

Notice is hereby given that the City of Houston Board of Alderman and Alderwoman will conduct a meeting at 5:30 p.m. on March 16, 2026 at City Hall, 601 S. Grand Ave., Houston, MO.

**AGENDA**  
**CITY OF HOUSTON, MISSOURI**  
**COUNCIL MEETING**  
**MONDAY, MARCH 16, 2026**  
**5:30 P.M.**  
**LOCATION: CITY HALL**  
**601 S. GRAND AVE., HOUSTON, MO.**

1. Call the Meeting to Order  
Pledge of Allegiance  
Roll Call  
Establish a Quorum
2. Approve the Minutes of the Regular Council Meeting March 2, 2026
3. Approve the Minutes of the Special Council Meeting March 6, 2026
4. Approve the Minutes of the Closed Special Council Meeting March 6, 2026
5. Approve Payroll for March 9, 2026 (February 23-March 8, 2026)
6. Consideration of Invoices from March 13<sup>th</sup> and 16<sup>th</sup>, 2026
7. Public Comments
8. TCMH Golf Tournament-Picnic License
9. Bill No. 103-Ordinance Amending Chapter 21 Section 21-118-Downtown Parking
10. Bill No. 104-Ordinance Amending Chapter 22 Section 22-76-Water Hook-up Fee
11. Bill No. 105-Ordinance- Creating Downtown Development Authority
12. Bill No. 105R-Resolution -Downtown Development Authority 501(c) (4)
13. Administrator Update
14. Comments from the Mayor and Council
15. Adjournment

\*and any such matters that may come before the council

*In accordance with ADDA guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's office at 417 967-3348 at least three days prior to the scheduled meeting. To obtain documents, requests can be made to Barbara Rodgers, City Clerk at [brodgers@houstonmo.org](mailto:brodgers@houstonmo.org)*

**AN ORDINANCE AMENDING CHAPTER 21 TRAFFIC AND MOTOR VEHICLES OF THE CODE OF ORDINANCES OF THE CITY OF HOUSTON, MISSOURI BY ADDING ITEM (f) TO SECTION 21-118.**

**(f) PARKING ON FIRST STREET AND GRAND AVENUE WILL BE 2-HOUR PARKING MONDAY-FRIDAY 8:00 A.M. TO 5:00 P.M. THE CITY ADMINISTRATOR OR CHIEF OF POLICE WILL DETERMINE THE LOCATION OF THE SIGNS ON THESE CITY STREETS.**

**Sec. 21-118- Parking, abandoning vehicles on certain properties prohibited.**

(a) It shall be unlawful for any person to park or abandon any motor vehicle upon any city street, or alley or the rights-of-way of any such streets or alleys, or upon any land or water owned, operated or leased by the city, or upon any privately owned real property, including business parking area, in the city, without the consent of the owner thereof.

(b) No person shall park any motor vehicle upon any privately owned business parking area at any time other than during the hours when the business furnishing such parking area is open for business to the general public unless such parking is done with the express consent of the owner of such parking area.

(c) The owner of such private parking areas shall post such area with a sign which would be visible to any person using such area and such sign should be lettered with letters not less than three (3) inches in height and which notifies the general public that there is to be no parking in the parking area during such hours as are specified on the sign. Such sign shall also recite this section number as authority for so posting area.

(d) Subsection (c) shall only be enforced by the city police when the sign prescribed in this section is present on a private parking area.

(e) A motor vehicle shall be presumed to be abandoned and in violation of this section if it is parked in any of the locations proscribed by this section for a period of time greater than seventy-two (72) hours.

(f) Parking on First Street and Grand Avenue will be 2-hour parking Monday – Friday 8:00 a.m. to 5:00 p.m. The City Administrator or Chief of Police will determine the location of the signs on these city streets.

This Ordinance shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HOUSTON, MISSOURI, THIS \_\_\_\_\_ DAY OF MARCH, 2026.**

\_\_\_\_\_  
Samuel L. Kelley  
Mayor of Houston, Missouri

ATTEST:

\_\_\_\_\_  
Barbara Rodgers, City Clerk

**AN ORDINANCE AMENDING CHAPTER 22 UTILITIES OF THE CODE OF ORDINANCES OF THE CITY OF HOUSTON, MISSOURI SECTION 22-76 SUBSECTION (b).**

**(b) EVERY PERSON OBTAINING WATER INSTALLATION HOOK-UP TO THE PUBLIC WATERWORKS OF THE CITY SHALL PAY TO THE CITY FOR SUCH HOOK-UP A WATER INSTALLATION FEE OF SEVEN HUNDRED DOLLARS (\$700.00) FOR A THREE-QUARTER INCH (3/4") HOOK-UP. INSTALLATION FEES FOR HOOK-UPS EXCEEDING THREE-QUARTER INCHES (3/4") IN DIAMETER SHALL BE CHARGED AT A RATE COMMENSURATE WITH THE CITY'S ACTUAL COST FOR THE INSTALLATION THEREOF.**

**Sec. 22-76-Waterline Hook-up; fee.**

(a) All hook-ups to waterlines of the city shall be at the expense of the water user desiring such a hook-up.

(b) Every person obtaining a water installation hook-up to the public waterworks of the city shall pay to the city for such hook-up a water installation fee of seven hundred dollars (\$700.00) for a three-quarter inch (3/4") hook-up. Installation fees for hook-ups exceeding three-quarter inches (3/4") in diameter shall be charged at a rate commensurate with the city's actual cost for the installation thereof.

(c) For the payment of the fee required by subsection (b), the city shall install one (1) water connection by tapping the city waterworks water main or closest point of city water supply and shall furnish up to but not to exceed twenty-five (25) feet of pipe installation from the water main or point of tapping into the public water supply. Any pipe and excavation necessary over and above the mentioned twenty-five (25) feet shall be furnished by the water user.

This ordinance shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HOUSTON, MISSOURI, THIS \_\_\_\_\_ DAY OF MARCH, 2026.**

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Samuel L. Kelley  
Mayor of Houston, Missouri

ATTEST:

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Barbara Rodgers, City Clerk

**AN ORDINANCE CREATING THE HOUSTON DOWNTOWN DEVELOPMENT AUTHORITY AS A MISSOURI NONPROFIT CORPORATION INTENDED TO QUALIFY AS A 501(c)(4) SOCIAL WELFARE ORGANIZATION; ADOPTING BYLAWS; DEFINING PURPOSE, POWERS, GOVERNANCE, AND REPORTING; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,**

The City of Houston, Missouri (“City”), is a political subdivision of the State of Missouri; and

**WHEREAS,**

The City previously established the Houston Industrial Development Authority (“IDA”) as a Missouri nonprofit corporation operating as a public instrumentality; and

**WHEREAS,**

The City Council finds that downtown revitalization requires a similarly structured entity capable of public-private coordination, grant management, and incentive administration; and

**WHEREAS,**

The City has adopted a Downtown Development Authority Implementation Plan outlining the phased creation and governance structure of such an entity

Houston DDA Implementation Plan, hereafter referenced is Attachment A

; and

**WHEREAS,**

The City Council finds that formation of the Houston Downtown Development Authority as a Missouri nonprofit corporation intended to qualify as a Section 501(c)(4) social welfare organization is necessary and proper for the promotion of economic development and community revitalization;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, MISSOURI:**

**SECTION 1. CREATION AND LEGAL STATUS.**

1. There is hereby created the **Houston Downtown Development Authority (“DDA”)**.
2. The DDA shall be organized as a Missouri nonprofit corporation pursuant to Chapter 355 RSMo.
3. The DDA is intended to qualify as a tax-exempt organization under Section 501(c)(4) of the Internal Revenue Code as a social welfare organization.
4. The DDA shall function as a public instrumentality of the City of Houston, Missouri, similar in structure to the Houston Industrial Development Authority (IDA).

**SECTION 2. PUBLIC PURPOSE.**

The DDA is organized exclusively for the promotion of social welfare through:

1. Downtown redevelopment and revitalization;
2. Incentive administration;
3. Infrastructure coordination;
4. Business recruitment and retention;
5. Housing, tourism, and cultural development initiatives within the Downtown District.

The DDA shall not be organized for private profit, and no part of its net earnings shall inure to the benefit of any private individual.

**SECTION 3. DISTRICT JURISDICTION.**

The DDA’s activities shall be focused within the Downtown District boundaries as described in the Houston DDA Implementation Plan

and as may be amended by ordinance.

**SECTION 4. GOVERNANCE.**

**4.1 Board Composition (7 Voting Members)**

The DDA shall be governed by seven (7) voting directors:

1. One (1) City Economic Development Representative (Chairman) – appointed by the Mayor, subject to Council approval.

2. One (1) Chamber of Commerce Representative – appointed by the Chamber Board.
3. Three (3) Downtown Property or City of Houston Business Owners – as appointed by the Mayor, subject to Council approval.
4. One (1) Downtown Houston, Inc. Representative – appointed by that organization.
5. One (1) Downtown Banker or Developer – appointed by the Mayor, subject to Council approval.

#### **4.2 Ex Officio (Non-Voting)**

- Mayor
- City Administrator
- SCOCOG Representative (Grant Administration)

#### **SECTION 5. TERMS.**

Initial staggered terms shall mirror those outlined in the Implementation Plan

Subsequent terms shall be four (4) years.

Vacancies shall be filled by the original appointing authority.

#### **SECTION 6. OFFICERS.**

The Board shall annually elect:

- President
- Vice President
- Secretary
- Treasurer

The DDA shall maintain corporate records consistent with Chapter 355 RSMo and federal 501(c)(4) requirements.

#### **SECTION 7. FINANCIAL ADMINISTRATION.**

1. The DDA shall maintain separate corporate accounts.
2. An annual budget shall be submitted to the City Council no later than September 15 each year.

3. The DDA shall comply with municipal audit standards and applicable IRS reporting requirements (Form 990 or successor filing).
4. Board members shall serve without compensation but may be reimbursed for authorized expenses.

#### **SECTION 8. PUBLIC ACCOUNTABILITY.**

1. The DDA shall comply with Missouri Sunshine Law (Chapter 610 RSMo).
2. The DDA shall provide quarterly reports to City Council.
3. The DDA shall publish an Annual Downtown Report Card.
4. The DDA shall present an annual "State of Downtown" report.

#### **SECTION 9. PUBLIC-PRIVATE COORDINATION.**

The DDA is authorized to enter into Memoranda of Understanding with Downtown Houston, Inc., SCOCOG, and other partners consistent with the adopted Implementation Plan.

#### **SECTION 10. AMENDMENTS.**

The Bylaws may be amended by:

1. Two-thirds (2/3) vote of the full Board; and
2. Approval by City Council by ordinance.

#### **SECTION 11. DISSOLUTION.**

Upon dissolution:

- All assets shall be distributed to the City of Houston or another governmental or 501(c)(4) entity serving similar public purposes.
- No assets shall inure to private individuals.

#### **SECTION 12. EFFECTIVE DATE.**

This Ordinance shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED BY THE BOARD OF ALDERMAN OF THE CITY OF  
HOUSTON, MISSOURI, THIS \_\_\_\_\_ DAY OF MARCH, 2026.**

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Samuel L. Kelley  
Mayor of Houston, Missouri

ATTEST:

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Barbara Rodgers, City Clerk

**COMPANION RESOLUTION**

**A RESOLUTION RECOGNIZING THE HOUSTON DOWNTOWN DEVELOPMENT AUTHORITY AS A 501(c)(4) SOCIAL WELFARE ORGANIZATION AND ADOPTING THE IMPLEMENTATION PLAN.**

**BE IT RESOLVED:**

1. The City formally recognizes the Houston Downtown Development Authority as a Missouri nonprofit corporation intended to qualify under Section 501(c)(4) of the Internal Revenue Code.
2. The Downtown Development Authority Implementation Plan is hereby adopted as guiding policy.
3. The Mayor and City Administrator, or their assigns, on behalf of the Board of Alderman of the City of Houston, MO, are authorized to execute documents necessary to complete incorporation and federal tax exemption filings.
4. Post Incorporation the Board of Directors of the Houston Downtown Development Authority shall retain administrative duties as assigned in the bylaws of the organization.

APPROVED BY THE COUNCIL OF THE CITY OF HOUSTON, MISSOURI, THIS \_\_\_\_\_ DAY OF MARCH, 2026.

\_\_\_\_\_  
Samuel L. Kelley  
Mayor of Houston, Missouri

ATTEST:

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Barbara Rodgers, City Clerk