



CITY COUNCIL MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA – City Manager

DATE OF MEETING: May 11, 2026

ITEM TITLE: Resolution Ordering Bids and Setting a Public Hearing for the Snow Removal Acquisition Improvements Project at the Independence Municipal Airport

BACKGROUND:

The City Council previously directed our Project Engineer, Bolton & Menk, Inc., to prepare detailed plans, specifications, and a form of contract for the Snow Removal Acquisition Improvements Project at the Independence Municipal Airport. This project involves the acquisition of snow removal equipment, specifically a carrier vehicle and supporting attachments.

DISCUSSION:

Because the estimated cost of these improvements exceeds the statutory threshold, we are required by law to hold a public bid process and a public hearing. Adopting this resolution will officially place the plans, specifications, and form of contract on file in the City Clerk's office for public inspection.

Furthermore, this action authorizes the City Clerk to publish the Notice of Public Hearing and advertise for bids. Prospective bidders must submit their bids to the City Clerk up to 2:00 P.M. local time on May 27, 2026. A bid security amounting to 5% of the total bid price is required. The City Council will hold the public hearing at 5:30 P.M. on June 8, 2026, at City Hall, during which time we will also review the tabulated bids and consider any public objections to the plans or estimated costs.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of **supporting high-quality City services** and **supporting and enhancing City infrastructure**. This item helps achieve that vision by executing this acquisition, ensuring our municipal airport remains safe and fully operational during winter weather events, which protects our infrastructure investments and maintains a supportive environment for our community's economic drivers.

FINANCIAL CONSIDERATION:

The costs associated with this improvement project will be funded through legally available City funds combined with a grant-in-aid from the Federal Aviation Administration. Once a contract is awarded, the contractor will be compensated through monthly estimates for work completed.

RECOMMENDATION:

Staff recommends that the City Council approve the resolution ordering bids, approving the plans and contract documents, fixing the bid security amount, and setting the public hearing for the Snow Removal Acquisition Improvements Project, and authorize the Mayor to sign the resolution.