



**AMENDED AGENDA**  
**City Council Meeting**  
**Municipal Court Building, 540 Civic Blvd**  
**March 19, 2024 at 6:00 PM**

**Matt Russell, Mayor**  
Eric Gerke, Ward I  
Garry Wilson, Ward II  
Christopher Updike, Ward III  
Justin Neal, Ward IV  
  
Eric Franklin, Ward I  
Darran Campbell, Ward II  
Brian Fields, Ward III  
Clint Gerlek, Ward IV

**Call Meeting to Order**

**Opening Prayer**

**Pledge of Allegiance**

**Citizen Participation**

**Mayor's Announcements**

1. Appoint Kami Means to the Planning and Zoning Commission with a term expiring February 6, 2027.

**Consent Agenda**

2. Approve the March 5, 2024 City Council Meeting Minutes.
3. Approve the Vendor List.
4. 24-R-11 A Resolution of the City Council Authorizing the Purchase and Safety Equipment Outfitting of Three (3) New Police Department Vehicles.

**Board, Commission, and Committee Schedule**

City Council Meeting	April 2, 2024
Board of Adjustment Meeting	April 4, 2024
Planning & Zoning Meeting	April 8, 2024
City Council Meeting	April 16, 2024

**Old Business and Tabled Items**

5. 24-09 An Ordinance of the City Council Amending Title II ("Public Health, Safety And Welfare"), Chapter 215 ("Offenses"), Article 215-XII ("Offenses Concerning Minors"), Section 215.2000 ("Use Of Alcoholic Beverages And/Or Controlled Substances By Minors At Open Parties Prohibited-Penalties-Person In Control Of Premises Liable"), of the Municipal Code of the City of Republic, Missouri.
6. 24-10 An Ordinance of the City Council Approving the Annexation of Approximately 25 Acres of Property Located Near 1100 North Main Avenue and Adjacent Right-of-Way.
7. 24-11 An Ordinance of the City Council Amending Title I, Chapter 130 ("Municipal Court"), Article 130-I ("Municipal Court General Provisions"), Article 130-II ("Court Costs and Fees"), Sections 130.080 ("Report To City Council"), 130.180 ("Jailing Of Defendants"), 130.250 ("Court Costs"), and 130.280 ("Installment Payment Of Fine"), of the Municipal Code of the City of Republic, Missouri

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 417-732-3101 at least three days prior to the scheduled meeting. **All meetings are recorded for public viewing.**

### **New Business (First Reading of Ordinances)**

- [8.](#) 24-12 An Ordinance of the City Council Approving Amendment of the Zoning Classification of Approximately 40.64 Acres, Located at 664 Aaron Way, from Planned Development District (PDD) to Brookside Estates Planned Development District (PDD 24-001).
- [9.](#) 24-13 An Ordinance of the City Council Amending Title IV (“Land Use”), Chapter 400 (“Comprehensive Plan And City Planning And Zoning Commission”), Section 400.010 (“Created – Composition – Appointment – Qualifications”), of the Municipal Code of the City of Republic, Missouri.

### **Other Business (Resolutions)**

- [10.](#) 24-R-12 A Resolution of the City Council Authorizing the City Administrator to Enter into an Agreement with Performance Food Group, Inc. (d/b/a Performance Foodservice-Missouri) to Provide Professional Food Service Delivery for the Parks and Recreation Department’s Concession Operations.
- [11.](#) 24-R-13 A Resolution of the City Council Appointing New Authorized Signers for the City’s General Operating Account and Bond Proceeds Account with Arvest Bank and Modifying the Process by which the City is to Provide Notice of any Changes to Said Signers.

### **Reports from Staff**

### **Adjournment**



# CERTIFICATE OF APPOINTMENT

to

**Planning and Zoning Commission**

***Kami Means***

**By The Republic City Council**

**Date of Appointment**

**March 19, 2024-February 6, 2027**

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**Matt Russell**

**Mayor**



# MINUTES

**City Council Meeting**  
**Municipal Court Building, 540 Civic Blvd**  
**March 05, 2024 at 6:00 PM**

- Matt Russell, Mayor**
- Eric Gerke, Ward I
- Garry Wilson, Ward II
- Christopher Updike, Ward III
- Justin Neal, Ward IV
- Eric Franklin, Ward I
- Darran Campbell, Ward II
- Brian Fields, Ward III
- Clint Gerlek, 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 Eric Franklin, Garry Wilson, Eric Gerke, Darran Campbell, Brian Fields, Justin Neal, Chris Updike, and Clint Gerlek. Others in attendance were: City Administrator David Cameron, Assistant City Administrator Andrew Nelson, Chief of Staff Lisa Addington, City Attorney Megan McCullough, Fire Chief Duane Compton, Police Chief Brian Sells, Assistant Parks and Recreation Director Jennafer Mayfield, Associate Planner Patrick Ruiz, Assistant City Administrator/Parks and Recreation Director Jared Keeling, City Clerk Laura Burbridge, Finance Director Bob Ford, Data and Security Supervisor Michael Sallee, and IT Director Chris Crosby.

### Opening Prayer

Opening prayer was led by City Administrator David Cameron.

### Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Matt Russell.

### Mayor's Announcements

1. Appoint Van Bridges to the Planning and Zoning Commission with a term ending on July 19, 2025.  
Mayor Russell announced the appointment of Van Bridges to the Planning and Zoning Commission.

### Citizen Participation

Mayor Russell opened citizen participation at 6:01 p.m. No one came forward so Mayor Russell closed citizen participation at 6:01 p.m.

### Consent Agenda

Motion was made by Council Member Wilson and seconded by Council Member Neal to approve the consent agenda. The vote was 8 Aye-Campbell, Fields, Franklin, Gerke, Gerlek, Neal, Updike, and Wilson. 0 Nay. Motion Carried.

2. Approve the February 20, 2024 City Council Minutes.
3. 24-R-09 A Resolution of the City Council Authorizing the Police Department to Apply for Two (2) Reimbursable 2024-2025 Missouri Highway Safety Program Traffic Safety Grants.

### Board, Commission, and Committee Schedule

Board of Adjustment Meeting	March 7, 2024
Planning & Zoning Meeting	March 11, 2024
City Council Meeting	March 19, 2024
City Council Meeting	April 2, 2024

### Old Business and Tabled Items-None





### New Business (First Reading of Ordinances)

4. **24-09 An Ordinance of the City Council Amending Title II (“Public Health, Safety And Welfare”), Chapter 215 (“Offenses”), Article 215-XII (“Offenses Concerning Minors”), Section 215.2000 (“Use Of Alcoholic Beverages And/OR Controlled Substances By Minors At Open Parties Prohibited-Penalties-Person In Control Of Premises Liable”), of the Municipal Code of the City of Republic, Missouri.**

Motion was made by Council Member Franklin and seconded by Council Member Fields to have the first reading of Bill 24-09 by title only. The vote was 8 Aye-Campbell, Fields, Franklin, Gerke, Gerlek, Neal, Updike, and Wilson. 0 Nay. Motion Carried. Megan McCullough gave an overview of the bill. Mayor Russell reminded Council this is a first read and to get with staff with questions prior to the next meeting.

5. **24-10 An Ordinance of the City Council Approving the Annexation of Approximately 25 Acres of Property Located Near 1100 North Main Avenue and Adjacent Right-of-Way.**

Motion was made by Council Member Neal and seconded by Council Member Franklin to have the first reading of Bill 24-10 by title only. The vote was 8 Aye-Campbell, Fields, Franklin, Gerke, Gerlek, Neal, Updike, and Wilson. 0 Nay. Motion Carried. Patrick Ruiz gave an overview of the bill. The project engineer was available for questions. Mayor Russell reminded Council this is a first read and to get with staff with questions prior to the next meeting.

6. **24-11 An Ordinance of the City Council Amending Title I, Chapter 130 (“Municipal Court”), Article 130-I (“Municipal Court General Provisions”), Article 130-II (“Court Costs and Fees”), Sections 130.080 (“Report To City Council”), 130.180 (“Jailing Of Defendants”), 130.250 (“Court Costs”), and 130.280 (“Installment Payment Of Fine”), of the Municipal Code of the City of Republic, Missouri.**

Motion was made by Council Member Updike and seconded by Council Member Fields to have the first reading of Bill 24-11 by title only. The vote was 8 Aye-Campbell, Fields, Franklin, Gerke, Gerlek, Neal, Updike, and Wilson. 0 Nay. Motion Carried. Megan McCullough gave an overview of the bill. Mayor Russell reminded Council this is a first read and to get with staff with questions prior to the next meeting.

### Other Business (Resolutions)

7. **24-R-10 A Resolution of the City Council Authorizing Payment to Missouri Rural Services Workers’ Compensation Insurance Trust for Coverage for 2024-2025.**

Motion was made by Council Member Franklin and seconded by Council Member Neal to take up Resolution 24-R-10. Lisa Addington presented the Resolution and answered questions of Council. The vote was 8 Aye-Campbell, Fields, Franklin, Gerke, Gerlek, Neal, Updike, and Wilson. 0 Nay. Motion Carried.

### Reports from Staff

City Administrator David Cameron thanked Van Bridges for serving on Planning and Zoning, noting he ran into him the day we were opening filing for City Council, when Mr. Bridges submitted his application for Planning and Zoning. Mr. Cameron added they later met to discuss what the role entailed, noting this is a great place to learn and start serving.

City Administrator David Cameron provided an update on the Shuyler Creek Trail, noting they got the second to last easement. Mr. Cameron thanked Andrew for the work on this, adding we will bid out the

work in about 30 days. Mr. Cameron reported the trail is currently under construction along Highway ZZ to the high school. Mr. Cameron noted we are paying more for easements to accommodate the changes, but we had zero interest in taking people's land. Mr. Cameron thanked all the staff involved.

City Administrator David Cameron congratulated Council Member Gerke for being named as a Springfield Business Journal's Man of the Year.

City Administrator David Cameron provided an update on the legislative session, noting he will be in Jefferson City tomorrow. Mr. Cameron added there has been no update on Senate Bill 979, noting he hopes it stays where it is to potentially let it wait until next year. Mr. Cameron reported he will continue to stand in opposition of the bill on behalf of the city but will ask for a Resolution if needed.

City Administrator David Cameron reminded everyone to read the Administrator's Report, which is posted on our website, and referenced a linked email from Dr. Pearce on Senate Bill 799. Mr. Cameron encouraged everyone to read this information on how it will impact the school district and its teachers. This is part of what is happening in Republic, as our school district is an attractive place to bring students, so we shared the information at his request. Mr. Cameron advised people to call their Senator or Representative if they have concerns.

City Administrator David Cameron noted that we did a developer agreement with Valley Trails in 2017 with a lot of concessions made with a final agreement of 2.7 units per acre. Since that time, they sold the property, and he has received several calls and questions on the newly proposed development of it. Staff make recommendations based on what the Planned Development District plan says. This will be presented at the next meeting, but it doesn't match what we told residents we would do. Mr. Cameron noted this is a great developer, but this doesn't align with what we said, and Mr. Cameron is not in support of the item due to this. Mr. Cameron advised Council to watch the Planning and Zoning meeting to be informed, noting the original plan was 2.7 units per acre and the proposed PDD adds 10 more units. Mr. Cameron noted a petition is being circulated in opposition.

Council Member Franklin thanked staff for the workshop on Main Street Revitalization, adding it was one of the best opportunities to hear other people's input and perspective. Mr. Franklin noted he enjoyed it and the staff and students that prepared it. Mr. Franklin asked if Council would receive a summary of the information gathered as there were separate groups that presented input and ideas. Andrew Nelson answered that the Drury students did the heavy lifting, but announced there will be a second meeting coming up presenting the findings. Mr. Nelson added some clarification regarding the upcoming PDD, noting staff is recommending it due to the plan meeting requirements of zoning regulations, infrastructure accessibility, and requirements of code. Council Member Franklin also encouraged everyone to go see Rooting Republic's tower garden, noting they will be meeting on Saturday March 16<sup>th</sup>, at 10:00 am.

Council Member Campbell noted that a week ago, the Fire Department assisted Brookline Fire District and they were out for 10+ hours, followed by being called out again on another fire. Mr. Campbell noted there were multiple departments assisting, adding he appreciates what they do.

Mayor Russell announced Andrew Nelson was right, and he was wrong about the easement negotiations. Mr. Nelson noted there is still one more to go. Mayor Russell noted Andrew's negotiation skills are outstanding. Mayor Russell added we get a lot of pushback on the growth in Republic, but he will argue that we still have small town values. Mayor Russell shared that on Saturday February 24<sup>th</sup>, he was walking in his neighborhood noting a car that looked out of place. He texted Chief Sells and 6 minutes later there was an officer looking into it. While it is nice to have his cell number, that is the service we get in Republic.

**Adjournment**

Mayor Russell adjourned the meeting at 6:26 p.m.

ATTEST:

\_\_\_\_\_  
Laura Burbridge, City Clerk

\_\_\_\_\_  
Matt Russell, Mayor

DRAFT



City of Republic

Item 3.

# Vendor Audit Report

For Date Range 02/01/2024 - 02/29/2024

Vendor	Added	Added User	Deleted	Deleted User
08235 - Alicia Pulley	02/01/2024	SHERRI WOODS		
08236 - George Sterling Flagg	02/01/2024	SHERRI WOODS		
08237 - Movinforward Marketing LLC	02/01/2024	SHERRI WOODS		
08238 - Engineering Services & Products Company	02/06/2024	SHERRI WOODS		
08239 - Trailers Direct Express LLC	02/06/2024	SHERRI WOODS		
08240 - Load N Go Trailer MFG LLC	02/06/2024	SHERRI WOODS		
08241 - Stowers Enterprises LLC	02/06/2024	SHERRI WOODS		
08242 - Felix Mutaremu	02/06/2024	SHERRI WOODS		
08243 - Classic Enhancements LLC	02/07/2024	SHERRI WOODS		
08244 - Jolly Farmer Products US Inc	02/08/2024	SHERRI WOODS		
08245 - SenSource Inc	02/13/2024	SHERRI WOODS		
08246 - Brady Spain	02/14/2024	SHERRI WOODS		
08247 - Paul Rose Jr	02/15/2024	SHERRI WOODS		
08248 - Jacob Oertling	02/15/2024	SHERRI WOODS		
08249 - Ozark County Circuit Court	02/20/2024	SHERRI WOODS		
08251 - Courtney Construction LLC	02/21/2024	SHERRI WOODS		
08252 - Hydro-Klean LLC	02/21/2024	SHERRI WOODS		
08253 - C&S First Choice LLC	02/29/2024	SHERRI WOODS		

**Vendor Count: (18)**



## AGENDA ITEM ANALYSIS

Project/Issue Name: 24-R-11 A Resolution of the City Council Authorizing the Purchase and Safety Equipment Outfitting of Three (3) New Police Department Vehicles.

Submitted By: Brian Sells, Chief of Police

Date: March 19, 2024

### Issue Statement

To approve the purchase of three (3) new Police vehicles and outfitting of each vehicle with appropriate safety equipment.

### Discussion and/or Analysis

The Republic Police Department would like to purchase three (3) 2024 Dodge Durango Pursuit vehicles at \$41,220 each from Corwin Ford Republic. This dealership is meeting the State Bid amount on all three vehicles. Each vehicle will be outfitted with the appropriate safety equipment to make them functional.

The Finance Director has reviewed the department's 2024 budget and determined we have the funds available through the Capital Improvement Sales Tax and is recommending the purchase.

### Recommended Action

Police Chief Sells recommends approving the purchase and outfitting of three (3) new Police vehicles for the department fleet, not to exceed \$123,660 for the purchase of the vehicles and up to \$101,340 for the necessary safety equipment packages, totaling \$225,000.

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE PURCHASE AND SAFETY EQUIPMENT  
OUTFITTING OF THREE (3) NEW POLICE DEPARTMENT VEHICLES**

**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**, the City desires to purchase three (3) new 2024 Dodge Durango vehicles to fill the needs of the Republic Police Department patrol vehicle fleet, and subsequently outfit the new vehicles with the necessary and appropriate safety equipment; and

**WHEREAS**, the new vehicles will be purchased in compliance with the Missouri State Bid Purchase Agreement (Statewide Contract Motor Vehicles QVL CC240138001-001 and CC240753001-003) through Corwin Motors of Springfield LLC; and

**WHEREAS**, after hearing presentation from staff and reviewing all relevant materials provided, the Council finds that the new vehicles will improve the safety of the Republic Police Department’s officers, the City’s residents and the general public, and will additionally assist the Police Department in delivering the highest quality of services to the City.

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

**Section 1.** The City is hereby authorized to purchase three (3) new 2024 Dodge Durango vehicles at the price of \$41,220 each, plus applicable taxes, from Corwin Motors of Springfield LLC, pursuant to the terms of the Missouri State Bid Purchase Agreement(s) referenced herein above.

**Section 2.** The purchase price of the three new vehicles referenced herein shall not exceed a total cost of \$123,660 (not including applicable taxes), and the price for the addition of the safety packages to the new vehicles shall not exceed a total cost of \$101,340, for a total not to exceed amount of \$225,000 (not including applicable taxes).

**Section 3.** The City Administrator, or his designee, on behalf of the City, is authorized to take the necessary steps to implement this Resolution.

**Section 4.** 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Matt Russell, Mayor

**Attest:**

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Laura Burbridge, City Clerk

**Approved as to Form:**



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Megan McCullough, City Attorney

**Final Passage and Vote:**

**ATTACHMENT 1  
State of Missouri**

**Motor Vehicle Price Quote Request Form (PQF)**

The PQF may be modified by state agencies as necessary to identify any unique or special requirements related to the vehicle required by the agency.

**TO BE COMPLETED BY THE STATE AGENCY**

State Agency Name: Republic Police Department

State Agency's Address: 540 W. Civic Blvd Republic MO 65738

Point of Contact at State Agency: Major Jamie Burks or Chief Brian Sells

State Agency Point of Contact's Phone Number: 417-732-3964 or 417-732-3912

State Agency Point of Contact's Email Address: [Jburks@republicmo.com](mailto:Jburks@republicmo.com) or [Bsells@republicmo.com](mailto:Bsells@republicmo.com)

Return PQF to the Following Email Address: [Bsells@republicmo.com](mailto:Bsells@republicmo.com)

PQF Issue Date: 01/29/2024

PQF Return No Later Than Date: 02/09/2024

**STATE AGENCY'S VEHICLE REQUIREMENTS:**

The state agency must provide a brief description of the vehicle required of the QVL contractor below:

***Fleet or Off the Lot:*** Either

Brand: Dodge

Model: Durango

Year: 2023 or 2024

List of Requested Options/Features from the Manufacturer:

**SELECTED COLOR:**

Exterior: PXJ - (0 P) DB Black Clearcoat

Interior: X9 - (0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

**SELECTED OPTIONS:**

**CODE DESCRIPTION**

2BZ Quick Order Package

ADL Skid Plate Group

APA Monotone Paint Application

C5 Cloth Bucket Seats w/Shift Insert

CKD Floor Carpet

CLX Luxury Front & Rear Floor Mats

DFT Transmission: 8-Speed Automatic (850RE)

DLK 3.45 Rear Axle Ratio

ERC Engine: 3.6L V6 24V VVT UPG I w/ESS

LNF Black Left LED Spot Lamp

NAS 50 State Emissions

PXJ\_03 (0 P) DB Black Clearcoat

TXQ Tires: 255/60R18 On/Off Road

UAM Radio: Uconnect 4 w/8.4" Display



Item 4.

WARANT FCA 5 yr/100,000 Mile Powertrain Limited Warranty  
 WBN Wheels: 18" x 8.0" Black Steel  
 X9\_01 (0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl  
 XEE Fuel Tank Skid Plate Shield  
 XEF Transfer Case Skid Plate Shield  
 XEU Front Suspension Skid Plate  
 XF3 Underbody Skid Plate  
 Z6K GVWR: 6,500 lbs

List of Requested Options/Features from a Third Party (aftermarket):  
 List of Required Options/Features from the Manufacturer:  
 List of Required Options/Features from a Third Party (aftermarket):

Quantity: 3  
**Delivery Location (if applicable):** Republic MO

**QVL CONTRACTOR’S PROPOSED VEHICLE INFORMATION:**

The QVL contractor must provide the following information regarding the vehicle proposed:

**Fleet or Off the Lot:**

Brand: Dodge  
 Model: Durango Pursuit  
 Vehicle Identification Number (VIN): TBD  
 Year: 2024

List of Requested Options/Features from the Manufacturer Proposed: as listed above  
 List of Requested Options/Features from a Third Party (aftermarket) Proposed: \_\_\_\_\_  
 List of Required Options/Features from the Manufacturer Proposed: \_\_\_\_\_  
 List of Required Options/Features from a Third Party (aftermarket) Proposed: \_\_\_\_\_  
 Quantity Proposed: 3

Vehicle Spec Sheet: The QVL contractor should attach a spec sheet to their response to the PQF that identifies all of the standard specifications of the vehicle proposed along with any options included on the vehicle.

**PRICING FOR VEHICLE:**

The QVL contractor shall provide a firm, fixed price for the proposed vehicle below:

Line Item	Firm, Fixed Price
Vehicle Price	\$ <u>45,085</u>
Price for Additional Options/Features in Addition to Vehicle Price	\$ <u>N/A</u>
Delivery Price to Location Identified Above	\$ <u>0</u>
Total Price	\$ <u>45,085</u>

NOTE: COST EVALUATION: Objective Evaluation of 200 points

**DELIVERY:**

If vendor should identify delivery in days after receipt of order: TBD calendar days ARO.

These units are not in stock and would need to be ordered from manufacturer, delivery is dependant upon their production schedule.

**QVL CONTRACTOR'S INFORMATION**

QVL Contractor's Name: **NROUTE Enterprises LLC**

QVL Contractor's Address: 6102 North 23rd Street  
Ozark, MO 65721

QVL Contractor's Point of Contact: Will Reynolds

QVL Contractor's Point of Contact's Phone Number: 417-731-2900

QVL Contractor's Point of Contact's Email Address: [will@nroutellc.com](mailto:will@nroutellc.com)

Signature of QVL Contractor's Point of Contact: 



**STATEWIDE MOTOR VEHICLES QVL  
CC240138001-011 and CC240753001-003**

Issuance Date: 9/7/23  
Revised Date: 11/6/2023

<b>CONTRACT PERIOD/RENEWAL OPTIONS</b>	
<b>Current Contract Period:</b>	September 6, 2023 through June 30, 2024
<b>Original Contract Period:</b>	September 6, 2023 through June 30, 2024
<b>Available Renewal Period Options:</b>	1
<b>Potential Final Expiration Date:</b>	June 30, 2025

**ALL PURCHASES MADE UNDER THESE CONTRACTS MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.**

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

<b>BUYER CONTACT INFORMATION</b>	
<b>Name:</b>	Jennie Rees
<b>Email:</b>	<a href="mailto:jennie.rees@oa.mo.gov">jennie.rees@oa.mo.gov</a>
<b>Phone Number:</b>	(573) 751-6442



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## ORGANIZATION

Statewide Contract History  
Contract Information  
Instructions and Information  
Contract Scope of Work  
Appendix A – Satisfactory Survey

Attachment 1 – Motor Vehicle Price Quote Request Form (Separate Document)  
Attachment 2 – Motor Vehicle Price Quote Request Form Award Record (Separate Document)  
Attachment 3 – Domestic Products Procurement Act (Separate Document)



### STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
11/6/23	<b>Issuance of additional contracts (CC240753001-003).</b>
9/7/23	Initial issuance of new contracts.



**CONTRACT INFORMATION**

<b>CC240138001</b>			
MissouriBUYS SYSTEM ID: MB00130340			
Contractor Name: Behlmann CJDR			
Contractor Address: 175 Turnbull Trail Troy, MO 63379			
Contact Information: Michael S. Benz 636-775-2900 ext. 448 <a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>			
<b>MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION</b>			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

<b>CC240138002</b>			
MissouriBUYS SYSTEM ID: MB00089574			
Contractor Name: Broadway Ford Truck Sales, Inc.			
Contractor Address: 812 E. Taylor Ave St. Louis, MO 63147			
Contact Information: Jeff Houston 314-241-9140 <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>			
<b>MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION</b>			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



CC240138003			
MissouriBUYS SYSTEM ID: MB00185030			
Contractor Name: Corwin Ford Lincoln Republic			
Contractor Address: 1740 US HWY 60 E Republic, MO 65738			
Contact Information: Steve Forrester 417-350-5083 <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC240138004			
MissouriBUYS SYSTEM ID: MB00128217			
Contractor Name: Corwin Motors of Springfield LLC			
Contractor Address: 3306 E. Kearney Street Springfield, MO 65803			
Contact Information: Steve Forrester 417-350-5083 <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



CC240138005			
MissouriBUYS SYSTEM ID: MB00089555			
Contractor Name: Don Brown Chevrolet Inc.			
Contractor Address: 2244 South Kingshighway St Louis, MO 63110			
Contact Information: Dave Helterbrand 314-772-1400 <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC240138006			
MissouriBUYS SYSTEM ID: MB00195138			
Contractor Name: Ed Morse Chevrolet North			
Contractor Address: 31304 Highway 87 North California, MO 65018			
Contact Information: Derek VanLoo 573-796-2131 <a href="mailto:derekvanloo@edmorse.com">derekvanloo@edmorse.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No





CC240138007			
MissouriBUYS SYSTEM ID: MB00118986			
Contractor Name: Jim Butler Linn CDJR			
Contractor Address: 317 West Main Street P.O. Box 796 Linn, MO 65051			
Contact Information: Bryan Brune 573-619-1413 <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC240138008			
MissouriBUYS SYSTEM ID: MB00095149			
Contractor Name: Joe Machens Ford Lincoln			
Contractor Address: 1911 W. Worley P.O. Box 1078 Columbia, MO 65203			
Contact Information: Kelly Sells 573-777-1089 <a href="mailto:ksells@machens.com">ksells@machens.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



CC240138009			
MissouriBUYS SYSTEM ID: MB00089820			
Contractor Name: Landmark Dodge			
Contractor Address: 1900 S. Noland Rd. Independence, MO 64055			
Contact Information:		Larry Wilson 816-651-6767 816-833-0008 <a href="mailto:landmarkdodge1@yahoo.com">landmarkdodge1@yahoo.com</a>	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC240138010			
MissouriBUYS SYSTEM ID: MB00169042			
Contractor Name: Reed Motors STJ LLC			
Contractor Address: 4525 Commons Drive Saint Joseph, MO 64503			
Contact Information:		Roger Auxier 816-233-9149 ext. 1429 816-901-4158 <a href="mailto:roger.auxier@reedauto.com">roger.auxier@reedauto.com</a>	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



CC240138011			
MissouriBUYS SYSTEM ID: MB00196771			
Contractor Name: Reuther Ford, Inc.			
Contractor Address: 1325 McNutt St Herculaneum, MO 63048			
Contact Information: Doug Reuther Jr. 636-464-9000 <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC240753001			
MissouriBUYS SYSTEM ID: MB00190833			
Contractor Name: Jim Butler Centralia LLC			
Contractor Address: 700 W. Hwy 22 Centralia, MO 65240			
Contact Information: Beth Kovarik 573-632-2146 <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



CC240753002			
MissouriBUYS SYSTEM ID: MB00111484			
Contractor Name: NROUTE Enterprises LLC			
Contractor Address: 6102 North 23 <sup>rd</sup> Street Ozark, MO 65721			
Contact Information: Will Reynolds 417-731-2900 <a href="mailto:will@nroutellc.com">will@nroutellc.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC240753003			
MissouriBUYS SYSTEM ID: MB00181584			
Contractor Name: Rusty Drewing Chevrolet Buick GMC Cadillac			
Contractor Address: 2033 Christy Drive Jefferson City, MO 65101			
Contact Information: Brian Mushrush 573-634-2324 <a href="mailto:bmushrush@drewingauto.com">bmushrush@drewingauto.com</a>			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



## INSTRUCTIONS AND INFORMATION



1. **MANDATORY USE:** The contractor shall provide services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. However, any state agency needing the services shall be required to use the contract unless an exemption is granted by the Division of Purchasing. In addition, the contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri and approved by the Division of Purchasing, a state agency may obtain alternate services elsewhere.
  
2. **DEFINITIONS:**
  - a. **Domestic Products Procurement Act (Buy American)** – Attachment 3, this must be sent out with all PQF forms and the responses must be included in your evaluation and determination of the lowest vendor’s response.
  - b. **Fleet Purchases Only** – The QVL contractor must provide the specific motor vehicle requested in the Price Quote Request Form, including all specified additional options identified in the Price Quote Request Form, unless the QVL contractor provides documentation from the manufacturer indicating the additional option is not available at the time of the Price Quote Request Form request. A new fleet motor vehicle available off the QVL contractor’s lot shall mean a vehicle which has never been owned except by a manufacturer, distributor or dealer and has never been registered, and of the current model year of the vehicle.
  - c. **Fleet Vehicles** – Manufacturer designated fleet vehicles defined as the vehicles purchased through the manufacturers’ fleet program.
  - d. **Motor Vehicle Price Quote Request Form (PQF)** – Attachment 1, utilized for requesting price quotes from the awarded contractors.
  - e. **Motor Vehicle Price Quote Request Form Award Record** – Attachment 2, used to record the evaluation of the price quotes received from the awarded contractors.
  - f. **OA Fleet Management** – Office of Administration – Fleet Management, the pre-approval authority for all state agencies (except where special delegation



exists). Any anticipated vehicle purchases must be pre-approved by OA Fleet Management prior to attempting to make a purchase.

- g. **Off the Lot Purchases Only** – If a QVL contractor has a vehicle located on a lot that meets the requirements of the specific motor vehicle requested in the PQF, but the vehicle may also include additional options not requested by the agency. In which case the vendor should provide a PQF response that specifies the additional options already installed on the vehicle that the state agency did not request. A new motor vehicle available off the QVL contractor’s lot shall mean a vehicle which has never been owned except by a manufacturer, distributor or dealer and has never been registered, regardless of the model year of the vehicle.
- h. **Qualified Vendor’s List (QVL)** – Qualified Vendor’s List (contractors CC240138001-011), an established supply channel for acquiring new motor vehicles and manufacturer designated fleet vehicles for various state agencies located throughout the state of Missouri.
- i. **State Agency** – defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the public Universities and the Judicial and Legislative branches of the State of Missouri.

3. **Vehicle Categories Included Within this Contract:**

Motor Vehicle Categories
Passenger Vehicles (25101503)
Light Duty Trucks (25101507)
Medium Duty Trucks (25181602)
Work Vans (25101505)
Cargo Vans (25101505)
Patrol Vehicles (25101702)



4. **Awarded Categories by Contractor:**

Contract Number	Off the Lot Vehicles	Fleet Motor Vehicles
CC240138001 – Behlmann Chrysler Dodge Jeep Ram	All Categories	All Categories
CC240138002 – Broadway Ford Truck Sales Inc	All Categories	All Categories
CC240138003 – Corwin Ford Lincoln Republic	All Categories	All Categories
CC240138004 – Corwin Motors of Springfield	All Categories	All Categories
CC240138005 – Don Brown Chevrolet	All Categories	All Categories
CC240138006 – Ed Morse Chevrolet North	All Categories	All Categories
CC240138007 – Jim Butler Linn CDJR	All Categories	All Categories
CC240138008 – Joe Machens Ford Lincoln	All Categories	All Categories
CC240138009 – Landmark Dodge	N/A	All Categories
CC240138010 – Reed Motors STJ LLC	N/A	Passenger Light Duty Trucks Work Vans Patrol Vehicles
CC240138011 – Reuther Ford Inc.	All Categories	All Categories
CC240753001 – Jim Butler Centralia LLC	All Categories	All Categories
CC240753002 – NROUTE Enterprises LLC	All Categories	All Categories
CC240753003 – Rusty Drewing Chevrolet Buick GMC Cadillac	Passenger Light Duty Trucks Cargo Vans	N/A

5. **Email distribution lists by category to utilize when issuing your Price Quote Forms to the contractors:**

Motor Vehicle Categories	Email Distribution for Off the Lot	Email Distribution for Fleet
Passenger Vehicles	<a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a> ; <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a> ; <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a> ; <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a> ; <a href="mailto:derekvanloo@edmorse.com">derekvanloo@edmorse.com</a> ; <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a> ; <a href="mailto:ksells@machens.com">ksells@machens.com</a> ; <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a> ; <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a> ; <a href="mailto:will@nroustellc.com">will@nroustellc.com</a> ; <a href="mailto:bmushrush@drewingauto.com">bmushrush@drewingauto.com</a>	<a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a> ; <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a> ; <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a> ; <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a> ; <a href="mailto:derekvanloo@edmorse.com">derekvanloo@edmorse.com</a> ; <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a> ; <a href="mailto:ksells@machens.com">ksells@machens.com</a> ; <a href="mailto:landmarkdodge1@yahoo.com">landmarkdodge1@yahoo.com</a> ; <a href="mailto:roger.auxier@reedauto.com">roger.auxier@reedauto.com</a> ; <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a> ; <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a> ; <a href="mailto:will@nroustellc.com">will@nroustellc.com</a>



<p>Light Duty Trucks</p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>;  <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a>;  <a href="mailto:will@nroutellc.com">will@nroutellc.com</a>;  <a href="mailto:bmushrush@drewingauto.com">bmushrush@drewingauto.com</a></p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:landmarkdodge1@yahoo.com">landmarkdodge1@yahoo.com</a>;  <a href="mailto:roger.auxier@reedauto.com">roger.auxier@reedauto.com</a>;  <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>;  <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a>;  <a href="mailto:will@nroutellc.com">will@nroutellc.com</a></p>
<p>Medium Duty Trucks</p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>;  <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a>;  <a href="mailto:will@nroutellc.com">will@nroutellc.com</a></p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:landmarkdodge1@yahoo.com">landmarkdodge1@yahoo.com</a>;  <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>;  <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a>;  <a href="mailto:will@nroutellc.com">will@nroutellc.com</a></p>
<p>Work Vans</p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>;  <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a>;  <a href="mailto:will@nroutellc.com">will@nroutellc.com</a></p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:landmarkdodge1@yahoo.com">landmarkdodge1@yahoo.com</a>;  <a href="mailto:roger.auxier@reedauto.com">roger.auxier@reedauto.com</a>;  <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>;  <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a>;  <a href="mailto:will@nroutellc.com">will@nroutellc.com</a></p>
<p>Cargo Vans</p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a>;</p>	<p><a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a>;  <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a>;  <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a>;  <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>;  <a href="mailto:derekvanloo@edmorese.com">derekvanloo@edmorese.com</a>;  <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a>;  <a href="mailto:ksells@machens.com">ksells@machens.com</a>;  <a href="mailto:landmarkdodge1@yahoo.com">landmarkdodge1@yahoo.com</a>;</p>





	<a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a> ; <a href="mailto:will@nroutellc.com">will@nroutellc.com</a> ; <a href="mailto:bmushrush@drewingauto.com">bmushrush@drewingauto.com</a>	<a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a> ; <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a> ; <a href="mailto:will@nroutellc.com">will@nroutellc.com</a>
Patrol Vehicles	<a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a> ; <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a> ; <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a> ; <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a> ; <a href="mailto:derekvanloo@edmorse.com">derekvanloo@edmorse.com</a> ; <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a> ; <a href="mailto:ksells@machens.com">ksells@machens.com</a> ; <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a> ; <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a> ; <a href="mailto:will@nroutellc.com">will@nroutellc.com</a>	<a href="mailto:mikeb@behlmann.com">mikeb@behlmann.com</a> ; <a href="mailto:jhouston@broadwaytruck.com">jhouston@broadwaytruck.com</a> ; <a href="mailto:sforrester@corwinauto.com">sforrester@corwinauto.com</a> ; <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a> ; <a href="mailto:derekvanloo@edmorse.com">derekvanloo@edmorse.com</a> ; <a href="mailto:bbrune@midmopowerhouse.com">bbrune@midmopowerhouse.com</a> ; <a href="mailto:ksells@machens.com">ksells@machens.com</a> ; <a href="mailto:landmarkdodge1@yahoo.com">landmarkdodge1@yahoo.com</a> ; <a href="mailto:roger.auxier@reedauto.com">roger.auxier@reedauto.com</a> ; <a href="mailto:dougjr@reuther.com">dougjr@reuther.com</a> ; <a href="mailto:beth@jimbutlerchevrolet.com">beth@jimbutlerchevrolet.com</a> ; <a href="mailto:will@nroutellc.com">will@nroutellc.com</a>

**NOTE: Steve Forrester is the representative for both Corwin Ford Lincoln Republic and Corwin Motors of Springfield.**

- PRICE QUOTE FORM (PQF) Requirements (see section 2.6 of the Scope of Work for additional details)** – The state agency will contact all QVL contractor(s) via email (which includes a pre-filled out Attachment 1, PQF) who were awarded the requested motor vehicle category(ies) to obtain firm, fixed price quotes. All applicable fields to the agency should be filled out prior to sending the request to the contractors. In addition, the quote request will include the specifications required and the quantity of vehicles required. The state agency’s quote request will also indicate if the state agency desires or requires any additional options or features (upgrades) to be included with the motor vehicle in addition to the base model vehicle defined.

NOTE: 1) If additional options and features are already installed on the vehicle then the QVL contractor shall price the vehicle as one total dollar amount for the motor vehicle that includes the already installed options and features. 2) If the PQF requests or requires options and features that are not currently installed on the vehicle proposed by the QVL contractor, then the QVL contractor must price those items separately to ensure the vehicle proposed meets the requirements identified in the PQF.

Agencies are also required to provide a blank Attachment 3, Domestic Product Procurement Act (Buy American) Preference with the PQF form to all contractors at the time of issuing a PQF form. Contractors must fill out Attachment 3 and return it with their PQF response in order to be considered for the award of the purchase order.



7. **EVALUATION OF THE PQF (see section 2.7 of the Scope of Work for additional details)** – Since multiple contracts exist, the state agency shall evaluate and record the total cost provided in each contractor’s PQF response utilizing Attachment 2, Motor Vehicles Price Quote Form Award Record, to determine the lowest-priced contractor. Agencies will need to process the steps outlined in section 2.7.4 of the Scope of Work. The state agency shall determine the lowest-priced contractor by determining each contractor’s total cost for the requested vehicle based upon the specifications, anticipated options required, quantity(ies) and the prices quoted on the PQF form. In the event the lowest-priced contractor is unable to provide the required vehicle due to unavailability, the state agency shall contact the next lowest-priced contractor as determined by processing the steps in section 2.7.4 of the Scope of Work. If additional contracts exist, and the first two lowest-priced contractors were unable to provide the vehicles, the state agency shall continue to use the same criteria for selecting a contractor until the needs of the state agency are met. All pricing shall include all shipping, and freight charges **FOB Destination, Freight Prepaid and Allowed**. The State of Missouri shall not make additional payments or pay add-on charges for freight or shipping.

State agencies shall make every attempt to process an award of a PQF within forty-eight (48) hours of the PQF deadline date. Any delays in the forty-eight (48) hour timeframe must be communicated to the QVL contractors that submitted a response to a PQF. QVL contractors shall not face consequences for selling a vehicle off the lot to another customer in the event an award has not been made within the forty-eight (48) hour timeframe and failure of the agency to communicate a delay occurs.

The PQF shall be awarded to the lowest and best QVL contractor defined herein as the specification-compliant QVL contractor who scores the highest number of evaluation points considering:

- a. The specifications and contents included on the PQF form and Attachment 2, Motor Vehicles Price Quote For Award Record;
- b. Cost, including the Missouri Domestic Products Procurement Act preference; and
- c. As applicable, when alternative fuel vehicles are bid, a life cycle cost evaluation must be performed based on the requirements stated in Chapter 414.415 RSMo. The evaluation of cost shall be completed as a life cycle cost analysis based on the quoted firm, fixed vehicle base price included in the response to the PQF using the following: (a) an average life span of 120,000 miles for the vehicle; (b) the combined city/highway fuel mileage rating for the vehicle; and (c) the fuel cost per gallon on the date the PQF responses are due as published in the most recent Missouri Energy Bulletin. The state agency will use the following formula to determine the life cycle cost:



$$LCC = UP + \frac{(LV \times GC)}{MPG}$$

LCC = Life Cycle Cost

UP = Unit Price of vehicle proposed

LV = Life of vehicle is 120,000 miles

GC = Gasoline cost per gallon for this PQF response will be the current average price for Mid-Missouri on the due date of the PQF

MPG = Miles per gallon, combined city/highway mileage as stated by the vendor for each model

**NOTE:** If there is an inconsistency between vendor responses for the combined city/highway mileage, the state agency shall contact the manufacturer representative for all models quoted for that line item to verify the information. If the combined city/highway mileage is not provided by the vendor for the model proposed, the state agency reserves the right to use the EPA combined city/highway mileage as state at [www.fueleconomy.gov](http://www.fueleconomy.gov) when determining the life cycle cost per model. If the combined city/highway mileage is not available at [www.fueleconomy.gov](http://www.fueleconomy.gov), the state agency reserves the right to contact the manufacturer to receive the combined city/highway mileage.

The state agency will provide all responding QVL contractors of the results of the PQF awarded by providing a copy of the completed Attachment 2 - Motor Vehicle Price Quote Request Form (PQF) Award Record.

- 8. **Purchase Order Requirements** – The state agency must also provide authorization to proceed through issuance of a purchase order or specific written authorization to ship.

Note to State Agencies: Prior to making a vehicle purchase, the state agency must complete a vehicle pre-approval form and submit to Kelly Ocheskey, OA - Fleet Management. The pre-approval form can be found at the following website address:

<https://oa.mo.gov/general-services/state-fleet-management/vehicle-preapproval-process-and-vehicle-credits>

Once the state agency receives approval from OA - Fleet Management, the agency shall issue its own PGQ (Quick Price Agreement) order in SAMII or a requisition within MissouriBUYS.

**NOTE (Cooperative Procurement Members Only):** The Vehicle Pre-Approval Form does not apply to cooperative procurement members – only to State of Missouri agencies.



State agencies must use the following Line Item/Commodity (UNSPSC) code combinations when issuing their purchase orders (these line items and codes are the same for all contracts):

Line item 1	25101503	Automobiles or Cars
Line item 2	25101505	Minivans or Vans
Line item 3	25101507	Light Trucks or Sport Utility Vehicles
Line item 4	25101702	Police Vehicles
Line item 5	25181602	Trucks Chassis

9. **Delivery** – Delivery for all vehicles shall be due as indicated by the state agency on the PQF form prior to issuing the PQF. The QVL contractor who was awarded the PQF shall only deliver upon receipt of an authorized purchase order. The QVL contractor must call the state agency 24 hours prior to making an appointment for delivery. Delivery must be made between the hours of 8:00 a.m. and 12:00 Noon or 1:00 p.m. and 4:00 p.m., Monday through Friday, Central Time. Deliveries shall not be made on state holidays. Each delivered vehicle shall be clean, lubricated, serviced and ready for immediate service. This shall include installation of all required options and accessories and removal of all plastic and signage (e.g. window sticker) from the interior and exterior of the vehicle. The window sticker may be left in the “glove box” or included with other documentation.

Each vehicle delivered shall include a proper form to apply for Missouri title and license including the Manufacturer’s State of Origin and invoice, an owner’s manual, and warranty. The title and invoice for all alternative fuel vehicles must clearly indicate the vehicle is alternative fuel (flex fuel (FFV) or E-85).

The Manufacturer’s Standard Factory Warranty shall apply to all vehicles. The warranty shall not become effective until the vehicle is delivered to and accepted by the state agency.

Within forty-eight (48) hours of delivery, the state agency shall fully inspect the vehicle’s interior and exterior, including any options required on the vehicle. The state agency must notify the dealer within forty-eight (48) hours of any unacceptability relating to the delivered vehicle. If the state agency fails to notify the dealer of any unacceptability within the forth-eight (48) hour timeframe, the dealer reserves the right to deem the vehicle as acceptable. Agencies are advised to ensure the proper measures are taken as it relates to insuring vehicles beyond the forty-eight (48) hour acceptance timeframe.

10. **Potential Recall or Manufacturer Initiated Customer Service Action/Notification Requirement:** The contractor shall be responsible for accessing potential recall notices from the National Highway Traffic Safety Administration (NHTSA), as well as any



manufacturer initiated customer service actions prior to delivering the vehicles to the state agency location. If a recall or customer service action is found for the vehicle being delivered to the state agency, the contractor should, to the best of their ability, complete the necessary action(s) prior to delivery. If the contractor is unable to address the required recall or customer service action(s) prior to delivery, the contractor must inform the state agency of the “open” recall or customer service action upon delivery. The contractor shall then assist the state agency in getting the recall or customer service action(s) completed as quickly as possible.

11. **SCOPE OF WORK** – Due to the large amount of information included in the contract’s Scope of Work, the information is not included in the Statewide Contract Notification. The information is available through the Awarded Bid & Contract Document Search at <https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search> or through MissouriBUYS at <https://missouribuys.mo.gov/>
  
12. **CONTRACT MANAGEMENT:**
  - a. The state agency should monitor, measure, and manage the contractor’s performance of services and delivery of products according to the contractual requirements. Please refer to the Contract Management Guide: <https://oapurch.state.mo.us/procurementsources.shtm>
  
  - b. In the event your state agency encounters any issues or has any concerns or questions regarding the contract, please contact the Division of Purchasing in writing to the attention of the buyer shown on the front page of this document.
  
  - c. To assist the Division of Purchasing in monitoring the performance of the contractors and ensuring quality services are provided to state agencies, state agencies are strongly encouraged to submit documentation regarding the contract and contractor performance to the Division of Purchasing to the attention of the buyer listed on the front page of this document.
  
13. **SATISFACTION SURVEY:** Customer service is a top priority. The Division of Purchasing desires to work with state agencies to identify solutions if there are any contract concerns. State agencies are encouraged to complete the Satisfaction Survey, Appendix A, regarding their experience with the contract. Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



## Appendix A Satisfaction Survey



This satisfaction survey is provided for users to report good and/or poor contractor performance. Any contract user may complete the survey and return it to the buyer identified on page one of this notice.

Users are advised that serious contractor performance issues should be immediately reported to the buyer identified on page one of this notice.

GENERAL CONTRACT INFORMATION	
Contractor Information	Contract Number: Contractor Name:
Does the contract meet the needs of your state agency?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
How could the contract be improved?	

Please complete the following form to document your agency's experience with the contractor.

PRODUCT RATING	EXPLANATION
Do the products meets the needs of your agency:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:



Do the products meet the contract specifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
---	--

CONTRACTOR PERFORMANCE	EXPLANATION
Did the contractor deliver products in accordance with the delivery timelines in the contract?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
Has your agency encountered any problems with the contractor? If so, how would you rate their ability to resolve the problem?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
Were the contractor's employees courteous?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
Did the contractor handle recall notices effectively?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:

SURVEY COMPLETED BY:
<b>Name:</b>
<b>State Agency:</b>
<b>Email:</b>
<b>Date:</b>

Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.

Motor Vehicle Price Quote Request Form (PQF) Award Record										
State Agency Information										
<b>Agency Name:</b>		Republic Police Department								
<b>Contact Person:</b>		Brian Sells				<b>Title:</b>	Chief of Police			
<b>Phone Numbers:</b>		<b>Primary:</b>	417-732-3912							
<b>Email Address:</b>		Bsells@republicmo.com								
Awarded Contractor Information										
<b>Contractor Name:</b>		Corwin Motors of Springfield LLC								
<b>Street Address:</b>		3306 E. Kearney Street								
<b>City, State, Zip:</b>		Springfield Missouri 65738								
<b>Contact Person:</b>		Steve Forrester				<b>Title:</b>	Fleet Sales Manager			
<b>Phone Numbers:</b>		<b>Primary:</b>	417-350-5083							
<b>Email Address:</b>		sforrester@corwinauto.com								
Vendor List - Include Qualified Vendor Names that were notified of the PQF.										
<b>1</b>	Corwin Motors of Springfield LLC			<b>2</b>	Behlmann CJDR					
<b>3</b>	Jim Butler Linn CDJR			<b>4</b>	Landmark Dodge					
<b>5</b>	NRoute Enterprises LLC			<b>6</b>	Reed Motors STJ LLC					
Bid Responses - Include the following information regarding the PQF responses received. (Add additional Bid Responses as needed)										
Bid Response 1:										
<b>Vendor Name:</b>		Corwin Motors of Springfield LLC				<b>Response Date:</b>		01/29/2024		
<b>Person Contacted</b>		Steve Forrester		<b>Bid Type</b>	<b>Email</b>	<input checked="" type="checkbox"/>	<b>Phone</b>		<b>Mail</b>	<b>Fax</b>
<b>Vehicle Brand</b>	<b>Vehicle Model</b>	<b>Vehicle VIN</b>		<b>Vehicle Year</b>	<b>Quantity Proposed</b>		<b>Vehicle Price</b>		<b>Did Vehicle Meet Minimum Specifications (Y/N)</b>	
Dodge	Durango Pursuit Vehicle AWD	TBD		2024	3		\$41,220 Each		Y	



Bid Response 2:									
Vendor Name:	NRoute Enterprises LLC				Response Date:	01/31/2024			
Person Contacted	Will Reynolds		Bid Type	Email	<input checked="" type="checkbox"/>	Phone		Mail	Fax
Vehicle Brand	Vehicle Model	Vehicle VIN	Vehicle Year	Quantity Proposed		Vehicle Price	Did Vehicle Meet Minimum Specifications (Y/N)		
Dodge	Durango Pursuit Vehicle AWD	TBD	2024	3		\$45,085 each	Y		

Bid Response 3:									
Vendor Name:	Reed Motors				Response Date:	02/02/2024			
Person Contacted	Roger Auxier		Bid Type	Email	<input checked="" type="checkbox"/>	Phone		Mail	Fax
Vehicle Brand	Vehicle Model	Vehicle VIN	Vehicle Year	Quantity Proposed		Vehicle Price	Did Vehicle Meet Minimum Specifications (Y/N)		

Vendor Name:					Response Date:	02/02/2024			
Person Contacted			Bid Type	Email	<input checked="" type="checkbox"/>	Phone		Mail	Fax
Vehicle Brand	Vehicle Model	Vehicle VIN	Vehicle Year	Quantity Proposed		Vehicle Price	Did Vehicle Meet Minimum Specifications (Y/N)		
Dodge	Durango Pursuit Vehicle AWD	TBD	2024	3		\$41,602	Y		

The other three dealerships did not respond in writing – unresponsive.

<b>I HEREBY CERTIFY THAT THE PQF RESPONSES IDENTIFIED ABOVE ARE CORRECT AS STATED AND THAT I HAVE NOT REVEALED A VENDOR'S RESPONSE TO ANY OTHER VENDOR OR PERSON.</b>			
Purchaser's Printed Name:	City of Republic Police Department	Agency Name	Republic Police Department
Purchaser's Signature		Date	

<b>State Fleet Manager Approval of Purchase:</b>	
State Fleet Manager's Printed Name	Attached PQF
State Fleet Manager's Signature	Approval Date

**ATTACHMENT 1****State of Missouri****Motor Vehicle Price Quote Request Form (PQF)**

The PQF may be modified by state agencies as necessary to identify any unique or special requirements related to the vehicle required by the agency.

**TO BE COMPLETED BY THE STATE AGENCY**

State Agency Name: Republic Police Department

State Agency's Address: 540 W. Civic Blvd Republic MO 65738

Point of Contact at State Agency: Major Jamie Burks or Chief Brian Sells

State Agency Point of Contact's Phone Number: 417-732-3964 or 417-732-3912

State Agency Point of Contact's Email Address: Jburks@republicmo.com or Bsells@republicmo.com

Return PQF to the Following Email Address: Bsells@republicmo.com

PQF Issue Date: 01/29/2024

PQF Return No Later Than Date: 02/09/2024

**STATE AGENCY'S VEHICLE REQUIREMENTS:**

The state agency must provide a brief description of the vehicle required of the QVL contractor below:

**Fleet or Off the Lot:** Either

Brand: Dodge

Model: Durango

Year: 2023 or 2024

List of Requested Options/Features from the Manufacturer:

**SELECTED COLOR:**

- ✓ Exterior: PXJ - (0 P) DB Black Clearcoat
- ✓ Interior: X9 - (0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

**SELECTED OPTIONS:**

- ✓ **CODE DESCRIPTION**
- ✓ 2BZ Quick Order Package
- ✓ ADL Skid Plate Group
- ✓ APA Monotone Paint Application
- ✓ C5 Cloth Bucket Seats w/Shift Insert
- ✓ CKD Floor Carpet
- ✓ CLX Luxury Front & Rear Floor Mats
- ✓ DFT Transmission: 8-Speed Automatic (850RE)
- ✓ DLK 3.45 Rear Axle Ratio
- ✓ ERC Engine: 3.6L V6 24V VVT UPG I w/ESS
- ✓ LNF Black Left LED Spot Lamp
- ✓ NAS 50 State Emissions
- ✓ PXJ\_03 (0 P) DB Black Clearcoat
- ✓ TXQ Tires: 255/60R18 On/Off Road
- ✓ UAM Radio: Uconnect 4 w/8.4" Display

- ✓ WARANT FCA 5 yr/100,000 Mile Powertrain Limited Warranty
- ✓ WBN Wheels: 18" x 8.0" Black Steel
- ✓ X9\_01 (0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl
- ✓ XEE Fuel Tank Skid Plate Shield
- ✓ XEF Transfer Case Skid Plate Shield
- ✓ XEU Front Suspension Skid Plate
- ✓ XF3 Underbody Skid Plate
- ✓ Z6K GVWR: 6,500 lbs

List of Requested Options/Features from a Third Party (aftermarket):  
 List of Required Options/Features from the Manufacturer:  
 List of Required Options/Features from a Third Party (aftermarket):

Quantity: 3  
**Delivery Location (if applicable):** Republic MO

**QVL CONTRACTOR'S PROPOSED VEHICLE INFORMATION:**

The QVL contractor must provide the following information regarding the vehicle proposed:

**Fleet or Off the Lot:**

Brand: DODGE  
 Model: DURANGO PERSUIT VEHICLE AWD  
 Vehicle Identification Number (VIN):         
 Year: 2024

List of Requested Options/Features from the Manufacturer Proposed: SEE BUILD SHEET  
 List of Requested Options/Features from a Third Party (aftermarket) Proposed:         
 List of Required Options/Features from the Manufacturer Proposed: SEE BUILD SHEET  
 List of Required Options/Features from a Third Party (aftermarket) Proposed:         
 Quantity Proposed: 3

Vehicle Spec Sheet: The QVL contractor should attach a spec sheet to their response to the PQF that identifies all of the standard specifications of the vehicle proposed along with any options included on the vehicle.

**PRICING FOR VEHICLE:**

The QVL contractor shall provide a firm, fixed price for the proposed vehicle below:

Line Item	Firm, Fixed Price
Vehicle Price	\$ <u>41,220</u> ETRM
Price for Additional Options/Features in Addition to Vehicle Price	\$ <u>      </u>
Delivery Price to Location Identified Above	\$ <u>0</u>
Total Price	\$ <u>41,220</u> ETRM ( <u>\$123,660</u> TOTAL)

NOTE: COST EVALUATION: Objective Evaluation of 200 points

**DELIVERY:**

If vendor should identify delivery in days after receipt of order: 120 calendar days ARO.

**QVL CONTRACTOR'S INFORMATION**

QVL Contractor's Name: **Corwin Motors of Springfield LLC**

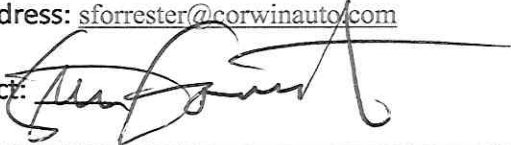
QVL Contractor's Address: 3306 E. Kearney Street  
Springfield, MO 65803

QVL Contractor's Point of Contact: Steve Forrester

QVL Contractor's Point of Contact's Phone Number: 417-350-5083

QVL Contractor's Point of Contact's Email Address: [sforrester@corwinauto.com](mailto:sforrester@corwinauto.com)

Signature of QVL Contractor's Point of Contact:

A handwritten signature in black ink, appearing to read "Steve Forrester", written over a horizontal line.



CORWIN CHRYSLER DODGE JEEP RAM  
3306 E KEARNEY ST  
SPRINGFIELD, MO 658035013

Configuration Preview

Date Printed: 2024-01-29 4:04 PM  
Estimated Ship Date:

VIN:  
VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: 00L02 City of Republic Police Depart  
FAN 2:  
Client Code:  
Bid Number: TB4146  
PO Number:

Sold to:  
CORWIN CHRYSLER DODGE JEEP RAM (45581)  
3306 E KEARNEY ST  
SPRINGFIELD, MO 658035013

Ship to:  
CORWIN CHRYSLER DODGE JEEP RAM (45581)  
3306 E KEARNEY ST  
SPRINGFIELD, MO 658035013

Vehicle: 2024 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description	MSRP(USD)
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	43,075
Package:	2BZ	Customer Preferred Package 2BZ	0
	ERC	3.6L V6 24V VVT Engine Upg I w/ESS	0
	DFT	8-Spd Auto 850RE Trans (Make)	0
Paint/Seat/Trim:	PXJ	DB Black Clear Coat	0
	APA	Monotone Paint	0
	*C5	Cloth Bucket Seats w/ Shift Insert	0
	-X9	Black	0
	Options:	4DH	Prepaid Holdback
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	LNF	Black Left LED Spot Lamp	640
	CKD	Floor Carpet	150
	ADL	Skid Plate Group	350
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB4146	Government Incentives	0
Discounts:	YG1	7.5 Additional Gallons of Gas	0
Destination Fees:			1,595

Total Price: 45,810.

Order Type: Fleet  
Scheduling Priority: 1-Sold Order  
Salesperson:  
Customer Name:  
Customer Address:

PSP Month/Week:  
Build Priority: 99

USA

Instructions:

*\* PRICE IS EQUIPPED ABOVE ... \$ 41,220 EXTRA*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

**ATTACHMENT 6  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE**

In accordance with sections 34.350-34.359, RSMo, the vendor is instructed to provide information regarding the point of manufacture for each of the products being proposed so that the product's eligibility for the Domestic Products Procurement Act (Buy American) Preference can be determined. This information is requested for the finished product only, not for components of the finished product. The vendor may be required to provide supporting documentation indicating proof of compliance.

**Qualifying for the Domestic Products Preference:**

A product qualifies for the preference if one of the following circumstances exist:

- if manufactured or produced in the U.S.; or
- if the product is imported into the U.S. but is covered by an existing international trade treaty, law, agreement, or regulation that affords the specific product the same status as a product manufactured or produced in the U.S.; or
- if only one line of products is manufactured or produced in the U.S.

**Non-Domestic Product:**

If the product is not manufactured or produced in the U.S. and does not otherwise qualify as domestic, then it will be considered non-domestic and not eligible for the preference.

**THE VENDOR MUST COMPLETE THE FOLLOWING APPLICABLE TABLES TO CERTIFY WHETHER:**

(Table 1) ALL products proposed are manufactured or produced in the U.S. and qualify for the Domestic Products Procurement Act Preference; OR

(Table 2) ALL products proposed are manufactured or produced outside the U.S. and do not otherwise qualify for the Domestic Products Procurement Act Preference; OR

(Tables 3-6) Not all products proposed fall into the prior two categories so an item-by-item certification is necessary.

**The vendor is responsible for certifying the information provided on the exhibit is accurate by signing where indicated at the end of the exhibit.**

**TABLE 1 – ALL PRODUCTS MANUFACTURED OR PRODUCED IN U.S. (eligible for preference)**

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED IN THE U.S.:

**TABLE 2 – ALL PRODUCTS MANUFACTURED OR PRODUCED OUTSIDE U.S. AND DON'T QUALIFY FOR PREFERENCE (ineligible for preference)**

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED OUTSIDE THE U.S. and DO NOT OTHERWISE QUALIFY for the Domestic Products Procurement Act Preference:

**TABLES 3 THROUGH 6 – ITEM BY ITEM CERTIFICATION (NOT ALL PRODUCTS PROPOSED FALL INTO PRIOR TWO TABLES)**

- For those line items for which a U.S.-manufactured or produced product is proposed, complete **Table 3**.
- For those line items which are manufactured or produced outside the U.S. that do not qualify for the Domestic Products Procurement Act Preference, complete **Table 4**.
- For those line items which are not manufactured or produced in the U.S., but for which there is a U.S. trade treaty, law, agreement, or regulation in compliance with section 34.359, RSMo, complete **Table 5**.
- For those line items which are not manufactured or produced in the U.S., but for which there is only one U.S. Manufacturer of that product or line of products, complete **Table 6**.

**TABLE 3 – U.S.-MANUFACTURED OR PRODUCED PRODUCTS (Eligible for Preference)**  
List item numbers of products proposed that are U.S.-manufactured or produced and therefore qualify for the Domestic Products Procurement Act Preference.  
List U.S. city and state where products proposed are manufactured or produced.

Item #	U.S. City/State Where Manufactured/Produced	Item #	U.S. City/State Where Manufactured/Produced
1	DETROIT, MI		

**TABLE 4 – FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS (Not Eligible for Preference)**  
List item numbers of products proposed that are foreign manufactured or produced and do not otherwise qualify for the Domestic Products Procurement Act Preference.  
List country where product proposed is manufactured or produced.

Item #	Country Where Manufactured/Produced	Item #	Country Where Manufactured/Produced

(Exhibit continues on next page)



**Attachment 6 continued: DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE**

**TABLE 5 – FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT U.S. TRADE TREATY, LAW, AGREEMENT, OR REGULATION APPLIES (Eligible for Preference)**

List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because a U.S. Trade Treaty, Law, Agreement, or Regulation applies.  
 Identify country where proposed foreign-made product is manufactured or produced.  
 Identify name of applicable U.S. Trade Treaty, Law, Agreement, or Regulation that allows product to be brought into the U.S. duty/tariff-free.  
 Identify website URL for the U.S. Trade Treaty, Law, Agreement, or Regulation.  
 NOTE: As an imported product, if an import tariff is applied to the item, it does not qualify for the preference. In addition, "Most Favored Nation" status does not allow application of the preference unless the product enters the U.S. duty/tariff-free.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Name of Applicable U.S. Trade Treaty, Law, Agreement, or Regulation	Official Website URL for the U.S. Treaty, Law, Agreement, or Regulation

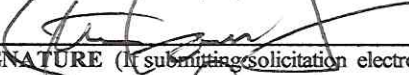
**TABLE 6 – FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT ONLY ONE US MANUFACTURER PRODUCES PRODUCT OR LINE OF PARTICULAR GOOD (Eligible for Preference)**

List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because only one US Manufacturer produces the product or line of a particular good.  
 Identify country where proposed foreign-made product is manufactured or produced.  
 Identify sole US manufacturer name.  
 Identify name of sole US manufactured product/line of particular good.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Sole US Manufacturer Name	Name of Sole US Manufactured Product or Line of Particular Good

**The vendor is responsible for certifying the information provided on this exhibit is accurate by signing below:**

I hereby certify that the information provided herein is true and correct, and complies with all provisions of sections 34.350 to 34.359, RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

  
 SIGNATURE (If submitting solicitation electronically, scanned or typed signature is acceptable)

  
 COMPANY NAME



**ATTACHMENT 1****State of Missouri****Motor Vehicle Price Quote Request Form (PQF)**

The PQF may be modified by state agencies as necessary to identify any unique or special requirements related to the vehicle required by the agency.

**TO BE COMPLETED BY THE STATE AGENCY**

State Agency Name: Republic Police Department

State Agency's Address: 540 W. Civic Blvd Republic MO 65738

Point of Contact at State Agency: Major Jamie Burks or Chief Brian Sells

State Agency Point of Contact's Phone Number: 417-732-3964 or 417-732-3912

State Agency Point of Contact's Email Address: Jburks@republicmo.com or Bsells@republicmo.com

Return PQF to the Following Email Address: Bsells@republicmo.com

PQF Issue Date: 01/29/2024

PQF Return No Later Than Date: 02/09/2024

**STATE AGENCY'S VEHICLE REQUIREMENTS:**

The state agency must provide a brief description of the vehicle required of the QVL contractor below:

**Fleet or Off the Lot:** Either

Brand: Dodge

Model: Durango

Year: 2023 or 2024

List of Requested Options/Features from the Manufacturer:

**SELECTED COLOR:**

Exterior: PXJ - (0 P) DB Black Clearcoat

Interior: X9 - (0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

**SELECTED OPTIONS:****CODE DESCRIPTION**

2BZ Quick Order Package

ADL Skid Plate Group

APA Monotone Paint Application

C5 Cloth Bucket Seats w/Shift Insert

CKD Floor Carpet

CLX Luxury Front & Rear Floor Mats

DFT Transmission: 8-Speed Automatic (850RE)

DLK 3.45 Rear Axle Ratio

ERC Engine: 3.6L V6 24V VVT UPG I w/ESS

LNF Black Left LED Spot Lamp

NAS 50 State Emissions

PXJ\_03 (0 P) DB Black Clearcoat

TXQ Tires: 255/60R18 On/Off Road

UAM Radio: Uconnect 4 w/8.4" Display

WARANT FCA 5 yr/100,000 Mile Powertrain Limited Warranty  
 WBN Wheels: 18" x 8.0" Black Steel  
 X9\_01 (0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl  
 XEE Fuel Tank Skid Plate Shield  
 XEF Transfer Case Skid Plate Shield  
 XEU Front Suspension Skid Plate  
 XF3 Underbody Skid Plate  
 Z6K GVWR: 6,500 lbs

List of Requested Options/Features from a Third Party (aftermarket):  
 List of Required Options/Features from the Manufacturer:  
 List of Required Options/Features from a Third Party (aftermarket):

Quantity: 3

**Delivery Location (if applicable):** Republic MO

**QVL CONTRACTOR'S PROPOSED VEHICLE INFORMATION:**

The QVL contractor must provide the following information regarding the vehicle proposed:

**Fleet or Off the Lot:** Fleet

Brand: Dodge

Model: Durango Pursuit AWD

Vehicle Identification Number (VIN): \_\_\_\_\_

Year: 2024

List of Requested Options/Features from the Manufacturer Proposed: All included

List of Requested Options/Features from a Third Party (aftermarket) Proposed: \_\_\_\_\_

List of Required Options/Features from the Manufacturer Proposed: \_\_\_\_\_

List of Required Options/Features from a Third Party (aftermarket) Proposed: \_\_\_\_\_

Quantity Proposed: 3

Vehicle Spec Sheet: The QVL contractor should attach a spec sheet to their response to the PQF that identifies all of the standard specifications of the vehicle proposed along with any options included on the vehicle.

**PRICING FOR VEHICLE:**

The QVL contractor shall provide a firm, fixed price for the proposed vehicle below:

Line Item	Firm, Fixed Price
Vehicle Price	\$ <u>41,602.00</u>
Price for Additional Options/Features in Addition to Vehicle Price	\$ _____
Delivery Price to Location Identified Above	\$ <u>0</u>
<b>Total Price</b>	<b>\$ <u>41,602.00</u></b>

NOTE: COST EVALUATION: Objective Evaluation of 200 points

**DELIVERY:**

If vendor should identify delivery in days after receipt of order: 140 calendar days ARO. Estimated

**QVL CONTRACTOR'S INFORMATION**

QVL Contractor's Name: **Reed Motors STJ LLC**

QVL Contractor's Address: 4525 Commons Drive  
Saint Joseph, MO 64503

QVL Contractor's Point of Contact: Roger Auxier

QVL Contractor's Point of Contact's Phone Number: 816-233-9149 ex.t. 1429 or 816-901-4158

QVL Contractor's Point of Contact's Email Address: [roger.auxier@reedauto.com](mailto:roger.auxier@reedauto.com)

Signature of QVL Contractor's Point of Contact:





## AGENDA ITEM ANALYSIS

Project/Issue Name: 24-09 An Ordinance of the City Council Amending Title II (“Public Health, Safety And Welfare”), Chapter 215 (“Offenses”), Article 215-XII (“Offenses Concerning Minors”), Section 215.2000 (“Use Of Alcoholic Beverages And/Or Controlled Substances By Minors At Open Parties Prohibited-Penalties-Person In Control Of Premises Liable”), of the Municipal Code of the City of Republic, Missouri.

Submitted By: Megan McCullough, City Attorney

Date: March 19, 2024

### Issue Statement

Amending the Republic Municipal Code provisions concerning (1) Minors in possession of or consuming alcohol or marijuana and (2) liability for adult persons in control of premises where minors are in possession of or consuming alcohol or marijuana.

### Discussion and/or Analysis

The code provisions prohibiting minors from possessing or consuming alcohol were previously located in Chapter 600, which contains the business and occupation provisions of the City Code, primarily overseen and regulated by the BUILDS Department. When Chapter 600 was last amended, the section relating to prosecution of minors in possession of alcohol (formerly Rep. Mun. Code § 600.060) was removed, with the intent that it be relocated to Chapter 200, which generally contains the offenses/prosecution provisions of the Code.

The City Attorney recommends adding the restrictions on minors possessing or consuming alcohol to the existing code provision prohibiting adult persons in control of premises from allowing minors to consume or possess alcohol at “open parties” on the premises (Rep. Mun. Code § 215.2000), as those restrictions all relate to the same/similar subject matter. In doing so, the City Attorney recommends including new verbiage to recognize current caselaw, reference updated state statutes, reference section-specific definitions, and include the same restrictions as to minors in possession of or consuming marijuana.

Last, the City Attorney recommends changes to the current code provision prohibiting adult persons in control of premises to allow minors to consume or possess alcohol at “open parties” on the premises (Rep. Mun. Code § 215.2000) to include: (1) some verbiage to clarify the scope and intent of the provision, and (2) a similar prohibition against minors consuming or possessing marijuana or marijuana accessories under the same circumstances.

### Recommended Action

Staff recommends approval.

**AN ORDINANCE OF THE CITY COUNCIL AMENDING TITLE II (“PUBLIC HEALTH, SAFETY AND WELFARE”), CHAPTER 215 (“OFFENSES”), ARTICLE 215-XII (“OFFENSES CONCERNING MINORS”), SECTION 215.2000 (“USE OF ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES BY MINORS AT OPEN PARTIES PROHIBITED-PENALTIES-PERSON IN CONTROL OF PREMISES LIABLE”), OF THE MUNICIPAL CODE OF THE CITY OF REPUBLIC, MISSOURI**

**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**, the City has recognized the need to continually review and revise the City Municipal Code to ensure conformity with governing state and/or federal law, enhance clarity, and eliminate ambiguity in its language, as well as to meet the evolving demands and/or needs of the City’s citizens when such demands and/or needs are warranted and in accord with the City’s mission, vision and values, and in the best interests of the City and its citizenship body as a whole; and

**WHEREAS**, the City has identified a need to amend the existing provisions of the Republic Municipal Code in regard to offenses concerning minors in possession of or consuming alcohol or other illegal substances.

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

**Section 1:** Title II (“Public Health, Safety And Welfare”), Chapter 215 (“Offenses”), Article 215-VII (“Offenses Concerning Minors”), Section 215.2000 (“Use Of Alcoholic Beverages And/Or Controlled Substances By Minors At Open Parties Prohibited-Penalties-Person In Control Of Premises Liable”), of the Municipal Code of the City of Republic, Missouri, is hereby **amended** to read as follows:

**215.2000 Use Of Alcoholic Beverages And/Or Controlled Substances By Minors At Open Parties Prohibited -- Penalties -- Person In Control Of Premises Liable**

A. As used in this Section the hereinafter terms are defined as follows:

**ALCOHOLIC BEVERAGE**

Any beverage containing alcohol, the consumption, purchase or possession of which by a person under the age of twenty-one (21) years is prohibited by the laws of the State of Missouri.

**CONTROLLED SUBSTANCE**

Any substance, the possession or distribution of which is prohibited by the provisions of Chapter 195 of the Revised Statutes of the State of Missouri.

**MINOR**

A person under the age of twenty-one (21) years.

**OPEN PARTY**

A gathering of ~~any number of two or more people~~ persons on the premises of a person in control thereof, **who do not reside on such premises and are not immediate family members of the person in control of the premises,** with the exception of persons of the immediate household of such person in control, where alcoholic beverages are made available for consumption ~~on the premises.~~

#### PERSON IN CONTROL

One who has a possessory right to any premises, whether individual or joint, and regardless of whether such possessory right is the result of ownership, oral or written lease, rental agreement, license agreement, or authority from one who otherwise exercises control over such premises.

#### PREMISES

Any realty, with or without improvements thereon, occupied or unoccupied, located within the corporate limits of the City, including residences, open fields, vacant lots, apartments, condominiums, motel rooms, hotel rooms, business structures, meeting rooms, dwelling units of any kind or any place of assembly or structure which may be used as a gathering place for social or business functions.

#### MARIJUANA

means Cannabis indica, Cannabis sativa, and Cannabis ruderalis, hybrids of such species, and any other strains commonly understood within the scientific community to constitute marijuana.

#### MARIJUANA ACCESSORIES

Means any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing marijuana into the human body.

~~B. No person in control of any premises shall allow an open party to take place on or about such premises if any such person in control knows, or should know, that alcoholic beverages or controlled substances will be consumed, used, ingested or possessed by a minor attending such open party.~~

**B. Persons in Control of Premises Where Minors are Present. Any person in control of a premises who knowingly allows a minor to consume or possess alcoholic beverages, marijuana, or marijuana accessories on such premises, or who knowingly fails to stop a minor from consuming or possessing alcoholic beverage(s), marijuana, or marijuana accessories on such premises, unless the person in control of the premises is the minor's parent or legal guardian, shall be guilty of violation of this Section and subject to the penalties set forth herein.**

- ~~C. Any person convicted of violating the provisions of this Section shall be sentenced to a term of imprisonment for up to one hundred eighty (180) days or a fine of up to one thousand dollars (\$1,000.00), or both such imprisonment and fine.~~
- C. Open Parties Where Minors are Present. Any person in control of a premises who knowingly allows an open party to take place at the premises and who knows, or reasonably should know, that a minor on the premises is either consuming or in possession of alcoholic beverage(s), marijuana, or marijuana accessories on such premises, shall be guilty of violation of this Section and subject to the penalties set forth herein.**
- D. Minors in Possession of Alcoholic Beverages or Visibly Intoxicated. Except as otherwise provided for herein, any minor who purchases, attempts to purchase, or possesses any alcoholic beverage, or who is visibly intoxicated or in an intoxicated condition, as defined in Section 577.001, RSMo., or who has a detectable blood alcohol content of two one-hundredths of one percent (.02%) or more by weight of alcohol in such person's blood, shall be guilty of violation of this Section and subject to the penalties set forth herein.**
- 1. The provisions of this subsection shall not apply to a person who is eighteen (18) years of age or older and enrolled in an accredited college, university or other culinary institution which requires said person to taste, but not consume or imbibe, an alcoholic beverage for instructional purposes as part of the curriculum of the accredited college, university or other culinary institution.**
- E. For purposes of prosecution under this Section, a manufacturer-sealed container stating that the contents include intoxicating liquor need not be opened, nor must the contents inside be tested, to confirm the presence of intoxicating liquor in such container. The alleged violator may defend against prosecution under this Section based upon claim that no intoxicating liquor was present in such container, but the burden of proof shall fall solely upon the alleged violator presenting such defense to prove the absence of intoxicating liquor in the container.**
- F. Any person convicted of violating the provisions of this Section shall be sentenced to a term of imprisonment for up to one hundred eighty (180) days or a fine of up to one thousand dollars (\$1,000.00), or both.**

EXPLANATION: Matter shown above in **bold-face/underlined font** (except for Chapter title(s)) is added language. Matter shown above in ~~strike through font~~ is deleted language.

**Section 2:** All other Sections of the Municipal Code of the City of Republic, Missouri, not specifically referenced in this Ordinance, shall remain unmodified and in full force and effect.

**Section 3:** The City Administrator or his/her designee, on behalf of the City, is authorized to take the necessary steps to execute 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**



\_\_\_\_\_  
Megan McCullough, City Attorney

Final Passage and Vote:





**AGENDA ITEM ANALYSIS**

Project/Issue Name: 24-10 An Ordinance of the City Council Approving the Annexation of Approximately 25 Acres of Property Located Near 1100 North Main Avenue and Adjacent Right-of-Way.

Submitted By: Chris Tabor, BUILDS Department Principal Planner

Date: March 19, 2024

**Issue Statement**

The BUILDS Department received a Voluntary Annexation Application from Enterprise Developments LLC for the Annexation of approximately twenty-five (25) acres of land located near the 1100 Block of North Main Street and Adjacent Right-of-Way.

**Discussion and/or Analysis**

The property owner, Enterprise Development LLC, has submitted a Voluntary Annexation Request for the subject parcel.

Both sanitary sewer and water are available in multiple spots approaching the property from the south. 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 in all directions.

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 (A-1), 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.

**AN ORDINANCE OF THE CITY COUNCIL APPROVING THE ANNEXATION OF APPROXIMATELY 25 ACRES OF PROPERTY LOCATED NEAR 1100 NORTH MAIN AVENUE AND ADJACENT RIGHT-OF-WAY**

**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**, on or about January 19, 2024, the City’s BUILDS Department received a voluntary petition (“Application”) for the annexation of approximately 25 acres of land located near the 1100 Block of North Main Avenue with an adjacent right-of-way (“Realty”); and

**WHEREAS**, the Realty is adjacent and contiguous to the present corporate limits of the City; and

**WHEREAS**, the City submitted the Application to the City Council for a public hearing to be held on March 5, 2024, no less than fourteen (14) days nor more than sixty (60) days after receipt of the Application; and

**WHEREAS**, on or about February 21, 2024, the City published notice of the time and date for the public hearing in the *Greene County Commonwealth*, a newspaper of general circulation in the City, such notice being at least seven (7) days before the date set for the public hearing; and

**WHEREAS**, on March 5, 2024, the Council conducted the public hearing, at which all interested persons and entities were afforded the opportunity to present evidence or statements and to otherwise be heard on the matter; and

**WHEREAS**, no written objections to the proposed annexation were filed with the Council within fourteen (14) days after the date of the public hearing; and

**WHEREAS**, the Council finds the proposed annexation is reasonable and necessary for the City’s development, and further finds 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, MISSOURI, AS FOLLOWS:**

**Section 1:** The Realty, more fully described herein below, is hereby annexed into and made a part of the City of Republic, Missouri, and its boundaries are hereby extended to include the same:

ALL THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 18, TOWNSHIP 28, RANGE 23, GREENE COUNTY, MISSOURI. EXCEPT THAT PART RECORDED IN DEED BOOK 2275 AT PAGE 1690, AND BEING DESCRIBED AS FOLLOWS; THE NORTH 672 FEET OF THE EAST 648.2 FEET OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 18, TOWNSHIP 28, RANGE 23. ALSO EXCEPT ALL OF THE EAST 330 FEET OF ALL THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 18 LYING SOUTH OF CONTINGENT WITH AND ADJACENT TO THE NORTH 672 FEET OF THE

SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 18. ALL BEING IN GREENE COUNTY, MISSOURI.

**Section 2:** The City Clerk is hereby directed to cause three certified copies of this Ordinance to be filed with the Greene County Clerk’s office and one original copy to be recorded by the 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 above are 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**



Megan McCullough, City Attorney

**Final Passage and Vote:**



**Owner/Applicant**  
Enterprise Development LLC

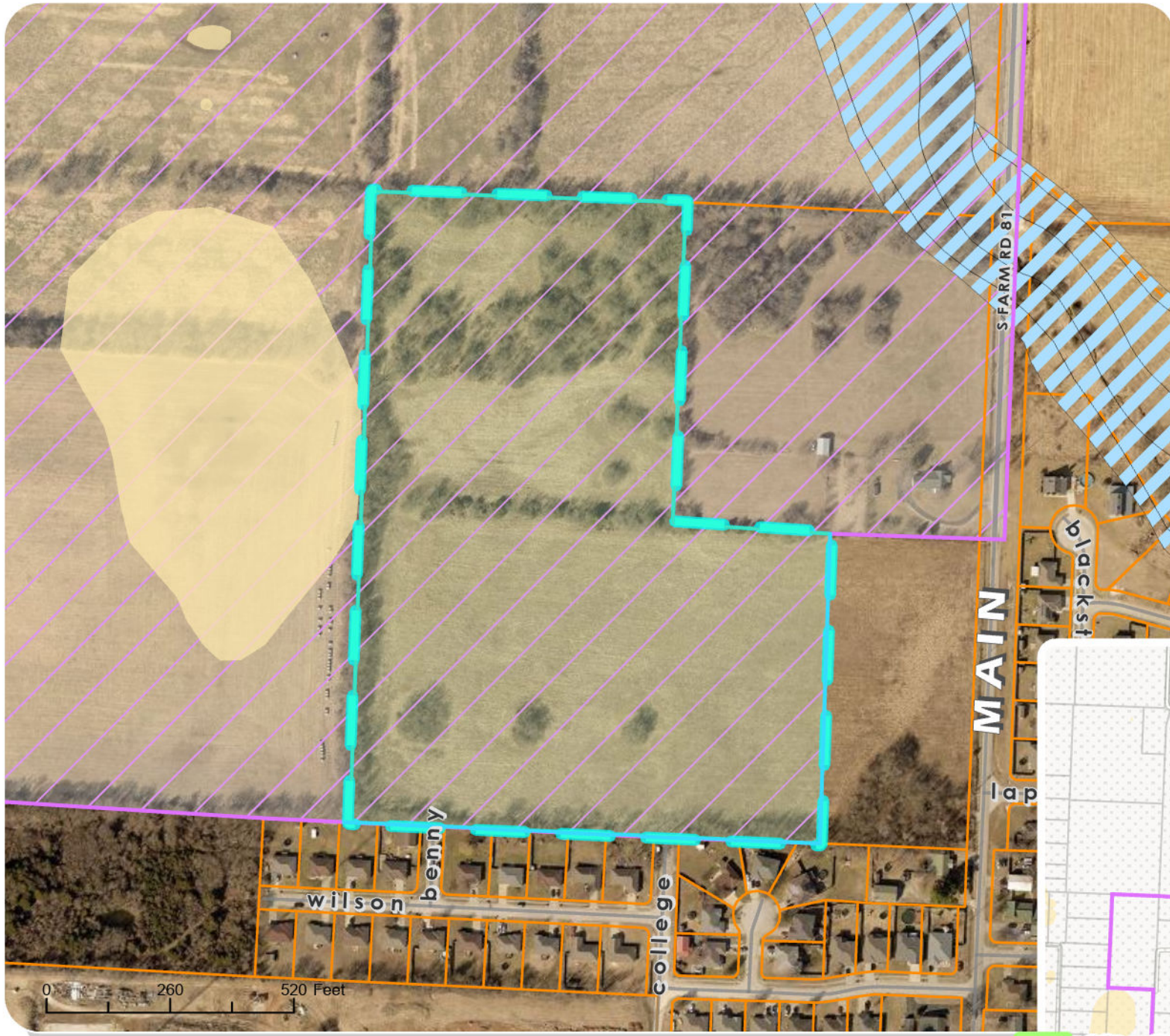
**ADDRESS**  
1100 Block of N Main

**ZONING**  
AGRICULTURE (A-1) |  
REQUESTED: AGRICULTURAL (AG)

**PIN**  
1718100005

**WARD**  
2

**ACREAGE: 25**



**Site Extent** **Sinkholes**

**Out of City** **Floodpl**

**ANNX 24-001**  
**ANNX 24-001 | ANNEXATION**

## AGENDA ITEM ANALYSIS

Project/Issue Name: 24-11 An Ordinance of the City Council Amending Title I, Chapter 130 (“Municipal Court”), Article 130-I (“Municipal Court General Provisions”), Article 130-II (“Court Costs and Fees”), Sections 130.080 (“Report To City Council”), 130.180 (“Jailing Of Defendants”), 130.250 (“Court Costs”), and 130.280 (“Installment Payment Of Fine”), of the Municipal Code of the City of Republic, Missouri

Submitted By: Megan McCullough, City Attorney

Date: March 19, 2024

### Issue Statement

Amending the Municipal Code provisions pertaining to the City’s Municipal Court operations consistent with the suggested corrective action items noted in the report of the Office of State Courts Administrator (OSCA) following OSCA’s review of the Municipal Court.

### Discussion and/or Analysis

The Office of State Courts Administrator (“OSCA”) routinely conducts reviews of courts across the State of Missouri to evaluate the courts’ compliance with Supreme Court Rules, Court Operating Rules, Missouri Statutes and other state and local reporting requirements. In August of 2023, OSCA performed a review of the Republic Municipal Court. The City received a report from OSCA in December 2023, containing OSCA’s findings from that review, along with certain suggested action items for the City to consider or make.

While OSCA’s report notes the Municipal Court is generally in compliance with current laws, rules and regulations, the report includes a small number of non-compliance observations that warrant corrective action by the City. The City Attorney suggests amending the Code consistent with the findings in OSCA’s report to ensure that the Code (and corresponding operations of the Municipal Court) are compliant with all current laws, rules and regulations governing Municipal Court operations.

The following changes are proposed accordingly:

1. Changes to the caseload reporting from the Municipal Court to the City Clerk and City Council to reflect current requirements under state law. As an administrative matter, this report can be included within the Administrator’s Report.
2. Repeal of the term allowing the City to collect tax/costs for jailing of defendants.
3. Changes to the term pertaining to service charges, witness fees, and/or jail costs within the calculation of court costs to remove jail costs or other costs associated with apprehension and confinement of defendants, as those are no longer permitted costs under state law.
4. Repeal of the Sheriff’s Retirement Fund surcharge (not currently collected).



5. Changes to the judicial obligations when adjudicating cases for defendants unable to pay fines and costs upon conviction to reflect current court operating rules.

**Recommended Action**

Staff recommends approval.



**AN ORDINANCE OF THE CITY COUNCIL AMENDING TITLE I (“GOVERNMENT CODE”), CHAPTER 130 (“MUNICIPAL COURT”), ARTICLE 130-I (“MUNICIPAL COURT GENERAL PROVISIONS”) AND ARTICLE 130-II (“COURT COSTS AND FEES”), SECTIONS 130.080 (“REPORT TO CITY COUNCIL”), 130.180 (“JAILING OF DEFENDANTS”), 130.250 (“COURT COSTS”), AND 130.280 (“INSTALLMENT PAYMENT OF FINE”), OF THE MUNICIPAL CODE OF THE CITY OF REPUBLIC, MISSOURI**

**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**, the Office of State Courts Administrator (“OSCA”) routinely conducts reviews of courts across the State of Missouri to evaluate the courts’ compliance with Supreme Court Rules, Court Operating Rules, Missouri Statutes and other state and local reporting requirements; and

**WHEREAS**, OSCA recently provided the City with a report containing the findings from its most recent review of the Republic Municipal Division (“Municipal Court”); and

**WHEREAS**, while OSCA’s report notes the Municipal Court is generally in compliance with current laws, rules and regulations, the report includes a small number of non-compliance observations that warrant corrective action by the City; and

**WHEREAS**, the City now seeks to amend certain existing provisions of the Republic Municipal Code, consistent with the findings and corresponding corrective actions suggested in OSCA’s report, to ensure it is compliant with the current laws, rules and regulations governing Municipal Court operations; and

**WHEREAS**, the Council finds it in the best interest of the City, and its citizens, to ensure complete compliance with current laws, rules and regulations, and therefore finds it appropriate to approve and adopt the amendments to the Republic Municipal Code identified herein below.

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

**Section 1:** Title I (“Government Code”), Chapter 130 (“Municipal Court”), Article 130-I (“Municipal Court General Provisions”), Section 130.080 (“Report to City Council”) of the Municipal Code of the City of Republic, Missouri, is hereby **amended** to read as follows:

**130.080 Report To City Council**

~~The Municipal Judge shall cause to be prepared within the first (1st) ten (10) days of every month a report indicating the following:~~

~~A list of all cases heard and tried before the Court during the preceding month, giving in each case the name of the defendant, the fine imposed if any, the amount of cost, the names of the defendants committed and in the cases where there was an application for trial de novo, respectively. The same shall be prepared under oath by the Municipal Court Clerk or the Municipal Judge. This report will be filed with~~

~~the City Clerk, who shall thereafter forward the same to the City Council of the City for examination at its first (1st) session thereafter. The Municipal Court shall, within the ten (10) days after the first (1st) of the month, pay to the Municipal Treasurer the full amount of all fines collected during the preceding months, if they have not previously been paid.~~

On or before the fifteenth (15<sup>th</sup>) day of each month, the Municipal Court shall submit a copy of the monthly case load summary report required by Supreme Court Operating Rule 4.28 for the preceding month to the City Clerk, who shall then provide a copy of the same to the City Council for examination at its first regular meeting thereafter.

EXPLANATION: Matter shown above in **bold-face/underlined font** (except for Chapter title[s]) is added language. Matter shown above in ~~striketrough font~~ is deleted language.

**Section 2:** Title I (“Government Code”), Chapter 130 (“Municipal Court”), Article 130-I (“Municipal Court General Provisions”), Section 130.180 (“Jailing of Defendants”) of the Municipal Code of the City of Republic, Missouri, is hereby **amended** to read as follows:

**130.180 Jailing Of Defendants**

If, in the opinion of the Municipal Judge, the City has no suitable and safe place of confinement, the Municipal Judge may commit the defendant to the County Jail, and it shall be the duty of the Sheriff, if space for the prisoner is available in the County Jail, upon receipt of a warrant of commitment from the Judge to receive and safely keep such prisoner until discharged by due process of law. The municipality shall pay the board of such prisoner at the same rate as may now or hereafter be allowed to such Sheriff for the keeping of such prisoner in his/her custody. ~~The same shall be taxed as cost.~~

EXPLANATION: Matter shown above in **bold-face/underlined font** (except for Chapter title[s]) is added language. Matter shown above in ~~striketrough font~~ is deleted language.

**Section 3:** Title I (“Government Code”), Chapter 130 (“Municipal Court”), Article 130-II (“Court Costs and Fees”), Section 130.250 (“Court Costs”) of the Municipal Code of the City of Republic, Missouri, is hereby **amended** to read as follows:

**130.250 Court Costs**

- A. In addition to any fine or other punishment imposed by the Court, costs, fees, charges and surcharges shall be assessed as follows:
  - 1. Twelve dollars (\$12.00) as per the provisions of Section 479.260 and Section 488.012, RSMo.
  - 2. A surcharge of two dollars (\$2.00) for violations of all municipal ordinances, such surcharge to be collected, administered and used as a law



enforcement training fee in accordance with the provisions of Section 488.5336, RSMo.

3. A surcharge of one dollar (\$1.00) for violations of all municipal ordinances, such surcharge to be collected and disbursed as provided in Section 590.178 and Section 488.5336, RSMo., for the Peace Officer Standards and Training Commission Fund.
  4. A surcharge of seven dollars fifty cents (\$7.50) for the Crime Victims' Compensation Fund to be collected, administered and distributed in accordance with the provisions of Section 595.045 and 488.5339, RSMo.
  - ~~5. Service charges, witness fees and/or jail costs incurred as a result of the apprehension, confinement and/or prosecution of any defendant.~~
  - ~~6.~~ 5. A surcharge of two dollars (\$2.00) for violations of all municipal ordinances, such surcharge to be collected and disbursed as provided in Section 488.5026, RSMo., for installation and maintenance of a biometric verification system and expenses related to custody and housing and other expenses for prisoners.
  - ~~7.~~ 6. Supreme Court Operating Rule 21.01 (a) (21) establishes a four-dollar fee for payments made by other than cash or negotiable instrument and further authorizes a Court, by local Court rule, to opt out of charging a four-dollar fee for payments made by other than cash or negotiable instrument. The Presiding Judge of the Republic Municipal Court is authorized to issue a local court rule to opt out of charging a four-dollar fee for payments made by other than cash or negotiable instrument. Unless an order is entered opting out of the fee, the fee shall be collected as other court cost.
  - ~~8.~~ 7. In addition to all court fees and costs prescribed by law, a surcharge of ten dollars (\$10.00) as authorized by Section 488.2206 and Section 488.2275, RSMo. shall be assessed as a cost in each court proceeding filed in Municipal Court.
  - ~~9.~~ 8. A surcharge of seven dollars (\$7.00) for the State Court Automation Fund to be collected and distributed monthly to the Missouri Department of Revenue for the credit of the Missouri Statewide Automation Fund, as provided in Section 476.055, RSMo., Section 488.012, RSMo., and Section 488.027, RSMo.
  - ~~10.~~ 9. Service charges, witness fees, and other costs not expressly provided for herein incurred in connection with the prosecution of any defendant, as authorized by law.
  - ~~11. A surcharge of three dollars (\$3.00) for the Sheriffs' Retirement Fund to be collected and distributed under Sections 488.010 to 488.020, RSMo., as provided under Section 57.955 and 488.024, RSMo.~~
- B. All other costs, fees, charges and surcharges shall be collected by the Municipal Court Clerk in accordance with Chapter 488, RSMo.
- C. Costs, fees, charges and surcharges shall only be assessed against, and collected from, defendants who have pled guilty or been found guilty, or who have agreed to pay the same under the terms of a valid and enforceable plea agreement, approved by the Municipal Judge. ~~in exchange for dismissal of a charge.~~

EXPLANATION: Matter shown above in **bold-face/underlined font** (except for Chapter title[s]) is added language. Matter shown above in ~~striketrough font~~ is deleted language.

**Section 4:** Title I (“Government Code”), Chapter 130 (“Municipal Court”), Article 130-II (“Court Costs and Fees”), Section 130.280 (“Installment Payment Of Fine”) of the Municipal Code of the City of Republic, Missouri, is hereby **amended** to read as follows:

**130.280 Installment Payment Of Fine**

~~When a fine is assessed for violating an ordinance, it should be within the discretion of the Judge assessing the fine to provide for the payment of a fine on an installment basis under such terms and conditions as he/she may deem appropriate.~~

When a fine, fee, or cost is assessed against a defendant convicted of violating this Code, and the defendant indicates an inability to pay such fine, fee, or cost, the Municipal Judge shall determine the defendant’s ability to pay and, if defendant is found to be unable to pay such fine, fee, or cost when due, shall order a stay of execution and either (1) provide for the payment owed by a date certain, or (2) provide for the payment owed on an installment basis under such terms and conditions as the Municipal Judge may deem appropriate, consistent with the provisions of Supreme Court Rule 37.65 and Sections 543.270, 558.004.4, and 558.006, RSMo.

EXPLANATION: Matter shown above in **bold-face/underlined font** (except for Chapter title[s]) is added language. Matter shown above in ~~striketrough font~~ is deleted language.

**Section 5:** All other Sections of the Municipal Code of the City of Republic, Missouri, not specifically referenced in this Ordinance, shall remain unmodified and in full force and effect.

**Section 6:** The City Administrator or his/her designee, on behalf of the City, is authorized to take the necessary steps to execute this Ordinance.

**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 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 \_\_\_\_\_, 2024.

BILL NO. 24-11

ORDINANCE NO. 24-

**Attest:**

Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**



\_\_\_\_\_  
Megan McCullough, City Attorney

Final Passage and Vote:

**31st JUDICIAL CIRCUIT  
REPUBLIC MUNICIPAL DIVISION  
COURT REVIEW REPORT**

**INTRODUCTION**

This report was prepared following a review by the Office of State Courts Administrator (OSCA) Municipal Review unit, conducted on August 30th, 2023. The review was conducted to determine, but not limited to, compliance with Supreme Court Rules, Court Operating Rules, Missouri State Statutes, and state and local reporting requirements.

The report provides descriptions of some observations that do not comply with various laws, rules and regulations. Corrective action requirements follow each description and represent what the court can do to improve the issue described. The report is intended for management purposes and may be shared with court staff and municipal officials to assist in making appropriate changes.

The following staff assisted with the review and/or preparation of this report:

Municipal and Traffic Support Services Manager  
Municipal Review Supervisor  
Supreme Court Monitor

Robin Ausmus  
Roberta Rothstein  
Tom Barr

Municipal Division Judge Ben McBride and Municipal Division Clerks Penny Mayes and Kimberly Winkler were in attendance for this review.

**SUPREME COURT RULE 37.04 APPENDIX A  
MINIMUM OPERATING STANDARDS FOR MUNICIPAL DIVISIONS  
AND MUNICIPAL DIVISION JUDGES**

**Minimum Operating Standard # 4: Municipal divisions and their judges shall neither assess nor collect unauthorized fines, costs, or surcharges.**

**A. Municipal Divisions**

- Only court costs (fees, miscellaneous charges, and surcharges as defined at section 488.010, RSMo,) authorized by state statute are assessed. The OSCA bench card on municipal division court costs shall be used as a reference. Sections 479.260.1, 479.360(5), and 488.012, RSMo; COR 21.01.

**Non-Compliance Observation**

**Municipal Ordinance 130.180 Jailing Of Defendants**

If, in the opinion of the Municipal Judge, the City has no suitable and safe place of confinement, the Municipal Judge may commit the defendant to the County Jail, and it shall be the duty of the Sheriff, if space for the prisoner is available in the County Jail, upon receipt of a warrant of commitment from the Judge to receive and safely keep such prisoner until discharged by due process of law. The municipality shall pay the board of such prisoner at the same rate as may now or hereafter be allowed to such Sheriff for the keeping of such prisoner in his/her custody. The same shall be **taxed as cost**.

**Municipal Ordinance 130.250 Court Costs**

5. Service charges, witness fees and/or jail costs incurred as a result of the apprehension, confinement and/or prosecution of any defendant.

**Corrective Action Requirement**

It is suggested a review of Ordinance 130.180 and 130.250(5) be made with regard to current authority and language, specifically that which references assessing costs for the confinement of any defendant.

*SC97604 State of Missouri v. George Richey, AND SC97630, State of Missouri v. John B. Wright, which held that "board bills" are not to be taxed as court costs.*

**Non-Compliance Observation**

**Municipal Ordinance 130.250 Court Costs**

10. A surcharge of three dollars (\$3.00) for the Sheriffs' Retirement Fund to be collected and distributed under Sections 488.010 to 488.020, RSMo., as provided under Section 57.955 and 488.024, RSMo. [Ord. No. 20-11, 3-24-2020]

## Corrective Action Requirement

The \$3 Sheriffs Retirement Fund surcharge should no longer be assessed, effective July 1, 2021. COR 21.03.

*SC98484 Daven Fowler, ET Al v. Missouri Sheriffs' Retirement System.*

- DPC (Dismissal on Payment of Costs) is not permitted. Section 479.353(5), RSMo, COR 21.01(c).

## Non-Compliance Observation

### Municipal Ordinance 130.250 Court Costs

C. Costs, fees, charges and surcharges shall only be assessed against, and collected from, defendants who have pled guilty or been found guilty, **or who have agreed to pay the same in exchange for dismissal of a charge.**

## Corrective Action Requirement

It is suggested a review of Ordinance 130.250(C) be made with regard to current statutory authority and language. There is no statutory authority for dismissal of charges once costs have been paid.

### *COR 21.01 AMOUNT OF COSTS, FEES, MISCELLANEOUS CHARGES, AND SURCHARGES*

*(c) The court clerk shall collect and disburse the above fees in a manner provided by sections 488.010 to 488.020, RSMo, and Court Operating Rule 21.02; however, **none of the above fees shall be collected** in any proceeding involving a violation of an ordinance or state law when a criminal proceeding or defendant **has been dismissed by the court** or when costs are waived or are to be paid by the state, county or municipality. This Court Operating Rule 21.01(c) shall not apply if costs are taxed to the defendant in a criminal proceeding and the state is responsible for payment of costs pursuant to section 550.020, RSMo, because the defendant has been declared indigent.*

**Minimum Operating Standard # 7: Municipal divisions shall be operated in a manner that upholds the constitutional principles of separation of powers and the integrity of the judiciary as a separate and independent branch of government.**

- Municipal division facility's exterior and interior signage, design, functionality, and other factors convey an appearance to the public that it is a separate and independent branch of government.

## Non-Compliance Observation

The municipal division clerk and prosecuting attorney clerk share an office.

**Corrective Action Requirement**

It is recommended the prosecutor clerk and the municipal division personnel not share an office. The housing of the municipal prosecutor staff and the Republic Municipal Division within the same general office space does not convey the constitutional principles of separation of powers and the integrity of the judiciary as a separate and independent branch of government to the public. SCR 37.04A

**Non-Compliance Observation**

It is difficult to see division signage on the glass above the entrance door to the Police/Courts building.

**Corrective Action Requirement**

This facility's exterior signage could be improved by adding the lettering REPUBLIC MUNICIPAL DIVISION in larger lettering, at eye level, lending a clear description as to division location. Lettering could be added to the door, window, or brick wall of building.

**Minimum Operating Standard # 10: Municipal divisions shall be well-managed and accountable to the law, with appropriate oversight of municipal division operations provided by the circuit court presiding judge of the judicial circuit.**

**◆ Generally**

- The municipal division has a functional clerk’s office that handles bookkeeping and money handling obligations of the municipal division in a prudent and organized manner and in compliance with the current recommendations of the Office of State Courts Administrator and the Missouri state auditor.

**Non-Compliance Observation**

The municipal division’s checks are titled:

CITY OF REPUBLIC MUNICIPAL COURT

**Corrective Action Requirement**

It is suggested the municipal division establish all bank, investment and other court accounts in the name of “Republic Municipal Division” as recommended by the Office of State Courts Administrator.

*CIC > Court Resources > Municipal Case Processing > Chapter 4, Financial Procedures > 4.5 Recommended Accounting Procedures for Municipal Divisions*

◆ **Open Records and Other Recordkeeping Matters (Article I, § 14, Constitution of Missouri; Court Operating Rules 2, 4 and 8; sections 483.065, 483.075, 483.082, RSMo)**

- The municipal division maintains complete and accurate records of municipal division proceedings, including warrants outstanding, bonds posted, case files and dispositions.

**Non-Compliance Observation**

It was identified during the review a bond ordered refunded on June 06, 2023 had not yet been refunded.

Case # 210563706  
 Republic vs. Michael Charles Williams  
 Charge: Expired Plates  
 Cash Bond \$500  
 Bond Receipt # 2323BND14  
 Dismissed By Prosec/Nolle Pros

**Corrective Action Requirement**

It is suggested the municipal division clerk generate, in detail, a monthly Open Items report. This report will list cases with bond money posted. These cases should be reviewed to see if the bond money can be applied to fine and costs due, or be refunded.

- The municipal division has established procedures to generate monthly reports of municipal division activity, and the municipal division submits these reports timely to OSCA and to the city in accordance with COR 4.28 and 4.29.

**Non-Compliance Observation**

**Municipal Ordinance 130.080 Report To City Council**

The Municipal Judge shall cause to be prepared within the **first (1st) ten (10) days** of every month a report indicating the following:

A list of all cases heard and tried before the court during the preceding month, **giving in each case the name of the defendant, the fine imposed if any, the amount of cost, the names of the defendants committed and, in the cases where there was an application for trial de novo**, respectively. The same shall be prepared under oath by the Municipal Court Clerk or the Municipal Judge. This report will be filed with the City Clerk, who shall thereafter forward the same to the City Council of the City for examination at its first (1st) session thereafter. The Municipal Court shall, within the ten



(10) days after the first (1st) of the month, pay to the Municipal Treasurer the full amount of all fines collected during the preceding months, if they have not previously been paid.

### **Corrective Action Requirement**

It is suggested the division review Ordinance 130.080, specifically as it relates to COR 4.29.

*4.29 MUNICIPAL DIVISION REPORTING TO THE MUNICIPALITY On or before the 15th of each month, the Municipal Division shall submit to the municipality a copy of the monthly case load **summary report** for the preceding month required by Court Operating Rule 4.28. This reporting requirement shall supersede and replace the reporting requirement established by section 479.080.3, RSMo.*

### **◆ Financial and Bookkeeping (Section 483.075.1, RSMo)**

- The municipal division obtains signed payment plans from all defendants and ensures payment plans are established in the case management system in accordance with court operating rules where applicable.

### **Non-Compliance Observation**

#### **Municipal Ordinance 130.280 Installment Payment of Fine**

When a fine is assessed for violating an ordinance, it should be within the **discretion of the Judge** assessing the fine to provide for the payment of a fine on an installment basis under such terms and conditions as he/she may deem appropriate.

### **Corrective Action Requirement**

It is suggested to follow the recommendation outlined in Municipal Case Processing, Section 4.5 Recommended Accounting Procedures for Municipal Divisions, Uncollected Costs and Fines with regard to COR 21.06, 21.07 and 21.09. Delinquent costs that are associated to a payment plan are turned over to Debt Collection and Tax Offset.

#### **COR 21.09 PAYMENT PLANS**

*The court en banc for each circuit using the approved statewide case management system **shall establish payment plan policies and procedures**. The policies and procedures should address, at a minimum, the effective date of the plan, the minimum payment due at case disposition or prior to granting a payment plan, the minimum monthly payment to ensure the repayment time frame is reasonable, and obtaining the debtor's social security number under Court Operating Rule 4.*

## Supreme Court Operating Rule 2 Public Access to Records of the Judicial Department

### COR 2.02 General Policy

Policy. Records of all courts are presumed to be open to any member of the public for purposes of inspection or copying. This policy does not apply to records that are confidential pursuant to statute, court rule or order, or other law; judicial or judicial staff work product, internal electronic mail; memoranda or drafts; or appellate judicial case assignments.

(c) Redaction of Confidential Information. Unless otherwise ordered by the court, any counsel, party, or other person offering a document for filing in any court shall redact information that is confidential pursuant to statute, court rule or order, or other law. Such confidential information can include, but is not limited to:

- (1) Social security numbers, **driver's license numbers**, state identification numbers, taxpayer identification numbers, and passport numbers;
- (2) Financial institution account numbers, credit or debit card numbers, personal identification numbers, or passwords used to secure any such accounts or cards;
- (3) Names, addresses, and contact information of informants, victims, witnesses, and persons protected under restraining or protection orders;
- (4) **Dates of birth**;
- (5) Names of individuals known to be minors; and
- (6) Case numbers of confidential, expunged, or sealed records.

### Non-Compliance Observation

The Republic Municipal Division website has an Outstanding Warrants page that lists defendant's date of birth and license number.

### Corrective Action Requirement

It is suggested the division refer to and follow COR 2.



## AGENDA ITEM ANALYSIS

Project/Issue Name: 24-12 An Ordinance of the City Council Approving Amendment of the Zoning Classification of Approximately 40.64 Acres, Located at 664 Aaron Way, from Planned Development District (PDD) to Brookside Estates Planned Development District (PDD 24-001).

Submitted By: Chris Tabor, BUILDS Department Principal Planner

Date: March 19, 2024

### Issue Statement

SGF Landing LLC has applied to change the Zoning Classification of approximately 40.64 acres of property located at 664 East Aaron Way from Planned Development District (PDD) to **Brookside Estates Planned Development District (PDD)**.

### Discussion and/or Analysis

The property subject to this Rezoning Application is comprised of approximately **40.64 acres** of land located at 664 E Aaron Way. The property is currently occupied by two residential dwellings and some accessory structures. The use of the property is primarily residential in nature.

### Applicant's Proposal

The Applicant is proposing the Rezoning of the subject property to Brookside Estates Planned Development District (PDD), a single-family residential subdivision containing a maximum of 153 lots and a maximum density of 3.76 lots per acre.

Specifically, the proposed Development Plan will allow for a mix of single-family residential lots consisting of 48 lots with a minimum lot size of 9,000 sf, 105 lots with a minimum lot size of 7,000 sf, and detention. The Development Plan also contains new water, sanitary sewer, and stormwater systems to support the development, a required collector street, and a number of local streets to support the development.

Specifically, the Applicant's proposal includes the following elements:

- **Medium-Density Single-Family Residential (R1-M)**
  - Total Lots: 48
  - Permitted Uses: Single-Family Residential
  - Setbacks (required distance from the building footprint to the respective property line):
    - Front: 25 Feet
    - Rear: 25 Feet



- Interior Side Setback: 6 Feet
- Side Street Setback: 15 Feet
- Required Frontage (measurement of the property along the road):
  - 80 Feet
  
- **High-Density Single-Family Residential (R1-H)**
  - Total Lots: 105
  - Permitted Uses: Single-Family Residential
  - Setbacks (required distance from the building footprint to the respective property line):
    - Front: 25 Feet
    - Rear: 25 Feet
    - Interior Side Setback: 6 Feet
    - Side Street Setback: 15 Feet
  - Required Frontage (measurement of the property along the road):
    - 70 Feet

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

#### **Current Conditions of Property**

The subject property is currently zoned as part of the Valley Trails Planned Development District (PDD). This PDD allows for single-family homes at a density of 2.7 homes per acre. The Development Plan for Valley Trails includes custom setbacks and lot sizes.

Lot specifications for the subject property’s existing zoning (PDD) include the following elements:

- **Valley Trails Planned Development District (PDD)**
  - Permitted Uses: Single-Family Residential
  - Setbacks (required distance from the building footprint to the respective property line):
    - Front: 15 Feet
    - Rear: 15 Feet
    - Interior Side Setback: 5 Feet
  - Required Frontage (measurement of the property along the road):
    - 50 Feet

#### **Consistency with the Planned Development District (PDD) Ordinance**

The purpose of the Planned Development Regulations is to allow for mixed-use, unconventional, or innovative arrangements of land uses and public facilities, which would be difficult to develop under the conventional land use and development regulations of the City.

Planned Unit Developments must demonstrate substantial congruence with each of the following conditions in order to be considered eligible for approval:

- The proposed Development Plan shall involve a mixture or variation of land uses or densities
  - Brookside Estates PDD includes two differing residential densities within the project area.
- The proposed Development Plan shall involve the provision of all infrastructure deemed necessary to adequately serve the potential development.
  - The Brookside Estates PDD Development Plan includes provisions for municipal water and sewer services, a plan for stormwater management, and the construction of several Local-class Streets and one Collector-class Street.
- The proposed Development Plan shall involve design elements that promote the City of Republic’s Comprehensive Plan and other adopted plans of the City.
  - The City of Republic’s Comprehensive and Land Use Plans promote the expansion of commercial and residential development at locations supported by the City’s water, sanitary sewer, and transportation networks; the Brookside Estates property can be adequately supported by the City’s capacities for water, sewer, and transportation.
- The proposed Development Plan shall involve design elements intended to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to preserve features of historical significance; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public improvements.
  - The Brookside Estates Development Plan includes the construction of Grace Street, which would serve as a collector from Main Street to Lynn Avenue. As currently configured, no such connection exists for more than 5,000 ft between Miller Road and Countyline Road.

**Consistency with the Comprehensive Plan and Land Use Plan**

The City’s Comprehensive Plan and Land Use Plan generally encourages the expansion of residential 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.**

The 2021 Comprehensive Plan and Land Use Plan identifies Land Use Goals and Objectives relating to development, as follows:

- **Community Development Goals and Objectives**
  - **Goal 1:** Support market conditions to develop a greater variety of residential options.
    - **Objective 1A:** Support a variety of housing developments and styles to ensure a range of options are available.
- **Coordination with Infrastructure**

- **Goal 1:** Support new development that is well-connected to the existing community.
  - **Objective 1A:** Encourage development that improves and expands upon existing infrastructure.
  - **Objective 1B:** Promote development aligning with current adopted plans of the City.
- **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.

### **Compatibility with Surrounding Land Uses**

#### ***Zoning Compatibility***

The subject site is surrounded by existing agricultural and residential zoned properties and uses:

- North: Medium Density Single-Family Residential (R1-M)
- South: Greene County Agricultural (A-1)
- East: Medium Density Single-Family Residential (R1-M); Valley Trails Planned Development District (PDD)
- West: Medium Density Single-Family Residential (R1-M)

The proposed Development Plan ensures that incoming properties are adjacent to those of like zoning. Brookside Estates is planned so that owners of existing lots zoned Medium-Density Single-Family Residential (R1-M) would be assured that only R1-M lots would be created next to them.

The land uses permitted in the Applicant’s proposal are considered to be generally compatible with the surrounding agricultural and residential zoned properties and uses in proximity to the subject parcel.

### **Capacity to Serve Potential Development and Land Use**

**Municipal Water and Sewer Service:** The subject site is in proximity to City of Republic sanitary sewer and water service, with existing points of connection to the north, east, and west. Several potential connections are available for both utilities.

The development will be served via a looped water system, connecting to existing water mains that have points of connection to the north, east, and west. The exact location and size of the water mains required to serve the development will be determined during the infrastructure design process.

Effluent from the development would travel to the Shuyler Creek Lift Station before traveling back to the Wastewater Treatment Facility.

**The Water System, existing Lift Station, and the Wastewater Treatment Facility have sufficient capacity to serve the proposed development at full build-out.**

**Transportation:** Brookside Estates proposes six new streets facilitating circulation within the subdivision:

- Spring Court
- Spruce Way
- Sugar Pine Lane
- Briarwood Drive
- Cyprus Way
- Creekside Place

The Development Plan extends four existing streets:

- Hardy Street
- Hadley Street
- Halsey Street
- Grace Street

The proposed Development Plan would finish several planned connections to existing neighborhoods to facilitate travel within the City. At each of these connection points, streets were previously “stubbed out” to the edge of the property to provide future access to the subject property. Completing these roads would create additional routes for both residents and emergency service personnel. Additionally, making these connections will alleviate current conditions along portions of Hardy, Hadley, Halsey, and Grace within Sterling Meadows where larger vehicles such as fire trucks are unable to turnaround and may instead be required to back up as much as 800 feet.

Importantly, the Development Plan includes the construction and dedication of a portion of Grace Street which will complete the full connection between Lynn Avenue and Main Street as identified in the City’s Transportation Plan.

In accordance with policy, the Applicant was required to perform a Traffic Impact Study (TIS) to analyze the impact of the traffic generated from the proposed development. The TIS was then reviewed by BUILDS Staff. The results of the TIS indicate the proposed full buildout of the development will not warrant any traffic improvements.

**Stormwater:** The Development Plan contains an area designated for stormwater retention/detention, designed to accommodate stormwater generated by the development. The location for this area is in the northeast corner of the development, as necessitated by the topography of the property. Additional stormwater areas and/or easements may be required through the engineering design process. The stormwater retention/detention areas, drainage easements, and all open space/common areas will be owned and maintained by the Developer and/or a Property Owners Association.

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

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



**Infrastructure Design:** The design and precise placement of the streets, sidewalks, water and sanitary sewer systems, and stormwater detention will be reviewed and permitted during the Infrastructure Permitting Process.

All developments must include site design providing for sufficient emergency vehicle access as well as fire protection facilities (e.g. fire hydrants). **Additional elements of code compliance, evaluated at the time of infrastructure design, impacting the development of the subject property, include, but are not limited to, the City’s Zoning Regulations, adopted Fire Code, and adopted Building Code.** The next steps in the process of development of the subject parcel, upon a favorable rezoning outcome, will be the development, review, and approval of an Infrastructure Permit for the construction of utility services and roads.

#### Recommended Action

Staff considers the **proposed Zoning Map Amendment (Rezoning to Planned Development District)** to be generally consistent with the **goals and objectives of the Comprehensive and Land Use Plans**, generally consistent with the **trend of development in the vicinity of the site**, generally **compatible with surrounding land uses**, and **able to be adequately served by municipal facilities**. Specifically, the proposed development can be adequately served by the City’s municipal water and sanitary sewer services and the City’s transportation network. 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 APPROVING AMENDMENT OF THE ZONING CLASSIFICATION OF APPROXIMATELY 40.64 ACRES, LOCATED AT 664 AARON WAY, FROM PLANNED DEVELOPMENT DISTRICT (PDD) TO BROOKSIDE ESTATES PLANNED DEVELOPMENT DISTRICT (PDD 24-001)**

**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**, SFG Landing LLC (“Applicant”) submitted an application (“Application”) to the City’s BUILDS Department to rezone approximately 40.64 acres of real property located at 664 East Aaron Way in Republic, Missouri (“Property”) from Planned Development District (PDD) to the Brookside Estates Planned Development District (PDD 24-001); and

**WHEREAS**, Applicant additionally seeks approval of a development plan for the Brookside Estates Planned Development District, identified as PDD 24-001 (“Development Plan”), a single-family residential subdivision containing 153 lots and a maximum density of 3.76 lots per acre; and

**WHEREAS**, the City submitted the Application and Development Plan to the Planning and Zoning Commission (“P+Z Commission”) and set a public hearing on the Application for March 11, 2024; and

**WHEREAS**, pursuant to Republic Municipal Code § 405.980, the City published notice of the time and date for the public hearing on the Application on February 21, 2024 in the *Greene County Commonwealth*, a newspaper of general circulation in the City, such notice being at least fifteen (15) days before the public hearing; and

**WHEREAS**, pursuant to Republic Municipal Code § 405.980, the City gave notice of the public hearing on the Application to the record owners of all properties located within 185 feet of the Property, consistent with the information shown by the Greene County Assessor’s Office; and

**WHEREAS**, the P+Z Commission conducted the public hearing on the application and Development on March 11, 2024, after which the P+Z Commission rendered written findings of fact on the application, Development Plan, and rezoning and, thereafter, submitted the same, together with its recommendations, to the Council; and

**WHEREAS**, the P+Z Commission, by a vote of 3 Ayes to 1 Nay, recommended the approval of the Application and Development Plan; and

**WHEREAS**, the Application, Development Plan, and request to amend the Zoning Code and Official Zoning Map was submitted to the City Council for a first reading at its regular meeting on March 19, 2024, after which the City Council hearing the second reading on April 2, 2024, voted to rezone such property approve the Development Plan, 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 to reflect the rezoning of the real property tract comprising of 40.64 acres located at 664 East Aaron Way, Republic, Missouri, more fully described in the legal description

herein below, from Planned Development District (PDD) to Brookside Estates Planned Development District (PDD):

A TRACT OF LAND, SITUATED IN THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 23 WEST, CITY OF REPUBLIC, GREENE COUNTY, MISSOURI, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 88°44'00" WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,332.21 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 01°57'15" EAST ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,327.28 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 88°46'56" EAST ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,334.20 FEET TO THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 02°02'22" WEST ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,328.45 FEET TO THE POINT OF BEGINNING, AND CONTAINING 40.64 ACRES OF LAND, MORE OR LESS, SUBJECT TO EASEMENTS AND/OR RIGHTS OF WAY.

**Section 2:** The Development Plan, attached to this Ordinance and labeled "Attachment 1," is hereby approved and adopted by the Council, along with any modifications and conditions imposed herein.

**Section 3:** Unless otherwise specifically defined by the approved Development Plan, the development of the tracts of realty contained herein will be regulated according to the requirements of the City of Republic's Municipal Code of Ordinances.

**Section 4:** 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 5:** The whereas clauses are hereby specifically incorporated herein by reference.

**Section 6:** The provisions of this Ordinance are severable, and if any provisions hereof are declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.

**Section 7:** 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 \_\_\_\_\_, 2024.

\_\_\_\_\_  
Matt Russell, Mayor

**Attest:**

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

A handwritten signature in blue ink, appearing to read 'Megan McCullough', is written over a horizontal line.

Megan McCullough, City Attorney

**Final Passage and Vote:**



**Owner/Applicant**  
 TVP INVESTMENTS LLC/SFG  
 LANDING LLC

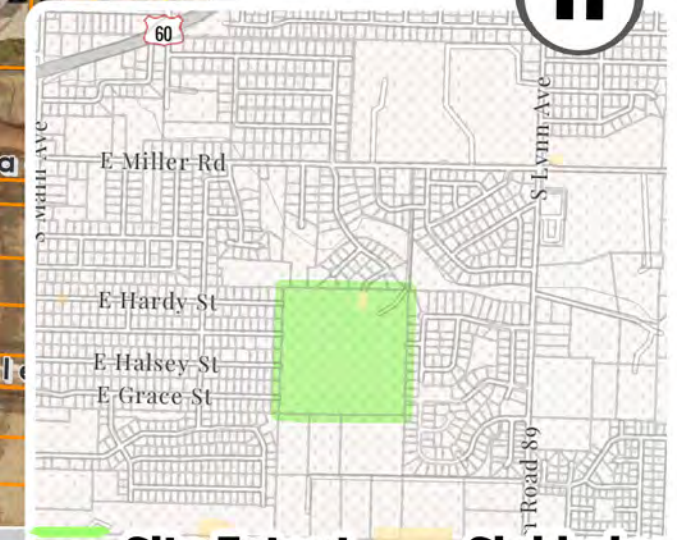
**ADDRESS**  
 664 E. Aaron Way.

**ZONING**  
 PLANNED DEVELOPMENT  
 DISTRICT (PDD) | REQUESTED:  
 BROOKSIDE ESTATES (PDD)

**PIN**  
 1729100013

**WARD**  
 3

**ACREAGE**  
 40.64

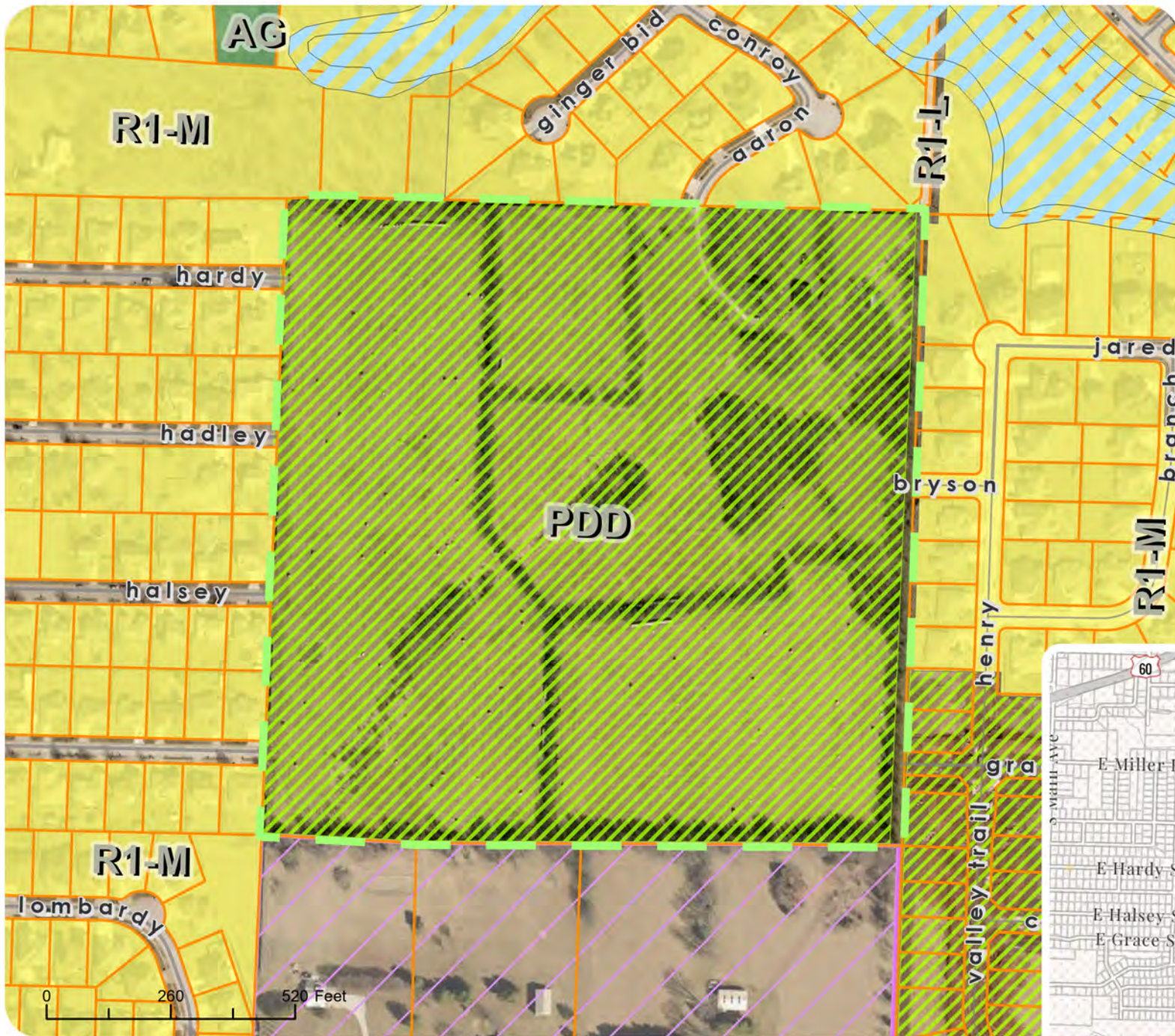


**Site Extent** **Sinkholes**

**Out of City** **Flood**

**BROOKFIELD ESTATES (PDD)**  
**PDD 24-001 | REZONE**





**Owner/Applicant**  
 TVP INVESTMENTS LLC/SFG  
 LANDING LLC

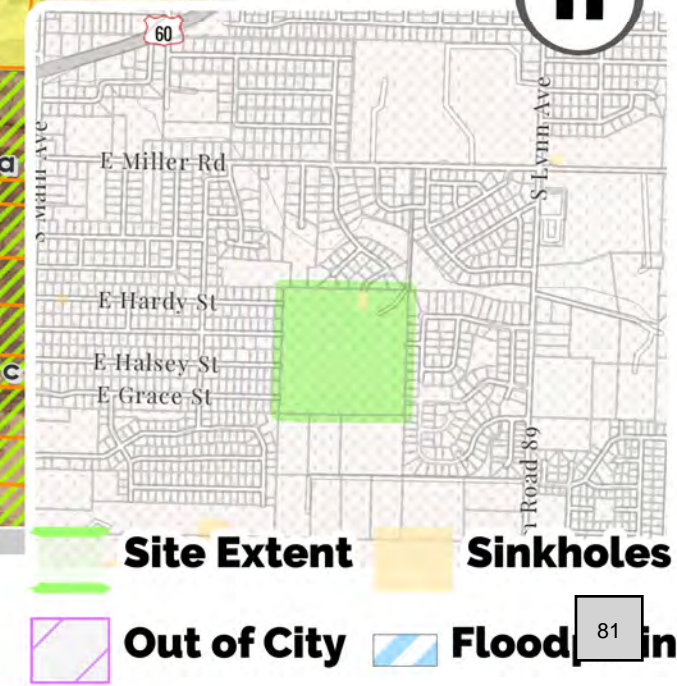
**ADDRESS**  
 664 E. Aaron Way.

**ZONING**  
 PLANNED DEVELOPMENT  
 DISTRICT (PDD) | REQUESTED:  
 BROOKSIDE ESTATES (PDD)

**PIN**  
 1729100013

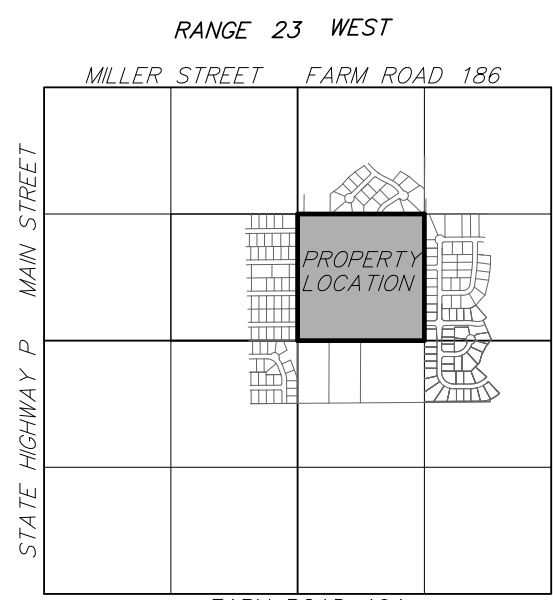
**WARD**  
 3

**ACREAGE**  
 40.64



**BROOKFIELD ESTATES (PDD)**  
**PDD 24-001 | REZONE**

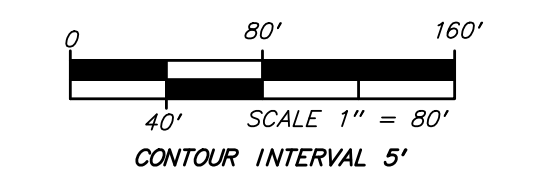




LOCATION SKETCH  
SCALE 1" = 2000'

LEGEND

- 1210 EXISTING CONTOURS
- EX-W-EX-W EXISTING WATER LINE
- PROPOSED WATER LINE
- PROPOSED SANITARY SEWER LINE
- SANITARY SEWER MANHOLE
- FIRE HYDRANT
- CURB INLET
- 5' SIDEWALK



LOT 12  
STERLING MEADOWS  
PLAT BOOK QQ PAGE 31

HARDY STREET

LOT 13  
MILLER ESTATES  
1ST ADD  
PLAT BOOK QQ PAGE 97

LOT 8  
MILLER ESTATES AMENDED  
PLAT BOOK PP PAGE 72

NE COR SW 1/4 NE 1/4  
SEC. 29, T 28 N, R 23 W

LOT 12  
STERLING MEADOWS  
PLAT BOOK QQ PAGE 31

LOT 14  
STERLING MEADOWS  
PLAT BOOK QQ PAGE 31

LOT 15  
STERLING MEADOWS  
1ST ADDITION  
PLAT BOOK SS PAGE 52

LOT 17  
STERLING MEADOWS  
1ST ADDITION  
PLAT BOOK SS PAGE 52

LOT 16  
STERLING MEADOWS  
2ND ADDITION  
PLAT BOOK UV PAGE 62

LOT 13  
STERLING MEADOWS  
2ND ADDITION  
PLAT BOOK UV PAGE 62

LOT 14  
STERLING MEADOWS  
2ND ADDITION  
PLAT BOOK UV PAGE 62

LOT 15  
STERLING MEADOWS  
2ND ADDITION  
PLAT BOOK UV PAGE 62

LOT 14  
STERLING MEADOWS  
3RD ADDITION  
PLAT BOOK XX PAGE 23

LOT 13  
STERLING MEADOWS  
3RD ADDITION  
PLAT BOOK XX PAGE 23

LOT 16  
STERLING MEADOWS  
3RD ADDITION  
PLAT BOOK XX PAGE 23

LOT 15  
STERLING MEADOWS  
3RD ADDITION  
PLAT BOOK XX PAGE 23

WHITE OAKS SUBDIVISION  
PLAT BOOK ZZ PAGE 178

SW COR NE 1/4  
SECTION 29,  
T 28 N, R 23 W

JEFF DURR  
BOOK 2010  
PAGE 010072-10

DAVID R STOCKER  
BOOK 2208 PAGE 1362

JAMES R WATTS TRUST  
BOOK 2311 PAGE 0684

POINT OF BEGINNING  
SE COR SW 1/4 NE 1/4  
SEC. 29, T 28 N, R 23 W

OWNER & DEVELOPER  
RRA PROPERTIES LLC  
PO BOX 791  
BRANSON, MO 65615

PLANNED DEVELOPMENT DISTRICT  
LAND USE SITE PLAN  
FOR  
**BROOKSIDE ESTATES**  
A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF  
SECTION 29, TOWNSHIP 28 NORTH, RANGE 23 WEST  
REPUBLIC, GREENE COUNTY, MISSOURI

SURVEY DESCRIPTION

BOOK 2023 PAGE 005268-23

A TRACT OF LAND, SITUATED IN THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 23 WEST, CITY OF REPUBLIC, GREENE COUNTY, MISSOURI, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 88°44'00" WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,332.21 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 01°57'15" EAST ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,327.28 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 88°46'56" EAST ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,334.20 FEET TO THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 02°02'22" WEST ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 1,328.45 FEET TO THE POINT OF BEGINNING, AND CONTAINING 40.64 ACRES OF LAND, MORE OR LESS, SUBJECT TO EASEMENTS AND/OR RIGHTS OF WAY.

ADDITIONAL NOTES

MINIMUM FINISHED FLOOR ELEVATIONS SHALL BE ESTABLISHED AT ONE FOOT ABOVE THE ADJACENT DETENTION OVERFLOW ELEVATION FOR ADJACENT LOTS.

OWNERSHIP AND MAINTENANCE OF OPEN SPACE/Common AREAS AND DRAINAGE/DETENTION EASEMENT SHALL BE ESTABLISHED THROUGH A HOMEOWNERS ASSOCIATION. MAINTENANCE OF ANY DRAINAGE EASEMENT THAT IS CONTAINED WITHIN PLATTED LOT SHALL BE THE RESPONSIBILITY OF THE LOT OWNER.

A DETENTION AREA WILL BE CONSTRUCTED TO ENSURE THE POST-DEVELOPED PEAK FLOWS WILL BE LESS THAN THE PRE-DEVELOPED PEAK FLOWS.

Existing Zoning: Planned Development District (PDD)

Proposed Zoning: Planned Development District (PDD)

- Medium-Density Single-Family Residential (R1-M)
- High-Density Single-Family Residential (R1-H)

SITE INFORMATION

Total Area = 40.64 Acres

Total Number Of Lots - 153

Density = 3.76 Lots/Acre

Existing Zoning: Planned Development District (PDD)

Proposed Zoning = Planned Development District (PDD)

Lots 1-28, 119, 123-136, 142-146  
(Medium-Density Single-Family Residential (R1-M)) (48 Lots)

Lots 29-118, 120-122, 137-141, 147-153  
(High-Density Single-Family Residential (R1-H)) (105 Lots)

\* Medium-Density Single-Family Residential (R1-M) corresponds to the equivalent Zoning District as referenced in Title IV Land Use of the City of Republic Municipal Code and is subject to all applicable requirements and regulations of said Zoning District.

\* High-Density Single-Family Residential (R1-H) corresponds to the equivalent Zoning District as referenced in Title IV Land Use of the City of Republic Municipal Code and is subject to all applicable requirements and regulations of said Zoning District.

Source of Title BOOK 2023 PAGE 005268-23

This Property Does Not Lie Withing A Flood Hazard Area As Determined By The Flood Insurance Rate Map Number 29077 C 0427 E & 29077 C 0435 E Dated 12-17-2010.

No fences, plantings or obstructions other than mailboxes permitted within the limits of any right of way or drainage easement.

No structures are to be built between the right of way line and building setback line.

Minimum Building Setbacks: (Except as shown)

Front - 25 Feet

Rear - 25 Feet

Side - 6 Feet

Side Adjacent to Street - 15 Feet

There is A 10' Utility Easement Adjacent To All Street Right Of Way And Along The Rear Of All Lots.

Proposed Street Right of Way Widths: 50'

Proposed Street Pavement Widths: 28 Feet (Back Curb to Back Curb)

5' Wide Sidewalk Proposed On One Side Of Street.

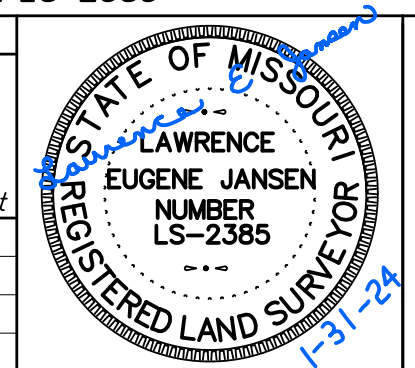


KNOWN ALL MEN BY THESE PRESENTS THAT I, LAWRENCE E JANSEN, DO HEREBY DECLARE THAT THIS PLAT WAS PREPARED UNDER MY SUPERVISION FROM AN ACTUAL SURVEY OF THE LAND HEREIN DESCRIBED, AND THAT THE CORNER MONUMENTS AND LOT CORNER PINS SHOWN HEREON WERE PLACED UNDER THE PERSONAL SUPERVISION OF LAWRENCE E JANSEN LS 2385 IN ACCORDANCE WITH THE MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS, AND IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF REPUBLIC, MISSOURI.

Lawrence E Jansen  
LAWRENCE E. JANSEN PLS 2385

1-31-24  
DATE

CLASS OF SURVEY "URBAN"
EP - EXISTING IRON PIN
SIP - SET IRON PIN
F - FENCELINE
S/B - SETBACK LINE
U/E - UTILITY EASEMENT
D/E - DRAINAGE EASEMENT
Job No.: 2308-001
Date: 1-31-2024
Drawn By: LEJ
Checked By: LEJ



**GLOBAL**  
PRECISION SURVEYING, L.L.C.  
P.O. BOX 790, REPUBLIC, MO 65738  
PHONE (417) 883-0300 FAX (417) 883-0335  
CERTIFICATE OF AUTHORITY  
NUMBER LS-2010000563





## AGENDA ITEM ANALYSIS

Project/Issue Name: 24-13 An Ordinance of the City Council Amending Title IV (“Land Use”), Chapter 400 (“Comprehensive Plan And City Planning And Zoning Commission”), Section 400.010 (“Created – Composition – Appointment – Qualifications”), of the Municipal Code of the City of Republic, Missouri.

Submitted By: Chris Tabor, BUILDS Department Principal Planner

Date: March 19, 2024

### Issue Statement

Consideration to approve Amendments to Chapter 400 Zoning Regulations, specifically Section 400.010.

### Discussion and/or Analysis

The City of Republic is requesting Amendments to Chapter 400 Comprehensive Plan And City Planning And Zoning – specifically to Section 400.010 Created – Composition – Appointment -- Qualifications

Two changes are proposed to Section 400.010.

The first change would allow for the appointment of up to three Alternates to serve as a voting member of the commission when appointed Commissioners are absent. Such alternates may also be seated in the event of a vacancy of a commissionership. This would help ensure that no Planning and Zoning Commission meetings are cancelled due to the lack of a quorum.

The second change clarifies that the attendance of the Mayor, or Mayor Pro Tempore, at Commission meetings is discretionary rather than required.

### Recommended Action

Staff recommends the approval of the referenced Amendment.

**AN ORDINANCE OF THE CITY COUNCIL AMENDING TITLE IV (“LAND USE”), CHAPTER 400 (“COMPREHENSIVE PLAN AND CITY PLANNING AND ZONING COMMISSION”), SECTION 400.010 (“CREATED – COMPOSITION – APPOINTMENT - QUALIFICATIONS”), OF THE MUNICIPAL CODE OF THE CITY OF REPUBLIC, MISSOURI**

**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**, the City routinely reviews its Municipal Code to ensure conformity with governing state and federal law, enhance clarity, and eliminate ambiguity, as well as to the further promote the City’s mission, vision and values in the best interests of the City and its citizenship body as a whole; and

**WHEREAS**, in reviewing the Municipal Code consistent with the priorities listed herein above, City staff identified the need to amend the existing code provisions governing the Planning and Zoning Commission.

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

**Section 1:** Title IV (“Land Use”), Chapter 400 (“Comprehensive Plan And City Planning And Zoning Commission”), Section 400.010 (“Created -- Composition -- Appointment – Qualifications”), of the Municipal Code of the City of Republic, Missouri, is hereby amended to read as follows:

**Chapter 400 Comprehensive Plan And City Planning And Zoning Commission**

**400.010 Created -- Composition -- Appointment -- Qualifications**

The Planning and Zoning Commission of the City of Republic shall consist of seven (7) ~~citizens~~ **commissioners and up to three (3) alternates** appointed by the Mayor with the approval of a majority of the members of the City Council. **Alternates may serve in the absence of or upon the disqualification of regular members. Alternates may also serve if one or more of the seven (7) commission positions is vacant.** The Mayor, or Mayor Pro Tempore, as designated by the Mayor, **may attend Planning and Zoning Commission meetings.** ~~A~~ **member of the City Council, as selected by the City Council,** ~~and the Planning and Development Director~~ **BUILDS Department Administrator**, or his/her designee, shall attend all meetings of the Planning and Zoning Commission for the purpose of providing such assistance and advice as may be needed; provided however, such persons shall not be members of the Planning and Zoning Commission and shall not be entitled to vote upon any issue which may come before the Planning and Zoning Commission. All members of the Commission shall serve without compensation.

EXPLANATION: Matter shown above in **bold-face/underlined font** (except for Chapter title(s)) is added language. Matter shown above in ~~strike through font~~ is deleted language.



**Section 2:** All other Sections of the Municipal Code of the City of Republic, Missouri, not specifically referenced in this Ordinance, shall remain unmodified and in full force and effect.

**Section 3:** The City Administrator or his/her designee, on behalf of the City, is authorized to take the necessary steps to execute this Ordinance.

**Section 4:** The WHEREAS clauses above are specifically incorporated herein by reference.

**Section 5:** The provisions of this Ordinance are severable, and if any provisions hereof are 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 \_\_\_\_ day of April, 2024.

**Attest:**

\_\_\_\_\_

Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

  
\_\_\_\_\_

Megan McCullough, City Attorney

**Final Passage and Vote:**

**Chapter 400 Comprehensive Plan And City Planning And Zoning Commission**

**400.010 Created -- Composition -- Appointment -- Qualifications**

The Planning and Zoning Commission of the City of Republic shall consist of seven (7) ~~citizens~~ **commissioners and up to three (3) alternates** appointed by the Mayor with the approval of a majority of the members of the City Council. **Alternates may serve in the absence of or upon the disqualification of regular members. Alternates may also serve if one or more of the seven (7) commission positions is vacant.** The Mayor, or Mayor Pro Tempore, as designated by the Mayor, **may attend Planning and Zoning Commission meetings.** ~~A~~ **as** member of the City Council, ~~as~~ **selected by the City Council;** ~~and~~ **the Planning and Development Director** **BUILDS Department Administrator**, or his/her designee, shall attend all meetings of the Planning and Zoning Commission for the purpose of providing such assistance and advice as may be needed; provided however, such persons shall not be members of the Planning and Zoning Commission and shall not be entitled to vote upon any issue which may come before the Planning and Zoning Commission. All members of the Commission shall serve without compensation.

**AGENDA ITEM ANALYSIS**

Project/Issue Name: 24-R-12 A Resolution of the City Council Authorizing the City Administrator to Enter into an Agreement with Performance Food Group, Inc. (d/b/a Performance Foodservice-Missouri) to Provide Professional Food Service Delivery for the Parks and Recreation Department’s Concession Operations.

Submitted By: Garrett Cline, Recreation Superintendent (Athletics)

Date: March 19, 2024

**Issue Statement**

A resolution authorizing an agreement with “Performance Foodservice Inc” for Professional Food-Service Delivery for the Republic Parks & Recreation Department’s concession operations.

**Discussion and/or Analysis**

The Republic Parks & Recreation Department has experienced steady growth in overall concession sales over the past several years as we continue to grow and evolve. In 2024, with The Rush – Republic Aquatic Park set to open in May, a conservative \$275,000 in overall concession sales has been budgeted across the parks system.

The current method of Parks & Recreation employees driving to Springfield to procure and deliver concession items for resale is no longer practical. In addition, the menu items the department currently offers are kept to a very basic level due to limited and unpredictable inventory.

“Performance Foodservice Inc” and Republic Parks & Recreation have agreed to the food-service delivery for Parks & Recreation concession operations. “Performance Foodservice Inc” will provide food-service delivery twice weekly, to the agreed upon prices.

“Performance Foodservice Inc” will create a Republic Parks & Recreation purchasing account, allowing us to order goods directly from the Springfield based warehouse. The products offered by “Performance Foodservice Inc” are similar in pricing with bulk retail grocers, but provides a significantly more expansive menu and more restaurant quality foods.

Included below, you will find 2023 actual expenditure of concession goods (excluding Coca Cola Beverages), as well as projected expenditures for 2024 (also excluding Coca Cola Beverages).



**2023 Actual Expenditures (Excluding Coca Cola Beverages)**

- \$29,776.34 – General Parks & Rec & Athletics
- \$31,014.67 – Aquatics
- \$60,791.01 Total

**2024 Projected Expenditures (Excluding Coca Cola Beverages)**

- \$65,000 - \$85,000 Total

The opportunity for Republic Parks & Recreation to order concession food-service through the delivery services of “Performance Foodservice Inc” provides premium concession items and will prevent staff from making many trips to bulk retail grocers. Additionally, the expenditures of concession items will not be a significant increase in pricing, while providing a significant increase in the quality of goods offered.

**Recommended Action**

Staff recommends approval.

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH PERFORMANCE FOOD GROUP, INC. (d/b/a PERFORMANCE FOODSERVICE – MISSOURI) TO PROVIDE PROFESSIONAL FOOD SERVICE DELIVERY FOR THE PARKS AND RECREATION DEPARTMENT’S CONCESSION OPERATIONS**

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

**WHEREAS**, in February 2024, the City published a Request for Qualifications (RFQ) seeking responses from qualified vendors to provide food service delivery for the Parks and Recreation Department’s concession services; and

**WHEREAS**, the City received two (2) submissions in response to its RFQ; and

**WHEREAS**, after evaluating each response, City staff members ranked the submitting entities using defined scoring criteria, determining Performance Food Group, Inc. d/b/a Performance Foodservice – Missouri (“PFG”) to be the most qualified to provide the requested services; and

**WHEREAS**, the City seeks authorization from the Council to enter into a contract with PFG for the non-exclusive provision of food service delivery for the Parks and Recreation Department’s concession operations; and

**WHEREAS**, based upon staff recommendations, the City Council finds it is in the City’s best interest to select PFG as the provider to meet the City’s needs as defined in its RFQ, for a one (1) year period with the option to renew for up to two (2) additional one (1) year terms.

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

**Section 1.** The City Administrator and/or his designee, on behalf of the City, is authorized to negotiate and enter into an agreement with Performance Food Group, Inc. d/b/a Performance Foodservice – Missouri (“PFG”) for the provision of professional food service delivery for a one (1) year period, with the option to renew for up to two (2) additional one (1) year terms, consistent with the City’s Request for Qualifications attached hereto as “Attachment 1”.

**Section 2.** The City Administrator, or his designee(s), on behalf of the City, is authorized to take other reasonable, necessary steps to implement this Resolution.

**Section 3.** The whereas clauses are 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

  
\_\_\_\_\_

Megan McCullough, City Attorney

**Final Passage and Vote:**



### REQUEST FOR QUALIFICATIONS

**RFQ Title: Professional Food Service Delivery, for Republic Parks & Recreation Concession Operations**

**RFQ Number: RFQ 24-03**

**Request Date: February 15, 2024**

<b>Response Deadline:</b>  <b>March 4, 2024 @ 2:00 PM</b>	<b>Contact Person: Garrett Cline</b> <b>Phone: 417-732-3500</b> <b>Email: garrettcline@republicmo.com</b>
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#### About the City

The City of Republic, Missouri, (“City”) was incorporated in 1871 and became a chartered city in 2007. The estimated population is approximately 19,136. The City’s governing body consists of one (1) elected Mayor and eight (8) elected Council-members, each elected for a four (4) year term. The City has a full-time City Administrator who reports to the Mayor and City Council and oversees daily operations.

The City has the following departments: Fire, Police, Parks and Recreation, Administration, Finance, Legal, IT, Human Resources, Municipal Court and public works (known as BUILDS), which includes Planning, Animal Control, Street, Utility and Wastewater operations and staff. The City employs approximately 150 full-time personnel plus regular part-time and temporary/seasonal personnel.

The City covers an area of approximately 13.5 square miles and has over 150 acres of park land. The City owns and/or occupies multiple facilities located within City limits including two (2) Fire Stations, one (1) Police Department/Municipal Court building, two (2) park gymnasiums (Community Center), one (1) aquatic center, one (1) City Hall, one (1) Finance and Legal Departments building, one (1) Public Works (BUILDS) building, and various other buildings/facilities that are utilized to support City personnel and/or services.

#### Background and RFQ Summary

The City of Republic Parks & Recreation Department is currently accepting statements of qualifications from professional firms to provide delivery foodservice for food and concession operations (excluding beverages). It is the City’s intent to enter into an agreement with the selected responding entity for a one-year effective period, with the option to renew for an additional two (2) one-year (1-year) terms, provided certain conditions are met, as specified herein.

Qualification submittals must be received at Republic City Hall (located at 213 N Main Street in Republic, MO 65738) in a sealed envelope that is clearly marked, “**RFQ 24-03– PROFESSIONAL FOOD SERVICES**” no later than **2:00 PM CST on Monday, March 4, 2024**. Qualification Submittals will be opened and read aloud on **Monday, March 4, 2024 at 2:00 PM CST** at the **Republic City Hall, located at 213 N Main Street in Republic, MO 65738**.

## I. SCOPE OF SERVICES

- a. **The Services to be Provided:** The selected responding entity will be expected to provide the following Scope of Services, as directed by the City Council and/or authorized City staff:
- i. Provide delivery food-service and concessions as requested, primarily for the City's Parks & Recreation facilities and events hosted or provided by the City's Parks & Recreation Department. **Beverages for individual consumption are not intended to be included as part of the food-service and concessions delivery covered by this RFQ. Any contract awarded or entered into pursuant to this RFQ is NOT intended to serve as an exclusive provider services contract and the City expressly reserves the right to order and/or purchase the same or similar services and/or products as may be needed from other providers notwithstanding the terms of any contract awarded under this RFQ.**
  - ii. Provide deliveries sufficient to accommodate concessions and food operations for Republic Parks & Recreation facilities, activities and events. The City estimates those deliveries to be required between two and three times each week, though the frequency of deliveries may be adjusted based upon needs/demand or as otherwise agreed to by the City.
  - iii. Provide exemplary service to assist the City's Parks & Recreation Department in providing the desired products with efficiency and effectiveness.
  - iv. Provide a direct line of communication for the City's Parks & Recreation Department staff, capable of ensuring effective and efficient coordination of deliveries between the City and the selected responding entity. The line of communication must ensure the City is able to receive a prompt response to inquiries or requests for such coordination.
  - v. Provide City's Parks & Recreation Department with the lowest possible rates, while maintaining a high standard of food product and exemplary service.
  - vi. Provide the City's Parks & Recreation Department with a variety of food products from which to choose, and subsequent assistance with development and buildout of a menu for concession operations.
- b. **Secondary Tasks** – Secondary tasks may include:
- i. Assist the City's Parks & Recreation Department with establishing best practices of food preparation, food safety, and establishing consistency in the service of and preparation of those foods.
- c. **Professional Services Agreement and Term:** The selected responding entity will be required to execute a Professional Services Agreement with the City for provision of the services specified under this RFQ, or alternatively, **upon the City's prior consent**, a substantially similar written agreement setting forth the mutual understandings, rights and obligations of the selected responding entity and City, collectively ("Agreement"). The term of such Agreement will endure for a total of one (1) year beginning on the date of execution of the Agreement and ending at the conclusion of the twelfth (12<sup>th</sup>) month following the commencement date, and will include an option to renew such Agreement for up to an additional two (2) one-year (1-year) terms, provided the selected responding entity has met its obligations under the Agreement to the satisfaction of the City in the first year under the Agreement. **The selected responding entity is expected to begin providing the services**



specified in this RFQ immediately upon execution of the Agreement.

**d. Minimum Professional Qualifications:**

- i. All work or services provided pursuant to award under this RFQ shall be performed solely by a qualified entity (or their authorized agents) possessing all licenses, certifications or other credentials required by law, which must be valid and up to date at the time of submission in response to this RFQ and throughout the duration of any contract awarded under this RFQ.
- ii. The selected responding entity is expected to possess adequate organization, facilities, and personnel to ensure that all services and supplies provided in connection with any contract awarded under this RFQ are provided to the City in a prompt and efficient manner.
- iii. The selected responding entity must have significant, demonstrated experience in providing food service for concession operations.

**SUBMISSION INSTRUCTIONS AND PROCEDURES**

**RFQ Schedule\*\***

Activity	Date
RFQ Distribution	Friday, February 16, 2024
RFQ Responses Due (“Response Deadline”)	Monday, March 4, 2024 @ 2:00 pm CST
Qualification Review by City begins	Tuesday, March 5, 2024
Presentations with Selected Finalists begins	Wednesday, March 6, 2024
Council Approval of Selected Responding Entity (or Entities)	Tuesday, March 19, 2024

**\*\*The above schedule may be changed at the City’s discretion**

**1. Timeliness and Rejection of Late Submissions:**

- 1.1. It is the sole responsibility of the submitting entity to see that submittals are received by the Response Deadline. The submitting entity shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.
- 1.2. Any submission received by the City after the Response Deadline will be rejected by the City as non-responsive.
- 1.3. In the event of a late submission, the City will leave the response unopened and provide notice to the submitting party of the following: “The submitted qualification was received after the delivery time designated for the receipt of responses and therefore considered non-responsive.”

**2. Withdrawal:** Any submittal may be withdrawn prior to the Response Deadline. Any submittal not withdrawn prior to the Response Deadline shall constitute an irrevocable

offer to the City for a period of sixty (60) days following the Response Deadline.

3. **Addenda:** The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information as to a submission can be given. If any addenda are issued to the RFQ, the City will attempt to notify the submitting entity of such issuance. However, it shall remain the responsibility of the submitting entity to contact the Contact Person identified in this RFQ to confirm whether the addenda were made a part of the competitive qualification.
  - 3.1. Notwithstanding the above, the City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
4. **Modifications/Corrections:** Submitted qualifications may be corrected or modified, provided that the correction or modification is made in writing and is received by the City prior to the date and time identified as the Response Deadline in this RFQ. After such date and time, the submitter may not modify or correct its submission except for extreme circumstances to be determined by the City in its sole discretion, and in no event in a manner prejudicial to the notions of fair competition or to the City.
  - 4.1. Notwithstanding the above, the City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
5. **Submitter's Responsibility to Ensure Completeness and Compliance:**
  - 5.1. Each submitting entity must examine all RFQ documents to ensure the adequacy and accuracy of such documents prior to submitting the same to the City.
  - 5.2. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing and directed to the Contact Person identified in this RFQ, in advance of the Response Deadline.
  - 5.3. Generally, responses that do not include all required information will be deemed non-responsive and disqualified accordingly.
  - 5.4. Notwithstanding the above, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantive in nature, or reject any and all responses at its sole discretion.
6. **Oral/Verbal Interpretations.** The City shall not be responsible for verbal/oral interpretation given by any City employee, representative, or others.
7. **Preparation Expenses.** Each submitting entity preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.
8. **Format of Submissions.** Responses may be submitted digitally through DemandStar if applicable, or, alternatively, in paper form consisting of one (1) original and one (1) copy, for a total of two (2) identical responses in paper form. If submission is made in paper form, the envelope or package containing the original and copy of such response must be



clearly marked and labeled as follows:

**City of Republic  
Attn: Garrett Cline  
213 North Main Avenue  
Republic, MO 65738  
RFQ #: RFQ 24-03**

9. **Minority and Women-Owned Businesses.** The City expressly encourages responses to this RFQ from disadvantaged, minority and women-owned businesses.
10. **Openness of Procurement Process.**
  - 10.1. Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.
  - 10.2. Other than the initial period wherein the responses are being evaluated, the City gives no assurance as to the confidentiality of any portion of any document once submitted.
  - 10.3. All documents relating to this RFQ, subsequent submittals and meetings with the City Council are subject to statutory requirements of the Missouri Sunshine Law.
11. **Errors and Omissions.** Once a qualification is submitted, the City may consider written requests by any submitting entity to correct errors or omissions but shall retain sole discretionary authority to determine the outcome of such a request.
12. **Retention and Disposal of Statements of Qualifications.** The City reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material submitted as part of a response to this RFQ will be returned to the submitting entity. The City reserves the right to cancel this RFQ at any time prior to execution of an Agreement, and the City retains sole discretion as to whether such cancellation will be made.
13. **Collusion.**
  - 13.1. By offering a response to this RFQ, the submitting entity certifies that it has not divulged to, or discussed or compared, its submittal with that of any competitors or other entities in the business of providing the same or similar services or products, and further that it has not colluded with any other submitting entity or third person/party relating in any way to the response offered by such submitting entity to this RFQ.
  - 13.2. By submitting a response to this RFQ, the submitting entity certifies that:
    - 13.2.1. No attempt has been made or will be made by the submitting entity to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
    - 13.2.2. All persons interested in this service, principal, or principals being named

therein and no other person have an interest in this service or in the Agreement to be entered into.

- 13.2.3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, or contingent fee, accepting bona fide employees or established commercial agencies maintained by the consultant for the purpose of doing business.

#### **14. Conferences.**

- 14.1. Conferences for prospective submitting entities may be scheduled upon request, and, time permitting, may allow for interviews with key City staff.
- 14.2. Conferences can provide an opportunity for the City to respond to questions the submitting entity may have about the services or materials requested under this RFQ.
- 14.3. Conferences are not mandatory, but are highly recommended.
- 14.4. Due to the desire to complete the selection process quickly, only substantive issues discovered in individual conferences will be formalized and distributed in an RFQ Addendum.
- 14.5. Substantive issues should be generally limited to correcting errors or omissions in the RFQ, alterations or modification to the scope of services or the proposed contract for services, however, the City retains sole discretion to determine the content or need for a formal Addendum.

#### **15. Rejection of Responses.** The City may reject responses if:

- 15.1. The submitting entity misstates or conceals any material fact in the qualifications.
- 15.2. The rejection of all responses is deemed to be in the best interest of the City.

## **II. SUBMISSION CONTENTS REQUIREMENTS**

Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein must be followed in order for competitive responses to be considered responsive to this RFQ.

All entities responding to this RFQ shall provide sufficient information and data to fully allow the City to complete a comprehensive evaluation of their qualifications. Information and data submitted by each submitting entity may become part of the contract documents, as appropriate or necessary.

**Responses must generally include and conform to the following format:**

1. **Cover Letter**
2. **Table of Contents**
3. **Sections**
  - (1) **Introduction and Execution**
  - (2) **Qualifications of Submitting Entity (if applicable)**
  - (3) **Qualifications of Staff**

- (4) References
- (5) Technical/Specialized Approach
- (6) Timetable
- (7) Compensation Schedule/Terms
- (8) E-Verify and Other Information

**1. Section 1 – Introduction and Executed Signature Page:**

- 1.1. The introduction section must contain an overview of the submitting entity.
- 1.2. The introduction must clearly indicate the legal name, address, telephone number, and local contact information (if available) of the submitting entity.
- 1.3. The introduction must indicate whether the submitting entity is a corporation, general partnership, individual or other business entity.
- 1.4. The introduction must include a statement to the effect that: “The Submission of this Statement of Qualifications indicates acceptance by the submitting entity of the stipulations contained in the Request for Qualifications.”
- 1.5. The statement must be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the submitting entity to the submitted response.

**2. Section 2 – Qualifications of Submitting Entity:**

- 2.1. Provide a brief description and history of the submitting entity (if applicable).
- 2.2. Provide description of the submitting entity’s relevant experience demonstrating current capacity, familiarity and expertise in food-service, particularly specifying any experience on behalf of governmental or municipal clients.
- 2.3. Provide an organizational chart (or equivalent) generally demonstrating the structure of the submitting entity.
- 2.4. State the number and nature of the staff employed with the submitting entity and the office in which the bulk of the services will be performed.

**3. Section 3 – Descriptions and Qualifications of Staff:**

- 3.1. Provide the name(s), title(s) and resume(s) (or equivalent information) of the lead person who will be primarily responsible for the coordination, management and execution of the Scope of Services in this RFQ.
- 3.2. Provide the name(s), title(s) and resume(s) (or equivalent information) of other professionals and any employees/assistants who will be expected to perform or assist with the Scope of Services in this RFQ.
- 3.3. For each individual identified in this Section, provide their respective years of experience with the submitting entity (if applicable), years of experience in or with the provision of the services sought under the RFQ, any relevant licensing (if applicable), and any particular expertise or specialty training in provision of the services sought under this RFQ.
- 3.4. For each individual identified in this Section, disclose any investigations or disciplinary action taken previously or pending by national or state regulatory bodies

against such individual(s).

**4. Section 4 – Familiarity of the Market and Relevant Representations:**

- 4.1. Provide a list recent experience from the last 10 years demonstrating current capacity, familiarity, and expertise in best practices concerning food-service delivery and the food-service industry.
- 4.2. Illustrate how previous experience within the area may be of benefit in the execution of the Scope of Services under this RFQ.

**5. Section 5 – References:**

- 5.1. Provide at least five (5) professional references for which the submitting entity has performed services within the past two (2) years that are similar to the requirements in the Scope of Services.
  - 5.1.1. Preference will be given to those submitting entities who are able to demonstrate at least three (3) professional references from governmental/municipal clients for whom the submitting entity provided services similar to those specified in this RFQ.
- 5.2. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

**6. Section 6 – Technical Approach and Plan for Services:**

- 6.1. Provide a description of the submitting entity's technical approach generally employed for the coordination and facilitation of food-service delivery.
- 6.2. Provide a description of the technical approach the submitting entity will employ specific to the provision of services under this RFP ("Plan for Services"). The Plan for Services should plainly convey the submitting entity's understanding of the scope of work and its suggested approach to be taken in order to maximize value to the City. The Plan for Services should include the following:
  - 6.2.1. A detailed description of the proposed management structure, including but not limited to, team organization, roles and responsibilities, program monitoring procedures, and communication mechanisms.

**7. Section 7 – E-Verify and Other Information:**

- 7.1. For any contract for services greater than \$5,000, the successful bidder shall comply with § 285.530, RSMo, as amended, and:
  - 7.1.1. Provide by sworn affidavit affirmation that it does not knowingly employ any person who is an unauthorized alien and
  - 7.1.2. Provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract.
- 7.2. The required documentation affirming enrollment must be from the federal work authorization program provider.
- 7.3. Responses must include the signed and notarized Work Authorization Affidavit and the electronic signature page from the E-Verify program. A letter from the bidder or

respondent reciting compliance is not sufficient.

### **III. EVALUATION CRITERIA**

- 1. Overview:** All responses will be evaluated by a selection committee comprised of City staff members. Responses will be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken.
- 2. Specific Criteria Considered:** The following criteria will be utilized in the technical evaluation of qualifications:
  - 2.1. Experience and qualifications of the submitting entity.
  - 2.2. Experience of the submitting entity with similar engagements, particularly involving governmental or municipal entity client services.
  - 2.3. Qualifications of key staff to perform Scope of Services under the RFQ.
  - 2.4. Demonstrated knowledge of the relevant market(s)
  - 2.5. Projected timeframe and ability to provide services throughout duration of the period desired.
  - 2.6. Thoroughness of material submitted, including the Compensation Schedule, Plan for Services, and the quality, amount and type of service provided.
  - 2.7. Reports from references.
- 3. Required Licensure/Certification.** Award under this RFP will only be given to an entity (or entities) possessing all required registrations, certifications and/or licenses as required by Missouri or other applicable law.
- 4. Other reservations / terms:**
  - 4.1. The City will select and negotiate with those submitting entities whose submittals are responsive to this RFQ and are in the best interest of the City.
  - 4.2. The City reserves the right to contract with one or more submitting entity for any one or more of the services set forth in the Scope of Services.
  - 4.3. The City reserves the right to reject any and all qualifications or other submissions provided to the City in response to this RFQ.





### AGENDA ITEM ANALYSIS

Project/Issue Name: 24-R-13 A Resolution of the City Council Appointing New Authorized Signers for the City’s General Operating Account and Bond Proceeds Account with Arvest Bank and Modifying the Process by which the City is to Provide Notice of any Changes to Said Signers.

Submitted By: Bob Ford, Finance Director

Date: March 19, 2024

#### Issue Statement

To modify signers for the City of Republic General Operating and Bond Proceeds accounts with Arvest Bank.

#### Discussion and/or Analysis

The City of Republic’s current authorized check signers for both Arvest Bank accounts referenced above are:

- |                  |                              |
|------------------|------------------------------|
| 1. David Cameron | City Administrator           |
| 2. Andrew Nelson | Assistant City Administrator |
| 3. Jared Keeling | Assistant City Administrator |
| 4. Bob Ford      | Finance Director             |

Staff is recommending the following modification to the City of Republic’s Arvest bank account signers.

1. Due to Andrew Nelson’s upcoming departure from the City of Republic, removal of Andrew Nelson as an account signer.
2. Bank account signers for the City of Republic bank accounts shall be designated specific to the following senior leadership roles (“Designated Signer Role”).
  - o City Administrator
  - o Assistant City Administrator(s)
  - o Chief of Staff
  - o Finance Director
3. Therefore, and effectively immediately, current account signers for the City of Republic Arvest bank accounts shall be those individuals employed by the City of Republic currently occupying the Designated Signer Role and shall be:
 

o City Administrator	David Cameron
o Assistant City Administrator(s)	Jared Keeling
o Chief of Staff	Lisa Addington
o Finance Director	Bob Ford
4. Additionally, if the staffing of the above Designated Signer Roles shall change, the City Administrator has authority to replace as an account signer the individual then occupying the Designated Signer Role for the City of Republic and shall provide any such updates in writing to Arvest Bank.

#### Recommended Action

Staff requests approval of the Designated Signer Roles and staff occupying the Designated Signer Role as the recommended check signers for the City of Republic bank accounts with Arvest Bank.



**A RESOLUTION OF THE CITY COUNCIL APPOINTING NEW AUTHORIZED SIGNERS FOR THE CITY'S GENERAL OPERATING ACCOUNT AND BOND PROCEEDS ACCOUNT WITH ARVEST BANK AND MODIFYING THE PROCESS BY WHICH THE CITY IS TO PROVIDE NOTICE OF ANY CHANGES TO SAID SIGNERS**

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

**WHEREAS**, the City has contracted with Arvest Bank for banking services, and in connection with such banking services, has opened certain accounts with Arvest Bank which can be drawn upon by designated individuals with proper authorization to do so on behalf of the City, including, specifically, the City's General Operating Account and the City's Bond Proceeds Account with Arvest Bank ("the Accounts"); and

**WHEREAS**, it is necessary to designate specific individuals ("Authorized Signers") who shall have proper authorization to authorized on behalf of the City to draw upon the Accounts, and

**WHEREAS**, the Council may, at any time, remove, add or otherwise change the Authorized Signers, and may impose, remove or otherwise modify the requirements for authorizing remittances of City funds, including those maintained in the Accounts; and

**WHEREAS**, the Council finds that, in order to account for recent staffing changes and to reduce inefficiencies in the process by which notice of any personnel changes affecting the Authorized Signers herein is provided, it is appropriate to remove Andrew Nelson as an Authorized Signer on all above-referenced payments and drafts on or from the Accounts, and further to designate the four (4) Authorized Signers by employment position with the City and require the City Administrator to provide written notice to Arvest Bank and to the Council in the event of staffing changes that affect the individual(s) occupying any one of the authorized employment positions.

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

**Section 1:** Arvest Bank is hereby authorized, requested, demanded and directed to honor checks, drafts, or other orders of payment of money drawn in the City's name on or from the accounts referenced herein above and referred to as "the Accounts", including those payable to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the signatures of **at least two (2)** of the individuals then occupying one of the following employment positions within the City:

- City Administrator
- Chief of Staff
- Assistant City Administrator
- Finance Director

**Section 2:** Andrew Nelson is hereby removed as an authorized signer for the City's accounts.

**Section 3:** The City Administrator is hereby authorized and directed to notify Arvest Bank, in writing, immediately upon any changes to the staff member(s) occupying the positions listed herein above as having the authority approved in this Resolution. Any such written notice provided by the City Administrator to Arvest Bank shall be reported to the Council by no later than the next regular meeting of the Council.

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

**Section 5:** This Resolution shall become effective on and after the date of passage and approval as provided by law.

**Section 6:** This Resolution supersedes all previous resolutions pertaining to the authorized signers on/for accounts held by the City at Arvest Bank.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

  
\_\_\_\_\_

Megan McCullough, City Attorney