

City of Kennett, Missouri

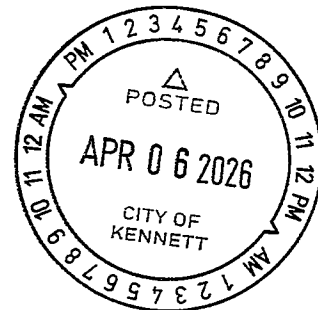
City Hall - 200 Cedar Street, Kennett, MO 63857

Phone: 573-888-9001

AGENDA

Tuesday, April 7, 2026, at 6:30 p.m.

1. Call to Order
2. Invocation – Rev. Mark Kailbourn
3. Pledge of Allegiance – Council Member Waynick
4. Approval of Minutes:
 - a. Approval of Council Proceedings for the City of Kennett of March 17, 2026
 - b. Approval of Closed Session Council Proceedings for the City of Kennett of March 17, 2026
5. Old Business:
 - a. None
6. New Business:
 - a. 2011 Ford F-150 Bids
 - b. Policy for Official City of Kennett Social Media Accounts
 - c. Capital Improvement Projects Budget
7. City Administrator’s Report
8. Comments from Council
9. Public Comments
 - a. Dr. Chancellor Wayne
10. Adjourn



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Council Proceedings for the City of Kennett, Missouri
March 17, 2026
6:30 p.m.

The City Council of the City of Kennett, Missouri met in regular session at 6:30 p.m. at City Hall on Tuesday, March 17, 2026.

Those in attendance were Mayor Jake Crafton, Council Members Lisa Dry, Randy Carter, Mark Bryant, Dennis Pelts, Steve Panousis, Jimmy French and Bob Young, City Attorney Terry McVey, City Administrator Melissa Combs, City Clerk Mandy Lewis, Finance Director Jan McElwrath, Street Superintendent Gerald Moss, Assistant Fire Chief Tyler Roberts, Humane Officer Tena Petix, Code Enforcement Officer Victor Mode, and Chief of Police Kenny Wilson. Absent was Council Members James Waynick, Harry Gaddis and Kevin Swain.

The meeting was called to order by Mayor Crafton. He welcomed Melissa Combs as the City's City Administrator. Rev. Mark Kaibourn gave the invocation.

Council Member Carter led the Pledge of Allegiance.

A motion to approve the council proceedings of the regular meeting of March 3, 2026, was made by Council Member Dry, seconded by Council Member Panousis; discussion by Council Member French regarding the accuracy of the vote for the reappointment of KBPW Board Members. City Attorney McVey stated the time to dispute the vote was at the last meeting. After additional discussion, motion passed.

A motion to approve the closed session council proceedings of March 3, 2026, was made by Council Member Dry, seconded by Council Member Panousis; motion passed.

A motion to approve the February 2026 Abstract of Accounts was made by Council Member Carter, seconded by Council Member Panousis; motion passed.

A motion to approve the February 2026 Statement of Revenue and Expenditures was made by Council Member Panousis, seconded by Council Member Bryant; motion passed.

Old Business:

a. MODOT Kennett Square Project

Mayor Crafton explains the suggested changes to the Northwest corner of Kennett Square Project. It is being proposed that a stop sign be installed at the southeast corner of North Court Square and North Main Street along with a concrete curb. Discussion regarding the need for an ordinance for the installation of a stop sign and City Attorney McVey was asked to prepare an ordinance.

A motion to approve the suggested changes to the MODOT Kennett Square Project was made by Council Member Carter, seconded by Council Member Young; motion passed.

b. Demolition Project

City Administrator Combs informed the Council and public that the demolition project presented that was discussed at the March 3, 2026, Council Meeting is currently on hold. She reminded the Council that this matter was postponed at the last meeting. She stated additional steps will be needed to take place prior to putting out the demolitions for bid. She recommended the Council reject the bids previously presented.

A motion to reject the bids received for the demolition of 1016 Henderson, 1019 Henderson and 1000 Wayne Streets was made by Council Member Young, seconded by Council Member Bryant; motion passed.

New Business:

a. Indian Park Asphalt

City Administrator Combs informed the Council that the Kennett Park Board received a bid in the amount of \$23,552.05 for the installation of a handicap accessible path and repairs to two areas at the Indian Park sports complex. She stated \$11,776.03 will come from the grant and she is recommending \$11,776.02 come from the transportation tax. Council Member Pelts inquired why only one bid was received. Administrator Combs stated that the grant does not require multiple bids if the cost is under \$25,000 and Robertson Asphalt is already contracted by the Park Board to perform work in another area.

A motion to approve the bid from Robertson Asphalt in the amount of \$23,552.05 with \$11,776.02 being taken from the Transportation Tax was made by Council Member Panousis, seconded by Council Member Carter; motion passed.

City Administrator's Report:

City Administrator Combs thanked the Council for their trust in her appointment as the City Administrator. She informed the Council and public that construction on the Floyd Street sidewalk project will run April– July. She announced that a public meeting regarding the 412-expansion project will be held on March 31, 2026, at the Senath High School hosted by MODOT. She encouraged all to attend as the project will benefit the City of Kennett. Administrator Combs stated information regarding a proposed pipeline project as well as an update from Riley Cook was provided in the Council packet.

Comments from the Council:

Council Member Carter stated that with a permanent City Administrator in place the Council Committees are no longer needed. He requested an ordinance be prepared to abolish the committees per Section 145 of the city code. City Attorney McVey stated he will work on an ordinance.

Public Comments:

Resident Marco Parr addressed the Council regarding the accuracy of the vote to approve Kennett Board of Public Works members held at the March 3, 2026, City Council Meeting.

Mayor Crafton made a statement to the public regarding the City Council members being volunteers who are trying to do their best for the City. He stated that there are many improvements to the City regardless of what some residents may say on social media. He thanked the City Council for their time and effort.

A motion to go into Closed Session for Legal per RSMO 610.021(1) Personnel per RSMO 610.021(3) was made by Council Member Carter, seconded by Council Member Panousis. Vote: Yes - Council Members Lisa Dry, Randy Carter, Mark Bryant, Dennis Pelts, Steve Panousis, Jimmy French and Bob Young. No – None.

A motion to go into Open Session was made by Council Member Dry, seconded by Council Member Carter. Yes - Council Members Lisa Dry, Randy Carter, Mark Bryant, Dennis Pelts, Steve Panousis, Jimmy French and Bob Young. No – None.

With no further business, a motion to adjourn was made by Council Member Dry, seconded by Council Member Carter; motion passed.

Mandy Lewis
City Clerk

Jake Crafton
Mayor



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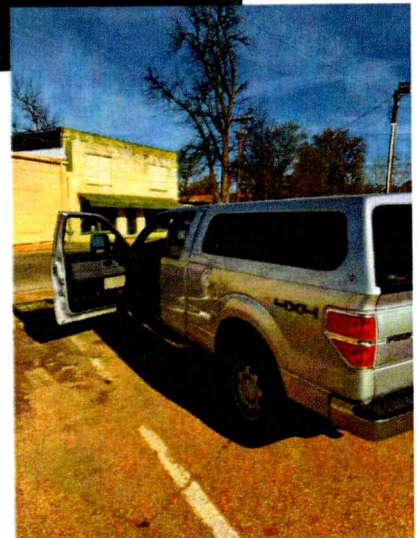
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200 Cedar Street, Kennett, MO 63857
Phone: 573-888-9001 Fax: 573-888-4011
info@cityofkennettmo.com

City of Kennett – Police Department is accepting sealed bids for a 2011 Ford F-150.

For additional information regarding the 2011 Ford F-150, please contact Assistant Chief Joe Stewart, at 573-888-4622.

Sealed bids must be received by **12:00 p.m. noon on April 1, 2026**, at the City Clerk's Office, 200 Cedar Street, Kennett, MO 63857. No late bids will be accepted.



No late bids will be accepted. The City of Kennett reserves the right to reject any and all bids.

2011 Ford F-150 Bid Opening – April 1, 2026, at 12:00 p.m.

Present:

Kenny Wilson, Chief of Police

Mandy Lewis, City Clerk

Jarrot & Kelly Ward \$6,500.00

Emergency Remarketing \$2,188.18

Gene Lack \$6,705.00

Recommendation:

- Accept the bid from Gene Lack in the amount of \$6,705.00.

City of Kennett, Missouri

200 Cedar Street, Kennett, MO 63857
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Policy for Official City of Kennett Social Media Accounts

Purpose:

The City of Kennett (the “City”) maintains social media accounts for the purpose of communicating with the members of the public. Social media refers to the creation and exchange of information among individuals through internet-based applications. This includes, but is not limited to, information in the form of text, pictures, videos, links to other sites, or any other type of communication posted to the approved social media site. Examples of social media sites include, but are not limited to: Facebook, X (formally Twitter), Instagram, and YouTube. It is understood that social media is an evolving communications tool that new resources may become available over time. This policy gives direction to City employees, elected officials, volunteers, and other authorized affiliated persons and organizations that utilize the City’s electronic/computer resources to access social media websites and engage in social networking for City purposes. The City has an overriding interest and expectation in deciding what is published on behalf of the City through social media and in establishing guidelines for the use of City social media by City officials.

All content posted on the City’s pages and a list of subscribers or “followers” is considered a public record and subject to the State of Missouri Sunshine Law.

The City has established the following guidelines for the creation and use of City’s social media sites. The City shall establish an “official” city-wide social media site(s) and the site administrator shall be the designated Records Custodian, as designated by the City Council who shall oversee and manage social media accounts and overall online presence. Section 120.090 of the city code designates the City Clerk as the Records Custodian for the City of Kennett.

Intent:

This policy is intended to enable and encourage civil communication and positive engagement with members of the public. The City intends to disseminate information to the public in the most effective ways possible.

The City recognizes the potential exposure in online communication, as well as the legal requirements related to all forms of official communication. As such, this policy intends to protect the City, its employees and its elected officials from the potential of harmful conduct related to online communications and establish a set of requirements and guidelines to support an effective method of communication while complying with applicable legal standards.

Content:

It is the goal of the City is to have a cohesive online presence and as such, centralized social media accounts through which official information is disseminated. Maintaining and updating social media sites will be strictly for conveying information about the City to the public. The City's official website (www.cityofkennettmo.com) will be the primary and predominant internet presence. Wherever possible, content posted to the City's social media sites will also be available on the City's official website. All content should be complementary to the City's website and content posted on the social media sites should contain links to the City's official website if possible.

Integrity of Information – Any person or department who is not a site administrator wishing to post content to any official social media site, shall submit a request to the site administrator with all necessary information and media, including text, photos/videos and links. The site administrator has the right to approve or deny the request based on the guidelines contained herein. Only content approved by the site administrator shall be posted. It is the responsibility of the Department Head to ensure that all content submitted for posting has been fully vetted and is free from error.

Ownership – All City-designated accounts are considered the property of the City and as such, do not transfer if a site administrator terminates employment with the City, or no longer serves in a capacity consistent with social media account management with the City. Administrators of all City-designated accounts must use an official City of Kennett email address ONLY.

Branding – Social Media “profile pictures” should clearly represent the City either with the official seal or other identifying marker of City Department.

Department Specific Accounts:

In addition to the “official” city-wide social media account(s), the Police Department, Fire Department, Humane Department and Emergency Management shall maintain “official” department-specific social media accounts as necessary and appropriate. Should any other department find it necessary to establish department-specific social media accounts, they may seek approval from the City Administrator. No accounts representing

an individual, such as a Department Head, shall be approved. Any and all auxiliary or supplementary accounts/pages shall operate in accordance with this established policy. It is the responsibility of the Department Head to act as site administrator for those pages and to monitor and assure that the established site is abiding by guidelines outlined in this policy. Any department-specific social media site established by individual departments should aim to complement the City's online presence. The Records Custodian will routinely monitor content on all the City's social media sites.

The site administrator must provide social media account credentials (i.e. usernames and passwords) to the Records Custodian upon creation and at the time log in credentials are changed. Passwords must be adequately complicated to prevent cyber-attacks. It is advised that passwords are never sent through email. If a cyber-attack is suspected, the site administrator must immediately contact the Records Custodian, try to regain access to the account and change the password, if possible.

Conduct:

Employees representing the City via its social media sites shall conduct themselves at all times as representatives of the City and in accordance with the Employee Handbook and other applicable policies.

On official City social media pages, City employees shall not share personal information about him/herself or other City employees except as required for City business.

Elected Officials:

Any elected official choosing to establish and maintain social media profiles should do so using this policy as guidelines for management but understand that the City does not take ownership of those accounts in any capacity, nor does the City manage or monitor pages owned by elected officials.

The City recognizes that elected and appointed officials may choose to express themselves by posting personal information on social media platforms or by making comments on sites hosted by other persons, groups or organizations. This right of expression should not interfere with the operation of the City.

If an elected official conducts any City business or communication as an official from a personal account, professional account, or account created for a board, committee, or commission representation, official should assume that City related communications will be considered a public record and will be subject to the State of Missouri Sunshine Law, as well as applicable sections of the records retention schedule.

Account Management:

All social media accounts maintained by the City shall clearly set forth that they are maintained by the City as the City’s “official” social media accounts. The following disclaimer shall appear on all City social media sites where possible. Alternatively, the following language will be contained in a page of the City’s website and be linked directly:

City of Kennett social media sites are intended to be informative and outside post and comments will not be allowed. Users should not use these forums for making any official communications to the City; for example, reporting crimes or misconduct, reporting dangerous conditions, requesting an inspection, giving notice required by any statute, regulation or ordinance, such as, but not limited to, notices of claims.

It is understood that the City of Kennett social media sites are not maintained 24 hours a day, 7 days per week and immediate response to any requests may not occur. The City reserves the right to decline any/all comments posted to its social media accounts. It is also understood that the City will not “friend”, “like”, “follow” or “connect” to users who follow or like City posts.

Terms of Service:

All social media sites maintained by the City shall clearly set forth that they are maintained by the City as the City’s “official” social media accounts. Employees administering social media accounts should be aware of the Terms of Service of each social media site. Each has its own unique Terms of Service that regulates how users interact using that particular form of media. Anyone with access to any official City site should regularly consult the Terms of Service as they are updated regularly.

Any administrator of a City-designated social media site that is found to be in violation of this policy, will be subject to corrective action up to and including termination.

City Administrators Report
4/7/26

Council Members,

I am out on medical leave for the next few weeks. I will be recovering until my surgery follow up appointment on 04/20/26 and plan to work from home beginning 04/21/26. I will update you if those plans change. I will maintain contact with staff through technology. If you need to email me information, please do so and I will review when I am physically able. I want to give you updates on some items we are working on:

KCDC Building

- contractor bids procured
- Asbestos testing complete-awaiting results and NESHAP paperwork sent to DNR. After notification sent to DNR we have a 10-day waiting period before demo/reno can begin
- KFD is on deck to begin light demo. Jan and Bob Young will monitor this project in my absence.

DNR

- Stormwater-Administration has changed Erica Campbell to FT status effective 4/6/26 to oversee the stormwater reporting process. DNR will send a representative to train our selected employee.
- Demolition-DNR has acknowledged receipt of our 3 NESHAP submissions. No further demolitions should occur until after the CDBG grant demo's are initiated. I will work on those bid solicitations upon my return.

Street Department

- The Transportation Alternatives Program Grant to install sidewalk along Floyd St. is in progress. Estimated end date June 1, 2026.
- One FT position is open and posted now.
- Street Committee met and approved going to bid for several items. The Street Dept. Supervisor will coordinate with the City Clerk on bid solicitations:
 - North Everett St. and St. Francis St stormwater project
 - Asphalt overlay bids
 - Concrete project bids
 - Stormwater pipe-lining project
 - New mower

Fire Department/Code

- One FT position open and receiving applications
- Abatements occurring w/ job tickets to Street Dept. Mow Crew
- Cook and Cunningham provisional licenses: Cook turned in a physical report prior to 3/17 meeting. Cunningham owes a physical report to the Council. Both are to report in person to the 04/21 meeting.

Police Department

- Received notification of Blue Shield Grant. We do not know the award amount at this time.
- Applied for body worn camera grant. Status unknown at this point.

Animal Control

- Needed assistance with lawn mowing. The mow crew has added the Humane Dept. to their schedule.

Administration

- Reviewing RFP's from Health Insurance Brokers this week
- FY27 Budget in progress
- CDBG Grant in progress
- NAP in progress
- LWCF park grant pending reimbursement #2
- Policy manual update draft in progress



MELISSA COMBS

City Administrator

📞 O: 573-888-9001 C: 573-559-6797

✉️ cityadmin@cityofkennettmo.com

📍 200 Cedar St., Kennett, MO 63857

🌐 www.cityofkennettmo.com

City of Kennett, Missouri

200 Cedar Street, Kennett, MO 63857

Phone: 573-888-9001

Memorandum

To: City Council
From: Jake Crafton, Mayor
Re: Kennett Board of Public Works Nomination
Date: April 7, 2026

Please consider approving the nomination of Mr. Charles "Charlie" Brown to the Kennett Board of Public Works. Mr. Brown will be the replacement for Mr. Randy Baker. If appointed, Mr. Brown's first term will end in November 2029.



200 Cedar Street
Kennett, Missouri 63857
573-888-9001

Application to Join City of Kennett Board

Name: Charles T. "Charlie" Brown

Address: _____

Phone: _____

Email: _____

Please indicate which Board you are interested in serving upon:

- Board of Public Works
- Park Board
- Planning & Zoning Board
- Airport Board
- Board of Adjustments/Appeals

Describe why you would like to join a Kennett Board.

I am interested in serving my community and continuing to see Kennett progress.

Are you currently serving on a Board? If yes, what Board.

No.

Outline strengths, abilities, and talents you feel you would bring to the Kennett Board for which you would like to serve.

Business owner, leadership skills and experience in dealing with citizens of Kennett.

Charles T. Brown

02/07/2026

Signature

Date

Received by: M. Lewis

Date: 2-9-26

Animal Control

Starting Date:

3-11-26

Ending Date:

3-31-26

Total Department Man-hours

409

Animals in Custody #

33

Animals Caught #

18

Tickets Issued #

0

Animals Euthanatized #

4

Calls Received #

126

Patrol Miles Driven

1484

Animals Transferred Out

10

Animals Adopted

3

Animals in Vet Care

0

Total Expense other than labor

1236.70

Returned to owner 17

Fire Department

Starting Date: 3-12-2026

Ending Date: 3-31-2026

Total Department Man Hours 3,358

Fire Calls 43

House 2 Vehicle 0 Trash 4 Grass 18 Other 19

Number of out of town calls 3

Out of town revenue \$0

Motor Vehicle Accidents 3

Medical Calls 27

Blood Draws 4

Code Inspections 16

Fire Marshal Inspections 12

Building Permits Issued 8

Property Maintenance Letters 23

Grass 0 Structure 0 Trash 21 Vehicle 2 Abatement 0 Other 0

Property Maintenance Citations 0 Pending Court Appearances Tickets 0

Grass 0 Structure 0 Trash 0 Vehicle 0 Other 0

FT Fire Training Hours 4

PT Fire Training Hours 4

Fire Department Expenditures February 2026

Account	February Total	Year to date total	Gallons diesel month	Gallons diesel ytd	Gallons gas month	Gallons gas ytd
Fuel and Oil	\$ 2,470.03	\$ 15,253.98	256.86	2,616.35	254.93	1,845.40
Ems Supplies	\$ 2,207.90	\$ 6,943.42				
Building repair	\$ 510.43	\$ 2,499.55				
Apparatus repair	\$ 959.12	\$ 9,301.77				
Travel and training	\$ 160.24	\$ 7,429.18				
Personal protective equip	\$ 96.78	\$ 9,139.61				
Supplies	\$ 171.07	\$ 1,949.65				
Equipment repair	\$ 2.78	\$ 1,096.19				
Equipment maintenance	\$ 263.54	\$ 1,248.64				
Equipment new	\$ 205.00	\$ 1,463.85				
General	\$ 100.00	\$ 529.81				
Testing	\$ -	\$ 424.00				
Uniform	\$ 350.97	\$ 3,808.95				
Vehicle maintenance	\$ 68.41	\$ 2,644.02				
Reporting program	\$ -	\$ 14,041.25				
Computer Maint.	\$ -	\$ 900.18				
Totals	\$ 5,096.24	\$ 63,420.07				

Code Enforcement Expenditures

Fuel and oil	\$ 317.70	\$ 2,581.98			124.528	947.46
Building Repair	\$ -	\$ 72.58				
General	\$ 246.18	\$ 396.18				
Cell Phone	\$ -	\$ 980.84				
Postage	\$ -	\$ 274.12				
Uniform	\$ 266.49	\$ 406.49				
Equip New	\$ 208.60	\$ 313.09				
Equip Maint	\$ -	\$ 180.00				
Eupip Repair	\$ -	\$ -				
Training Travel	\$ 600.00	\$ 2,014.50				
Vehicle Maintenance	\$ -	\$ 1,392.18				
Supplies	\$ -	\$ 294.31				
Totals	\$ 1,638.97	\$ 8,906.27				

STREET DEPARTMENT

STARTING DATE: 03-12-26 ENDING DATE 03-31-26

Total Department Man Hours Available: 1,047 Time Off 180 Total worked 867

Projects in Progress:

Cleaning Lanes Stormwater Lines, Tree Trimming, Vegetation Control
Dredge St. Ditch east end at Independence Ave. Ditch on Archer St. and Madison St.
N.W. Corner Bidx for Pipe Lining, Concrete work, Asphalt work
Floyd St. Sidewalk property abatement

Completed Projects:

Upcoming Projects:

Vinson St. Stormwater issue, property Abatement, Vegetation Control

Street Sweeper use Hours 14
Road Grader use Hours 0
Vac Truck use Hours 28
Camera Truck use Hours 18

Compost Loads Received # Leaves 98 Limbs 279 Wood Chips/CLGW 0 Other 0
Compost Loads Sold # 9 Mulch 30
Compost Revenue \$ 309.00

Roll Off Loads Received # Single 4 P/UP 4 Trailer under 16' 4 Over 16' 0
Bob Truck 0 Other _____

Roll Off Revenue \$ 250.00 Period _____ To _____
Roll Off Expense \$ _____ Period _____ To _____
Net Revenue \$ _____ Period _____ To _____

Expense Totals Other Than Labor:

Street Department: 865.00 Transportation: 0 Stormwater 0

Public Safety

Starting Date: 3-16-26

Ending Date: 3-31-26

Police

Total Department Hours 2,034

Total Overtime Hours 27

Total Traffic Stops 181

Warnings Issued 129

Tickets Issued 52

Total Arrest (non-warrant) 5

Warrant Arrest 12