new public road



- Designated northbound left and southbound right turn lane at State Highway MM and the new road.
- Eastbound left and right turning movements are separated out into individual lanes.
- Intersection of State Highway MM and Farm Road 144
 - Designated northbound left turn lane.

Floodplain: The subject parcel **does not** contain a Special Flood Hazard Area (SFHA/Floodplain).

Sinkholes: The subject property **does not** contain any identified sinkholes.

Recommended Action

Staff considers the **proposed Zoning Map Amendment (Rezoning)** to be generally consistent with the **goals and objectives of the Comprehensive Plan**, consistent with the **trend of development in the vicinity of the site, compatible with surrounding land uses, and able to be adequately served by municipal facilities**. Based upon this analysis (performed without the benefit of evidence and testimony of a public hearing), **Staff recommends the approval of this application.**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, APPROVING AMENDING THE ZONING CODE AND OFFICIAL MAP BY CHANGING THE CLASSIFICATION OF APPROXIMATELY 0.69 ACRES FROM MEDIUM-DENSITY SINGLE FAMILY (R1-M) TO HEAVY MANUFACTURING (M-2), LOCATED AT 1249 SOUTH STATE HIGHWAY MM

WHEREAS, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, an application for an amendment to the Zoning Code and Official Zoning Map to rezone real estate located at 1249 South State Highway MM, and comprising approximately 0.69 acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), was submitted to the City’s BUILDS Department by Monett Apartments LLC (“Applicant”); and

WHEREAS, the City did thereafter submit said application to the Planning and Zoning Commission, which did set December 6, 2021, as the date a public hearing would be held on such application and proposed amendment; and

WHEREAS, a notice of the time and date of the public hearing was given by publication on November 17, 2021, in the Greene County Commonwealth, a newspaper of general circulation in the City, such notice being at least fifteen (15) days before the date set for the public hearing; and

WHEREAS, the City gave notice of such public hearing to the record owners of all properties within the area proposed to be rezoned and within 185 feet of the property proposed to be rezoned; and

WHEREAS, a public hearing was conducted by the Planning and Zoning Commission on December 6, 2021, after which the Commission rendered written findings of fact on the proposed amendment and rezoning and, thereafter, submitted the same, together with its recommendations, to the Council; and

WHEREAS, the Planning and Zoning commission, by a vote of 5 Ayes to 0 Nay, recommended the approval of such application for rezoning; and

WHEREAS, the application for rezoning and to amend the Zoning Code and Official Zoning Map was submitted to the City Council at its regular meeting on January 4, 2021, after which the City Council did proceed to vote to rezone such property and amend the Zoning Code accordingly.

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

Section 1: The Zoning Code and Official Zoning Map are hereby amended insofar as the same relates to a certain tract of realty located at 1249 South State Highway MM, and

comprising approximately sixty-nine one-hundredths of an acre from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), such tract being more fully described as follows:

BEGINNING 267 FEET SOUTH AND 30 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWENTY-NINE (29) NORTH, RANGE TWENTY-THREE (23) WEST, THENCE WEST 200 FEET, THENCE SOUTH 150 FEET, THENCE EAST 200 FEET THENCE NORTH 150 FEET TO THE POINT OF BEGINNING, IN GREEN COUNTY, MISSOURI EXCEPT ANY PART THEREOF DEEDED, TAKEN OR USED FOR ROAD PURPOSES.

Section 2: In all other aspects other than those herein amended, modified, or changed, the Zoning Code and Official Zoning Map shall remain the same and continue in full force and effect.

Section 3: The whereas clauses are hereby specifically incorporated herein by reference.

Section 4: This Ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this _____ day of _____, 20____.

Matt Russell, Mayor

Attest:

Laura Burbridge, City Clerk

DocuSigned by:
Damon Phillips
11F90D87116B4F4...

12/8/2021

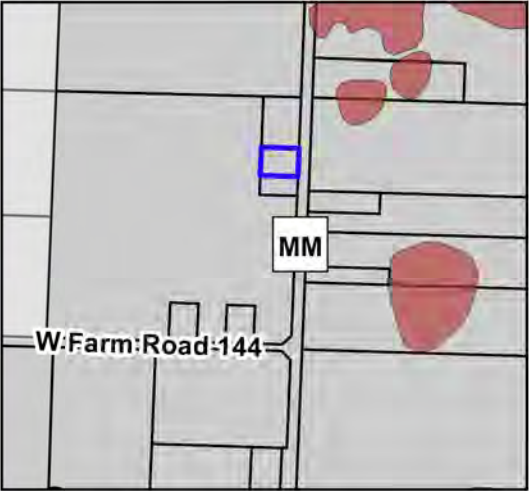
Approved as to Form: _____

Final Passage and Vote: _____

REZN 21-016: Monett Apartments LLC

Item 10.

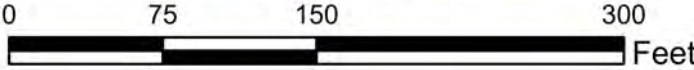
Vicinity Map



Legend

-  Monett Apartments Property
-  Parcels
-  Sinkhole
-  Floodplain

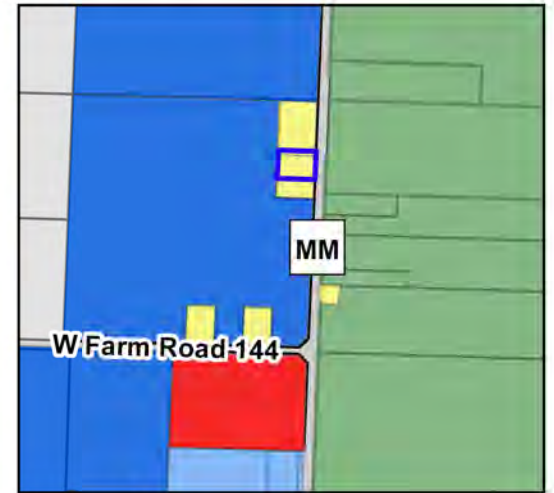
Parcel Owner: Monett Apartments LLC
Parcel Address: 1249 South State Highway MM
Area: 0.69 Acres
Existing Zoning: Medium-Density Single Family Residential (R1-M)
Requested Zoning: Heavy Manufacturing (M-2)



REZN 21-016: Monett Apartments LLC

Item 10.

Zoning Map



Legend

- Monett Apartments Property
- Parcels
- Zoning**
- AG Agricultural
- C-1 Commercial
- C-2 General Commercial
- C-3 General Commercial
- M-1 Light Manufacturing
- M-2 Heavy Manufacturing
- PDD Planned Development
- R1-L Single Family Low Density
- R1-M Single Family Medium Density
- R1-H Single Family High Density
- R1-Z Zero Lot Line Residential
- R-2 Two-family Residential
- R-3 Multi-family Residential

Parcel Owner: Monett Apartments LLC
Parcel Address: 1249 South State Highway MM
Area: 0.69 Acres
Existing Zoning: Medium-Density Single Family Residential (R1-M)
Requested Zoning: Heavy Manufacturing (M-2)





Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezone

Name of Applicant:

Location:

Monett Apts (REZN 21-016)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Commissioner Signature:

Date:

Darran Campbell

Darran Campbell

12-6-21



Findings of Fact

Date of Hearing:

12/06/2021

Time:

6:00PM

Type of Application:

Rezone

Name of Applicant:

Monett Apts (REZN 21-016)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

CYNTHIA HYDER

Commissioner Signature:

C. Hyder

Date:

12/6/2021



Findings of Fact

Date of Hearing:

12/06/2021

Time:

6:00PM

Type of Application:

Rezone

Name of Applicant:

Monett Apts (REZN 21-016)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

RAWSON A. ELLIS, III

Commissioner Signature:

Rawson A. Ellis, III

Date:

12/06/21



Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezoning

Name of Applicant:

Location:

Monett Apts (REZN 21-016)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Same facts as (REZN 21-015)

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

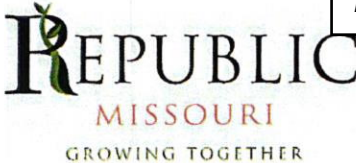
Commissioner Name:

Commissioner Signature:

Date:

Keron Hays

12/6/21



Findings of Fact

Date of Hearing: Time: Type of Application:

Name of Applicant: Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Consistent w/ surrounding zoning + development

Based on these findings, I have concluded to recommend the application to the City Council for: Approval Denial

Commissioner Name: Commissioner Signature: Date:



AGENDA ITEM ANALYSIS

Project/Issue Name: 21-81 An Ordinance of the City Council of the City of Republic, Missouri, Approving Amending the Zoning Code and Official Map by Changing the Classification of Approximately 1.22 Acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), Located at 1235 South State Highway MM.

Submitted By: Chris Tabor, Principal Planner, BUILDS Department

Date: December 14, 2021

Issue Statement

Monett Apartments, LLC has applied to change the Zoning Classification of approximately **1.22 acres** of property located at 1235 South State Highway MM from Medium-Density Single Family Residential (R1-M) to **Heavy Manufacturing (M-2)**.

Discussion and/or Analysis

The property subject to this Rezoning Application has a single-family home. The Applicant has expressed their intent to develop on the property.

The following paragraphs contain brief analyses of present site conditions as well as the proposal's relationship to **adopted plans of the City**.

Consistency with the Comprehensive Plan

The City's Comprehensive Plan generally encourages the expansion of commercial development through proactive Rezoning of land at appropriate locations. Appropriate locations are described generally throughout the Plan, with regard to the **relationship of land at particular locations to infrastructure capable of supporting various intensities and densities of uses**.

- **Section:** Coordinate with Infrastructure
 - **Goal 1:** Support new development that is well-connected to the existing community.
 - **Objective 1B:** Promote development aligning with current adopted plans of the City. The intensity of uses should match the capacity of infrastructure to serve.
 - **Goal 3:** Encourage the redevelopment and integration of the former Brookline area.
 - **Objective 3B:** Support the development of an industrial/commercial center where infrastructure and transportation exist.

The rezone of this parcel is in line with City and regional planned improvements along the State Highway MM corridor. City water and sanitary sewer will be required for development of the parcel, which will increase opportunities for access by adjacent parcels. Certain traffic improvements will be required in accordance with Traffic Impact Study results.

The general trend in the vicinity of the subject property, along State Highway MM, is new construction and redevelopment of industrial and commercial projects of high to middling intensity.

Compatibility with Surrounding Land Uses

The subject property is surrounded by Heavy Manufacturing (M-2) on the north and west, Medium Density Single Family Residential (R1-M) to the south and Agricultural (AG) across State Highway MM to the east.

The land uses permitted in the Heavy Manufacturing (M-2) Zoning District include industrial and manufacturing uses of high intensity, as well as uses listed under Local Commercial (C-1), General Commercial (C-2 and C-3), and Light Manufacturing (M-1).

Capacity to Serve Potential Development and Land Use

The Applicant plans to work with surrounding development to provide utilities and transportation collectively. The following passages describe the improvements as intended to serve the larger whole.

Municipal Water and Sewer Service:

The parcel is in proximity to a 12" water main serving Murphy Tractor on the south side of Farm Road 144. Development of the property will require the looping of water from its current location to serve the subject parcel.

Due to topography, the property is unable to gravity to an existing lift station. Instead, a new lift station will be constructed to serve the development. Sanitary sewer will then flow from the new lift station to the Brookline North Lift Station, Brookline South Lift Station, McElhaney Lift Station, and Schuyler Creek Lift Station; it is will then be pumped from Schuyler Creek to the Wastewater Treatment Facility. The water system, named Lift Stations, and Wastewater Treatment Facility currently have capacity to serve the Applicant's intended use.

Transportation:

The development will include a public street with access on Farm Road 144 and State Highway MM. A Traffic Impact Study (TIS) was required for the Rezoning Application. The Study Area of the TIS encompassed this and adjacent parcels in its evaluation since these will utilize the same access points created by the new road – one at Farm Road 144 and one on State Highway MM.

The following recommendations resulted from the TIS:

- Intersection of State Highway MM and new public road



- Designated northbound left and southbound right turn lane at State Highway MM and the new road.
- Eastbound left and right turning movements are separated out into individual lanes.
- Intersection of State Highway MM and Farm Road 144
 - Designated northbound left turn lane.

Floodplain: The subject parcel **does not** contain a Special Flood Hazard Area (SFHA/Floodplain).

Sinkholes: The subject property **does not** contain any identified sinkholes.

Recommended Action

Staff considers the **proposed Zoning Map Amendment (Rezoning)** to be generally consistent with the **goals and objectives of the Comprehensive Plan**, consistent with the **trend of development in the vicinity of the site, compatible with surrounding land uses, and able to be adequately served by municipal facilities**. Based upon this analysis (performed without the benefit of evidence and testimony of a public hearing), **Staff recommends the approval of this application.**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, APPROVING AMENDING THE ZONING CODE AND OFFICIAL MAP BY CHANGING THE CLASSIFICATION OF APPROXIMATELY 1.22 ACRES FROM MEDIUM-DENSITY SINGLE FAMILY (R1-M) TO HEAVY MANUFACTURING (M-2), LOCATED AT 1235 SOUTH STATE HIGHWAY MM

WHEREAS, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, an application for an amendment to the Zoning Code and Official Zoning Map to rezone real estate located at 1235 South State Highway MM, and comprising approximately 1.22 acres from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), was submitted to the City’s BUILDS Department by Monett Apartments LLC (“Applicant”); and

WHEREAS, the City did thereafter submit said application to the Planning and Zoning Commission, which did set December 6, 2021, as the date a public hearing would be held on such application and proposed amendment; and

WHEREAS, a notice of the time and date of the public hearing was given by publication on November 17, 2021, in the Greene County Commonwealth, a newspaper of general circulation in the City, such notice being at least fifteen (15) days before the date set for the public hearing; and

WHEREAS, the City gave notice of such public hearing to the record owners of all properties within the area proposed to be rezoned and within 185 feet of the property proposed to be rezoned; and

WHEREAS, a public hearing was conducted by the Planning and Zoning Commission on December 6, 2021, after which the Commission rendered written findings of fact on the proposed amendment and rezoning and, thereafter, submitted the same, together with its recommendations, to the Council; and

WHEREAS, the Planning and Zoning commission, by a vote of 5 Ayes to 0 Nay, recommended the approval of such application for rezoning; and

WHEREAS, the application for rezoning and to amend the Zoning Code and Official Zoning Map was submitted to the City Council at its regular meeting on January 4, 2021, after which the City Council did proceed to vote to rezone such property and amend the Zoning Code accordingly.

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

Section 1: The Zoning Code and Official Zoning Map are hereby amended insofar as the same relates to a certain tract of realty located at 1235 South State Highway MM, and

comprising approximately one acre and twenty-two hundredths of an acre from Medium-Density Single Family (R1-M) to Heavy Manufacturing (M-2), such tract being more fully described as follows:

BEGINNING ONE HUNDRED SIXTY-SEVEN (167) FEET SOUTH AND THIRTY (30) FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWENTY-NINE (29), RANGE TWENTY-THREE (23), THENCE WEST TWO HUNDRED (200) FEET, THENCE SOUTH ONE HUNDRED (100) FEET, THENCE EAST TWO HUNDRED (200) FEET, THENCE NORTH ONE HUNDRED (100) FEET TO BEGINNING, IN GREENE COUNTY, MISSOURI EXCEPT ANY PART THEREOF DEEDED, TAKEN OR USED FOR ROAD PURPOSES.

ALSO,
BEGINNING 167 FEET SOUTH AND 30 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWENTY-NINE (29) NORTH, RANGE TWENTY-THREE (23) WEST, THENCE WEST 200 FEET; THENCE NORTH 15 FEET; THENCE EAST 200 FEET; THENCE SOUTH 15 FEET TO THE POINT OF BEGINNING, GREEN COUNTY, MISSOURI, EXCEPT ANY PART THEREOF DEEDED, TAKEN OR USED FOR ROAD PURPOSES.

ALSO,
BEGINNING 30 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION 27, TOWNSHIP 29 NORTH, RANGE 23 WEST, THENCE WEST 200 FEET; THENCE SOUTH 152 FEET, THENCE EAST 200 FEET, THENCE NORTH 152 FEET TO THE POINT OF BEGINNING, IN GREENE COUNTY, MISSOURI, EXCEPT ANY PART THEREOF DEEDED, TAKEN OR USED FOR ROAD PURPOSES.

Section 2: In all other aspects other than those herein amended, modified, or changed, the Zoning Code and Official Zoning Map shall remain the same and continue in full force and effect.

Section 3: The whereas clauses are hereby specifically incorporated herein by reference.

Section 4: This Ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this _____ day of _____, 20_.

Matt Russell, Mayor

Attest:

Laura Burbridge, City Clerk

DocuSigned by:
Damon Phillips
11F90D87116B4F4...

12/8/2021

Approved as to Form: _____

Final Passage and Vote: _____

REZN 21-017: Monett Apartments LLC

Item 11.

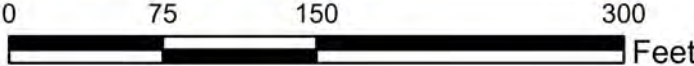
Vicinity Map



Legend

-  Monett Apartments Property
-  Parcels
-  Sinkhole
-  Floodplain

Parcel Owner: Monett Apartments LLC
Parcel Address: 1235 South State Highway MM
Area: 1.22 Acres
Existing Zoning: Medium-Density Single Family Residential (R1-M)
Requested Zoning: Heavy Manufacturing (M-2)



REZN 21-017: Monett Apartments LLC

Zoning Map

Item 11.



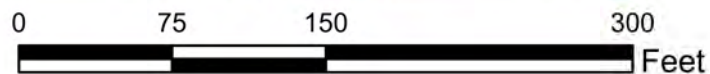
Legend

- Monett Apartments Property
- Parcels

Zoning

- AG Agricultural
- C-1 Commercial
- C-2 General Commercial
- C-3 General Commercial
- M-1 Light Manufacturing
- M-2 Heavy Manufacturing
- PDD Planned Development
- R1-L Single Family Low Density
- R1-M Single Family Medium Density
- R1-H Single Family High Density
- R1-Z Zero Lot Line Residential
- R-2 Two-family Residential
- R-3 Multi-family Residential

Parcel Owner: Monett Apartments LLC
Parcel Address: 1235 South State Highway MM
Area: 1.22 Acres
Existing Zoning: Medium-Density Single Family Residential (R1-M)
Requested Zoning: Heavy Manufacturing (M-2)





Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezone

Name of Applicant:

Location:

Monett Apts (REZN 21-017)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Commissioner Signature:

Date:

Parran Campbell

Parran Campbell

12-6-21



Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezoning

Name of Applicant:

Location:

Monett Apts (REZN 21-017)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

- Approval
- Denial

Commissioner Name:

Commissioner Signature:

Date:

CYNTHIA HYDER

C. Hyder

12/6/2021



Findings of Fact

Date of Hearing:

Time:

Type of Application:

12/06/2021

6:00PM

Rezone

Name of Applicant:

Location:

Monett Apts (REZN 21-017)

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Commissioner Signature:

Date:

Raymond A. Ellis III

[Handwritten Signature]

12/06/21



Findings of Fact

Date of Hearing:

12/06/2021

Time:

6:00PM

Type of Application:

Rezone

Name of Applicant:

Monett Apts (REZN 21-017)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Some facts as (REZN 21-015)

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval Denial

Commissioner Name:

Kevin Hain

Commissioner Signature:

Date:

12/6/21

Findings of Fact

Date of Hearing: Time: Type of Application:

Name of Applicant: Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan Yes No
- Conforming to the City's adopted Transportation Plan Yes No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.) Yes No
- Compatible with surrounding land uses Yes No
- Able to be adequately served by municipal infrastructure Yes No
- Aligned with the purposes of RSMo. 89.040 Yes No

Statement of Relevant Facts Found:

Consistent with surrounding zoning + land use

Based on these findings, I have concluded to recommend the application to the City Council for: Approval Denial

Commissioner Name: Commissioner Signature: Date:



AGENDA ITEM ANALYSIS

Project/Issue Name: 21-R-62 A Resolution of the City Council of the City of Republic, Missouri, Approving a List of Qualified Architectural Firms for As-Needed Use In 2022.

Submitted By: Andrew Nelson, BUILDS Administrator

Date: Tuesday, December 14, 2021

Issue Statement

A resolution to Approve List of Qualified Architectural Firms for As-Needed Use in 2022.

Discussion and/or Analysis

The City released a Request for Qualifications (RFQ) to architectural firms in the region in November 2021. A total of eleven firms submitted qualifications for review, each with varying qualifications for specific needs. The City would like to keep each firm as an option to use on an as-needed basis for projects throughout 2022. Staff will select 3-4 firms for each project and score them based on the specific needs of that project. The highest scoring firm will be selected for that particular project. Those firms are:

- Arkifex Studios
- BRP Architects
- Buxton, Kubik, Dodd
- Dake Wells Architecture
- Gateway Design Studio
- GHN
- H Design
- Land 3 Studio
- Olsson
- Paragon
- Sapp Design

Recommended Action

Staff recommends approval.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, APPROVING A LIST OF QUALIFIED ARCHITECTURAL FIRMS FOR AS-NEEDED USE IN 2022

WHEREAS, the City of Republic, Missouri, (herein called the “City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, the City released a Request for Qualifications (RFQ) to Architectural Firms in the region in November 2021; and

WHEREAS, a total of eleven firms submitted qualifications for review, each with varying qualifications for specific needs; and

WHEREAS, the City would like to keep each firm as an option to use on an as-needed basis for projects throughout 2022; and

WHEREAS, staff will select 3-4 firms for each project and score them based on the specific needs of said project. The highest scoring firm will be selected for that particular project.

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

- Section 1. Based upon the RFQs received by the City, thirteen firms will comprise the list of firms eligible for selection by staff on particular projects throughout 2022.
- Section 2. The City Administrator, or designee, on behalf of the City, is authorized to take the necessary steps to implement this Resolution.
- Section 3. This Resolution shall become effective on and after the date of passage and approval as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Republic, Missouri, this 14th day of December, 2021.

Matt Russell, Mayor

Attest:

Laura Burbridge, City Clerk

DocuSigned by:
Damon Phillips
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12/9/2021

Approved as to Form: _____, Damon Phillips, City Attorney

Final Passage and Vote: _____



**REQUEST FOR QUALIFICATIONS, RFQ #21-02-CD
AS-NEEDED PROFESSIONAL ARCHITECTURAL SERVICES**

**FOR THE
CITY OF REPUBLIC, MISSOURI**

Steffi Weaver
Executive Assistant
204 North Main Street
Republic, MO 65738
(417) 732-3150

NOTICE TO PROPOSERS

It is the intent of the City of Republic to receive statements of qualifications from professional firms/consultants to assist with **General Architectural Services**. The City will score applicants based on qualifications submitted and generate a list of firms that may be used for services when the need arises. Any documents submitted in response to this RFQ must provide sufficient detail and information to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time.

Qualification submittals must be received by the City of Republic City Clerk’s Office in a sealed envelope that is clearly marked, **“RFQ #21-02-CD, PROFESSIONAL ARCHITECTURAL SERVICES”** no later than **3:00 PM CST TUESDAY, DECEMBER 7, 2021**. As projects are identified in the subject area, the selection team will evaluate and score the firms.

The City of Republic reserves the right to reject any and all qualification submittals, in whole or in part, to waive minor defects in the process, with or without cause, and to accept the qualification submittal deemed by the City to be in the City’s best interest. There is no express or implied obligation for the City of Republic to reimburse responding firms for any expenses incurred through the preparation of responses to this Request for Qualification and no reimbursement will be made. Each selected firm will be required to enter an agreement with the City for professional services which will be drafted by the City.

 11/17/2021
Steffi Weaver, Executive Assistant Date

SCOPE OF SERVICES

A) General Architectural Services

- The City may select one or more qualified firms for architectural services for singular projects or multiple projects as needed. The Consultant, or their approved sub-consultant, shall provide General Architectural Services at the request of the City of Republic, Missouri Administration Team, or their designee, may include but not limited to the following:
 - Building Design & Remodel
 - Republic Community Center – Design services and final construction plans for remodel of current space for addition of new offices and conference room.
 - Fire Station – Design services and final construction plans for remodel of current space.
 - City Hall – Design services for new building and or renovation of existing facilities.
 - Other projects as desired.
 - Park Expansion
 - Republic Aquatic Center – Preliminary design services and renderings for expansion. Project to include lazy river, splash/spray area, cabanas, party zone, addition to concession area, and other amenities.
 - J.R. Martin Park – Design services, renderings, and final construction plans for progressive, modern boulevard/boardwalk within J.R. Martin Park. Phase project to include 50-60 foot wide boulevard with vendor space on either side, electrical access for vendors, lighting, shade structures, and unique design elements. Area is to be used for community events such as farmer’s markets, non-profit events, large city sponsored special events (Have-A-Blast, Pumpkin Daze), Arts in the Park, walk-through holiday lighting display, etc.
 - Other projects as desired.
 - Large Scale Athletic Complex
 - Preliminary design concepts and renderings for 125-acre regional outdoor athletic complex. Phase project to include 12 baseball/softball fields, 12-16 soccer/multi-purpose fields, support facilities (concession stands, restrooms, office space, storage, etc.), playgrounds, pavilions, walking trail, and more.
 - Other projects as desired.

QUALIFICATIONS/REQUIREMENTS

- (1) Individual and/or firm is expected to possess adequate organization, facilities, and personnel to ensure that services are provided to the City of Republic in a prompt and efficient manner.
- (2) Provide a description and the history of the individual and/or firm.
- (3) Provide a description of individual personnel qualifications relevant to this project.
- (4) Individual and/or firm must be available to the City of Republic Staff and/or Technical Review Team as needed, including email communication, conference calls, and special presentations conducted in-person or by conference calls as directed by the City of Republic Administration Team, or their Designee.
- (5) Provide recent experience from the last ten (10) years demonstrating current capacity, familiarity, and expertise in best practices. Experience that is similar in nature to the Scope of Services will be most useful.
- (6) Provide three (3) references for which the individual and/or firm has performed services within the past two (2) years that are similar in nature to the Scope of Services.
- (7) Submissions should identify these and other qualifications.

SUBMITTAL REQUIREMENTS

Qualification submittals should be in the format stated below:

- One (1) Original Submission consisting of:
 - **Title Page:** Name of individual/firm, address, telephone number, name of contact person, email of contact person, and the date of the submission.
 - **Transmittal Letter:** Addressed letter including a subject label containing the services for which qualifications have been submitted and a statement of the contents of the qualification submittal with timestamp.
 - **Qualifications:** Include the requirements as listed in qualification/requirements
 - **References:** Include references as listed in qualification/requirements
 - **Sample Documents:** Applicants are encouraged to include examples of previous work that bears similarity to that of the Scope of Services

All submittals must be received by the City Clerk's office in a sealed envelope. Please address all submittals to:

City of Republic, Missouri
Attn: City Clerk, Laura Burbridge
213 N. Main Street
Republic, MO 65738
RE: RFQ #21-02-CD, PROFESSIONAL ARCHITECTURAL SERVICES

SELECTION

All qualification submittals will be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the evaluation of qualification submittals, in order of no importance: Firm Qualifications; Experience with Similar Projects; Reports from References; Availability of resources.