AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
APRIL 7, 2014
7:00 PM

A. Call to Order & Pledge of Allegiance

B. Roll Call

A. Roll Call

C. Ceremonial Matters

D. Public Participation

A. Public Participation

E. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Mar 17, 2014 7:00 PM

F. Agenda Items

- **A. Request for Chickens and Cows**
- **B. Harrisonville Middle School Physical Education Dept. — 5K Walk/Run**
- **C. Harrisonville Public School Foundation— 5K Walk/Run**
- **D. John Coffey Appeal for Access Point to Commercial Street**
- **E. Council Bill 017: AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2014 TRHOUGH DECEMBER 31, 2014**
- **F. Authorization Requests for Records Destructions**
- **G. Council Bill 018: A RESOLUTION TO AUTHORIZE THE CITY ADMINISTER TO EXECUTE A SUBSCRIBER AGENCY AGREEMENT BETWEEN THE CITY OF HARRISONVILLE, MISSOURI, AND THE CASS COUNTY EMERGENCY SERVICES BOARD FOR THE USE OF RADIO EQUIPMENT IN THE METROPOLITAN AREA REGIONAL RADIO SYSTEM.**
- **H. Two way traffic on Lexington**
- **I. Council Bill 019: AN ORDINANCE AMENDING CHAPTER 355, SCHEDULE II (PARKING RESTRICTIONS) BY ESTABLISHING PARKING RESTRICTIONS ON NORTH LEXINGTON STREET WITHIN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.**

G. Aldermen and Committee Reports

H. Report from the City Administrator

I. Report from the Mayor

J. Questions from the Media

K. Adjourn to Executive Session

L. Adjourn From Regular Session

Posted on City Hall Bulletin Board this 3rd day of April

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Kim Hubbard, City Clerk

The Board of Aldermen meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (4) minutes. The Board of Aldermen request that concerns be initially addressed at the appropriate action level before coming to the Board of Alderman

City of Harrisonville est. 1836

DRAFT

**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
MARCH 17, 2014
7:00 PM**

1. Call to Order & Pledge of Allegiance

2. Roll Call

Attendee Name	Title	Status	Arrived
Bill Mollenhour	Board Member	Present	
Bret Reece	Board Member	Present	
David Dickerson	Board Member	Present	
Doug Meyer	Board Member	Absent	
Ivan Stull	Board Member	Present	
Marcia Milner	Board Member	Present	
Morris Coburn	Board Member	Present	
Stacey Dahlman	Board Member	Present	
Kevin Wood	Mayor	Present	

Others Present: City Administrator Keith Moody, Finance Director Mike Tholen, City Attorney Jessie James, Economic Development Director Rick DeLuca, Police Chief John Hofer, City Clerk Kim Hubbard, Public Information Officer Sheryl Stanley, EMS Director Larry Francis, Public Works Director Jerry Gibbs, and Assistant Public Works Director Eric Patterson

3. Ceremonial Matters

A. Re-Appointment of Mike Cox to a Five Year Term on the Board of Building and Engineering Appeals

Mayor Wood made the recommendation to re-appoint Mike Cox to the Board of Building and Engineering Appeals and appoint Julie Cooper to fill the vacancy on the Historic Preservation Commission. Mayor Wood stated each appointment could be voted on separately or together.

Alderman Milner moved to approve both appointments. Alderman Reece seconded the motion and it was approved unanimously by a voice vote of those present.

B. Appoint Julie Cooper to fill the vacancy of term ending May 2016 on the Harrisonville Historic Preservation Commission

Ms. Cooper's appointment was approved with the re-appointment of Mike Cox to the Board of Building and Engineering Appeals.

4. Public Participation

A. Public Participation

None.

5. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Mar 3, 2014 7:00 PM

Mayor Wood noted City Clerk Hubbard had brought to his attention there was an error on the draft minutes that were included in the packet, Council Bill 014 reflected no action and that it has been corrected.

Minutes were approved.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Ivan Stull, Board Member
SECONDER:	David Dickerson, Board Member
AYES:	Mollenhour, Reece, Dickerson, Stull, Milner, Coburn, Dahlman
ABSENT:	Doug Meyer

6. Agenda Items

A. A Resolution Authorizing the City Administrator to Execute an Agreement with Altec Industries for the Purpose of Purchasing a New Altec AM55E Aerial Over-Center Material Handler with Front Winch Package in an Amount Not to Exceed $192,399.

Mayor Wood read Council Bill 015 by title only.

Director Thomas reviewed the request, noted this was an item that was included in the approved 2014 budget and other replacement options, other than purchasing new, were reviewed. Director Thomas stated it was staff's recommendation to approve the purchase of a new Altec AM55E Aerial Over-Center Material Handler with front winch package. Director Thomas reported the used one would be sold online.

Mr. Moody explained the process Director Thomas has followed the same process he has asked other Department Directors to undergo to insure the City is getting the best price.

Council Bill 015 became Resolution 012

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bret Reece, Board Member
SECONDER:	David Dickerson, Board Member
AYES:	Mollenhour, Reece, Dickerson, Stull, Milner, Coburn, Dahlman
ABSENT:	Doug Meyer

B. A RESOLUTION TO AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE A MUTUAL AID AGREEMENT FOR EMERGENCY ASSISTANCE BETWEEN THE CITY OF HARRISONVILLE, MISSOURI, AND MEMBER AGENCIES OF THE MISSOURI PUBLIC UTILITY ALLIANCE.

Mayor Wood read Council Bill 016 by title only.

Director Thomas reviewed the agreement and noted as long as he has contacts with outside contractors outside it is his preference to use them. Mr. Thomas noted that when there is a disaster/emergency that neither FEMA nor SEMA will reimburse a City for bringing outside assistance in without a mutual aid agreement in place. Mr. Thomas explained that the first twenty-four (24) hours are used to assess the situation.

Mr. Thomas noted by having this mutual aid agreement in place it fulfills one of the requirements for the RP3 Recognition that the Electric Department is working toward.

Council Bill 016 became Resolution 013

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	David Dickerson, Board Member
SECONDER:	Ivan Stull, Board Member
AYES:	Mollenhour, Reece, Dickerson, Stull, Milner, Coburn, Dahlman
ABSENT:	Doug Meyer

C. AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2014 TRHOUGH DECEMBER 31, 2014

Mayor Wood read Council Bill 017 by title only.

Director Tholen reviewed the proposed amendment and explained this process is done every year. Mr. Tholen reviewed encumbrances, re-appropriations, and new appropriations.

Alderman Dickerson inquired about the new appropriation for the Harrisonville CID. It was explained the City is setting money aside for the program. Alderman Coburn inquired about the new appropriation for the Sheriff's Retirement Fund, Mr. Tholen explained this was a change in the State Statute last year that requires the City to show a fee going to the State for certain tickets.

There was discussion of the purchase of a used ambulance and the cost of new the equipment that is required. The cost of both are included in the new appropriations amount for the EMS fund.

Alderman Dahlman moved to suspend the rules and move Council Bill 017 to a second reading. Alderman Milner seconded the motion.

Alderman Reece asked for discussion and asked that this item go to its second reading at the next meeting. There was no opposition. Alderman Dahlman withdrew her motion.

Council Bill 017 will have it's second reading at the next Board meeting.

RESULT:	**FIRST READING**
	Next: 4/7/2014 7:00 PM

7. Aldermen and Committee Reports

Alderman Dahlman complimented staff on the sales tax brochure that has been sent to residents.

8. Report from the City Administrator

None.

9. Report from the Mayor

Mayor Wood commented on the positive media regarding actions taken against the business that was caught selling bath salts.

10. Questions from the Media

There was no media present.

11. Adjourn to Executive Session

Alderman Stull made a motion to adjourn to executive session for the purpose of section 610.021 (1), Legal Actions and section 610.021 (3), Personnel. Alderman Reece seconded the motion, and it was approved by the following roll call vote:

Ayes: Aldermen Dahlman, Coburn, Milner, Dickerson, Reece, Stull, and Mollenhour

Nays: None

Absent: Alderman Meyer

Abstain: None

Adjourned to executive session at 7:33 p.m.

Reconvened to regular session at 7:49 p.m.

12. Adjourn From Regular Session

Alderman Coburn made the motion to adjourn. Alderman Milner seconded the motion and it was approved unanimously by a voice vote of those present.

The meeting adjourned at 7:49 PM.

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Kevin Wood, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

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Kim Hubbard, City Clerk

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Kim Hubbard, City Clerk**

DATE: **March 31, 2014**

SUBJECT: **Request for Chickens and Cows**

Type of Item: *Approval*

Scott & Lori Johnson are asking permission to keep 4 to 6 chickens and some cows on the 14 acres they own on the 267th street which annexed into the city in the late 90's.

I asked Mr. Johnson to contact his closest neighbor to let them know what was going on and to make sure there is no opposition. Attached is a letter submitted by Mr. & Mrs. Johnson.

A. Action Item (ID # 1353)

Request for Chickens and Cows

Attachments:

Scott & Lori Johnson Request (PDF)

405 James
Harrisonville, Mo 64701

Harrisonville Board of Alderman
300 E. Pearl
Harrisonville, Mo 64701

To Whom it May Concern.

My name is Scott Johnson, and my wife is Lori. We currently have 14 acres on 267th street. This land is the only land on the street that is in the city limits. We are requesting permission to have cows and chickens on the land. At this time there is already a fenced in area for some cows, and we expect to have only a couple of cows at a time. We plan to use them only for our own use, and for our sons FFA agriculture project. We intend to build a chicken coop in the near future, expecting to have 4-6 chickens. The chickens will provide our family with eggs for our own use. We understand what is necessary to care for the animals, and are prepared to do that. We do not have any close neighbors for them to be affected by either the cows or chickens.

We appreciate your consideration in this matter.

Sincerely,
Scott and Lori Johnson

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **John Hofer, Director**

DATE: **April 2, 2014**

SUBJECT: **Harrisonville Middle School Physical Education Dept. — 5K Walk/Run**

Type of Item: *Approval*

Issue: Harrisonville Middle School Physical Education Dept.-5K Walk/Run Event scheduled for May 20, 2013 from 8:30 am to 11:30 am.

Background: The applicant, Amy Schloss, of the Harrisonville Middle School Physical Education Department has requested an event permit to host a 5K walk/run in Harrisonville. This is the second time for this event however, several similar events have been previously hosted in Harrisonville with no noted complaints or concerns. The requested event is scheduled as a fundraiser for the Physical Education Department. This year the event will take place on the sidewalks around the middle school neighborhood and Finney Street which runs on the North side of HMS. They have not requested any assistance from city staff but have worked closely with the school resource officer from the Middle School to coordinate the event. The applicant has secured volunteers to monitor the event and keep the participants on the sidewalks. The event will begin at approximately 8:30 am and start and end at the Middle School The race is estimated to be completed in about three hours. Participants from each grade (6, 7, 8,) will have a staggered start as to not overload the course. There is no cost for the requested City services and the required insurance coverage will be submitted upon approval of this event permit.

Recommendation: With no noted complaints or concerns associated with the previous event I would recommend approval for this event as long as all state laws, city ordinances and city recommendations are complied with

B. Action Item (ID # 1355)

Harrisonville Middle School Physical Education Dept. — 5K Walk/Run

City of Harrisonville est. 1836

STAFF REPORT

TO: Board of Aldermen

FROM: John Hofer, Director

DATE: April 2, 2014

SUBJECT: Harrisonville Public School Foundation— 5K Walk/Run

Type of Item: *Approval*

Issue: Harrisonville Public School Foundation 5K Walk/Run event scheduled for September 13, 2014 from 7 am to 9 am.

Background: The applicant, Jill Filer, Executive Director of the Harrisonville Public School Foundation has requested a parade/event permit to host a 5K walk/run in Harrisonville. This event has been hosted annually since 2008 by the applicant with no noted complaints or concerns. The requested event is scheduled as a fundraiser for the Harrisonville Public School Foundation and the Christina Collins Memorial Scholarship. The only assistance requested of city staff is traffic control. A marked patrol unit, from on duty personnel, will lead the runners during this event. The applicant has secured volunteers to monitor and block intersections as needed for the event. Registration will begin at Harrisonville High School at 7:00 am with walk/run to start at approximately 8:00 am. The race is estimated to be completed in about an hour. The proposed route is as follows: south from the high school on Price Street, west on Elm Street, north on North Halsey, west on Ash Street, north on Sunny Swim Drive to Sandy Links Lane, Sandy Link Lane to the Golf Course. The participants will follow the same route, in reverse order, back to the High School. There is no cost for the requested City services and the required insurance coverage will be submitted to the City by the applicant should this permit be approved.

The Director of Parks and Recreation Chris Deal has approved the use of park land for portions of the event.

Recommendation: With no noted complaints or concerns associated with six previous events I would recommend approval for this event as long as all state laws, city ordinances, and City requests are complied with.

C. Action Item (ID # 1356)

Harrisonville Public School Foundation— 5K Walk/Run

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Rick Deluca, Director**

DATE: **April 3, 2014**

SUBJECT: **John Coffey Appeal for Access Point to Commercial Street**

Type of Item: *Approval*

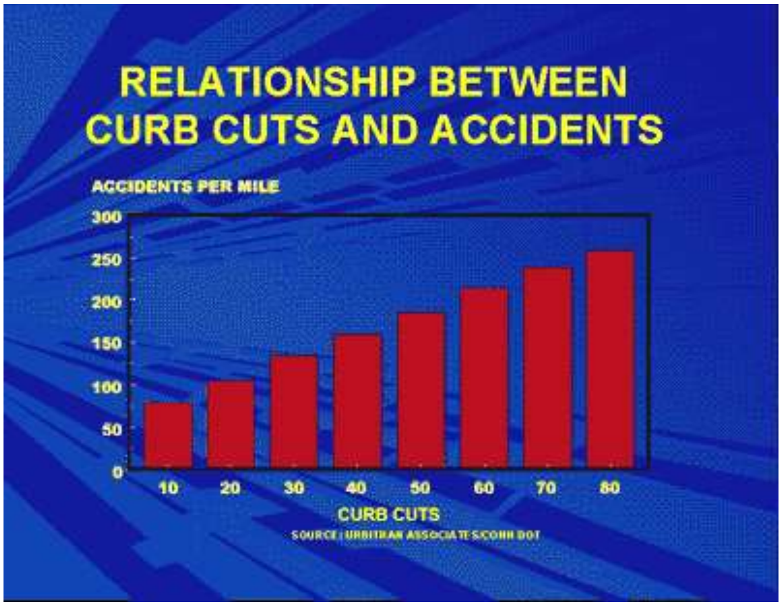
Issue: Appeal for access point to Commercial Street.

Background:

John Coffey submitted a site plan on a 1.9 acre tract of land located south of the Sanders and South Commercial intersection. Staff's decision was to allow one aligned access onto Commercial Street. He stated that he wanted to appeal Staff's decision and was told that he needed to submit a traffic study. *(NOTE: A traffic study from a traffic engineer is what the City has required in the past for appeals. Since this is primarily a public safety issue, it is prudent to require this.)* Mr. Coffey refused to provide a study and insisted on an appeal.

Access Management

In the past MoDOT has given their access management presentation to City of Harrisonville elected and appointed officials. One of their statistics was that arterial roadways with an excessive amount of access points *(20+ access points per mile)* have elevated accident rates. Harrisonville's Commercial Street averages 50+ access points per mile. Basically, there is a direct correlation between excessive access to arterial roadways and traffic accidents. The graph below demonstrates this correlation.



The purpose of access management is to promote a safer street network that functions more efficiently. Practicing access management will enhance the City street system, enhance our economy, and most importantly, help reduce Harrisonville's accident rate.

To put this request into perspective, the property has 250 feet of frontage onto Commercial Street and 84 feet of that frontage is proposed access. Please be aware that **33% of the frontage on Commercial Street is proposed for access onto Commercial Street**. This is very excessive.

Compliance with City Standards and APWA Standards.

This request does not comply with the following standards. Therefore, a waiver would be necessary for the following.

Driveway spacing. All driveways do not meet the spacing requirements of the subdivision regulations (410.480 B), APWA design standards (5203.5) and City Access Management Design Guidelines (Section 3).

Driveway Alignments. The south 2 access points do not align and do not comply with APWA design standards (5203.5), the subdivision regulations (410.480 I), and City Access Management Design Guidelines (Section 6).

Turning Conflicts. Turning conflicts will be established if this appeal is granted. This does not comply with both APWA and City Standards.

Options:

Option 1. Deny the access appeal to Commercial Street.

Option 2. Send the request to the Public Safety Committee after Mr. Coffey provides a traffic study.

Option 3. Continue/table the request until Mr. Coffey provides a traffic study.

Option 4. Modify and approve request.

Option 5. Approve the request.

Staff Recommendation:

Option 1. Send the request to the Public Safety Committee only after Mr. Coffey provides a traffic study.

Option 2. Continue/table the request until after Mr. Coffey provides a traffic study.

Option 3. Deny the access appeal to Commercial Street.

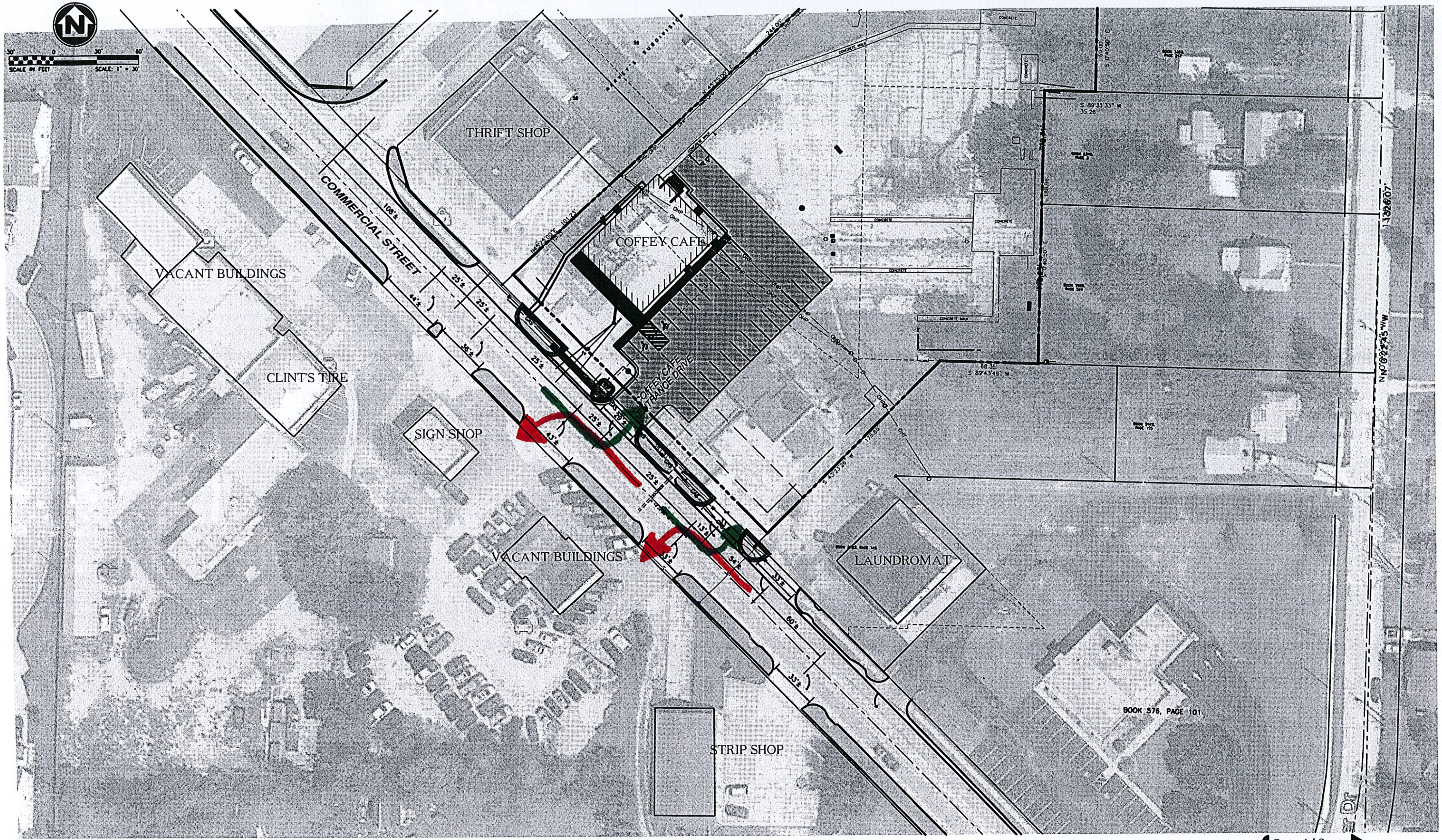
D. Action Item (ID # 1361)

John Coffey Appeal for Access Point to Commercial Street

Attachments:

Coffey Cafe map.BOA 4-7-14 (PDF)

John Coffey Letter.BOA.4-7-14 (PDF)



COFFEY CAFE ACCESS DRIVE EXHIBIT

RECEIVED
MAR 28 2014
CITY OF HARRISONVILLE

Samuel J Styron
CONSULTING ENGINEERS, INC.

MARCH 2014
PROJECT NO. 2013010

310 SOUTH INDEPENDENCE
HARRISONVILLE, MISSOURI
PHONE: 816-797-6995

PROFESSIONAL ENGINEERING CORP.
MISSOURI STATE CERTIFICATE OF
AUTHORITY NO. E-2003019637-D

Attachment: Coffey Cafe map.BOA 4-7-14 (John Coffey Appeal for Access Point to Commercial Street)

Request for Variance for Restaurant Construction:

After speaking with city staff, I understand what the subdivision regulations say about limiting the number of entrances for a development. I'm asking the council to make a variance to the regulations for this property, to encourage future development.

Details:

I am proposing to reduce the number of street entrances from 4 to 2, as opposed to the 1 entrance that city subdivision regulations allow. This includes:

- Effectively closing our half of the north entrance with landscaping/grass
- Closing the second entrance from the north with new concrete curbs
- Leaving open the third entrance from the north to serve as the main entrance
- Closing the southernmost entrance for the time being by planting grass. The curb cuts and entrance would remain for future development.

Background:

1. The proposed restaurant sits on a separate piece of property from the adjacent land. Leaving only one shared entrance reduces the value and appeal of the remaining property.

2. The property is surrounded by low traffic-volume businesses and not located near a traffic light or major intersection.

3. This is not a green-field development project. I have removed blight and am significantly improving (1) the traffic flow by closing half of the entrances and (2) the appearance and value of the property through the demolition of the old buildings and construction of the proposed restaurant. (3) I proceeded with the initial demolition phase of the project based on the assurance from Steve Rauscher that I would receive consideration when I develop the property.

Thank you for your consideration.

John Coffey
816-225-1976

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Mike Tholen, Director**

DATE: **March 13, 2014**

SUBJECT: **FY 2014 Budget Amendment #1**

Type of Item: *Budget*

With the closing of the 2013 fiscal year comes the time for reviewing ongoing projects and activities of the City, especially those that have a financial impact spread over both the last and the current fiscal years. The year-end numbers for revenues and appropriations by fund have been examined, and several recommendations for changes to the FY 2014 budget result.

This budget amendment will impact the adopted 2014 budget in several ways: encumbrances, reappropriations, and new appropriations. They are briefly defined as follows:

ENCUMBRANCES - monies that have been obligated to a specific vendor for a specific activity, but which have not yet been paid. An example would be the amount still due to complete the Independence Street bridge project, or bills for items that have been ordered but not received and paid for as of the end of the year. Encumbrances are the top priority for inclusion in the new budget, as they generally represent a legal claim on the City's funds that did not expire at the end of the fiscal year. Encumbrances are automatically carried forward in our accounting system, and so are not included in the budget amendment totals, but are shown on the summary to add to our understanding of the year end process.

REAPPROPRIATIONS - monies that were authorized for FY 2013 but were, for various reasons not spent, or not completely spent. Almost all of the reappropriation requests in this budget amendment are for capital projects.

In certain cases (stormwater projects, for example), we have recommended reappropriating an amount different from the ending balance, when we have more accurate estimates or bids available. Reappropriations are the next priority for the new budget because they continue or complete projects which the City has already approved and begun.

NEW APPROPRIATIONS - monies for projects or activities that are not included in the 2014 Budget, but have been identified as worthy of consideration as funding becomes available. The only new appropriation requests in this budget amendment correspond with the downtown CID formation, Municipal Court costs, and the 4th ambulance project the Board has previously discussed. New appropriations are the final priority for funding recommendations.

Most of our operating funds have positive year-end balances compared to the projections that were made in the budgeting process. While a good deal of that is caused by the projects still pending, there are also some instances where general revenues exceeded expectations, operating expenses were lower than projected, or some combination of the two.

GENERAL FUND - The General Fund remains the base of the City's financial activities, and has the most changes of any operating fund. Revenues in 2013 were less than budgeted in intergovernmental transfers. The grant revenue anticipated for the North Independence bridge and airport projects will be recognized in 2014, along with the reappropriated expenditures.

Operating expenses in the General Fund were lower than anticipated, primarily due to personnel savings. The City budgets for each full-time position to be filled 100% of the year, but in actual practice, when a vacancy occurs there is often a time elapsed until it is filled, and then by someone at a lower starting wage

Most of the encumbered items at the end of the year were routine purchases which have, by now, been processed, or capital projects for which a contract has been let. Reappropriations include carryover money for ongoing projects, such as safety, training, and donation expenditures. There are also a number of ongoing capital projects (stormwater, airport, etc.) which require reappropriations. Some of these reappropriation requests have outside funding tied to them, and those revenues are anticipated in the budget amendment.

General Fund summary:	encumbrances - $725,459
	reappropriations - $605,766
	new appropriations - $127,975

ELECTRIC FUND - Revenues for 2013 were slightly higher than projected. Operating expenditures overall were slightly higher as well, but subject to year-end audit adjustments for capitalized items and time-of-payment issues. The other parts of the fund functioned as expected.

The primary change for this fund allows for the completion of the North Substation transformer project.

Electric Fund summary:	encumbrances - $135,535
	reappropriations - $587,607

CWSS FUND - The Fund overall remains sound. The Water Plant improvements are an ongoing project, as are several other major capital projects.

Operating expenses of the fund overall were under budget, and operating revenues were as projected for 2013.

Encumbrances and Reappropriations are primarily capital projects, which are under contract or near the bidding stage.

CWSS Fund summary: encumbrances - $834,316

reappropriations - $470,461

PARK FUND - The Park Fund operated basically as budgeted in 2013. The Park Fund request is for the reappropriation of funds for Masterplan improvements and trail improvements.

Park Fund summary: reappropriations - $8,720

EMERGENCY SERVICES FUND - The capital expenditure for the 4th ambulance, to be used for transports, is the only change proposed for this fund. The cost also includes the necessary equipment and medical supplies to stock and operate an ambulance. This appropriation is balanced by a transfer from the General Fund.

Emergency Services summary: new appropriations - $97,375

Council Bill No. 017

Ordinance No. 0037-14

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2014 TRHOUGH DECEMBER 31, 2014

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AS FOLLOWS:

Section 1: That the annual operating budget for the City of Harrisonville, Missouri, for the fiscal year beginning January 1, 2014, and ending on December 31, 2014, a copy of which is appended hereto and made a part hereof, is hereby amended. Maximum amounts to be expended by fund are as follows:

FUND	BUDGETED EXPENDITURES	BUDGETED REVENUES
GENERAL	9,087,881	7,985,485
PARK	561,520	492,800
SALES TAX	1,590500	1,595,500
EMERGENCY SERVICES	3,364,790	3,373,910
COMMUNITY CENTER	1,214,190	1,164,130
REFUSE COLLECTION	486,175	486,670
ELECTRIC	13,130,947	11,681,155
WATER/SEWER	5,711,061	4,418,450
DEBT SERVICE	817,065	817,065
AQUATIC CENTER	166,130	166,130
	36,130,259	32,181,295

Section 2: That the City Administrator is hereby authorized to amend the line items of the budget as needed, but in no event shall more funds be expended for any particular fund than that authorized by this budget without prior approval of the Board of Aldermen. In addition, any monies set aside for capital outlays shall not be used for any other purposes without prior approval of the Board of Aldermen.

Section 3. That this ordinance shall become effective immediately upon its passage and approval.

Vote taken as follows:

Ayes: Aldermen

Nays:

Absent:

Abstain:

Read two times by title only on the 17th day of March, 2014, and passed by the Board of Aldermen this 17th day of March, 2014.

Kevin W. Wood, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this 17th day of March, 2014.

CITY OF HARRISONVILLE
2014 Budget
Re-appropriations

GENERAL			
Encumbrances			
capital projects	$725,459		
	$725,459		
Re-appropriations			
01-6-0101-0413	$9,350	text and call alerts	
01-6-0103-0305	$7,950	Safety equipment	
01-6-0105-0216	$40,000	legal services on state legislative changes	
01-6-0203-0216	$2,500	Smartgov licensing training	
01-6-0312-0214	$35,923	Unspent animal control donations	
01-6-0504-0216	$2,500	Smartgov licensing training	
01-6-0707-0504	$1,350	GPS training	
01-6-0907-1036	$15,000	Annual striping program	
01-6-0907-1067	$19,500	N. Independence Bridge inspection	
01-6-0917-1073	$62,325	Airport capital project	
01-6-0936-1073	$144,800	Morningview stormwater	
01-6-0936-1075	$140,000	Ann Terrace stormwater	
01-6-0990-1058	$82,058	City Hall capital project	
01-6-0990-1059	$42,510	Police Building Capital Project	
	$605,766		
New Appropriations			
01-6-0101-0216	$5,000	establish downtown Harrisonville CID	
01-6-0204-0209	$12,000	Inmate housing	
01-6-0504-0216	$10,000	arraignment fees	
01-6-0204-0421	$3,600	Sheriff's Retirement Fund	
01-6-0816-0402	$97,375	Transfer to Emergency Services Fund	
	$127,975		
			733,741
ELECTRIC			
Encumbrances			
capital projects	$135,535		
	$135,535		
Re-appropriations			
07-6-0721-0504	$1,350	GPS training	
07-6-0990-4013	$586,257	North Substation project completion	
	$587,607		
			587,607

CITY OF HARRISONVILLE
2014 Budget
Re-appropriations

CWSS			
Encumbrances			
capital projects	$834,316		
	$834,316		
Re-appropriations			
08-6-0721-0504	$1,911	Truck cover	
08-6-0721-0504	$1,350	GPS training	
08-6-0728-0216	$47,500	sludge removal	
08-6-0931-3048	$310,700	Water Treatment plant upgrades	
08-6-0932-3050	$79,000	Ann Street sanitary	
08-6-0932-3051	$30,000	Eastwood sanitary	
	$470,461		
			470,461
PARK			
Re-appropriations			
11-6-0990-4215	$3,643	Masterplan improvements	
11-6-0990-4217	$5,077	Trail improvements	
	$8,720		
			8,720
EMERGENCY SERVICES			
New Appropriations			
16-6-0103-0504	$97,375	used Type 2 ambulance and equipment	
	$97,375		
			97,375
TOTAL PROPOSED CHANGE			**$1,897,904**
			(does not include encumbrances)

Attachment: 2014 Reappropriations (0037-14 : FY 2014 Budget Amendment #1)

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Kim Hubbard, City Clerk**

DATE: **March 31, 2014**

SUBJECT: **Authorization Request for Records Destruction**

Type of Item: *Approval*

I am requesting the Board of Aldermen's approval for the annual destruction of records for the following departments: Administration, Finance, Utilities, and Payroll. The departments follow the State of Missouri Secretary of State's retention guidelines for this determination; in a few instances we keep some records longer than the State's recommended requirements.

Open records and non-confidential records will be recycled as part of our paper recycling program in the City's paper recycling dumpster. Other records that have confidential information will be shredded which can be done in house.

Attached are the requested records to be destroyed.

F. Action Item (ID # 1352)

Authorization Requests for Records Destructions

Attachments:

Records destruction (PDF)

2014

Record	Retention Period (Yrs)	Destroy Through	RS	DM
<u>General Administrative Records</u>				
BOA and Committee Packets	2 yrs if retained permanently elsewhere	2011	GS021	NS
Budget Work Papers	After completion of audit plus 2 years	2011	GS004	NS
Phone Message Books	1 year	2012	GS016	NS
Outgoing Ltrs/Memos/Faxes	2 yrs or no longer needed	2011	GS012 & 0016	NS
Weekly Wrap Ups	After Completion of Audit plus 2 yrs	2011	GS076 & 0016	NS
Travel/Training	After completion of Audit plus 1 year	2012	GS070	S
Contracts-Construction & CIP	Retain 10 yrs. after substantial Completion	2002	GS060	NS
Other contracts/agreements	Retain 3 years after expiration	2002	GS060	S
Contractor Licenses	Until inactive plus 2 yrs Includes rejected applications	2011	GS050	S
Liquor Licenses	Retain 2years after expiration or inactive for	2011	GS050	S
Work Orders	3 years after final disposition	2010	GS049	NS
Requests for Information	3 years after disposition	2009	GS050	S
Block Party Permits	2 years after expiration	2011	GS050	NS

City of Harrisonville
Finance Department

Memo

To: Kim Hubbard

From: Debbie Goss

CC: Mike Tholen

Date: 2/21/2014

Re: Authorization request for records destruction for the year ending 2013

I am formally requesting the Board of Alderman's approval for the annual destruction of finance department records for the year ending 2013. The finance department follows the State of Missouri Secretary of State's retention guidelines for this determination; in a few instances we keep some records longer than the State's recommended requirements. Open records and non confidential records will be recycled as part of our paper recycling program in the City's paper recycling dumpster. Other records that have any confidential information will be shredded. This shredding can be done in house. Listed below are the requested records to be destroyed and the method of destruction.

TYPE OF RECORD	DATE	Retention Source	Method
ACCOUNTS PAYABLE RECORDS	2010 & prior	(GS007)	NS
PETTY CASH RECORDS	2010 & prior	(0741 & GS 070)	NS
BANK RECORDS: DEPOSIT SLIPS & COPIES OF RETURNED ITEMS-PLEDGE REPORTS	2010 & prior	(GS 010)	NS
MATURED INVESTMENTS INVESTMENT BALANCING	2010 & prior	(0709)	NS
MUNICIPAL COURT BANK RECONCILIATIONS	**2008 & prior**	**(PER CM)**	**S**
AIRPORT HANGAR RECEIPTS	**2012 & prior**	**(GS 008)**	**S**
MISC AIRPORT RECEIPTS	2012 & prior	(GS 008)	NS
AIRPORT FUEL RECEIPTS	**2012 & prior**	**(GS 008)**	**S**
NON RECORDS: PREPAID INSURANCE WORKPAPERS, MONTHLY TRANSFERS, REVENUE REPORT FOR ELE FRANCHISE FEE, M & M, EMS & COMMUNITY CENTER BALANCING,INTEREST ALLOCATION, ELE READINGS AIRPORT, AUDIT & CAFR WORKPAPERS (KEEP AUDIT ADJUSTING ENTRIES PERMANTLY)	2010 & prior	(PER MT-COA)	NS

P:\RECORDS RETENTION\MEMO-APPROVAL RECORDS DESTRUCTION 2013.doc

City of Harrisonville est. 1836

MEMO TO: Mayor and Board of Aldermen

FROM: Utility Office

DATE: March 20, 2014

SUBJECT: Disposal of City Records

This is a request to the Board of Aldermen for authorization to dispose of certain City Utility Department records.

We are requesting permission to dispose of the following Utility records:

2008 Documents; Utility payment stubs, Utility cash receipts reports, Daily cash receipts with updates, Daily update fund accounting reports, Daily cash closeouts, Bill calculations, End of month utility recaps, Penalty assessments, Service orders, Utility reread records, Meter change out tickets, utility aging report, End of month with update fund accounting, Utility cash receipts, Utility recaps, End of month reports, Deposit reports, Shut off records, Autopay records, Itron reports, Certified letter copies, Lake Harrisonville records, Garage sale records.

Please contact the Utility office if you have any questions regarding this request.
Thank you.

City of Harrisonville est. 1836

P.O. Box 367, 300 East Pearl Street - Harrisonville, Missouri 64701 p. (816) 380-8900 f. (816) 380-8906

Mar. 27, 2014

TO: Kim Hubbard/City Clerk

FROM: Jan Harper/Payroll Clerk Jan

RE: 2014 RECORD DESTRUCTION

Listed below are the payroll records that are scheduled to be destroyed:

2008 Timesheets and Leave Requests
2008 Payroll Computer Calculations & Reports

2008 Payroll Payables (MARCIT (now MPR), Delta Dental, Security Benefits Group, Lincoln Financial (Life, Voluntary Life & Disability), LAGERS, Cambridge Investments, TASC (Total Administrative Services Corporation), United Way, and Community Center

2008 Direct Deposits

I am keeping 2008 Year Recap (Earnings & Deductions) and Actual Quarter Reports sent to Federal and State.

Items that contain social security numbers and bank information will be shredded.

Thank you.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **John Hofer, Director**

DATE: **April 3, 2014**

SUBJECT: **Subscriber Agency Agreement / CCESB-MARRS**

Type of Item: *Approval*

Background: Attached is the MARRS Subscriber Agency Agreement that the Cass County Emergency Services Board (CCESB) is requiring each agency to sign in order to receive their new radio equipment. This agreement details the requirements for maintenance and replacement of the equipment in order to remain on the MARRS system. The Cass County radio system became a member of the MARRS system when the CCESB signed an agreement September 25, 2013. This was done in an effort to save money on the system by using their switch. The requirements are mandated in the MARRS agreement that the CCESB signed with the MARRS Management Council and our agency, as a user, must also agree to follow the requirements. The agreement stipulations are an effort to ensure the integrity of the radio system.

Recommendation: I would recommend approval of this agreement so that we can move forward with this radio project. Please contact Chief Francis or I with any questions.

Council Bill No. 018

Resolution No.

A RESOLUTION TO AUTHORIZE THE CITY ADMINISTER TO EXECUTE A SUBSCRIBER AGENCY AGREEMENT BETWEEN THE CITY OF HARRISONVILLE, MISSOURI, AND THE CASS COUNTY EMERGENCY SERVICES BOARD FOR THE USE OF RADIO EQUIPMENT IN THE METROPOLITAN AREA REGIONAL RADIO SYSTEM.

WHEREAS, the City of Harrisonville realizes the need and benefit of being a subscriber agency of the Cass County Emergency Services Board (CCESB) to protect the health, safety and welfare of citizens during times of emergency, and

WHEREAS, CCESB requires subscriber agencies to sign the attached agreement in order to receive and use the new Metropolitan Area Regional Radio System (MARRS) equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AS FOLLOWS:

Section 1: That the City Administrator is hereby authorized and directed to enter into a Subscriber Agency Agreement with the Cass County Emergency Services Board, and

Section 2: That this resolution shall become effective immediately upon its passage and approval.

Passed and resolved by the Board of Aldermen of Harrisonville, Missouri this 7th day of April 2014

____

Kevin W. Wood, Mayor & Ex Officio
Chairman of the Board of Aldermen

ATTEST:

____

Kim Hubbard, City Clerk

APPROVED by the Mayor this 7th day of April 2014.

CASS COUNTY EMERGENCY SERVICES BOARD

Subscriber Agency Agreement

This **AGREEMENT**, dated ________________ is between the Cass County Emergency Services Board (CCESB) and _______________________________________ ("Subscriber Agency").

RECITALS

A. WHEREAS CCESB is a Prime Site/Host Agency under the MARRS Memorandum Of Understanding dated September 25, 2013.

B. WHEREAS _________________________________ desires to enter into agreement with CCESB to operate radio subscriber equipment on the CCESB P25 Radio System.

C. The parties to this Agreement have determined that their cooperative effort will be a benefit to the public's health, safety, and welfare.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Defined Terms.** Capitalized terms in this Agreement shall have the same meaning ascribed to them in the Metropolitan Area Regional Radio System Memorandum Of Understanding dated April 8, 2010 ("MARRS Agreement") or User Agency Master Site Port Agreement, copies of which has been provided to CCESB and Subscriber Agencies.

Additional definitions:

"CCESB P25 Radio System" the P25 800 MHz digital radio system providing coverage and capacity to Subscriber Agencies within the boundary of Cass County, Missouri.

"Prime Site Agency" any agency/entity operating a P25 subsystem with its own dedicated Prime Site, controlled by another agency's Master Site.

"Subscriber Agency" any agency/entity which operates mobile, portable, repeater, or control station radio equipment on the CCESB P25 Radio System..

"Subscriber Equipment" approved mobile, portable radios, portable repeaters and control stations.

2. **Authorization**. The Subscriber Agencies are hereby authorized by CCESB to utilize the CCESB P-25 System as set forth in this Agreement.

3. **Reserved**.

4**. Equipment.** The Subscriber Equipment provided by the CCESB is warranted for the first year of operation, and is covered by a three-year extended warranty (for a total of four (4) years of warranty coverage). The Subscriber Agencies are directly responsible to coordinate the tracking, repair and return of Subscriber Equipment during the warranty period. Subsequent to the warranty period, any maintenance performed on the Subscriber Equipment that has been provided by the CCESB must be performed by an approved Subscriber Equipment service provider. The Subscriber Agencies acknowledge that the CCESB has provided standard Subscriber Equipment accessories (single-unit chargers, standard speaker microphones, spare batteries, and carry cases) with all portable radios. It is the responsibility of the Subscriber Agencies to identify and purchase additional portable radio accessories. Furthermore, should the Subscriber Agencies require additional Subscriber Equipment, it shall be the responsibility of the Subscriber Agency to purchase and maintain the additional Subscriber Equipment.

5. **Protection of System**. All Subscriber Equipment provided by the CCESB meets applicable public safety standards and is certified through the APCO P25 Compliance Assessment Program (CAP) for operation on an APCO P25 800 MHz Simulcast Trunked Radio System. The Subscriber Agencies agree that they shall not degrade or negatively impact the radio operations of the CCESB P-25 System, any other Subscriber Agency, or any other authorized user of MARRS. The Subscriber Agencies also agree to use only equipment that has been approved by the MARRS Technical Committee. A list of approved equipment can be obtained from the MARRS Technical Committee. Should a Subscriber Agency wish to utilize equipment that is not on the MARRS Technical Committee’s approved equipment list, a sample of each type of proposed equipment, including programming software and cables, must be submitted to the MARRS Technical Committee to be tested for a period not to exceed 90 days. Upon completion of testing, MARRS will advise the Subscriber Agency if the equipment is acceptable for operation on the MARRS.

Each Subscriber Agency agrees radio equipment can only be programmed by service companies approved by the MARRS Technical Committee. The MARRS Technical Committee shall determine which service company shall retain Advanced System Keys and Master Talk Group information. A list of approved service companies can be obtained from the MARRS Technical Committee.

6. **System Performance.** The Subscriber Agencies agree that the CCESB P-25 System has been designed to meet the anticipated peak use by all parties to this Agreement and to provide a minimum of 95% coverage within their jurisdictional boundaries utilizing a portable radio worn at the hip, on the street.

7. **Reserved**.

8. **Dispute Resolution**. If a breach of this Agreement occurs the parties agree that the matter shall be submitted to the MARRS Management Council in an attempt to resolve

the matter as quickly as possible and in the best interest of the MARRS. If such a breach or dispute cannot be resolved with the MARRS Management Council's assistance, the matter shall be submitted to the Mid America Regional Council (MARC) Board for its consideration and recommendation. MARC shall consider the matter and make its recommendation which the parties may then accept or reject as final. Any party dissatisfied with MARC'S decision may take further action as allowed or authorized by law.

9. **Contact Information.** The primary agency contacts for the purpose of this Agreement are set forth on the attached Exhibit A.

10**. Maintenance of System.** CCESB shall manage the day-to-day operations of the CCESB P-25 Radio System. CCESB will contract with appropriate vendors to maintain the infrastructure of the CCESB P-25 Radio System. The CCESB agrees to maintain the infrastructure according to manufacturer specifications as approved by the MARRS Management Council including, but not limited to maintaining current versions of software on switches and user equipment, coordinating radio ID information and other data needed for interoperability, and maintaining connectivity between switches. CCESB agrees to operate by interoperability standards agreed upon by the MARRS Management Council.

11**. FCC Licenses.** CCESB agrees to maintain any necessary FCC licenses for the CCESB P-25 Radio System.

12**. Force Majeure.** The parties agree that CCESB and Subscriber Agencies shall not be responsible for interruptions of service due to the forces of nature, war, manmade disasters, or other such acts beyond the control of CCESB or the Subscriber Agencies.

13**. No Warranty, Waiver.** The parties agree that there is no warranty, express or implied, with respect to the CCESB P-25 Radio System operated by any of the parties and each party acknowledges that service disruptions will occur from time to time and each party agrees to hold the other harmless from any claim for damages arising out of such disruption.

14**. Reserved.**

15. **Term.** This term of this Agreement shall be indefinite.

16. **Notices.** All notices, statements or requests provided for hereunder shall be in writing and shall be deemed to have been given when delivered by hand or any other reliable method to other party, or when deposited with the U.S. Postal Service, as certified or registered mail, postage prepaid, addressed to the CCESB contact as shown below or to such person or place as CCESB or Subscriber Agency, as the case may be, may designate, from time to time, by written notice sent as aforesaid.

17. **Confidentiality.** Information that identifies the configuration of components of or the operation of the CCESB P-25 Radio System and the MARRS network and would allow unauthorized access to or unlawful disruption of the CCESB P-25 Radio System or the MARRS network shall be maintained as a closed record, if allowed by applicable state laws

18. **Modification; Entire Agreement.** This Agreement may be amended by the written approval of the parties.

This Agreement constitutes the entire agreement of the parties and any previous oral or written agreements are superseded by this Agreement.

CCESB	**Subscriber Agency**
By: ______________________________	By:___________________________
Kristofer P. Turnbow	______________________________
Title: Chair	Title:
______________________________	______________________________
Date:	Date:

EXHIBIT A

Agency Contacts:

MARRS Management Council
Name:
Title:
Address:
Telephone Number:
Email Address:

MARRS Technical Committee
Name:
Title
Address:
Telephone Number:
Email Address:

CCESB
Name: Robin Tieman, RPL
Title: Executive Director
Address: 801 S Commercial, Harrisonville, MO 64701
Telephone Number: 816-887-1952
Email Address: robint@casscountyesb.com

Subscriber Agency
Name:
Title:
Address:
Telephone Number:
Email Address:

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Eric Patterson, Asst. Director**

DATE: **April 2, 2014**

SUBJECT: **Two way traffic on Lexington**

Type of Item: *Presentation*

Currently Lexington from the North side of the Square going North to Chestnut is One Way traffic Northbound. With the opening of the new Police Building on North Lexington it would make sense to open this block of Lexington to two way traffic. I have consulted with City Engineer Ted Martin and Street Superintendent Rodney Jacobs and the "Public Safety" and "Public Works" committees see no large issues with making this two way traffic. Our Ordinance states:

Section 330.010 Authority To Sign One-Way Streets and Alleys.

Whenever any ordinance of the City designates any one-way street or alley, the City Traffic Engineer shall place and maintain signs giving notice thereof, and no such regulation shall be effective unless such signs are in place. Signs indicating the direction of lawful traffic movement shall be placed at every intersection where movement of traffic in the opposite direction is prohibited.

Section 330.020 One-Way Streets and Alleys.

Upon those streets and parts of streets and in those alleys described and designated by ordinance, vehicular traffic shall move only in the indicated direction when signs indicating the direction of traffic are erected and maintained at every intersection where movement in the opposite direction is prohibited.

There are no streets designated by ordinance as one way, so no official action is needed. Staff wanted to make you aware of a change in this area because it is high visibility and high traffic.

H. Discussion Item (ID # 1359)

Two way traffic on Lexington

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Eric Patterson, Asst. Director**

DATE: **April 2, 2014**

SUBJECT: **No Parking on West side of Lexington**

Type of Item: *Approval*

If two way traffic is approved on Lexington, staff recommends that parking be prohibited on the west side of Lexington between Pearl and Chestnut.

Council Bill No. 019

Ordinance No.

AN ORDINANCE AMENDING CHAPTER 355, SCHEDULE II (PARKING RESTRICTIONS) BY ESTABLISHING PARKING RESTRICTIONS ON NORTH LEXINGTON STREET WITHIN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.

WHEREAS, the Board of Aldermen finds and declares that no parking zones shall be established in the following location set out below for the purpose of securing and promoting the public safety, health, and general welfare of persons in the City of Harrisonville.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AS FOLLOWS:

Section 1. *Severability*. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 2. *Effective Date*. That this ordinance shall become effective immediately upon its passage and approval and the establishment of the signs provided for in Section 4 hereof.

Section 3: That from and after the effective date of this ordinance, parking shall be prohibited on the west side of North Lexington between Pearl Street and Chestnut Street.

Section 4: That the City Administrator is hereby directed to establish the necessary signs to advise the public of this ordinance.

Section 5: That any violation of this ordinance shall be punishable as provided by Chapter 355 of the City of Harrisonville, Code of Ordinances.

Vote taken as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Read one time by title only on April 7, 2014, and read for the second time by title only on April 7, 2014 and passed by the Board of Aldermen of the City of Harrisonville, Missouri, this 7th day of April 2014.

Kevin Wood, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard

City Clerk