

THE 3-TRAILS COMMUNITY IMPROVEMENT DISTRICT

RESOLUTION OF THE 3-TRAILS COMMUNITY IMPROVEMENT DISTRICT (THE "DISTRICT") ADOPTING POLICIES AND PROCEDURES FOR THE PROCUREMENT OF INTERESTS IN PROPERTY AND FOR THE EMPLOYMENT OF OR CONTRACTING FOR PERSONNEL ON BEHALF OF THE DISTRICT.

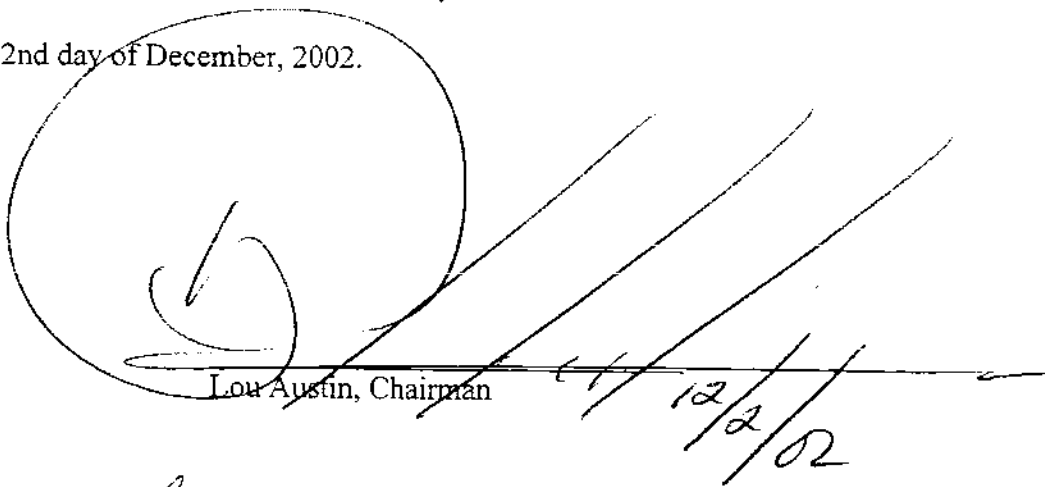
WHEREAS, the District, which was formed on July 7, 2002, by Ordinance No. 020753 adopted by the City of Kansas City, Missouri, City Council, is a public body created under the authority of the Missouri Community Improvement District Act, Sections 67.140, et seq., RSMo., as amended (the "Act"), and is transacting business and exercising powers granted by the Act;

WHEREAS, the District desires to ensure that it conforms with the requirements of Missouri law applicable to the District and relating to property interests held, or to be held, by the District, and personnel employed or contracted for, or to be employed or to be contracted for, by the District.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of The 3-Trails Community Improvement District:

1. That the District, duly created as political subdivision under the Act, does resolve that it shall conform with all policies and procedures attached hereto as Exhibit A and shall comply with any and all applicable procedures required under Missouri law.
2. This Resolution shall take effect immediately.


Adopted this 2nd day of December, 2002.



A large, circular handwritten signature of Lou Austin, Chairman, is written over a horizontal line. To the right of the signature, the date 12/2/02 is handwritten.

Lou Austin, Chairman

ATTEST:



A handwritten signature of Craig Fischman, Secretary, is written over a horizontal line.

Craig Fischman, Secretary

## EXHIBIT A

### DISTRICT PROCUREMENT POLICIES AND PROCEDURES

#### I. Purpose of Policies and Procedure Guidelines:

The purposes of these Guidelines are to further the desire of the Board to comply with applicable Missouri statutory law concerning the acquisition of property interest by the District and the District's employment or contracting for services of individuals or entities.

#### II. Applicability:

Except as otherwise provided by law, the District shall comply with the Guidelines with respect to any District acquisition of real or personal property interests, or with respect to any contract or employment of individuals or entities for services to be provided to the District.

#### III. Relevant Terms:

- A. **Board:** The Board of Directors of The District.
- B. **Competitive Bidding:** The process of acquisition of property interests, employment or contracting for services whereby the Board solicits offers pursuant to a Request for Proposals.
- C. **District:** The 3-Trails community Improvement District.
- D. **Guidelines:** These Policy and Procedure Guidelines adopted by the Board, as they may be amended from time to time.
- E. **Public Notice:** Notice published pursuant to these Guidelines.
- F. **Resolution:** A Resolution adopted by the Board.

#### IV. All Actions by Resolution:

Any acquisition of real or personal property interests by the District shall be approved by Resolution. Any contract or employment for services by any individual or entity, or termination of such employment or contract for services, shall be by Resolution.

#### V. Compliance With Sunshine Act Policies and Procedures:

All actions pursuant to these Guidelines shall be in accordance with the District's Sunshine Act Policies and Procedures approved by Resolution 2002-05, as may be amended from time to time.

**VI. Determination of Need:**

The Board shall, by Resolution, determine whether the District shall seek to acquire an interest in real or personal property and whether the District shall seek to employ or contract with any individual or entity for services to be provided to the District. Any such Resolution shall state whether such acquisition, employment or contract is in furtherance of the District's purposes. Such Resolution shall also state whether such acquisition, employment and contract shall be subject to Public Notice and/or subject to Competitive Bidding, as set forth herein.

**VII. Public Notice:**

Whenever the Board, pursuant to these Guidelines, desires to issue a Public Notice requesting proposals concerning acquisition of property, or employment or contract for services, the following procedures shall apply:

- A. A Public Notice Shall Be Issued.
- B. A Public Notice Shall Include:
  - 1) A summary of the acquisition, employment or contract for services sought.
  - 2) Notice that such applications in response to a District Request for Proposals may be obtained at the Office of the District.
  - 3) Notice that The 3-Trails Community Improvement District is issuing a Request for Proposals.
  - 4) The time and place when such applications may be obtained.
  - 5) The time and place when responses to the Request for Proposals must be submitted.
- C. The Public Notice shall be posted on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for the purpose at the principal office of the District for a period of not less than ten consecutive business days. Such Public Notice shall also be published in one or more newspapers of general circulation serving the County in which the District is located once a week for two consecutive weeks.

**VIII. Request for Proposals:**

- A. Each acquisition, employment or contract for services, deemed by the Board to be subject to Public Notice, shall be preceded by the issuance of a Request for Proposals (the "RFP"). The RFP shall be available at the times and place determined by the Board.

**B. The RFP Shall Include:**

- 1) The name, location and other contact information of whom respondents to the RFP shall direct questions.
- 2) The deadline for receipt of such questions.
- 3) The deadline for receipt of proposals.
- 4) The purpose of the RFP, including, if applicable, the type of personal or real property sought; the type of interest sought in such property; the type of employment considered; and, the type of service or services to be contracted.
- 5) The general requirements for proposals.
- 6) The terms and conditions of the RFP.
- 7) Application procedures for respondents to the RFP.
- 8) Criteria to be considered in evaluating proposals.
- 9) Whether the proposals are subject to Competitive Bidding and whether such bids shall be sealed.

**IX. Public Notice and Competitive Bidding Mandatory:**

Public Notice pursuant to Section VII above, and Competitive Bidding in accordance with Request for Proposals issued pursuant to Section VIII above, shall be mandatory pursuant to the following provisions:

**A. Elected or Appointed Officials Who Are Employees of the District:**

No elected or appointed officials or employees of the District serving in an executive or administrative capacity; shall:

1. Perform any service for the District in which he or she is an officer or employee or over which he or she has supervisory power for receipt or payment of any compensation, other than of the compensation provided for the performance of his or her official duties, in excess of \$500 per transaction or \$1,500 per annum, except on transactions made pursuant to an award on a contract let or sale made after Public Notice and Competitive Bidding, provided that the bid or offer is the lowest received;
2. Sell, rent or lease any property to the District in which he or she is an officer or employee or over which he or she has supervisory power and received consideration therefor in excess of \$500 per transaction or \$1500 per year unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, Competitive Bidding, provided that the bid or offer accepted is the lowest received;

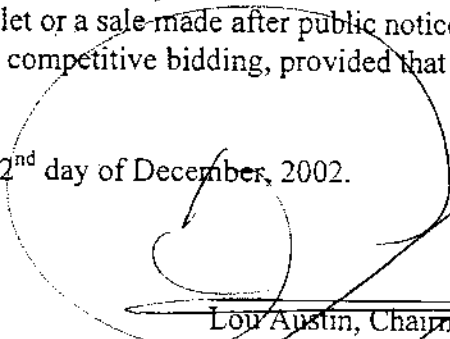
3. Participate in any matter, directly or indirectly, in which he or she attempts to influence any decision of the District thereof in which he or she is an officer or employee or over which he or she has supervisory power, when he or she knows the result of such decision may be the acceptance of performance of a service or the sale, rental, or lease of any property to the District for consideration in excess of \$500 value per transaction or \$1,500 value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let for sale made after public notice and the case of property other than real property, Competitive Bidding, provided that the bid or offer accepted is the lowest received;
4. Perform any service during the time of his or her officer or employment for any consideration from any person, firm or corporation, other than the compensation provided for the performance of his or her official duties, by which service he or she attempts to influence the decision of the District in which he or she is an officer or employee or over which he or she has supervisory power.

**B. Members of the Board:**

1. No member of the Board of Directors of the District shall:
  - A. Perform any service for the District for any consideration other than the compensation provided for the performance of his or her official duties; or
  - B. Sell, rent or lease any property to the District for consideration in excess of \$500 per transaction or \$1,500 per annum unless the transaction is made pursuant to an award on a contract let or a sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received; or
  - C. Attempt, for any compensation other than the compensation provided for the performance of his or her official duties, to influence the decision of the District or any matter; except that, this provision shall not be construed to prohibit such person from participating for compensation in any adversary proceeding or in the preparation or filing of any public document or conference thereon.
2. No sole proprietorship, partnership, joint venture, or corporation in which any member of the board is the sole proprietor, a partner having more than 10% partnership interest, or a co-participant or owner in excess of 10% of the outstanding shares of any class of stock, shall:
  - A. Perform any service for the District for any consideration in excess of \$500 per transaction or \$1,500 per annum unless the transaction is made pursuant to an award on a contract let after public and competitive bidding, provided that the bid or offer accepted in the lowest received;

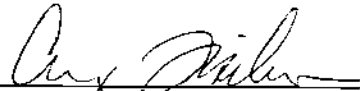
B. Sell, rent or lease any property to the District where the consideration is in excess of \$500 per transaction or \$1,500 per annum unless the transaction is made pursuant to an award on a contract let or a sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Adopted this 2<sup>nd</sup> day of December, 2002.

  
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Lou Austin, Chairman

*12/2/02*

ATTEST:

  
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Craig Fischman, Secretary