



**Agenda of the Belton City Council**  
**August 8, 2023 – 6:00 p.m.**  
**520 Main Street, Belton Missouri**  
<https://www.belton.org/watch>

I. CALL PUBLIC HEARING TO ORDER

**NOTICE OF PUBLIC HEARING**

A public hearing will be held at 6:00 p.m., August 8, 2023, at Belton City Hall Annex, 520 Main Street, during which citizens may be heard regarding property tax rates proposed to be set by the City of Belton. The tax rates shall be set to produce the revenues required to support the budget for the fiscal year beginning April 1, 2023 and ending March 31, 2024. The rates are based upon the current assessed valuation figures as provided by the Cass County Assessor’s Office. Each tax rate is determined by dividing the amount of revenue, as authorized by the Missouri Constitution, by the current assessed valuation. This value is multiplied times 100 resulting in a tax rate expressed in cents per \$100 valuation.

**Assessed Valuation (applies to calendar year 2023):**

*(By Categories)*

	<b>Current Tax Year 2023</b>	<b>Prior Tax Year 2022</b>
<b>Real Estate</b>	\$303,656,098	\$267,838,407
<b>Personal Property</b>	\$78,992,023	\$67,966,855
<b>Total Assessed Valuation</b>	<u>\$382,648,121</u>	<u>\$335,805,262</u>

**Tax Levy (applies to City’s fiscal year):**

	<b>Property Tax FY2024 Budget</b>	<b>Proposed Tax Rate FY2024</b>	<b>Prior Year Tax Rate FY2023</b>
<b>General Fund</b>	\$1,891,047	\$0.4942	\$0.4942
<b>Parks &amp; Recreation</b>	\$841,443	\$0.2199	\$0.2199
<b>Debt Service</b>	\$5,091,133	\$1.3305	\$1.3305
<b>Total</b>	<u>\$7,823,623</u>	<u>\$2.0446</u>	<u>\$2.0446</u>

**NOTE:** Assessed valuation figures are subject to change as determined by the Cass County Assessor. These changes, should they occur, may impact the tax rates as shown above.

**Casey Koehn**  
**Director of Finance**  
**City of Belton**

- II. ADJOURN PUBLIC HEARING
- III. CALL MEETING TO ORDER
- IV. PLEDGE OF ALLEGIANCE – Councilmember Pryan
- V. ROLL CALL
- VI. PERSONAL APPEARANCES
  - a. Dennis Hull, 710 Lacy Lane, Rental Inspection Program
- VII. UNFINISHED BUSINESS
  - A. Motion approving the final reading of Bill No. 2023-37  
**An ordinance adding Article V to Chapter 10 of the Unified Development Code to implement a rental inspection program.**  
  
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  - B. Motion approving the final reading of Bill No. 2023-38  
**An ordinance amending Article XXI to Chapter 6 of the Code of Ordinances to implement a rental inspection program.**
- VI. NEW BUSINESS
  - A. Motion approving the first reading of Bill No. 2023-46  
Presented by Casey Koehn, Finance Director  
**An ordinance levying and fixing the rate of tax for municipal purposes, for the Park Fund, and for the Debt Service Fund for fiscal year 2024.**  
  
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  - B. Motion approving the first reading of Bill No. 2023-47  
Presented by Matt Wright, Planning & Building Director  
**An ordinance amending Sections 18-2; 40-1; 40-4; and Appendix A of the Unified Development Code related to the Old Town Belton Overlay District and Schedule of Fees.**  
  
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  - C. Motion approving the first reading of Bill No. 2023-48  
Presented by Matt Wright, Planning & Building Director  
**An ordinance removing Appendix A, Part II, of the Code of Ordinances.**  
  
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- D. Motion approving the first reading of Bill No. 2023-49  
Presented by Matt Wright, Planning & Building Director  
**An ordinance approving the Eighteenth Amendment to the Old Town Belton Redevelopment Plan to approve the 314 Main Street Project as redevelopment project 2023-05 and to authorize tax abatement as described therein.**

A public hearing regarding the proposed Eighteenth Amendment to the Old Town Belton Redevelopment Plan for Redevelopment Project 2023-05 pursuant to Section 353.110.3(2), RsMO.

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- E. Motion approving Resolution R2023-81  
Presented by Joe Warren, City Manager  
**A resolution dedicating city staff to shorten turnaround timelines, and ensure processes are as efficient and expedient as possible to entice future development of single-family owner-occupied homes in the City of Belton, Missouri.**

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- F. Motion approving Resolution R2023-82  
Presented by Greg Rokos, Assistant City Manager  
**A resolution formally accepting the Center 301 Apartments new public infrastructure of 977 feet of sanitary sewer main and associated manholes and a two-year maintenance bond in the amount of \$197,472.00.**

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- G. Motion approving Resolution R2023-83  
Presented by John Sapp, Fire Chief  
**A resolution approving the execution of an amendment to the agreement between City of Belton Fire Department (Belton Fire) and Public Consulting Group (PCG) for GEMT report processing.**

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## VII. CONSENT AGENDA

One motion, non-debatable, to approve the “recommendations” noted. Any member of the Council may ask for an item to be taken from the consent agenda for discussion and separate action.

Presented by Joe Warren, City Manager

A. **Motion approving the Minutes of the July 25, 2023, City Council Meeting.**

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B. **Motion authorizing the sale and disposition of surplus city inventory/personal property all in accordance with Section 2-991 of the Code of Ordinances, City of Belton, Missouri.**

City departments have reviewed these items and it was determined there was no value to any department.

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C. Motion approving Resolution R2023-84  
**A resolution approving the purchase of two (2) DJI M30 sUAS (drones) in the amount of \$35,082.98 from Unmanned Vehicle Technologies.**

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D. Motion approving Resolution R2023-85  
**A resolution approving the purchase of one (1) 2024 Ford Maverick from Joe Machens Ford in the not-to-exceed amount of \$27,080.00.**

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E. Motion approving Resolution R2023-86  
**A resolution approving the execution of an Ambulance Claims Review Agreement (agreement) between the Fire Department and EMS Financial Services.**

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F. Motion approving Resolution R2023-87  
**A resolution approving the execution of an agreement between the Belton Fire Department and Fitch & Associates, LLC for Ground Emergency Medical Transport Reimbursement Program report processing.**

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VIII. COMMUNICATIONS FROM CITY COUNCIL

IX. COMMUNICATIONS FROM MAYOR

X. CITY MANAGER'S REPORT

August/September 2023 City Council Meetings – 6:00 p.m.  
August 22, 2023  
September 12, 2023 – Canceled  
September 26, 2023

XI. ITEMS FOR REVIEW AND DISCUSSION

A. Autumn Woods

Presented by Matt Wright, Planning and Building Director

B. Police Department DEA Range Memorandum of Understanding

Presented by Scott Lyons, Police Chief

- XII. Motion to enter Executive Session to discuss matters pertaining to Legal Actions, according to Missouri Statute 610.021.1; to discuss matters pertaining to the leasing, purchase or sale of Real Estate, according to Missouri Statute 610.021.2; and to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, according to Missouri Statute 610.021.13, and that the record be closed, and the meeting adjourned from there.

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**Casey Koehn  
Director of Finance  
City of Belton**



## BILL NO. 2023-37 COUNCIL ACTION REPORT

**Title: UDC Text Amendments – Rental Inspection Program**

**Agenda Date: August 8, 2023**

**Presented by: Matt Wright, Planning & Building Director**

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### Responses to questions from City Council

At both the July 11, 2023 and July 25, 2023 City Council meetings, additional questions were asked and comments provided on the proposed Rental Inspection Program. Staff is providing the following information in response to these questions and comments:

- Current data on rental units and long-term rentals:
  - 2021 American Community Survey data from the U.S. Census Bureau estimated that there were 9,363 occupied units in Belton, of which 3,431 units were renter-occupied (**36.7% of total occupied units in Belton were rentals in 2021**). It should be noted that this data is pre-occupancy of the Encore, Center 301, and some townhouses and duplexes completed in The Traditions and Meadow Creek.
  - The same census data from 2021 estimated that of the 3,431 rental units, 2,419 of the rental units were moved into after 2015. 1,012 rental units were moved into prior to 2015 (6+ years), meaning that **29.5% of rental units in Belton would fall into the long-term rental category**.
  - The same data does not provide a median residency date by tenure, however, nationally, the **average rental unit changes occupancy every 27 months** (2 years, 3 months).
- Concerns were brought up regarding mold and pest control. These items are not included in the program, as these are not structural or property maintenance items addressed through Building or Property Maintenance Codes. Additionally, this requires mold experts or exterminators to determine if there is a threat to health or safety. Independence originally included mold in their program but removed it after two (2) years due to the challenges it posed to the administration of program.
- For clarification, a failed inspection will not automatically mean that a unit may not be inhabited. If there is not a structural issue that poses an immediate threat to the life, safety, or welfare of a tenant, it can be inhabited. Failed inspections are required to be followed-up on within 14 days. Failure to follow-up will result in a code violation and go through the standard violation process and procedures.
- Landlord retaliation is not addressed in the program, as there is already some protection provided to tenants through Missouri's Landlord-Tenant Law. The interpretation and enforcement of this law is best handled through civil cases between landlords and tenants.



- If the Program is adopted, additional code amendments are proposed to restructure the current business licensing process for residential rentals/landlords. The restructuring includes retitling to “residential rental registration” and relocating to the Unified Development Code to be processed by the Planning and Building Department, which will also conduct rental inspections. As part of this restructuring, the fees will be adjusted to accommodate a one-time fee paid annually by each landlord to cover the registration of all rental units they own and associated inspections. A requirement will be added that all registrations must include a local point of contact who may be contacted in the event of an emergency, for inspections, and for code violations.
- The overall intent of the program is to protect the general health, safety, and welfare of residents in rental and non-owner occupied dwelling units. It is not to advocate for either party or have any influence over private rental agreements or rental rates established by landlords.





## BILL NO. 2023-46 COUNCIL ACTION REPORT

**Title: Tax Levy for 2023 – FY24**

**Agenda Date: August 8, 2023**

**Presented by: Casey Koehn, Director of Finance**

### Background

- Annual Tax Levy for the City of Belton

### Financial/Budget Considerations

- The City of Belton experienced 14% growth, including new construction and improvements, in assessed valuation over last year. The adjusted valuation year over year for existing property was 9.7061%, the increase without the new construction and improvements.
- Per Chapter 137.073, RSMo, the permitted reassessed growth in revenue shall be the lower of the three:
  - the actual assessment growth, exclusive of new construction and improvements, and exclusive of the assessed value on any real property in the current year in a different subclass of real property (9.7061%)
  - the consumer price index (6.5%)
  - 5%
- Because the actual growth rate (9.7061%) and the CPI (6.5%) exceed 5%, the City rolls back the permitted revenue growth to 5%.
- To figure the tax levy for 2023 (FY24), start with the revenue that was permitted for 2022, add 5% revenue growth, divide by the adjusted assessed valuation, and come to the tax levy for 2023 (FY24).

<b>2023 Assessed Valuation</b>	382,854,181		
<b>New Construction &amp; Improvements</b>	(14,455,164)		
<b>Adjusted Assessed Valuation</b>	<u>368,399,017</u>		
<b>General Tax Levy</b>			
2022 Revenue	1,659,550		
Permitted growth rate 5%	82,978		
Permitted Revenue for 2023	1,742,528		



Adjusted Assessed Valuation	368,399,017		
Formula	$(1,742,528/368,399,017) * 100 = 0.4730$		
<b><u>Parks Tax Levy</u></b>			
2022 Revenue	738,436		
Permitted growth rate 5%	36,922		
Permitted Revenue for 2023	775,358		
Adjusted Assessed Valuation	368,399,017		
Formula	$(775,358/368,399,017) * 100 = 0.2105$		
<b><u>Debt Service Levy</u></b>			
This levy uses the total AV	382,854,181		
Revenue required for debt service	6,881,587		
Formula	$(6,881,587/382,854,181) * 100 = 1.7974$		
Fund Balance allows for reduction	$1.7974 - .4363 = 1.3611$		
<b><u>City of Belton 2023 Tax Levy</u></b>			
General	.4730		
Parks	.2105		
Debt Service	1.3611		

	Property Tax FY2024 Revenue	Proposed Tax Rate FY2024	Prior Year Tax Rate FY2023
General Fund	1,742,528	0.4730	0.4942
Parks & Recreation	775,358	0.2105	0.2199
Debt Service	5,211,028	1.3611	1.3305
<b>Total</b>	<b><u>7,728,914</u></b>	<b><u>2.0446</u></b>	<b><u>2.0446</u></b>

**Legal Considerations**

- There are no legal considerations.

**Policy Considerations**

- There are no policy considerations.

**Staff Recommendation**

- Staff recommends approval.

**BILL NO. 2023-46**

**ORDINANCE NO.**

**AN ORDINANCE LEVYING AND FIXING THE RATE OF TAX FOR MUNICIPAL PURPOSES, FOR THE PARK FUND, AND FOR THE DEBT SERVICE FUND FOR FISCAL YEAR 2024.**

**WHEREAS**, the City of Belton annually sets and affixes the ad volrem rate of taxation to be levied upon all real property and tangible personal property located within the City of Belton, County of Cass, State of Missouri, as required by RSMo 67.110; and

**WHEREAS**, the public hearing notice was advertised in the North Cass Herald newspaper on July 19, 2023 as is required by RSMO 67.110.

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

**Section 1. GENERAL LEVY:** The rate of tax for municipal purposes upon all subject and objects of taxation for fiscal year beginning April 1, 2023 and ending March 31, 2024 shall be and is hereby fixed at (\$0.4730) on the one hundred dollar (\$100.00) valuation.

**Section 2. DEBT SERVICE LEVY:** The rate of tax for General Fund debt service upon all subjects and objects of taxation for the fiscal year beginning April 1, 2023 and ending March 31, 2024, shall be and is hereby fixed at (\$1.3611) on the one hundred dollar (\$100.00) valuation.

**Section 3. PARK FUND:** The rate of tax for Park Fund purposes upon all subjects and objects of taxation for the fiscal year beginning April 1, 2023 and ending March 31, 2024, shall be and hereby is fixed at (\$0.2105) on one hundred dollar (\$100.00) valuation.

**Section 4. NOT TO BE VOTED UPON:** The rate of tax fixed in Section 1, 2, and 3 herein stated, shall be, and are inclusive of all proposed increases which have been submitted to the vote of the qualified voters of the City of Belton and approved hereby or otherwise permitted by statute.

**Section 5. SEVERANCE CLAUSE:** The provisions of this ordinance are declared to be severable, and if any sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses and phrases of this ordinance, but they shall remain in effect notwithstanding the invalidity of any part.

**Section 6. EFFECTIVE DATE:** This ordinance shall have retroactive effective upon its passage and approval from April 1, 2023.

READ FOR THE FIRST TIME: August 8, 2023

READ FOR THE SECOND TIME AND PASSED:

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI )  
CITY OF BELTON ) SS  
COUNTY OF CASS )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton and that the foregoing ordinance was introduced for first reading at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023, and thereafter adopted as Ordinance No. 2023-\_\_\_\_ of the City of Belton, Missouri, at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023, after the second reading thereof by the following vote, to-wit:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

\_\_\_\_\_  
Andrea Cunningham, City Clerk



## BILL NO. 2023-47 COUNCIL ACTION REPORT

**Title: UDC Text Amendments – Old Town Belton Overlay and Schedule of Fees**

**Agenda Date: August 8, 2023**

**Presented by: Matt Wright, Planning & Building Director**

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### **Background**

- Staff is recommending amendments to the Old Town Belton Overlay, use table, and use conditions to permit drive-thru restaurants on properties with frontage on E. North Avenue. The Overlay, which was adopted in 2011, prohibits all drive-thru facilities. Although drive-thru facilities are generally inappropriate in a downtown area (particularly along Main Street), there is one block of the Overlay with E. North Avenue frontage (an arterial street) where drive-thru restaurants are appropriate.
- Staff is also recommending amendments to the Schedule of Fees for the following:
  - Sign permit fees will be determined by type (permanent, change of face, or temporary), rather than by number of sides and illumination. Proposed fees match the City of Raymore's sign permit fees.
  - Add Preliminary and Final Development Plan fees, which match the \$300 fee that has been assessed since at least 2016.
  - Add a Vacation fee of \$150, which matches Special Use Permit and Variance fees.
- Staff has removed the Rental Inspection Fee from the Ordinance. A separate UDC Text Amendment will be brought back to the City Council for consideration after a decision has been made on the Rental Inspection Program, which was continued from the July 25, 2023 City Council meeting. Staff initially proposed a \$10 inspection fee for the program, but after discussion with the Planning Commission, the fee was proposed at \$20 and would cover both a rental registration and inspection fee. The registration process will be included with the future UDC Text Amendment.

### **Financial/Budget Considerations**

- The proposed Schedule of Fees changes will more accurately assess sign permits based on staff review time by sign type. As such, revenue from sign permit fees may decrease. Revenues for vacation will increase to cover staff review time and public noticing costs.

### **Legal Considerations**

- The proposed amendments are in compliance with State statutes.

### **Policy Considerations**

- Staff believes that the recommended code changes follow adopted policies.



**Staff Recommendation**

- Staff recommends approval of the UDC Text Amendments as provided for in the Ordinance language. Additional background information is provided in the staff report provided to the Planning Commission and attached to the Ordinance as Exhibit A.

**AN ORDINANCE AMENDING SECTIONS 18-2; 40-1; 40-4; AND APPENDIX A OF THE UNIFIED DEVELOPMENT CODE RELATED TO THE OLD TOWN BELTON OVERLAY DISTRICT AND SCHEDULE OF FEES.**

**WHEREAS**, the City of Belton adopted the Unified Development Code (“UDC”) by Ordinance No. 2011-3772 on December 13, 2011, which has subsequently been amended; and

**WHEREAS**, City staff has prepared UDC text amendments to amend the Old Town Belton Overlay District to allow drive-thrus for restaurant uses with frontage on E. North Avenue and to amend the Schedule of Fees to update sign permit fees, development plan and vacation fees, and a rental registration fee; and

**WHEREAS**, after due public notice was given in the manner prescribed by law, the Planning Commission held a public hearing on July 18, 2023, to review and make a recommendation on the proposed UDC text amendments. After said public hearing, the Planning Commission voted 6-0 to recommend approval of the UDC text amendments to the City Council. The staff report is attached as Exhibit A; and

**WHEREAS**, the City Council believes that the UDC text amendments are in the best interest of the citizens.

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

**Section 1.** That Section 18-2 – OTB Old Town Belton Overlay District is hereby amended with the additions in **bold print** and deletions with ~~striketrough~~ notation as follows:

(c) *Permitted uses.* All uses allowed in the underlying zoning district shall be allowed in the OTB district as specified in the use table with the exceptions listed in subsections (c)(1) through (5). Those uses identified as requiring a conditional use permit shall do so in accordance with the regulations of this code. In order to promote the pedestrian intent of the OTB district, the following uses are prohibited:

- (1) Motor vehicle repair;
- (2) Gas stations;
- (3) Vehicle sales;
- (4) Accessory outdoor storage; and
- (5) Drive-thru facilities, **except for restaurants with drive-thrus with frontage on E. North Avenue.**

**Section 2.** That Section 40-1 – Use-specific standards is hereby amended with the additions in **bold underlined print** and deletions with ~~striketrough~~ notation as follows:

(h) *Table of uses.*

TABLE OF USES																
USE	ZONING DISTRICT															
	A	R-1	R1A	R1B	R-2	R-3	R-3A	PR	PO	C-1	C-2	C-3	BP	M-1	M-2	
<b>OTHER USES</b>																
Accessory uses	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Agricultural uses																
Farming	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Boarding stables and riding schools	P	-	-	S	-	-	-	-	-	-	-	-	-	-	-	-
Drive-thru facilities	-	-	-	-	-	-	-	-	-	<u>C</u>	C	C	-	C	-	
Home Occupation	C	C	C	C	C	C	C	C	-	C	C	C	-	-	-	
Parking																
Accessory parking	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Non-accessory parking	-	-	-	-	-	-	-	C	C	C	C	C	C	C	C	C
Wireless communication facility																
Freestanding	-	-	-	-	-	-	-	S	-	-	S	S	S	S	S	S
Co-located	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

**Section 3.** That Section 40-4 – Uses subject to conditions is hereby amended with the additions in **bold underlined print** and deletions with ~~striketrough~~ notation as follows:

(14) ~~Commercial—Drive-through facilities.~~ Drive-through facilities must meet the following requirements:

**d. Drive-thru facilities are prohibited in the Old Town Belton Overlay District, except for restaurants with drive-thrus with frontage on E. North Avenue.**

**Section 4.** That Appendix A – Schedule of Fees and Charges is hereby added with the additions in **bold underlined print** and deletions with ~~striketrough~~ notation as follows:

**Part I. — Code of Ordinances**

*[All of Part I., including existing table of fees and charges to be stricken from the UDC]*

**Part II. – Unified Development Code**

Application Type	Filing Fees
<b>Subdivision—Plan Reviews</b>	
Prelim. residential	\$200.00 for first 20 lots + \$10.00/lot thereafter
Final residential	\$200.00 for first 20 lots + \$10.00/lot thereafter
Prelim. commercial	\$300.00 for first 40 acres + \$10.00/acre thereafter



Final commercial	\$300.00 for first 40 acres + \$10.00/acre thereafter
<b>Sign Permit</b>	
<del>Illuminated</del> <b>Permanent sign</b>	<del>\$40.00 per sign, per side</del> <b>\$50.00</b>
<del>Non illuminated</del> <b>Change of sign face</b>	<del>\$30.00 per sign, per side</del> <b>\$10.00</b>
<b>Temporary sign</b>	<b>\$15.00</b>
<b>Planning/Zoning</b>	
Rezoning—Residential	\$150.00
Rezoning—Comm., Mfg., PUD	\$200.00
<b>Preliminary development plan</b>	<b>\$300.00</b>
<b>Final development plan</b>	<b>\$300.00</b>
Special use	\$150.00
Variance	\$150.00
Lot split	\$150.00
Vacation	<del>\$0.00</del> <b>\$150.00</b>

**Section 5.** That this Ordinance shall take effect and be in full force from and after its passage and approval.

**Section 6.** All ordinances or parts of ordinances in conflict with the provisions are hereby repealed.

READ FOR THE FIRST TIME: August 8, 2023

READ FOR THE SECOND TIME AND PASSED:

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

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Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

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CITY OF BELTON ) SS  
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of the City of Belton, Missouri



CITY OF BELTON  
DEPARTMENT OF PLANNING & BUILDING  
City Hall Annex: 520 Main St. Belton, MO 64012  
816-331-4331 | www.Belton.org

# PLANNING APPLICATION STAFF REPORT

PLANNING COMMISSION: JULY 18, 2023

## PROJECT: UDC TEXT AMENDMENTS

### APPLICATION:

*Applicant* – City of Belton / Planning & Building

## PROJECT SUMMARY

### DESCRIPTION:

The request is to consider certain amendments to the Unified Development Code related to permitted land uses in the Old Town Belton Overlay District, permit and plan review fees, and rental inspection fees.

## STAFF RECOMMENDATION

**STAFF RECOMMENDS APPROVAL**

## PROPOSED AMENDMENTS

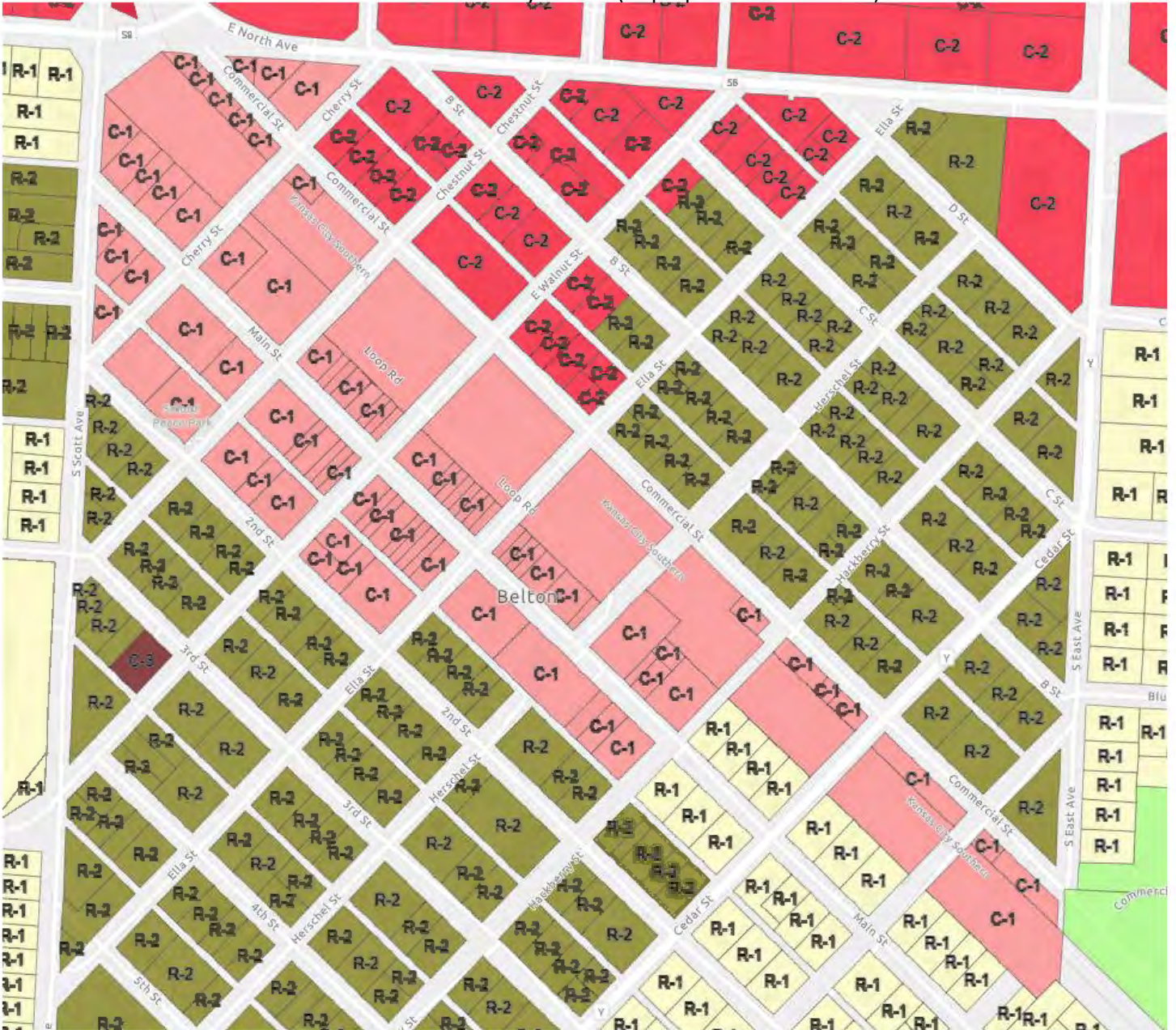
Amendments are periodically proposed to the Unified Development Code (UDC) to advance new regulations/land use techniques, address conflicts, and revise wording to help with administrative situations that arise through use of the code.

The following is a summary of proposed amendments to the UDC:

1. Amendment to Sec. 18-2 (OTB Old Town Belton Overlay District)
2. Amendment to Sec. 40-1 (Use-specific standards)
3. Amendment to Sec. 40-4 (Uses subject to conditions)
4. Amendments to Appendix A (Schedule of fees and charges)

Staff is requesting amendments to sections in Chapters 18 and 40 of the Unified Development Code to accommodate drive-thru restaurants when located on E. North Avenue within the OTB (Old Town Belton) overlay district. The Old Town Belton overlay district was adopted in 2011 and includes all C-1 (Neighborhood Commercial) zoned properties in the Old Town Belton area. Most of the overlay district (see map on page 2) is concentrated along Main Street and Commercial Street, however, the block bounded by E. North Avenue, Commercial Street, and Cherry Street is included within the Old Town Belton overlay district. Staff believes that the E. North Avenue corridor is an appropriate location for drive-thru restaurants, as has already been established over the past several decades. Based on the existing built environment and the intended future built environment of the remainder of the Old Town Belton overlay, staff does not believe drive-thru restaurants are appropriate elsewhere in the overlay and no other changes are proposed. No other types of drive-thru facilities are permitted in the overlay. Pre-existing drive-thru facilities are legal non-conforming.

Old Town Belton Overlay District (all properties zoned "C-1")



Staff is also requesting to amend Appendix A (Schedule of fees and charges). All of Part I (Code of Ordinances) is proposed to be stricken from the UDC, as these fees are established within the Code of Ordinances. Part II (UDC) will be retitled as Part I and amended to modify sign permit fees, add missing fees to the schedule, and establish a rental inspection fee associated with the proposed Rental Inspection Program. Currently, sign permit fees are based on illumination and number of sign sides.

To simplify the fee calculation and payment process, staff is proposing to have a standard fee of \$50.00 for each permanent sign. There is no additional fee charged for illumination or a double-sided sign. A single-sided wall sign and a double-sided monument sign will be assessed the same fee. Staff is proposing reduced permit fees for change of sign faces (when a sign is changed in an existing cabinet) and temporary signs. The fee for change of face signs will be \$10.00 and temporary signs will be \$15.00. Incidental signs, such as directional signage for drive-thru restaurants, will be reviewed for code compliance, but will not be assessed a fee.

Both Preliminary and Final Development Plan applications are currently assessed a \$300.00 fee. These fees have been added to the table, as they were not previously included. The current application for a vacation is listed as \$0. Staff is recommending a \$150.00, which matches the Special Use Permit and Variance fee, which require a similar amount of staff review time and public noticing.

The last fee being added is a new rental inspection fee which is proposed at \$10.00 per inspection. This inspection fee has been determined based on the estimated amount of time it will take to complete an inspection and a review of similar inspection fees in other communities in the metro area. As the Rental Inspection Program is established, this fee may need to be adjusted in the future based to ensure that the program is being conducted effectively and efficiently.

## REVIEW CRITERIA / FINDINGS OF FACT

Section 20-3, provides certain criteria that must be addressed with a Text Amendment to the Unified Development Code. These criteria are summarized below, with analysis for consideration of the Planning Commission:

(1) Whether such change is consistent with the intent and purpose of the Unified Development Code and plans adopted by the City of Belton. The proposed amendments are consistent with the intent and purpose of the Code.

(2) Whether the proposed text amendment corrects an error or inconsistency in the Code. The proposed amendments will allow for drive-thru restaurants to be permitted uses in the Old Town Belton overlay district at a logical location along an arterial street. The proposed amendments also correct missing fees in the code (development plans and vacations), simplify certain fees (for sign permits), and establish new fees for new programs (rental inspection fee).

(3) The areas which are most likely to be directly affected by such change and in what way they will be affected. The proposed amendments to permit drive-thru restaurants in the Old Town Belton overlay district only apply to a block that has frontage along E. North Avenue (an arterial street). Amendments to the schedule of fees applies citywide.

(4) Whether the proposed amendment is made necessary because of changed or changing conditions in the areas and/or zoning districts affected by it. The proposed amendments that impact zoning and land uses are specific to the Old Town Belton overlay district and impact one block adjacent to an arterial street.

(5) Whether the proposed text amendment is in the best interests of the city as a whole. The proposed amendments are in the best interests of the city as a whole. The amendments to allow drive-thru restaurants along E. North Avenue will permit appropriate-sited businesses along an arterial street. The amendments to the schedule of fees will modify and establish fees that are simple to calculate and reasonable.

## STAFF RECOMMENDATION

Staff recommends approval of the UDC Text Amendments.

The Planning Commission is tasked with considering the UDC Text Amendments recommended by staff. The Commission may recommend modifying any recommendations by staff or add additional recommendations for the City Council's consideration.

**PLANNING COMMISSION ALTERNATIVES**

1. Motion to **recommend approval** of the UDC Text Amendments, with or without conditions.
2. Motion to **recommend denial** of the UDC Text Amendments.
3. Motion to continue the application for further information.

**ATTACHMENTS**

1. UDC Text Amendments (Redlined) – 8 pages

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**Sec. 18-2. OTB Old Town Belton Overlay District.**

- (a) *Purpose and description.* The purpose of the OTB, Old Town Belton Overlay District is to develop an identifiable center of the City of Belton with City Hall as its nucleus. Its intent is to further define a sense of community and to promote a centrally located, high-quality civic environment deemed important in the city's growth management plan. A fully realized Old Town Belton concept will incorporate elements of public/quasi-public, commercial, vehicular and pedestrian environments into an integrated design which reflects the community focus of the city. The Old Town Belton concept is implemented by use of an overlay district that imposes additional criteria on the underlying zoning districts.
- (b) *Objectives.* In order to achieve the city center concept, the following objectives will be realized:
- (1) The pedestrian environment in the Old Town Belton Overlay District is essential for developing the sense of community desired by the city. Amenities will be provided to promote pedestrian usage.
  - (2) Vehicular circulation and parking should be accommodated without impacting the pedestrian experience. Adequate measures will be provided to reduce vehicular and pedestrian circulation conflicts.
  - (3) The architectural character of buildings should be harmonious with the architectural style of the municipal complex.
  - (4) The size and scale of buildings in the Old Town Belton Overlay District should be complementary to a pedestrian environment. Buildings located near the perimeter of the Old Town Belton Overlay District should be designed to provide a harmonious transition between the commercial development and surrounding residential areas.
  - (5) Signs will be of a scale, height, material and illumination that reflect the architectural concepts being promoted in the Old Town Belton Overlay District.
- (c) *Permitted uses.* All uses allowed in the underlying zoning district shall be allowed in the OTB district as specified in the use table with the exceptions listed in subsections (c)(1) through (5). Those uses identified as requiring a conditional use permit shall do so in accordance with the regulations of this code. In order to promote the pedestrian intent of the OTB district, the following uses are prohibited:
- (1) Motor vehicle repair;
  - (2) Gas stations;
  - (3) Vehicle sales;
  - (4) Accessory outdoor storage; and
  - (5) Drive-thru facilities, except for restaurants with drive-thrus with frontage on E. North Avenue.
- (d) *Dimensional standards.* All dimensional requirements of the base zoning district will apply with the exception that the following front yard requirements apply:
- (1) Minimum front yard: ten feet.
  - (2) Maximum front yard: 20 feet.
- (e) *District-specific design standards.* All uses in the Old Town Belton Overlay District must meet the development criteria contained in the City of Belton Municipal Development Criteria and the following design standards. If the provisions of the guidebook conflict with the following design standards, the more restrictive provision will control.
- (f) *Screening and landscaping.* Properties within the OTB district that are adjacent to residentially-used or zoned lots are exempt from the loading area screening requirements and instead must comply with the screening

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requirements as outlined in commercial zoning district. In addition, new development within the OTB district must include four- to six-foot-high berms placed along the outside perimeter of the site where it is adjacent to residential uses or districts.

- (g) *Building orientation.* All buildings must be oriented toward the public street or common access drive adjacent to each lot.
- (h) *Building character.* Buildings must have four-sided architecture with the same quality of materials applied to all sides.
- (i) *Sidewalks.* A five-foot-wide sidewalk along with a two-foot-wide planting strip shall be provided adjacent to the right-of-way line. Sidewalk connectivity shall be provided between this sidewalk and the principal entrance door to the building.
- (j) *Street.* Due to the pedestrian oriented environment and the desired character of the development within the OTB district, street design may be narrower than conventional commercial streets. Alternative street designs must be approved by the director of public works, provided that no street right-of-way may be less than 40 feet in width.
- (k) *Parking.* Off-street parking should be designed to minimize traffic and utilize space through combined access. Off-street parking must be located, when possible, behind building facades. A reduction of up to 20 percent of the total parking requirement may be approved by the planning commission where shared parking among business uses is provided.
- (l) *Parking lot landscaping.* Landscaping shall be installed in accordance with this Code.
- (m) *Pedestrian and streetscape amenities.* A minimum of two amenities shall be required and included on the site plan to be reviewed as part of the site plan review. Examples of amenities include, but are not limited to, benches, bike racks and trash receptacles. These amenities are to be provided on the private portion of the site plan and will be privately owned and maintained.
- (n) *Signs.* Signs shall be installed in accordance with this Code.
- (o) *Review procedure.* The review procedure for applications within the OTB district will be as set forth for site plan review.
- (p) *Action on application.* The planning commission may, upon showing of undue hardship by the applicant, waive one or more of the specific requirements of the design standards of this section. The commission shall approve the minimum waiver necessary to allow the application to be approved. The applicant for any such waiver shall have the burden of showing that the proposed project with such waiver shall have minimum negative effect on aesthetics and compatibility within the OTB district.

(UDC 2010, § 12.2)



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**Sec. 40-1. Use-specific standards.**

- (a) *Use groups.* The use table classifies land uses into five major groupings: Residential, Public and Civic, Commercial, Industrial and Other. These are referred to as "use groups."
- (b) *Use categories.* Each use group is further divided into "use categories." These categories classify land uses based on common characteristics, such as the type of products sold, site conditions or the amount of activity on the site.
- (c) *Determination of land use category.* When a land use cannot be classified into a use category or appears to fit into multiple categories, the community development director is authorized to determine the most appropriate use category.
- (d) *Permitted uses.* Uses identified with a "P" in the use table are permitted by right in the designated zoning districts, subject to compliance with all other applicable provisions of this Code.
- (e) *Uses subject to conditions.* Uses identified with a "C" in the use table are permitted by-right in the designated zoning districts, subject to compliance with all conditions of this chapter and with all other applicable provisions of this Code.
- (f) *Special use permits.* Uses identified with an "S" in the use table may be allowed in the designated zoning districts if approved with the granting of a special use permit. Approved special uses are subject to compliance with all other applicable provisions of this Code.
- (g) *Prohibited uses.* Uses identified with a "—" in the use table are expressly prohibited. Uses not listed in the use table are also prohibited unless the community development director determines that the use fits into an existing use category.
- (h) *Table of uses.*
  - (1) For the table of uses for properties in the North Scott Corridor please see section 18-8, North Scott Corridor Overlay District. Additionally, please see permitted uses in the North Scott Corridor Overlay District + Guidelines plan, page 28.

TABLE OF USES																
USE	ZONING DISTRICT															
	A	R-1	R1A	R1B	R-2	R-3	R-3A	PR	PO	C-1	C-2	C-3	BP	M-1	M-2	
<b>OTHER USES</b>																
Accessory uses	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Agricultural uses																
Farming	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Boarding stables and riding schools	P	-	-	S	-	-	-	-	-	-	-	-	-	-	-	
Drive-thru facilities	-	-	-	-	-	-	-	-	-	<del>C</del>	C	C	-	C	-	
Home Occupation	C	C	C	C	C	C	C	C	-	C	C	C	-	-	-	
Parking																
Accessory parking	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Non-accessory parking	-	-	-	-	-	-	-	C	C	C	C	C	C	C	C	
Wireless communication facility																
Freestanding	-	-	-	-	-	-	-	S	-	-	S	S	S	S	S	
Co-located	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	

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(Ord. No. 2011-3734, § 1(15.1), 7-12-2011; Ord. No. 2017-4393, § 8, 11-28-2017; Ord. No. 2018-4414, § 5, 3-13-2018; Ord. No. 2019-4529, § 1, 7-9-2019; Ord. No. 2023-4750, § 2, 1-10-2023; Ord. No. 2023-4751, § 8, 1-10-2023)

**Sec. 40-4. Uses subject to conditions.**

The following uses are allowed by right in certain zoning districts, provided additional criteria for approval are met.

(14) *Commercial—Drive-through facilities.* Drive-through facilities must meet the following requirements:

- a. Drive-through facilities, including stacking areas, must be separated from residentially-zoned property by at least 40 feet.
- b. Speaker systems used in conjunction with drive-through facilities must be designed so that they are not audible at the property line abutting residentially-zoned property.
- c. Each drive-through facility must provide the minimum vehicle stacking spaces as follows:

The following requirements shall be followed in determining the minimum stacking length per lane:

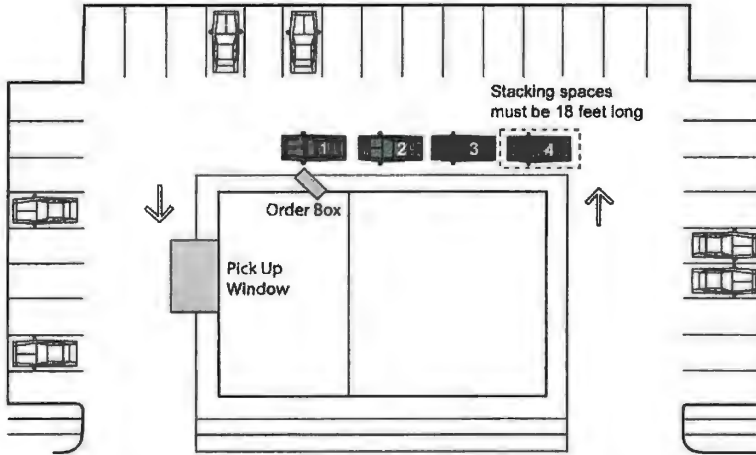
Use	Stacking Requirement
Financial institution	
teller lane	3
ATM	3
Car wash—Automatic service	4
Restaurant	4 behind menu board
Pharmacy	2
Other uses	To be determined by the community development director

- 1. Vehicle stacking spaces include the space at the menu board, order box or service window.
- 2. Each vehicle stacking space shall be 18 feet long by nine feet wide.
- 3. Each vehicle stacking lane shall be separate from any access aisle, loading space, or parking space.
- 4. No vehicle stacking lane shall conflict with any vehicle entrance or exit, vehicle access way or pedestrian crosswalk.
- 5. The planning commission has the authority to allow a deviation to the stacking requirement based upon a study submitted by a traffic engineer which provides evidence to allow the reduction of these stacking requirements.

d. Drive-thru facilities are prohibited in the Old Town Belton Overlay District, except for restaurants with drive-thrus with frontage on E. North Avenue.

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**Appendix A - SCHEDULE OF FEES AND CHARGES**

***PART I. CODE OF ORDINANCES***

**PART II. UNIFIED DEVELOPMENT CODE**

[Adopted September 9, 2014] Updated May 2014 ~~and~~ August 2016, and August 2023

Application Type	Filing Fees
<b>Subdivision—Plan Reviews</b>	
Prelim. residential	\$200.00 for first 20 lots + \$10.00/lot thereafter
Final residential	\$200.00 for first 20 lots + \$10.00/lot thereafter
Prelim. commercial	\$300.00 for first 40 acres + \$10.00/acre thereafter
Final commercial	\$300.00 for first 40 acres + \$10.00/acre thereafter
<b>Sign Permit</b>	
<del>illuminated</del> Permanent sign	<del>\$40.00 per sign, per side</del> \$50.00
<del>Non-illuminated</del> Change of sign face	<del>\$30.00 per sign, per side</del> \$10.00
Temporary sign	\$15.00
<b>Planning/Zoning</b>	
Rezoning—Residential	\$150.00

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- UNIFIED DEVELOPMENT CODE  
Appendix A - SCHEDULE OF FEES AND CHARGES  
PART II. UNIFIED DEVELOPMENT CODE

Rezoning—Comm., Mfg., PUD	\$200.00
<u>Preliminary development plan</u>	<u>\$300.00</u>
<u>Final development plan</u>	<u>\$300.00</u>
Special use	\$150.00
Variance	\$150.00
Lot split	\$150.00
Vacation	<del>\$0.00</del> <u>\$150.00</u>
<b>Building</b>	
Building permit fee (Based on valuation, calculated as per section 10-52, Unified Development Code)	Minimum fee \$42.00
Valuation \$2,001.00 to \$25,000.00	\$42.00 for first \$3,000.00 plus \$7.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
Valuation \$25,001.00 to \$50,000.00	\$205.00 for first \$25,000.00 plus \$5.80 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
Valuation \$50,001.00 to \$100,000.00	\$350.00 for first \$50,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
Valuation \$100,001.00 to \$500,000.00	\$625.00 for first \$100,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
Valuation \$500,001.00 to \$1,000,000.00	\$2,225.00 for first \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Valuation \$1,000,001.00 and up	\$4,225.00 for first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
<u>Rental inspection fee</u>	<u>\$10.00 per inspection</u>
<b>Engineering</b>	
Arterial street impact fee	\$620.00/PM peak hour traffic trip (table attached)
Water impact fee	Size displacement/turbine
	¾" = \$3,090.00
	1" = \$4,944.00
	1.5" = \$6,180.00/\$9,888.00
	2" = \$12,360.00/\$14,832.00
	3" = \$18,540.00/\$33,867.00
Sanitary sewer impact fee	4" = \$24,670.00/\$61,800.00
	6" = \$61,800.00/\$135,960.00
	Minimum \$1,200.00 residential and \$2,000.00 commercial
	Dependent upon sewer district and meter size
Land disturbance permit	No fee - except applicable public infrastructure fees
Service provider registration	\$19.00
Right-of-way permit	\$62.00
Street cut charge	\$24.00
Linear work charge	\$0.07/LF (2,000 LF per permit)

- UNIFIED DEVELOPMENT CODE  
Appendix A - SCHEDULE OF FEES AND CHARGES  
PART II. UNIFIED DEVELOPMENT CODE

Re-inspection	\$24.00/re-inspection
Temporary Traffic Control Permit—Community Event	\$10.00/day
Temporary Traffic Control Permit—Arterial Street	\$24.00/lane/day
Temporary Traffic Control Permit—Collector Street	\$18.00/lane/day
Temporary Traffic Control Permit—Local Street	\$12.00/lane/day
Water tap	\$400.00 for ¾" meter
	\$482.00 for 1" meter
	\$540.00 for 1" tap w/dual ¾" meter
	\$892.00 for 1.5" meter
	\$1,120.00 for 2" meter
	Larger meters at current material costs
Water deposit	Builder = \$110.00
<b>Public Infrastructure</b>	
Engineering review and inspection fee	3% of the construction cost
Performance and 2-yr maintenance bond	100% of the construction cost
<b>Fire</b>	
Plan review fee	None
Operational permit fee	None
Construction permit fee	See building fees
Blasting permit	\$300.00

NOTES: Last updated October 2017

(Ord. No. 2014-4038, § 1, 9-9-2014; Ord. No. 2016-4256, § 1, 8-23-2016; Ord. No. 2017-4364, § 2, 6-13-2017)



## BILL NO. 2023-48 COUNCIL ACTION REPORT

**Title: Amending Code of Ordinances – Schedule of Fees**

**Agenda Date: August 8, 2023**

**Presented by: Matt Wright, Planning & Building Director**

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### **Background**

- Staff is recommending striking Part II (Unified Development Code) from Appendix A in the Code of Ordinances to align with the proposed striking of Part I (Code of Ordinances) from Appendix A in the Unified Development Code (UDC).
- Removing the UDC schedule of fees from the Code of Ordinances will eliminate the requirement that a UDC text amendment be brought forward when the fee table in the Code of Ordinances is brought forward for fees unrelated to processes and permits in the UDC.
- Having separate schedules of fees will reduce confusion and potential for errors (i.e. if a fee is modified in the Code of Ordinances, but not modified in the table in the UDC). There currently exists several sections within the schedule of fees that do not match because of the need to update two different tables in separate codes.

### **Financial/Budget Considerations**

- Striking the UDC Schedule of Fees from the Code of Ordinances will not have any impact on the budget.

### **Legal Considerations**

- The proposed amendment will reduce opportunity for error.

### **Policy Considerations**

- The proposed amendment will reduce opportunity for error.

### **Staff Recommendation**

- Staff recommends approval of striking Part II from Appendix A to remove the UDC Schedule of Fees and Charges from the Code of Ordinances.

**AN ORDINANCE REMOVING APPENDIX A, PART II, OF THE CODE OF ORDINANCES.**

**WHEREAS**, the City of Belton adopted the Code of Ordinances by Ordinance No. 2011-3761 on October 11, 2011, which has subsequently been amended; and

**WHEREAS**, as part of the review of the proposed amendments to the Schedule of Fees and Charges, staff is proposing to remove Part I (Code of Ordinances) from the Unified Development Code for fees in the Code of Ordinances and remove Part II (Unified Development Code) from the Code of Ordinances for fees in the Unified Development Code; and

**WHEREAS**, staff believes it is most appropriate to keep the Schedule of Fees and Charges separate to reduce confusion and potential for errors in the future; and

**WHEREAS**, the City Council believes that the proposed Ordinance is in the best interest of the citizens.

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

**Section 1.** That Appendix A – Schedule of Fees and Charges is hereby added with the additions in **bold underlined print** and deletions with ~~striketrough~~ notation as follows:

~~Part II. — Unified Development Code~~

*[All of Part II., including existing table of fees and charges to be stricken from the Code of Ordinances]*

**Section 2.** That this Ordinance shall take effect and be in full force from and after its passage and approval.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions are hereby repealed.

READ FOR THE FIRST TIME: August 8, 2023

READ FOR THE SECOND TIME AND PASSED:







## **BILL NO. 2023-49 COUNCIL ACTION REPORT**

**Title: Old Town Belton Redevelopment Corporation – Improvements to 314 Main St.**

**Agenda Date: August 8, 2023**

**Presented by: Matt Wright, Planning & Building Director**

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### **Background**

- The applicant/owner of 314 Main St. is requesting project approval for \$27,550 in improvements (all exterior).

### **Financial/Budget Considerations**

- The estimated taxes with improvements will increase from \$25,478 to \$30,058 over the 10-year abatement period. Although there will be a short-term loss in taxes for taxing entities, the long-term impact is positive by encouraging reinvestment in Old Town Belton.

### **Legal Considerations**

- If the project is approved, staff will prepare a Memorandum of Understanding, Quit Claim Deed, and Certificate of Tax Abatement for approval by the Old Town Belton Redevelopment Corporation Board. Once all improvements have been completed, the Quit Claim Deed and Certificate of Tax Abatement will be processed with the County.

### **Policy Considerations**

- The requested project is in compliance with the Old Town Belton Redevelopment Plan Policy adopted in 2021.

### **Staff Recommendation**

- Staff recommends approval of the project for 314 Main St.
- The Old Town Belton Redevelopment Corporation Board recommended unanimous approval of the project for 314 Main St. on July 19, 2023.

**AN ORDINANCE APPROVING THE EIGHTEENTH AMENDMENT TO THE OLD TOWN BELTON REDEVELOPMENT PLAN TO APPROVE THE 314 MAIN STREET PROJECT AS REDEVELOPMENT PROJECT 2023-05 AND TO AUTHORIZE TAX ABATEMENT AS DESCRIBED THEREIN.**

**WHEREAS**, on March, 30, 2021, the City Council of the City of Belton, Missouri (the “**City**”) adopted Ordinance No. 2021-4621 approving the Old Town Belton Redevelopment Plan (the “**Development Plan**”) pursuant to Chapter 353 of the Revised Statutes of Missouri (“**Chapter 353**”), also known as the Urban Redevelopment Corporations Law, establishing a redevelopment area described therein (the “**Redevelopment Area**”), and granting tax abatement to the Old Town Belton Redevelopment Corporation (the “**OTBRC**”), or its successors and assigns, all in accordance with Chapter 353 on land improvements for redevelopment projects as more particularly described within the Development Plan; and

**WHEREAS**, the Development Plan contemplates that applications for additional redevelopment projects will be considered and approved in the future, with said projects to be approved as an amendment to the Development Plan and numbered consecutively; and

**WHEREAS**, an application was received on June 22, 2023, from Knotts One LLC, (the “**Application**”) for approval of an additional project located within the Redevelopment Area at 314 Main Street for the repair and remediation work to an existing structure therewith; and

**WHEREAS**, on July 19, 2023, the OTBRC Board met and reviewed the Application, for the proposed redevelopment project to be designated as Redevelopment Project 2023-05 and voted unanimously to recommend approval of said Redevelopment Project 2023-05 to the City Council; and

**WHEREAS**, notice of a public hearing on July 21, 2023, before the City Council regarding the proposed amendment to the Development Plan for Redevelopment Project 2023-05 was provided in accordance with the provisions of Chapter 353; and

**WHEREAS**, on August 8, 2023, the public hearing was opened and interested parties were provided with an opportunity to present evidence and hear testimony regarding the proposed amendment to the Development Plan for Redevelopment Project 2023-05; and

**WHEREAS**, the City Council having heard and considered the comments, testimony, and other evidence added at the public hearing and its meeting, desires to approve the proposed amendment to the Development Plan for Redevelopment Project 2023-05.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELTON, MISSOURI AS FOLLOWS:**

**Section 1.** The Eighteenth Amendment to the Old Town Belton Redevelopment Plan for Redevelopment Project 2023-05 is hereby approved in the form submitted to and reviewed by the City Council on the date hereof and attached hereto as **Exhibit A** and incorporated herein by reference.

**Section 2.** The Old Town Belton Redevelopment Corporation, or its successors and assigns, all in accordance with Chapter 353, is hereby granted tax abatement on land improvements as more particularly described within the Eighteenth Amendment to the Old Town Belton Redevelopment Plan for Redevelopment Project 2023-05.

**Section 3.** Except as amended by the Eighteenth Amendment to the Old Town Belton Redevelopment Plan for Redevelopment Project 2023-05, the Old Town Belton Redevelopment Plan shall remain unmodified.

**Section 4.** This ordinance is effective upon its passage and approval.

READ FOR THE FIRST TIME:

READ FOR THE SECOND TIME AND PASSED:

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI     )  
CITY OF BELTON        )SS  
COUNTY OF CASS        )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton and that the foregoing ordinance was introduced for first reading at a meeting of the City Council held on the \_\_ day of \_\_\_\_\_, 2023, and thereafter adopted as Ordinance No. 2023-\_\_\_\_ of the City of Belton, Missouri, at a meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, after the second reading thereof by the following vote, to-wit:

AYES:                   COUNCILMEMBER:  
NOES:                   COUNCILMEMBER:  
ABSENT:                 COUNCILMEMBER:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

**Exhibit A**

Eighteenth Amendment to the  
Old Town Belton Redevelopment Plan  
for Redevelopment Project 2023-05

[see attached]

**EIGHTEENTH AMENDMENT TO  
OLD TOWN BELTON REDEVELOPMENT PLAN  
REDEVELOPMENT PROJECT 2023-05**

**Section III Redevelopment Projects of the Old Town Belton Redevelopment Plan is revised to add the following Redevelopment Project:**

**III. Redevelopment Projects**

The Redevelopment Area will have within it many redevelopment projects, the number, location and construction details of which cannot be predicted at this time. The following are current projects:

Redevelopment Project 2023-05. 314 Main Street, Belton, Missouri. Applicants/Owners: Knotts One LLC. This project consists of the repair and remediation work to an existing structure at a cost of approximately \$27,550. The work includes exterior stucco, brick repair/tuckpointing, windows and doors replacement, exterior painting, and roof sealing.

The redevelopment projects are within a larger area that has been determined by the City Council to be blighted and the clearance, replanning, rehabilitation or reconstruction of certain portions of the Redevelopment Area to be necessary to effectuate the purposes of the Urban Redevelopment Corporations Law.

**Section IV. Tax Abatement of the Old Town Belton Redevelopment Plan is revised to add the following tax abatement:**

**IV. Tax Abatement.**

Redevelopment Project 2023-05 qualifies for Level A-2 incentive and will be granted up to ten (10) years of tax abatement at ninety percent (90%) or for the cost of the improvements, whichever occurs first. Tax abatements for all projects are subject to the property owners entering into a written agreement with the OTBRC regarding the terms of the abatement, including the obligation to make payments in lieu of taxes for ten percent (10%) of the property taxes that would be due if no tax abatement were granted. The development rights including the tax abatements for each project shall expire in the event of the failure of OTBRC to acquire ownership of the properties for the project within two (2) years of the date of approval of each project.

**Exhibit 3 Tax Impact Analysis to the Old Town Belton Redevelopment Plan is added to include the attached Tax Impact Analysis for Redevelopment Project 2023-05**

[see attached]

Address:	314 Main St.
Application Date:	6/22/2023
Valuation:	\$27,550

Approved Project Description	Valuation	
Stucco (upper 15' of east wall)	\$14,000	Exterior
Brick tuckpointing & repair (lower 13' of east wall)	\$4,200	Exterior
Paint (north, east, and south walls)	\$3,900	Exterior
Replace exterior doors and windows (Main St. façade only)	\$2,970	Exterior
Roof coating/sealing	\$2,480	Exterior
<b>Total Exterior Costs</b>	<b>\$27,550</b>	<b>100%</b>
<b>Total Projected Costs</b>	<b>\$27,550</b>	

Chapter 353 Tax Impact Analysis

Section A Assumptions:

Section 1 Property

Address	Parcel #	Market Value	Class	AV
314 Main St.	05-06-14-101-000-078-000	\$91,290	32%	\$29,210

Section 2

2022 Tax Levies (Per \$100 AV)	
Cass County Sheltered Workshc	0.0454
City	2.0446
County	0.0000
Hospital Maintenance	0.1242
Junior College	0.2028
Library	0.2545
Mt. Pleasant Special Road	0.1839
School District	5.4119
State	0.0300
<b>Total</b>	<b>8.2973</b>

Section 3 Land AV is as follows:	Total AV	Land AV	Improvement AV
	\$29,210	\$2,570	\$26,640

Section 4 Inflation per year:	2%
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Section 5 Abatement Term	10 Years 90% Improvement AV OR cost of improvement (whichever occurs first)
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Section 6 Improvements

Total Improvement Cost	Estimated New Appraised Value using 50% of Total Cost	Estimated New AV	Estimated Land AV	Estimated Improvement AV
\$27,550.00	\$105,065.00	\$33,620.80	\$2,570.00	\$31,050.80

Section B Estimated taxes without the improvement projects

Tax:	
2023	\$2,423.64
2024	\$2,472.11
2025	\$2,472.11
2026	\$2,521.56
2027	\$2,521.56
2028	\$2,571.99
2029	\$2,571.99
2030	\$2,623.43
2031	\$2,623.43
2032	\$2,675.90
<b>Totals</b>	<b>\$25,477.71</b>

Section C Estimated abated taxes with improvement projects (without abatement)

Tax:	
2023	\$2,862.64
2024	\$2,919.90
2025	\$2,919.90
2026	\$2,977.15
2027	\$2,977.15
2028	\$3,034.40
2029	\$3,034.40
2030	\$3,091.65
2031	\$3,091.65
2032	\$3,148.91
<b>Totals</b>	<b>\$30,057.74</b>

Estimated Taxes To Be Abated (10 years)

Taxing Entity	Cass County Sheltered Workshop	City	County	Hospital Maintenance	Junior College	Library	Mt. Pleasant Special Road	School District	State		
% of tax rate:	0.005471659	0.246417509	0	0.014968725	0.024441686	0.030672628	0.022163836	0.652248322	0.003615634		
Year											
2023	\$15.66	\$705.41	\$0.00	\$42.85	\$69.97	\$87.80	\$63.45	\$1,867.15	\$10.35	\$0.00	\$2,862.64
2024	\$15.98	\$719.51	\$0.00	\$43.71	\$71.37	\$89.56	\$64.72	\$1,904.50	\$10.56	\$0.00	\$2,919.90
2025	\$15.98	\$719.51	\$0.00	\$43.71	\$71.37	\$89.56	\$64.72	\$1,904.50	\$10.56	\$0.00	\$2,919.90
2026	\$16.29	\$733.62	\$0.00	\$44.56	\$72.77	\$91.32	\$65.99	\$1,941.84	\$10.76	\$0.00	\$2,977.15
2027	\$16.29	\$733.62	\$0.00	\$44.56	\$72.77	\$91.32	\$65.99	\$1,941.84	\$10.76	\$0.00	\$2,977.15
2028	\$16.60	\$747.73	\$0.00	\$45.42	\$74.17	\$93.07	\$67.25	\$1,979.18	\$10.97	\$0.00	\$3,034.40
2029	\$16.60	\$747.73	\$0.00	\$45.42	\$74.17	\$93.07	\$67.25	\$1,979.18	\$10.97	\$0.00	\$3,034.40
2030	\$16.92	\$761.84	\$0.00	\$46.28	\$75.57	\$94.83	\$68.52	\$2,016.53	\$11.18	\$0.00	\$3,091.65
2031	\$16.92	\$761.84	\$0.00	\$46.28	\$75.57	\$94.83	\$68.52	\$2,016.53	\$11.18	\$0.00	\$3,091.65
2032	\$17.23	\$775.95	\$0.00	\$47.14	\$76.96	\$96.59	\$69.79	\$2,053.87	\$11.39	\$0.00	\$3,148.91
<b>Total:</b>	<b>\$164.47</b>	<b>\$7,406.75</b>	<b>\$0.00</b>	<b>\$449.93</b>	<b>\$734.66</b>	<b>\$921.95</b>	<b>\$666.19</b>	<b>\$19,605.11</b>	<b>\$108.68</b>	<b>\$0.00</b>	<b>\$30,057.74</b>



### Breakdown of Anticipated Project Costs

Include a detailed breakdown of total anticipated costs. Attach any supporting documentation in list order.  
Please add more rows if needed.

	Project Description	Anticipated Cost
1	Install Conventional stucco finish to the upper 15' of the east wall	\$ 14,000. <sup>00</sup>
2	Tuck point, repair AND seal original Brick lower 13' of east wall	\$ 4,200. <sup>00</sup>
3	Paint exterior Finish surface of North, East and South Sides of Building	\$ 3,900. <sup>00</sup>
4	Replace exterior doors AND windows North Side of Building	\$ 2,970. <sup>00</sup>
5	Complete Elastameric Coating to Entire Roof,	\$ 2,480. <sup>00</sup>
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
15		\$
16		\$
<b>Total Anticipated Costs:</b>		<b>\$ 27,550.<sup>00</sup></b>



Front photo (doors/window replacements and painting proposed)



Side wall photo (stucco proposed on upper 15'; tuckpoint/repair of original brick on lower 13')



Rear/alley wall photo (repainting)

# CASS COUNTY \*\*\*\* REAL ESTATE \*\*\*\* TAX RECEIPT: 2022

KNOTTS ONE LLC  
 314 MAIN ST  
 BELTON, MO 64012

TAX YEAR: 2022  
 ACCT #: 1520100  
 TOTAL PAID: \$2,274.72  
 PAID ON: 12/31/2022

## Personal Description

**Map Number:**

05-06-14-101-000-078-000

**Situs Address:**

314 MAIN ST  
 BELTON, MO 64012  
 SEC: 14 TWP: 46  
 RNG: 33 Book/Page: 3876/154

**ACREAGE: 0.00**

**Legal Description:**

ORIG BELTON LOT 6 BLK 47

**Subdivision/Blk/Lot:**

ORIG BELTON 6

Description	Rate	Tax Amt
#124 BELTON	5.4119	\$1,393.02
STATE	0.0300	\$7.72
MT PLEAS ROAD	0.1839	\$47.34
CASS CO LIBRARY	0.2545	\$65.51
HOSPITAL MAINT	0.1242	\$31.97
METRO JR COLL	0.2028	\$52.20
SHELTER WKSHOP	0.0454	\$11.69
SURTAX	0.5400	\$138.99
BELTON-CITY	2.0446	\$526.28
<b>Tax Amount:</b>	<b>8.8373</b>	<b>\$2,274.72</b>

## Assessed Values

Residential: \$0.00  
**TOTAL ACSESSED \$25,740.00**



## **R2023-81 COUNCIL ACTION REPORT**

**Title:** Single-Family Residential Development Resolution

**Agenda Date:** August 8, 2023

**Presented by:** Joe Warren, City Manager

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### **Background**

- Belton has developed a reputation as being a “development unfriendly” community, whether fair or not.
- Processes are in place in the development process that include reviews from building and planning staff, engineering staff and fire safety staff. Those processes are necessary to ensure the safety of visitors and residents, to protect property values for neighbors, to ensure proper utility design to ensure compatibility and efficiency with our utility systems, to ensure proper traffic flows, and a host of other legitimate reasons.
- These processes are not unique to Belton, as all cities must deal with the same issues when it comes to development.
- In a study of our process timelines as they compared to other cities in the Kansas City metro area, it was found that Belton’s turnaround times in many instances were longer than most of the neighboring cities. In some instances, our process took twice as long as other cities.
- Staff has already committed to cutting down those timelines to make sure that Belton does not take longer than is necessary.
- Staff has also scheduled a developer’s forum on Wednesday, August 23, and invited dozens of residential and commercial developers to attend with the goal of identifying weaknesses and challenges in our processes.

### **Financial/Budget Considerations**

- There are no financial considerations with this resolution.

### **Legal Considerations**

- This resolution is largely ceremonial, and the language is not particularly restrictive.



### **Policy Considerations**

- If the Belton City Council wishes to entice future single-family residential development, a first step would be to publicly proclaim that the city is committed to providing a friendly experience for developers.
- This resolution would show a commitment to taking the steps necessary to welcome future single-family residential development.

### **Staff Recommendation**

- Staff recommends approval of the resolution.

**R2023-81**

**A RESOLUTION DEDICATING CITY STAFF TO SHORTEN TURNAROUND TIMELINES, AND ENSURE PROCESSES ARE AS EFFICIENT AND EXPEDIENT AS POSSIBLE TO ENTICE FUTURE DEVELOPMENT OF SINGLE-FAMILY OWNER-OCCUPIED HOMES IN THE CITY OF BELTON, MISSOURI.**

**WHEREAS**, more single-family owner-occupied housing is needed in Belton; and

**WHEREAS**, the processes and timelines for development in Belton in recent years have been longer than most other cities in the Kansas City metro area; and

**WHEREAS**, Belton is one of the fastest growing cities in the metro area in regards to multi-family residential development; and

**WHEREAS**, staff is committed to ensure that Belton is an attractive community to build in for developers who build single-family housing; and

**WHEREAS**, increasing the housing supply would have a beneficial impact on housing price points at all levels for current and future residents.

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

**Section 1.** That the City Council hereby instructs staff to shorten development timelines regarding the permitting process, professional review process, and approval process.

**Section 2.** That the City Council will insist on better marketing and education of potential residential developments by staff to ensure that residents and businesses have access to information on new projects earlier in the process.

**Section 3.** That the City Council will commit to providing double readings on ordinances concerning new single-family residential developments when there is no public pushback or concern presented.

Duly read and passed this \_\_ day of August, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI )  
CITY OF BELTON ) SS  
COUNTY OF CASS )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton, Missouri, and that the foregoing Resolution was introduced at a meeting of the City Council held on the \_\_\_ day of \_\_\_\_\_, 2023 and adopted at a meeting of the City Council held the \_\_\_ day of \_\_\_\_\_, 2023 by the following vote, to wit:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri





## **R2023-82 COUNCIL ACTION REPORT**

**Title: Formal Acceptance of Center 301 Apartments Public Improvements**

**Agenda Date: August 8, 2023**

**Presented by: Greg Rokos, Assistant City Manager**

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### **Background**

- Chapter 36, Article 5, Section 36-111. Acceptance of Improvements. (b.) states, “Upon the determination by the city council, after consideration of the opinion of the building inspector that there are no defects, deficiencies, or deviations in the improvements, and that all improvements have been installed in conformance with the approved engineering drawings, and with the requirements of these regulations, the city council shall by resolution or by letter, respectively, formally accept such improvements. The improvements shall become the property of the city council or appropriate utility company involved.”
- The attached resolution and site map state quantities and location of infrastructure under consideration for acceptance.

### **Financial/Budget Considerations**

- There are no financial/budget considerations for this resolution.

### **Legal Considerations**

- There are no legal considerations for this resolution.

### **Policy Considerations**

- There are no policy considerations for this resolution.

### **Staff Recommendation**

- Staff recommends approval of this resolution.

**R2023-82**

**A RESOLUTION FORMALLY ACCEPTING THE CENTER 301 APARTMENTS NEW PUBLIC INFRASTRUCTURE OF 977 FEET OF SANITARY SEWER MAIN AND ASSOCIATED MANHOLES AND A TWO-YEAR MAINTENANCE BOND IN THE AMOUNT OF \$197,472.00.**

**WHEREAS**, Section 36-111 of the Unified Development Code provides for formal acceptance of public improvements by the City of Belton; and

**WHEREAS**, Center 301 Apartments new public infrastructure was installed, inspected, and tested per City of Belton standards including 977 feet of sanitary sewer main and associated manholes. The City has received a two-year maintenance bond for the above-mentioned new public infrastructure in the amount of \$197,472.00.

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

**SECTION 1.** That the Center 301 Apartments sanitary sewer main and associated manholes are hereby formally accepted by the City of Belton and shall become the property of the City.

**SECTION 2.** That this resolution shall be in full force and effect from and after its passage and approval.

Duly read and passed this \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI )  
COUNTY OF CASS ) SS.  
CITY OF BELTON )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton, Missouri, and that the foregoing Resolution was introduced at a meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, and adopted at a meeting of the City Council held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote, to-wit:

AYES:	COUNCILMEMBER:
NOES:	COUNCILMEMBER:
ABSENT:	COUNCILMEMBER:

---

Andrea Cunningham, City Clerk  
of the City of Belton, Missouri



*CITY OF BELTON – PUBLIC WORKS  
MEMORANDUM*

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**PUBLIC WORKS**

**Date:** July 20, 2023  
**To:** Haden Mattke, Assistant Public Works Director  
**From:** Ronald Raines, Senior Engineering Technician  
**Subject:** Public Infrastructure Installed to Serve Center 301 Apartments

---

The Public Infrastructure installed to service the Center 301 Apartments is complete. These public improvements consist of 977 feet of sanitary sewer main and associated manholes. These improvements have been installed, inspected, and tested per City of Belton standards. We have received a maintenance bond for the above-mentioned public improvements in the amount of \$197,472.00.

These improvements are for formal acceptance by the City Council.

Center 301 - Accepted Infrastructure





## **R2023-83 COUNCIL ACTION REPORT**

**Title: Amendment to the agreement with Public Consulting Group for Ground Emergency Medical Transport Reimbursement Program report processing**

**Agenda Date: 08/08/2023**

**Presented by: John Sapp**

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### **Background**

- Belton fire has participated in the Ground Emergency Medical Transport Reimbursement program since 2018. Belton fire contracted with Public Consulting Group (PCG) to assist in report submissions. It is important to have a professional firm experienced in GEMT reporting to assist staff due to the complexity of the project. However, there have been some recent issues with PCG on responsiveness and cost.

### **Financial/Budget Considerations**

- This action will not have an immediate impact on the budget. The services PCG will be completing where budgeted and will remain the same for this fiscal year.
- The future budget impact will see a savings of \$20,270.00 with a new vendor.

### **Legal Considerations**

- The amendment to the agreement has been reviewed by the city attorney.

### **Policy Considerations**

- There are no policy concerns with this amendment.

### **Staff Recommendation**

- Staff recommendations this amendment to the agreement.

**R2023-83**

**A RESOLUTION APPROVING THE EXECUTION OF AN AMENDMENT TO THE AGREEMENT BETWEEN CITY OF BELTON FIRE DEPARTMENT (BELTON FIRE) AND PUBLIC CONSULTING GROUP (PCG) FOR GEMT REPORT PROCESSING.**

**WHEREAS**, the Fire Department participates in the Ground Emergency Medical Transport Reimbursement Program (GEMT); and

**WHEREAS**, Belton Fire has used PCG for these services since 2019; and

**WHEREAS**, Belton Fire wishes to end the contractual agreement with PCG: and

**WHEREAS**, PCG has already begun the FY23 GEMT reporting process that will not be completed until November 30, 2023: and

**WHEREAS**, without renewal the current agreement, the contractual obligations of PCG would end on October 1, 2023.

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

- Section 1.** That the City Council approves the execution of the agreement amendment between Belton Fire and PCG herein attached as **Exhibit A**.
- Section 2.** That the Fire Chief is authorized to sign the Agreement on the behalf of the City of Belton.
- Section 3.** That this Resolution shall be in full force and effect from the date of passage, adoption, and approval by the City Council.

Duly read and passed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI)  
CITY OF BELTON     ) SS  
COUNTY OF CASS    )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton, Missouri, and that the foregoing Resolution was introduced at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023, and adopted at a meeting of the City Council held the \_\_\_ day of \_\_\_\_\_, 2023 by the following vote, to-wit:

AYES:            COUNCILMEMBER:

NOES:            COUNCILMEMBER:

ABSENT:        COUNCILMEMBER:

---

Andrea Cunningham, City Clerk  
of the City of Belton, Missouri



## AMENDMENT NO. 1 TO THE CITY OF BELTON-PCG AGREEMENT

This Amendment No. 1 (the “Amendment”) to the City of Belton, MO entered by and between City of Belton, MO (“CLIENT”) and Public Consulting Group LLC (“PCG”), as of October 1, 2019, as amended (the “Agreement”), is made effective as of August 2, 2023 (“Effective Date”).

**WHEREAS**, the parties wish to amend the Agreement for the purpose modifying the term;

**NOW, THEREFORE**, in consideration of the foregoing, the promises and mutual covenants contained herein, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. The parties agree that notwithstanding anything to the contrary, the Agreement will renew as of October 1, 2023, but will expire as of November 30, 2023.
2. Conflict in Terms. Except as amended and/or modified by this Amendment, the Agreement is hereby ratified and confirmed and all other terms of the Agreement shall remain in full force and effect, unaltered and unchanged by this Amendment. Whether or not specifically amended by this Amendment, all of the terms and provisions of the Agreement are hereby amended to the extent necessary to give effect to the purpose and intent of this Amendment.
3. Severability. If any provision in this Amendment is found by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions in this Amendment shall continue in full force and effect.
4. Waiver. The failure of a party to enforce a provision of this Amendment shall not constitute a waiver with respect to that provision or any other provision of this Amendment.
5. Counterparts. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart.
6. Entire Agreement; Non-Reliance. The Agreement, as amended by this Amendment and by any other prior Amendments still in force, constitutes the entire understanding and agreement of the Parties with respect to the subject matter hereof, and supersedes any and all prior agreements, understandings or representations with respect thereto. Neither Party is relying upon any agreement or representation by the other Party except as set forth in the Agreement, as amended by this Amendment.
7. Applicable Law, Jurisdiction, and Venue. This Amendment is to be construed, interpreted, and enforced under and in accordance with the same governing law as set forth in the Agreement, without regard to choice of law provisions. The parties consent

to personal jurisdiction in that state's or district's courts and waive any objection to venue.

8. Voluntary Act/Authorship: Each party acknowledges that they been provided with the opportunity to consult with and be represented by independent counsel in negotiating this Amendment. Each party represents that they have read and understand this Amendment and that they are freely and voluntarily entering into this Amendment in exchange for the consideration described herein. This Amendment shall not be construed in favor of or against either party by reason of authorship
  
9. Authority. Each individual signing below on behalf of a party hereby represents and warrants that they have full power and authority to enter into this Amendment on behalf of such party. Each party to this Amendment hereby represents and warrants that it has full power and authority to enter into this Amendment, that the execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

**IN WITNESS WHEREOF**, the parties have executed this Agreement by the signatures of their respective authorized representatives.

**PUBLIC CONSULTING GROUP LLC**

**CITY OF BELTON, MO**

\_\_\_\_\_  
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Rev 02/2022

**Minutes of the Belton City Council**  
**July 25, 2023**  
**City Hall Annex**  
**520 Main Street, Belton, Missouri**

Mayor Larkey called the meeting to order at 6:00 p.m.

Councilmember White led the Pledge of Allegiance to the Flag.

Councilmembers present: Mayor Larkey, Dave Clark, Allyson Lawson, Chris Richardson, Rob Powell, James Pryan, Bret White

Councilmembers absent: Perry Gough, Angela Kraft

Staff present: Joe Warren, City Manager; Greg Rokos, Assistant City Manager/Public Works Director; Andrea Cunningham, City Clerk; Matt Wright, Planning and Building Director; Padraic Corcoran, Attorney; Police Chief Scott Lyons; Fire Chief John Sapp; Casey Koehn, Finance Director; Mike Ekey, Interim Economic Development Director

**PERSONAL APPEARANCES**

Fire Chief John Sapp recognized Benjamin Newell for 20 years of service. Police Chief Scott Lyons recognized JJ Mosby for 30 years of service.

Dennis Hull, 710 Lacy Lane, Code Enforcement Advisory Committee member, spoke on the Rental Inspection Program and asked that the five-year inspection for long term rentals be added in.

Wanda Thompson, 1100 Main Street, Code Enforcement Advisory Committee member, spoke on the Rental Inspection Program. After speaking with neighbors who are long-term renters, they are concerned about having an inspection every five years. She is asking that the program only inspect when the unit is empty (i.e., in between renters).

**UNFINISHED BUSINESS**

Andrea Cunningham, City Clerk, gave the final reading of Bill No. 2023-36: **An ordinance amending Sections 20-2; 20-6; and 40-2; and adding Section 20-7 of the Unified Development Code related to public noticing requirements and alternative development standards for platting processes.**

Presented by Councilmember Lawson, seconded by Councilmember Richardson. Vote on the final reading was recorded:

Ayes: 7 Pryan, Powell, White, Clark, Lawson, Mayor Larkey, Richardson

Noes: 0

Absent: 2 Gough, Kraft

Bill No. 2023-36 was declared passed and in full force and effect as **Ordinance No. 2023-4789**, subject to Mayoral veto.

Ms. Cunningham gave the final reading of Bill No. 2023-37: **An ordinance adding Article V to Chapter 10 of the Unified Development Code to implement a rental inspection program.** Presented by Councilmember Lawson, seconded by Councilmember Richardson. Councilmember Clark thanked Mr. Hull and Ms. Thompson for speaking tonight. Councilmember Powell said he'd like to bring back his amendment to add in inspections every five years, but the Code of Ordinances doesn't allow him to bring it back at this meeting. (Section 2-100) Padraic Corcoran, Attorney, said Councilmember Powell could bring back his amendment at the next Council meeting. **Councilmember Powell moved to postpone the final reading of Bills No. 2023-37 and 2023-38 until the August 8, 2023, Council meeting.** Councilmember Lawson seconded. Councilmember Clark said he was not in favor of delaying the vote. There was Council discussion on inspections. Councilmember Lawson asked staff to bring information to the August 8 meeting of the number of rental units in Belton and how many are long term rentals. Vote on the motion to postpone passed with Councilmembers White, Lawson, Pryan, and Powell voting in favor and Councilmembers Richardson, Clark, and Mayor Larkey voting against.

Ms. Cunningham did not read Bill No. 2023-38: **An ordinance amending Article XXI to Chapter 6 of the Code of Ordinances to implement a rental inspection program** as it was postponed to the August 8, 2023, Council meeting.

## **NEW BUSINESS**

Ms. Cunningham read Bill No. 2023-32: **An ordinance accepting a Mid-America Regional Council (MARC) contract renewal and grant for services to individuals at the Belton Senior Center.**

Presented by Councilmember Lawson, seconded by Councilmember Richardson. This is the annual MARC senior center grant. Vote on the first reading was recorded with all present voting in favor. First reading passed. **Councilmember Clark moved to hear the final reading.** Councilmember Lawson seconded. Vote to hear the final reading was recorded with all present voting in favor. Motion passed. The final reading was read. Presented by Councilmember Lawson, seconded by Councilmember Richardson. Vote on the final reading was recorded:

Ayes: 7 Mayor Larkey, White, Powell, Pryan, Clark, Lawson, Richardson

Noes: 0

Absent: 2 Gough, Kraft

Bill No. 2023-32 was declared passed and in full force and effect as **Ordinance No. 2023-4790**, subject to Mayoral veto.

Ms. Cunningham read Bill No. 2023-41: **An ordinance approving a Special Use Permit for a day care center at 127 Congress Street in the City of Belton, Cass County, Missouri.**

Presented by Councilmember Lawson, seconded by Councilmember Richardson. Matt Wright, Planning and Building Director, presented information about the special use permit (SUP). He asked for consideration of a double reading tonight so the daycare can renew their business license. Councilmember Powell asked about parking spaces. Vote on the first reading was recorded with all present voting in favor. First reading passed. **Councilmember White moved to hear the final reading.** Councilmember Pryan seconded. Vote to hear the final reading was recorded with all present voting in favor. Motion passed. The final reading was read. Presented by Councilmember Lawson, seconded by Councilmember Richardson. Vote on the final reading was recorded:

Ayes: 7 Pryan, Powell, White, Clark, Lawson, Mayor Larkey, Richardson

Noes: 0

Absent: 2 Gough, Kraft

Bill No. 2023-41 was declared passed and in full force and effect as **Ordinance No. 2023-4791**, subject to Mayoral veto.

At 6:44 p.m. Councilmember Clark stepped out.

Ms. Cunningham read Bill No. 2023-42: **An ordinance approving a final plat for Clark Acres, a two-lot subdivision located at 900 W. Cambridge Road in the City of Belton, Cass County, Missouri.**

Presented by Councilmember Lawson, seconded by Councilmember Richardson. Mr. Wright presented information about the final plat. He asked for consideration of a double reading tonight to allow the applicant to proceed with signatures and record the plat with Cass County. Vote on the first reading was recorded with all present voting in favor. First reading passed. **Councilmember Pryan moved to hear the final reading.** Councilmember Powell seconded. Vote to hear the final reading was recorded with all present voting in favor. Motion passed. The final reading was read. Presented by Councilmember Lawson, seconded by Councilmember Richardson. Vote on the final reading was recorded:

Ayes: 6 Lawson, Powell, Richardson, Pryan, White, Mayor Larkey

Noes: 0

Absent: 2 Gough, Kraft

Abstain: 1 Clark

Bill No. 2023-42 was declared passed and in full force and effect as **Ordinance No. 2023-4792**, subject to Mayoral veto.

At 6:47 p.m. Councilmember Clark stepped back into the meeting.

Ms. Cunningham read Bill No. 2023-43: **An ordinance readopting Ordinance No. 91-2073, as amended, establishing a procedure to disclose potential conflict of interest and substantial interest for certain municipal officials.**

Presented by Councilmember Lawson, seconded by Councilmember Richardson. This is the annual Missouri Ethics Commission conflict of interest ordinance. Vote on the first reading was recorded with all present voting in favor. First reading passed. **Councilmember Clark moved to hear the final reading.** Councilmember Lawson seconded. Vote to hear the final reading was recorded with all present voting in favor. Motion passed. The final reading was read. Presented by Councilmember Lawson, seconded by Councilmember Richardson. There was discussion on conflict of interest and the appearance of conflict of interest. Vote on the final reading was recorded:

Ayes: 7 Richardson, Powell, Pryan, White, Lawson, Clark, Mayor Larkey

Noes: 0

Absent: 2 Gough, Kraft

Bill No. 2023-43 was declared passed and in full force and effect as **Ordinance No. 2023-4793**, subject to Mayoral veto.

Ms. Cunningham read Bill No. 2023-44: **An ordinance authorizing the City Manager to execute the Cooperative Final Missouri Highways and Transportation Commission Cost-Sharing Surface Transportation Block Grant Program Agreement for improvements to North Scott corridor with the City of Belton, Missouri in substantially similar form to the draft agreement included as Exhibit A.**

Presented by Councilmember Lawson, seconded by Councilmember Richardson. Greg Rokos, Assistant City Manager/Public Works Director, said this is an opportunity to obtain more funds for the project. Vote on the first reading was recorded with all present voting in favor. First reading passed. **Councilmember Pryan moved to hear the final reading.** Councilmember Richardson seconded. Vote to hear the final reading was recorded with all present voting in favor. Motion passed. The final reading was read. Presented by Councilmember Lawson, seconded by Councilmember Richardson. It was noted there is a scrivener's error in the agenda packet as Bills No. 2023-44 and 2023-45 were switched around. There is no error in the ordinances themselves. Vote on the final reading was recorded:

Ayes: 7 Mayor Larkey, Pryan, White, Richardson, Clark, Lawson, Powell

Noes: 0

Absent: 2 Gough, Kraft

Bill No. 2023-44 was declared passed and in full force and effect as **Ordinance No. 2023-4794**, subject to Mayoral veto.

Ms. Cunningham read Bill No. 2023-45: **An ordinance authorizing the city manager to execute the Cooperative Final Missouri Highways and Transportation Commission Cost-Sharing Surface Transportation Block Grant Program and Cost-Share Supplemental Agreement for 58 and Powell Parkway Multimodal Traffic Relief Project with the City of Belton, Missouri in substantially similar form to the draft agreement included as Exhibit A.**

Presented by Councilmember Lawson, seconded by Councilmember Richardson. Mr. Rokos said this is an opportunity to obtain more funds for the project. Vote on the first reading was recorded with all present voting in favor. First reading passed. **Councilmember Pryan moved to hear the final reading.** Councilmember Lawson seconded. Vote to hear the final reading was recorded with all present voting in favor. Motion passed. The final reading was read. Presented by Councilmember Lawson, seconded by Councilmember Richardson. Vote on the final reading was recorded:

Ayes: 7 Pryan, Powell, White, Clark, Lawson, Mayor Larkey, Richardson

Noes: 0

Absent: 2 Gough, Kraft

Bill No. 2023-45 was declared passed and in full force and effect as **Ordinance No. 2023-4795**, subject to Mayoral veto.

## **CONSENT AGENDA**

Councilmember Lawson moved to approve the consent agenda consisting of a motion:

- **approving the Minutes of the July 11, 2023, City Council Meeting.**
- **approving the June 2023 Municipal Division Summary Report for Municipal Court.**
- **authorizing the sale and disposition of surplus city inventory/personal property all in accordance with Section 2-991 of the Code of Ordinances, City of Belton, Missouri.**

- Resolution R2023-76: **A resolution to request proof of insurance coverage and require a waiver of subrogation from organizations or businesses requesting to close public city streets to conduct activity in the street.**
- Resolution R2023-77: **A resolution approving the purchase of one (1) Diamond C CWPMulch-40771 Drum Mulcher from Murphy Tractor and Equipment in the not-to-exceed amount of \$37,950.00.**
- Resolution R2023-78: **A resolution approving the purchase of one (1) PipeHunter Side-Trac Jetter Easement Machine from Key Equipment & Supply Co. in the not-to-exceed amount of \$56,490.00.**
- Resolution R2023-79: **A resolution approving the purchase of one (1) HMI Mudjack Machine All-in-One Trailer Unit from HMI Company in the not-to-exceed amount of \$47,102.14.**
- Resolution R2023-80: **A resolution providing a letter of support to the Missouri Housing Development Commission for Hope Haven of Cass County.**

Councilmember Richardson seconded. All present voted in favor. Consent agenda approved.

## COMMUNICATIONS FROM CITY COUNCIL

Councilmember Lawson gave a Park report

- Swim lessons are offered monthly
- Country View Park in West Belton has received upgrades
- There was yoga in the park last Saturday
- There is a photo scavenger hunt in the city parks

Councilmember Pryan wished Mayor Larkey happy anniversary.

Councilmember Powell gave an update on the Belton-Cass Regional Transportation Development District (TDD) meeting:

- The bonds were agreed to for the Mullen Road project. It will start in the fall.
- Utilities will be moved in August.
- There will be a temporary streetlight.

Councilmember White said there will be a Ward 4 meeting at the end of August/first of September.

## CITY MANAGER'S REPORT

August/September 2023 City Council Meetings – 6:00 p.m.

August 8, 2023

August 22, 2023

September 12, 2023 – Canceled

September 26, 2023

Joe Warren, City Manager, said the annual property tax levy public hearing will be at the August 8 Council meeting.

Today the city received the draft of the sports tourism market study. There will be more information coming about this.

## **ITEMS FOR REVIEW AND DISCUSSION**

Chief Lyons presented the idea of creating a Public Safety Advisory Committee and roles it would fulfill. He looked at neighboring cities and the responsibilities assigned to their Public Safety Advisory Committees. Councilmember Lawson suggested adding a City Councilmember liaison.

Mr. Warren introduced Mike Ekey as the interim Economic Development Director.

Chief Lyons presented information on the M30 drone purchase coming to the next Council meeting. The new drones are better and have longer flight time. John Baker with the Police department spoke on the replacement.

Mr. Rokos presented information and history on the meter reading equipment for water/sewer. The city will be going out for RFP for a new system that will provide better automated meter reading. Mr. Rokos said there are projects that will be postponed to cover the cost of the new system.

Mr. Wright presented Unified Development Code Text Amendments related to Old Towne Belton and fees that will be coming to the next Council meeting.

At 7:27 p.m. Councilmember Lawson moved to enter Executive Session to discuss matters pertaining to the leasing, purchase or sale of Real Estate, according to Missouri Statute 610.021.2; and to discuss matters pertaining to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, according to Missouri Statute 610.021.13, and that the record be closed, and the meeting adjourned from there. Councilmember White seconded. The following vote was recorded:

Ayes: 7      Lawson, Powell, Richardson, Pryan, Clark, White, Mayor Larkey

Noes: 0

Absent: 2      Gough, Kraft

Motion carried.

Being no further business, the meeting was adjourned following the executive session.

---

Andrea Cunningham, City Clerk

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Mayor Norman K Larkey, Sr



## **Auction Items 8/8/2023**

### Administration

- 2 drawer brown file cabinet
- Lobby letter board with letters

### Police

- 1992 Ford Van (Ambulance), VIN - 1FDKE30M6NHA53143



## **R2023-84 MEMO**

**Title: M30 Drone Purchase**

**Agenda Date: August 8, 2023**

**Presented by: Scott Lyons, Police Chief**

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The Police Department has been operating sUAS (drones) since 2021. They cannot be upgraded and have reached their manufacturer's support life. Since 2021, many technological advancements have been made that will allow staff to purchase aircraft with greater integrated cameras, thermal capabilities, and longer flight time.

A cooperative bid from TIPS-USA will be used to purchase two new drones from Unmanned Vehicle Technologies (UTV) for a total of \$35,082.98. This purchase is budgeted in the FY24 budget (010-4400-495-7400). The new drones are smaller to allow better field use, have greater integrated camera and thermal capabilities, and have twice the flight time.

The new drones will be used by the police and fire department. The current drones will be moved into a training role.

Staff recommends approval of the two new M30 SUAS (drones) from Unmanned Vehicle Technologies.

**R2023-84**

**A RESOLUTION APPROVING THE PURCHASE OF TWO (2) DJI M30 Suas (DRONES) IN THE AMOUNT OF \$35,082.98 FROM UNMANNED VEHICLE TECHNOLOGIES.**

**WHEREAS**, the Belton Police Department has been operating sUAS since May 2021; and

**WHEREAS**, the Mavic drones cannot be upgraded and have reached their manufacturer’s support life; and

**WHEREAS**, the department wishes to upgrade the quick response drones currently being used by the police and fire departments to enhance the capabilities to respond quickly to incidents and provide more situational safety awareness with a much more capable aerial asset; and

**WHEREAS**, this capital item was approved in the FY24 budget; and

**WHEREAS**, the vendor UVT (Unmanned Vehicle Technologies) has an active cooperative purchasing contract with TIPS-USA, of which the City of Belton is a participant.

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

**Section 1.** That the City Council hereby authorizes and approves the purchase of DJI M30 drones from Unmanned Vehicle Technologies as defined in the estimate, herein attached as **EXHIBIT A**, in the amount of \$35,082.98.

**Section 2.** That the police chief is authorized to execute any documents necessary to carry out the intent of the Resolution.

**Section 3.** That this resolution shall be in full force and effect from and after its passage and approval.

Duly read and passed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI)  
CITY OF BELTON ) SS  
COUNTY OF CASS )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton, Missouri, and that the foregoing Resolution was introduced at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023, and adopted at a meeting of the City Council held the \_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote, to-wit:

AYES:            COUNCILMEMBER:  
NOES:            COUNCILMEMBER:  
ABSENT:        COUNCILMEMBER:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

**Invoicing Address:**

Belton Police Department  
7001 E 163rd Street  
Belton MO 64012  
United States

Belton Police Department, John Baker  
7001 E 163rd Street  
Belton MO 64012  
United States

**Shipping Address:**

Belton Police Department, John Baker  
7001 E 163rd Street  
Belton MO 64012  
United States

+1 816-331-1500

# Quotation # S0207654

**Quotation Date:**

12/05/2022

**Expiration:**

09/30/2023

**Salesperson:**

Kyle Naliborski

DESCRIPTION	QUANTITY	UNIT		TAXES	AMOUNT
		PRICE	DISC.%		
UVT M30T QuickTac Bundle w/Care Enterprise Basic					
[101-138-1010] DJI Matrice 30T Combo w/Care Enterprise Basic	2.000	13,999.00	5.00		\$ 26,598.10
		Units			
INCLUDES:					
DJI M30T x1					
DJI RC Plus x1					
DJI BS30 Charging Station x1					
DJI TB30 Flight Battery x2					
DJI 1671 Propeller Pairs x3					
DJI M30 Series Hard Carrying Case x1					
DJI Care Enterprise Basic 1-Year Plan x1					

1722 N College Avenue  
Suite D  
Fayetteville AR 72703  
United States

Thank you for choosing  
UVT!



<p>[101-138-1207] DJI Matrice 30 Series TB30 Intelligent Flight Battery</p> <p>Explicitly designed to power the Matrice 30 Series drone, the DJI TB30 Intelligent Flight Battery is a 6-cell (6S) Ternary Lithium battery with a maximum capacity of 5880 mAh and a maximum voltage of 26.1 V. With its self-heating ability, the TB30 can perform even in extreme cold. The TB30 battery can only be charged using the DJI BS30 Intelligent Battery Station.</p>	<p>12.000 Units</p>	<p>329.00</p>	<p>5.00</p>	<p>\$ 3,750.60</p>
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<p>[101-115-1001] DJI WB37 Intelligent Battery</p> <p>The WB37 Intelligent Battery is a 2-cell (2S) LiPo battery with a maximum capacity of 4920 mAh and a maximum voltage of 7.6 V. The DJI WB37 Intelligent Battery is compatible with the DJI RC Plus remote controller and serves as its external battery, allowing for longer runtimes and hot-swap capabilities.</p>	<p>4.000 Units</p>	<p>59.00</p>	<p>5.00</p>	<p>\$ 224.20</p>
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<p>[146-101-1001] CZI LP12 Speaker &amp; Spotlight</p> <p>The LP12 Speaker &amp; Spotlight attachment combines both a light source and aerial broadcast system into one single attachment built specifically for the DJI M30 Series. The LP12 comes with its own quick-release mounting bracket.</p>	<p>2.000 Units</p>	<p>1,549.00</p>	<p>0.00</p>	<p>\$ 3,098.00</p>
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<p>[115-101-1076] Go Professional Cases DJI Matrice 30 Series Case</p> <p>When you need your entire M30/M30T mission kit, payloads, and all, the GPC case for the DJI Matrice 30 Series packs it all into one rugged case. You have room for six TB30 batteries, compartments for a top-mount attachment, such as the CZI LP12 Speaker/Spotlight, and even room for a UVT ProCare Lens Cleaning Pen, microSD card holder, and other accessories. Proudly made in the USA.</p>	<p>2.000 Units</p>	<p>499.00</p>	<p>0.00</p>	<p>\$ 998.00</p>
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<p>[101-137-1002] DJI RC Plus Strap Bracket</p> <p>The DJI RC Plus Strap Bracket adds a solid mounting point on the bottom of the RC Plus for the included chest harness to attach to. Utilizing the RC Plus Strap Bracket, the operator will have increased peace of mind and the ability to go hands-free while still keeping the RC Plus on their person.</p>	<p>2.000 Units</p>	<p>39.00</p>	<p>5.00</p>	<p>\$ 74.10</p>
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<p>[118-101-1002] Hoodman Drone Launch Pad 3ft          If there's one brand that resonates with drone pilots, it's Hoodman. This Hoodman drone launch pad is their 3-foot diameter landing pad designed to keep your small drone safe during takeoff and landing. This is the recommended landing pad for drones such as the DJI Mavic Air 2, Phantom 4 Series, or Mavic 2 Series.</p>	2.000	69.99	0.00	\$ 139.98
	Units			

<p>Aircraft navigation kit (R,G,W)</p>	2.000	100.00	0.00	\$ 200.00
	Units			

**Subtotal \$ 35,082.98**

**UVT ProLine Services**

<p>[SRV-PL-101] UVT ProLine Pre-Flight Service          Our ProLine Pre-Flight Service ensures you receive a turnkey system on day one. This service includes the activation of the hardware and any included service plans (ex. DJI Care Enterprise) and the updating and testing of all critical flight components. All ProLine services are performed in-house by our factory-trained technicians.</p>	2.000	499.00	100.00	\$ 0.00
	Units			

<p>[SRV-PLS-103] UVT ProLine Support Premium          UVT ProLine Support offers you direct access to our technical and operational support teams. With ProLine Support Premium, this access is provided 24x7x365 to ensure you always have the support you need.</p>	1.000	1,999.00	100.00	\$ 0.00
	Units			

<p>[SRV-109] TIPS Contract - 210101</p>	1.000	0.00	0.00	\$ 0.00
	Units			

<p>UPS Ground          Free Shipping</p>	1.000	0.00	0.00	\$ 0.00
	Units			

**Subtotal \$ 0.00**



**UVT**

**Unmanned Vehicle Technologies**

Tel: +1 844-595-8010

hello@uvt.us

<https://www.uvt.us>

**Total**

**\$ 35,082.98**

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The completion of this transaction via payment, Purchase Order, or electronic signature indicates your acceptance of our Terms & Conditions available online at [www.uvt.us/terms](http://www.uvt.us/terms). Thank you for choosing UVT!

Payment terms: Net 30





## **R2023-85 MEMO**

**Title:** Public Works/Wastewater/Water Division  
– Compact Pickup Truck for Locator Purchase

**Agenda Date:** August 8, 2023

**Presented by:** Greg Rokos, Assistant City Manager

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The Public Works Department has staff in the Water Services Division that handles utility locates as part of the 811/Call Before You Dig service. This service protects City-owned infrastructure from damage when people excavate for various purposes. Currently staff uses a full-size work truck to perform these duties. This takes a full-size work truck out of use for maintenance crews and is not fuel efficient for transporting one worker and their compact equipment.

Purchasing a Compact Pickup Truck for the Locator would put said full-size work truck back into maintenance operations, be more fuel efficient, and would provide better access/easier reach for the utility locating staff and their compact equipment and supplies.

The City solicited multiple dealerships listed in various cooperative purchasing agreements to find the best truck at the best price. Three comparable quotes were received and are as follows:

- Joe Machens Ford - \$27,080.00
- Shawnee Mission Ford - \$29,652
- Max Motors - \$30,980

The Compact Pickup Truck for Locator Purchase is budgeted in the FY24 budget (660-0000-495-7500 WW2410/662-0000-495-7500 WT2407).

Staff recommends the purchase of one (1) 2024 Ford Maverick from Joe Machens Ford, lowest and best bidder, in the not-to-exceed amount of \$27,080.

**R2023-85**

**A RESOLUTION APPROVING THE PURCHASE OF ONE (1) 2024 FORD MAVERICK FROM JOE MACHENS FORD IN THE NOT-TO-EXCEED AMOUNT OF \$27,080.00.**

**WHEREAS**, the FY2024 approved budget includes appropriations to purchase one (1) new compact pickup truck for the Locator; and

**WHEREAS**, the City solicited multiple dealerships in various cooperative purchasing agreements according to the City’s Purchasing Policy to find the best price. Three comparable quotes were received. Staff recommends the purchase of one (1) 2024 Ford Maverick from Joe Machens Ford, lowest and best bidder, in the not-to-exceed amount of \$27,080.00.

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

**SECTION 1.** That this resolution approving the purchase of one (1) 2024 Ford Maverick from Joe Machens Ford in the not-to-exceed amount of \$27,080.00 is hereby approved.

**SECTION 2.** That the City Manager, Assistant City Manager, City Clerk, or other appropriate official of the City is hereby authorized to take such actions or execute any documents or instruments necessary to carry out the intent of this Resolution.

**SECTION 3.** That this resolution shall be in full force and effect from and after its passage and approval.

Duly read and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
City of Belton, Missouri

STATE OF MISSOURI     )  
CITY OF BELTON        ) SS  
COUNTY OF CASS       )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton and that the foregoing Resolution was introduced at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023, and adopted at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote, to-wit:

AYES:           COUNCILMEMBER:  
NOES:           COUNCILMEMBER:  
ABSENT:        COUNCILMEMBER:

---

Andrea Cunningham, City Clerk  
of the City of Belton, Missouri



# JOE MACHENS FORD LINCOLN

1911 W. Worley • Columbia, MO 65203 • (573) 445-4411 • (800) 745-4454 • www.machens.com

July 24, 2023

State Contract # CC222374005

## Fleet Order

Subject: Joe Machens Proposal on a **2024 Ford Maverick, Crew Cab, 4x4**

To: Whom it May Concern;

As per the requested quote on a 2024 Ford Maverick, Joe Machens Ford proposes the following. The Maverick includes both the factory and State Contract standard options. This proposed unit has other manufacturer options, as noted below.

### Price – Dealer Code – Option. Included Equipment

<b>\$25,840</b> – W8B – 2024 Ford Maverick Crew Cab 4x4 XL Trim (W8B)	XL Trim (W8B)
XL Trim (100A)	Two (2) Sets of Keys
2.0L EcoBoost 4 cyl. engine (999)	Mfr Std GVWR
Automatic Transmission	Power Windows, Locks, Mirrors & Fobs
121" Wheelbase (121)	Cupholder
4.5' Bed	Dome Light
4-Wheel ABS, Brakes	12V Power Point
Power Steering	Tire Pressure Monitor
Mfr Std tires + mini spare	Rear Camera, Bluetooth
Mfr. Std. Heating and Air Conditioning	Speed Control and Tilt Wheel
Frontal and Side Impact Air Bags	Carpet Floor Covering
Front and Rear Bumpers	Cloth Bucket Seat (9W)
AM/FM Radio	Rear Bench Seat

### Optional equipment (Price – Dealer Code – Option) (Included in 'Total' below):

- \$650** – LNX – Spray in Bedliner
- \$390** – PTS – All Weather Floor Mats
- \$0** – YZ – Exterior Color: Oxford White
- \$0** – 9W – Interior: Cloth Front 40 / console / 40 Bench Seat, Cloth Rear bench
- \$200** – DEL – Delivery / Fees per...or...\$0 – Customer pick up

### **Total**

**\$27,080 per (2024 Ford Maverick, Crew Cab, 4x4) (Ordering is open)**

### Other Options to consider (Add to Price above if desired):

- (\$-1,400)** – W8A – Front Wheel Drive in lieu of All Wheel Drive
- \$3,415** – W8F – XLT Trim in lieu of XL Trim
- (-\$220)** – W8A / 445 / 993 – 2.5L Engine Hybrid engine in lieu of EcoBoost engine, Front Wheel Drive in lieu of All Wheel Drive
- \$750** – 53Q – 4K Trailer Tow Pkg to incl...(N/A w/ Hybrid Engine)
  - Trailer Hitch Receiver w. 7-pin Connector • Transmission Oil Cooler
- \$690** – PTS – Remote Start
- \$450** – PTS – Extra Key w/ Fob
- \$650** – 86B – BLIS (Blind Spot Information System)

Joe Machens Ford appreciates your business, and we look forward to servicing your needs in the future. Any questions should be directed to Kelly Sells, Fleet Department Manager.

Thanks,

Kelly Sells, Fleet Manager, Joe Machens Ford, 573-777-1089, ksells@machens.com





## R2023-86 MEMO



**Title: EMS Financial Services Agreement**

**Agenda Date: August 8, 2023**

**Presented by: Fire Chief John Sapp**

---

The fire department accepts Medicare and Medicaid as part of our EMS transport billing. This comes with a high level of regulatory control from the Department of Health and Human Services and MO HealthNet. To assure we remain in compliance with those regulations and use best practices we have adopted an EMS Compliance program in coordination with EMS Compliance LLC.

One element of the best practices is to conduct an audit of our reports and billing of those patients. This agreement is with EMS Financial Services who specializes in these types of audits and works closely with EMS Compliance LLC. They will choose some reports for Medicare and Medicaid patients to review our personnel's documentation and our third-party billing company to assure we are all using proper documentation and billing processes.

We will then be supplied with a report outlining the results and any corrections that may be needed to become better compliant. The results of the first audit will dictate how often we might conduct these audits but generally we are looking at doing such audits about every three years.

This item is approved in the FY24 budget.

**R2023-86**

**A RESOLUTION APPROVING THE EXECUTION OF AN AMBULANCE CLAIMS REVIEW AGREEMENT (AGREEMENT) BETWEEN THE FIRE DEPARTMENT AND EMS FINANCIAL SERVICES.**

**WHEREAS**, the Fire Department has EMS compliance policies in place to assure adherence to federal regulations required of agencies who participate in Federal Health Care Programs including Medicare and Medicaid; and

**WHEREAS**, those policies require a third party audit of all appropriate records and billing; and

**WHEREAS**, EMS Financial Services has a unique skillset and expertise in these audits.

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

- Section 1.** That the City Council approves the execution of the Agreement between EMS Financial Services and the City of Belton, Missouri Fire Department herein attached as **Exhibit A**.
- Section 2.** That the Fire Chief is authorized to sign the Agreement on the behalf of the City of Belton.
- Section 3.** That this Resolution shall be in full force and effect from the date of passage, adoption, and approval by the City Council.

Duly read and passed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI)  
CITY OF BELTON ) SS  
COUNTY OF CASS )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton, Missouri, and that the foregoing Resolution was introduced at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023, and adopted at a meeting of the City Council held the \_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote, to-wit:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

---

Andrea Cunningham, City Clerk  
of the City of Belton, Missouri



February 3, 2023

**VIA EMAIL**

Chief John Sapp

**BELTON FIRE DEPARTMENT**

Fire Station 1

16300 N. Mullen Road

Belton, MO 64012

RE: Proposal for an Ambulance Claims Review

Dear Chief:

It was a pleasure talking to you recently. As you know, it is essential for an EMS operation to maintain compliance with Medicare and Medicaid's documentation and reimbursement regulations as well as to follow best practices in ambulance billing. To help meet those needs, we propose to perform an offsite claims and documentation audit of a sample of transports.

You can learn much about an organization's documentation and billing by the conduct of an off-site claims audit of randomly chosen claims. A claims audit will validate the areas where documentation and billing were done well. On the other hand, it is possible that the audit will reveal documentation, billing problems, or under-payments, or, more serious, that the ambulance service was overpaid by Medicare. Overpayments need to be refunded promptly.

We propose to audit thirty (30) randomly chosen claims. Claims are chosen for review using the Office of Inspector General's "RAT-STATS" software to generate a random sample. Typically, the client (or the billing company) provides us with an Excel spreadsheet listing all trips billed to federal healthcare programs during the period under review. From that list, we activate RAT-STATS to generate a random sample.

We have a secure file transfer platform where documents can be easily uploaded. We will begin the claims review as soon as we receive the necessary field provider and billing documentation.





We reference federal payment guidelines and Medicare reimbursement regulations in the conduct of the audit. At EMS Financial Services, we review claims from three perspectives – documentation, billing and post-billing and reconciliation.

Documentation is reviewed for compliance and best practices in the following areas:

- Crew signature compliance
- Information about how the ambulance was dispatched (this is especially important for emergency transports)
- Documentation of fractional loaded mileage
- Patient chief complaint
- Patient's condition
- Were patient signature requirements met
- Documentation of the origin and destination of the trip
- The quality of the documentation of medical necessity for ambulance
- Documentation to show that the transport was reasonable and necessary
- For non-emergency transports, the Physician Certification Statement or Certificate of Medical Necessity is reviewed for documentation appropriateness, completeness, and signature compliance

The billing review looks at the following areas:

- Determine if loaded mileage was billed as documented
- If a patient (or representative) signature was not obtained in the field, did the billing operation obtain a signature, verify that a lifetime signature was on file or otherwise follow the signature regulations
- Correct billing of the level of service (to assure there was no under or over-billing)
- Appropriate application of origin and destination modifiers
- Application of additional modifiers to describe special circumstances such as the following:
  - Multiple patients
  - Patient on hospice
  - Request for denial
- If EMS was dispatched and arrived to find the patient deceased, was the claim billed in accordance with Medicare standards
- Billing to correct payer
- Review of the application of ICD codes which best describe the patient's condition. If the provider does business in a jurisdiction where secondary "Z" codes are required, we will look to determine if they were applied appropriately

Post-billing audit includes review of the following:



- Payment posting with appropriate write-off to contractual allowance as required by Medicare
- Prompt follow-up of required co-payments and deductibles, or,
- Write-off co-payment where appropriate

After the claims review, EMS Financial Services will issue a report to you and to Kevin Fairlie, Esq. of EMS Compliance. We are happy to arrange a conference call to discuss the results with key stakeholders. If additional documentation is provided to EMS Financial Services after the review of the report, we will take this information into consideration and issue an updated report, if appropriate.

Our claims review report is unique in that it will pinpoint areas in documentation or billing that are a compliance risk or merely a process issue. In those cases, we will make recommendations for education or process improvement. Our claims review method provides in-depth information regarding the overall quality of the organization's ambulance billing and documentation compliance.

The pricing for an off-site claims review is as follows:

- Offsite claims review of thirty (30) claims: \$4,160.00

To further support billing and documentation compliance efforts, we are available to you for thirty (30) days after the date of the report issuance to answer your email or phone questions. After thirty (30) days from report issuance, we would be happy to provide phone or email consultation at our routine rates for service.

#### Client Responsibility

The client agrees to the following terms. The purpose of this program is to identify areas for improvement in the billing and documentation process.

1. Client will provide a list of all Medicare claims billed during the 2022. The list will be provided in Excel format. The list will include the trip number and date of service. Using RAT-STATS, EMS Financial will identify the claims for review and return that list to the client.
2. Client will provide the following documentation to EMS Financial via EMS Financial's secure file transfer platform:
  - a. Copy of the dispatch record (if available)
  - b. Complete trip report/patient care report documentation as prepared by the field providers
  - c. Physician Certification Statement (for non-emergency transports)
  - d. Beneficiary Assignment of Benefits/Signature Form
  - e. Copy of the complete claim, including:
    - i. HCPCs code and level of service billed
    - ii. Modifiers
    - iii. ICD-codes



- iv. Notes submitted with the claim
  - f. Explanation of Benefits from primary payer regarding payment
  - g. Explanation of Benefits from secondary payer or copy of patient payment.
- If any of the requested information is not available or missing for a particular claim, Client will send the claim with the information that is available, and not create new documentation. EMS Financial Services will review the claims submitted for compliance with ambulance billing best practices and all applicable rules and regulations including Medicare and Medicaid requirements.
3. Client will investigate any potential overpayments identified by EMS Financial. **If it is determined that an overpayment exists, that overpayment must be refunded promptly in accordance with applicable regulations.**

#### Terms and Conditions

A signature page is included with this proposal. Payment terms are one-half upon signed acceptance of the terms outlined in this letter with the balance due upon report completion. Payment terms are net due upon receipt. If needed, travel is billed at cost. Normally, work would be completed within four to six weeks from receipt of the client's down payment and acceptance, pending our access to the materials needed to perform the review.

**Prices quoted herein are usually applicable for forty-five (45) days from the date of this letter. We understand that you must prepare a budget submission. As you are working with EMS Compliance, we will honor this quoted price for the entirety of 2023.**

We will also need to put a HIPAA Business Associate Agreement in place. We would be happy to work with your BAA or we can forward a BAA once we have your approval to proceed.

#### Biography

All work is overseen by Maggie Adams, the President of EMS Financial Services, Inc. Maggie has over twenty-five (25) years' experience in healthcare and the ambulance industry. She works with providers and billing companies nationwide to help with their billing and documentation compliance needs and audit review.

Maggie serves on the Regulatory Compliance Advisory Board of the Non-Emergency Transportation Accreditation Commission (NEMTAC). She is a member of the Board of Directors of the Ambulance Association of Pennsylvania. Prior to EMS Financial Services, she worked with hospital emergency departments managing a staff of thirty-five case managers who performed medical necessity reviews. She spent eight years at Page, Wolfberg & Wirth as their senior consultant (PWW is an EMS industry law firm). Maggie was a highly regarded presenter at their national ambulance billing conferences, and a key



February 3, 2023

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contributor in developing the original content and delivering educational training sessions for the National Academy of Ambulance Compliance. Maggie was the president of the only company in the country devoted exclusively to EMS patient account collections and insurance denial appeals.

Throughout her career, Maggie has been a sought-after speaker and has presented at conferences across the country. Known for her upbeat and positive personality, Maggie provides practical solutions to problems faced by all ambulance providers and billing companies. Maggie is currently a member of the Wharton Women's Circle working with women leaders in business and entrepreneurship. She is a *Cum Laude* graduate of the Wharton School of the University of Pennsylvania.

#### Billing Support Team

EMS Financial is fortunate to have experienced ambulance billing personnel on our team. In addition to Maggie Adams, we may assign another staff member to the project. She is a Certified Ambulance Coder (CAC) and has over twenty (20) years' experience in ambulance billing and accounts receivable management.

Thank you for the opportunity to submit a proposal for this important project. We hope we can work with you and your team. Please let us know if you have any questions.

Sincerely,

*Maggie Adams*

Maggie Adams

President



February 3, 2023

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**SIGNATURE OF ACCEPTANCE:**

Please sign below indicating your acceptance of the terms outlined in our letter of February 3, 2023 and return this page with your 50% down payment for the chosen work. Payment may be made by check or electronic funds transfer to our bank.

\_\_\_\_\_ *Offsite Review 30 Ambulance Claims – \$4,160.00 (No travel costs needed)*

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
SIGNATURE

**Return signed form with check to or complete credit card info request on next page:**

EMS Financial Services, Inc.

P. O. Box 2074

Aston, PA 19014



## R2023-87 MEMO



**Title: Fitch and Associates Agreement**

**Agenda Date: August 8, 2023**

**Presented by: Fire Chief John Sapp**

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The fire department has participated in the Ground Ambulance Emergency Medical Transport Uncompensated Cost Reimbursement Program (GEMT) since 2018. This item is approved in the FY24 budget. This program helps the city recoup cost related to transporting patients who use Medicaid services.

There is a large amount of data that is collected and then entered the GEMT portal to determine the final amount of annual reimbursement. All data is compiled by us and then transferred to Fitch and Associates to evaluate and enter into the GEMT portal. The entire process is lengthy and highly technical. Fitch and Associates will assure we have given the appropriate data and assist us with types of data and how it should be entered into the portal. In the event that we were to be audited Fitch and Associates would assist with review and clarification of data as needed.

R2023-87

**A RESOLUTION APPROVING THE EXECUTION OF AN AGREEMENT BETWEEN THE BELTON FIRE DEPARTMENT AND FITCH & ASSOCIATES, LLC FOR GROUND EMERGENCY MEDICAL TRANSPORT REIMBURSEMENT PROGRAM REPORT PROCESSING.**

**WHEREAS**, the Fire Department participates in the Ground Emergency Medical Transport Reimbursement Program (GEMT); and

**WHEREAS**, the Fire Department requires professional services to help accurately and efficiently submit data to the Missouri Health Net Division; and

**WHEREAS**, Fitch & Associates has specific and unique experience processing GEMT data.

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

- Section 1.** That the City Council approves the execution of the Agreement between Fitch & Associates, LLC and the City of Belton, Missouri Fire Department herein attached as **Exhibit A**.
- Section 2.** That the Fire Chief is authorized to sign the Agreement on the behalf of the City of Belton.
- Section 3.** That this Resolution shall be in full force and effect from the date of passage, adoption, and approval by the City Council.

Duly read and passed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Norman K. Larkey, Sr.

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI)  
CITY OF BELTON     ) SS  
COUNTY OF CASS    )

I, Andrea Cunningham, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton, Missouri, and that the foregoing Resolution was introduced at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023, and adopted at a meeting of the City Council held the \_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote, to-wit:

AYES:            COUNCILMEMBER:

NOES:            COUNCILMEMBER:

ABSENT:          COUNCILMEMBER:

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Andrea Cunningham, City Clerk  
of the City of Belton, Missouri





August 1, 2023

*via email transmission*

John Sapp, Chief  
506 Main Street  
Belton, MO 64012

Dear Chief Sapp:

On behalf of Fitch & Associates, LLC (*FITCH*), it is a pleasure to provide this proposal for Ground Emergency Medical Transport (*GEMT*) Cost Reporting for the City of Belton Fire Department (*BELTON*). We certify we have adequate insurance, equipment, personnel, and facilities to fulfill the requirements for providing exceptional service to your organization.

**I. Corporate Overview**

*FITCH* is recognized worldwide as experts in all aspects of public safety including fire & rescue, EMS & ambulance, healthcare integration, leadership education & development, system design & procurement, 911 communications & technology, air medical, ground critical care transport, finance, compliance & reimbursement, and on-site management services. The Firm pioneered enhanced deployment management strategies and has extensive experience conducting valuations and risk/benefit assessments for emergency services. Of particular interest to this project are the valuation and system analysis services in which we provide detailed fully-loaded cost per unit calculations breaking down direct and indirect cost per transport. Attention to this level detail is specifically important to the *GEMT* reporting for Fire-based EMS services.

**II. Company Information**

Fitch & Associates, LLC (*FITCH*) is a United States-based Limited Liability Company. It was established as a corporation in 1984 and converted to a Limited Liability Company in 1996. The firm is located in Platte City, Missouri, a suburb of Kansas City. Corporate contact information:

Fitch & Associates, LLC  
2901 Williamsburg Terr. Suite G  
PO Box 170  
Platte City, Missouri 64079  
Telephone: (816) 431-2600  
Facsimile: (816) 431-2653

I will be the project partner and primary contact. I have extensive experience with emergency service agencies and emergency services system design, valuation, system revenue cycle management, compliance, operations and implementation. My contact information is:

Anthony W. Minge, EdD  
Senior Partner  
Telephone: (816) 431-2600  
Email: [aminge@emprize.net](mailto:aminge@emprize.net)

### III. Project Scope

In this project *FITCH* will gather the required elements and complete the Ground Emergency Medical Transport Cost Report (GEMT) data gathering and reporting for *BELTON*. The contracted services will begin December 1, 2023. The purpose of this reporting is to assist *BELTON* in obtaining supplemental federal payments for Medicaid transports to cover the funding gap between the current allowable reimbursement and the actual cost of providing the service. In order to do so, *FITCH* will analyze all direct and indirect fire department and EMS expenses to determine the total cost of service for providing emergent and medically necessary ambulance transports to Medicaid program participants for the state's fiscal year. This will require a comprehensive review and appropriate allocation of expenses as well as a detailed analysis and reporting of all revenues collected for the period. Finally, an appropriate indirect cost rate will be established to complete the report.

#### A. Cost Report – gathering of data, analysis, and completion of tool to include:

1. Request and Analysis of Data
2. Report Total Expenses
3. Detail EMS Related Expenses
4. Detail Non-EMS Related Expenses
5. Allocation of Capital Expenses
6. Salary and Benefit Expenses
7. Breakdown of all Reported Revenue
  - i. Payor Specific
  - ii. Tax Revenues
  - iii. Interest and Other as Applicable
8. Report Transports by Payor
9. Determination of Appropriate Indirect Cost Factor

## B. Deliverables

1. Draft Cost Report Presentation
2. Finalized GEMT Cost Report
  - PDF Format
  - Excel Format
3. Submit GEMT Report Cost Report to State of Missouri

## IV. The Consulting Team

FITCH believes in the benefit of working in high performance teams that produce quality results. Developing project teams that include professional consultants with strong educational backgrounds and frontline career experience ensures expectations are not only met, but far more often exceeded. The caliber of personnel assigned to any project is indicative of the firm's commitment to the engagement. Fitch administrative office staff will provide project support. The consultants for this project will be:

### **Anthony Minge, EdD, Senior Partner**

I will be the senior partner overseeing the project outlined above, bringing my knowledge of EMS finance, Missouri Medicaid, state and federal payor regulations, revenue cycle management, valuation, and cost per unit/transport calculations.

### **Sheryl Swarengin, MBA, CPA**

Mrs. Swarengin has almost 30 years' experience with increasing levels of responsibilities with accounting, construction and retail firms. She has served as a staff accountant, tax manager and as chief financial officer. Ms. Swarengin currently services as Director of Finance for the firm and has a BA in accounting and an MBA in addition to current licensure as a CPA in Missouri.

### **Michael Poynter, EMT-P, CP-C, FACPE**

Mr. Poynter has managed operations and led emergency personnel in environments of all types throughout his 40 years in public service. His experience spans all branches of Emergency Services including Law Enforcement, Emergency Medical Services, and the Fire Service. Mike served as a Tactical Paramedic with the Federal Bureau of Investigation and a Flight Paramedic at a Level 1 Trauma Center for twenty years. He also served ten years as the State Director for Emergency Medical Services in Kentucky, Advisory Board Member for Emergency Medical Services World Magazine, Board of Directors for the National Association of State Emergency Medical Services Officials, and Commissioner for the American College of Paramedic Executives.

## V. Fees and Payment Schedule

The professional service fee associated with the scope of work as defined above is \$14,750. The table below details the schedule of payments for the project.

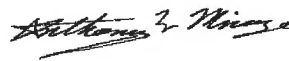
Phase	Percentage of Project Billed
Contract Approval	10%
Data Gathering & Analysis	20%
Delivery of Draft Cost Report	20%
Delivery of Final Cost Report	50%

Travel and related expenses are not anticipated with this project, however, if such are incurred, they will be billed to BELTON at direct cost.

Chief Sapp — we appreciate the confidence that you have extended to our firm, on behalf of the City of Belton, in inviting us to provide this proposal for services. If our proposal meets with your approval, please advise and we can begin the process to execute a contractual agreement.

Should there be any additional information that I may provide, your call is always most welcome.

Sincerely,



Anthony W. Minge, EdD  
Senior Partner

The parties agree to the proposed services, scope, and fee schedule outlined in this document, which will go into effect December 1, 2023, and hereby execute an agreement for provision of such to be performed by *FITCH* for *BELTON* this \_\_\_\_ day of \_\_\_\_\_ 2023. The term of this contract will be for a three years, from December 1, 2023 and is then renewable annually, with updates as necessary, upon the agreement of both parties.

Approval

For City of Belton Fire Department

X \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

For Fitch & Associates

X \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date