



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
AUGUST 18, 2014
7:00 PM**

- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**
 - A. Roll Call**
- 3. Ceremonial Matters**
 - A. A Service Award to Honor James Green, Airport Manager, for 10 years of Loyal Service**
 - B. Re-appointment of Martin Parks, Don Allen and Julie Weedman to Three Year Terms on the Harrisonville Parks and Recreation Board**
- 4. Public Participation**
 - A. Public Participation**
- 5. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Aug 4, 2014 7:00 PM**
 - B. Board of Aldermen - Special Meeting - Aug 11, 2014 6:00 PM**
- 6. Agenda Items**
 - A. Council Bill 051 (Second Reading): An Ordinance Calling A Special Bond Election In The City Of Harrisonville, Missouri, For The Purpose Of Submitting To The Qualified Voters Of Said City The Following Proposition, To-Wit: Shall The City Of Harrisonville, Missouri, Issue Its Combined Waterworks And Sewerage System Revenue Bonds In The Amount Of \$7,000,000 For The Purpose Of Extending And Improving The Combined Waterworks And Sewerage System Of Said City, The Cost Of Operation And Maintenance Of Said Combined Waterworks And Sewerage System And The Principal Of And Interest On The Combined Waterworks And Sewerage System Revenue Bonds To Be Payable Solely From The Revenues Derived By Said City From The Operation Of Its Combined Waterworks And Sewerage System; Designating The Time Of Holding Said Election; Prescribing The Form Of Notice Of Said Election And The Form Of Ballot**

To Be Used Thereat; And Authorizing The City Clerk To Give Notice Of Said Election.

- B. Council Bill 053 (Second Reading): An Ordinance Levying A Tax For The Current Expense Of The City Of Harrisonville, Missouri, Upon Real Property And All Tangible Personal Property Of Whatsoever Nature And Character Subject To Taxation By The City Of Harrisonville For Such Purposes; Also, Levying A Special Tax Upon The Afore Described Properties For Public Parks; For A Total Tax Levy Of \$.6955**
 - C. BDF Event Permit Amendment #1**
 - D. Harrisonville High School Homecoming Parade 2014**
 - E. Council Bill 055: A Resolution Authorizing the City Administrator to Enter Into a Mutual Aid Agreement between the Harrisonville Emergency Services Department and the Johnson County Ambulance District, Warrensburg, Missouri**
 - F. Council Bill 056: A Resolution Authorizing the City Administrator to Execute the Scope of Services Agreement with Burns and McDonnell concerning the Water Treatment Plant Improvements**
- 7. Aldermen and Committee Reports**
 - 8. Report from the City Administrator**
 - 9. Report from the Mayor**
 - 10. Questions from the Media**
 - 11. Adjourn to Executive Session**
 - 12. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 14th day of August 2014

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

Presented by the Mayor and the Harrisonville Board of Aldermen to

James Green

In Grateful Appreciation for

10 Years

Of Dedicated Service to



August 18, 2014

Kevin Wood, Mayor

COMMISSION

STATE OF MISSOURI)
COUNTY OF CASS)
CITY OF HARRISONVILLE)

THE CITY OF HARRISONVILLE TO ALL WHO SHALL SEE THESE PRESENTS-GREETING:

KNOW YE, that in pursuance of the Mayor and Board of Aldermen, and in pursuance of the Statute and Ordinances in such cases made and approved, and by virtue of the power and authority in us vested, we do hereby

APPOINT AND COMMISSION

Don Allen TO THE OFFICE OF THE **Park Board**

And he is hereby authorized and empowered to discharge the duties of said office according to law; to have and to hold said office with all privileges and emoluments to the same of right pertaining unto him the said **Park Board**.

For and during the term of 3 years ending June 2017 or until his successor in said office shall be duly appointed and qualified.

IN TESTIMONY WHEREOF, we have caused this to be signed by the Mayor of the City of Harrisonville and witnessed by the Clerk of said City, and the seal of said City to be affixed hereto.

Done at Harrisonville, in said County, this 18th day of August 2014

Mayor

ATTEST:

City Clerk

Attachment: Don Allen, Park Board (1527 : Re-appointments to Park Board - Parks, Allen, Weedman)

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Park Board

for

Don Allen

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COMMISSION

STATE OF MISSOURI)
COUNTY OF CASS)
CITY OF HARRISONVILLE)

THE CITY OF HARRISONVILLE TO ALL WHO SHALL SEE THESE PRESENTS-GREETING:

KNOW YE, that in pursuance of the Mayor and Board of Aldermen, and in pursuance of the Statute and Ordinances in such cases made and approved, and by virtue of the power and authority in us vested, we do hereby

APPOINT AND COMMISSION

Julie Weedman TO THE OFFICE OF THE **Park Board**
And she is hereby authorized and empowered to discharge the duties of said office according to law; to have and to hold said office with all privileges and emoluments to the same of right pertaining unto her the said **Park Board**.

For and during the term of 3 years ending June 2017 or until her successor in said office shall be duly appointed and qualified.

IN TESTIMONY WHEREOF, we have caused this to be signed by the Mayor of the City of Harrisonville and witnessed by the Clerk of said City, and the seal of said City to be affixed hereto.

Done at Harrisonville, in said County, this 18th day of August 2014

Mayor

ATTEST:

City Clerk

Attachment: Julie Weedman, Park Board (1527 : Re-appointments to Park Board - Parks, Allen, Weedman)

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Park Board

for

Julie Weedman

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COMMISSION

STATE OF MISSOURI)
COUNTY OF CASS)
CITY OF HARRISONVILLE)

THE CITY OF HARRISONVILLE TO ALL WHO SHALL SEE THESE PRESENTS-GREETING:

KNOW YE, that in pursuance of the Mayor and Board of Aldermen, and in pursuance of the Statute and Ordinances in such cases made and approved, and by virtue of the power and authority in us vested, we do hereby

APPOINT AND COMMISSION

Martin Parks TO THE OFFICE OF THE **Park Board**

And he is hereby authorized and empowered to discharge the duties of said office according to law; to have and to hold said office with all privileges and emoluments to the same of right pertaining unto him the said **Park Board**.

For and during the term of 3 years ending June 2017 or until his successor in said office shall be duly appointed and qualified.

IN TESTIMONY WHEREOF, we have caused this to be signed by the Mayor of the City of Harrisonville and witnessed by the Clerk of said City, and the seal of said City to be affixed hereto.

Done at Harrisonville, in said County, this 18th day of August 2014

Mayor

ATTEST:

City Clerk

Attachment: Martin Parks, Park Board (1527 : Re-appointments to Park Board - Parks, Allen, Weedman)

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Park Board

for

Martin Parks

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DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
AUGUST 4, 2014
7:00 PM

1. **Call to Order & Pledge of Allegiance**
2. **Roll Call**

Attendee Name	Title	Status	Arrived
Bret Reece	Board Member	Present	
David Dickerson	Board Member	Present	
Doug Meyer	Board Member	Present	
Ivan Stull	Board Member	Present	
Marcia Milner	Board Member	Present	
Morris Coburn	Board Member	Present	
Stacey Dahlman	Board Member	Late	7:05 PM
Kevin Wood	Mayor	Present	

Others Present: City Administrator Keith Moody, City Attorney Steve Mauer, Finance Director Mike Tholen, Community Development Director Rick DeLuca, Police Chief John Hofer, City Clerk Kim Hubbard, Public Information Officer Sheryl Stanley, Emergency Service Director Larry Francis, Public Works Director Jerry Gibbs and Assistant Public Works Director Eric Patterson.

3. **Ceremonial Matters**
- None.
4. **Public Participation**

A. Public Participation

Brian Hasek, 1300 E Pine, inquired about the tax levy. Mr. Moody stated the public hearing notice has been posted and is scheduled for the August 11th Board of Aldermen special meeting at 6:00 pm.

Mr. Hasek asked why the SRF funding reflected \$9.5 million for the water treatment plant improvements and the amount for the ballot language reflected \$7 million. It was

explained that the anticipated total cost of improvements is \$9.5 but there was \$2.7 million of unused funds from the previous improvements for the waste water plant which can be used toward the water treatment plant improvements. There was discussion regarding the ballot language for the bond issue and if the ballot language could specify what the \$7 million would be used for. It was stated that due to the city's "combined water/sewerage fund" the ballot language cannot reflect specifics regarding being used for water or sewerage improvements. It was noted by Mr. Hasek that there was public concern that the City would use funds meant for the improvements for water treatment plant for the sewer infrastructure for the Sapp's development. Staff and the Mayor tried to reassure Mr. Hasek that the City would be obligated to use the funds for the water plant improvements.

Mr. Hasek also confirmed that the water rates for residents would increase approximately \$15 a month if the bond issue passed.

5. Approval of Minutes

A. Board of Aldermen - Special Meeting - Jul 21, 2014 6:00 PM

Both sets of minutes were approved together.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bret Reece, Board Member
SECONDER:	David Dickerson, Board Member
AYES:	Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

B. Board of Aldermen - Regular Meeting - Jul 21, 2014 7:00 PM

Both sets of minutes were approved together.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bret Reece, Board Member
SECONDER:	David Dickerson, Board Member
AYES:	Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

6. Agenda Items

A. Cass Regional Medical Center Foundation— Fundraiser

Police Chief Hofer reported this event has taken place for several years with no issues and that there would be a 10k walk/run added. Chief Hofer stated he had contacted Parks & Recreation Director Deal, who had no issues with the event taking place. Staff's recommendation was approval.

Event was approved.

Minutes Acceptance: Minutes of Aug 4, 2014 7:00 PM (Approval of Minutes)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ivan Stull, Board Member
SECONDER:	Marcia Milner, Board Member
AYES:	Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

B. A RESOLUTION SUPPORTING A PROPOSED DEVELOPMENT TO BE CALLED HARRISONVILLE HEIGHTS II BY TURNBERRY DEVELOPERS, LLC TO BE LOCATED AT THE CORNER OF LINCOLN & ELM HARRISONVILLE, MISSOURI

City Attorney Mauer read Council Bill 046 by title only. Director DeLuca reviewed the request for a letter of support and reported that the Board has approved support in past years. Mr. DeLuca explained the funds would be used to build an additional eighteen (18) duplexes (36 units) for individuals 62 years and older, located at the corner of Lincoln and Elm. Mayor Wood explained there is a limited amount of funds available on a yearly basis and that Turnberry Developers continues applying for these funds.

There was discussion regarding the waiving of impact fees and whether it was beneficial to the City. Mr. DeLuca stated he did not think it made a lot of difference in the amount of construction that has taken place, that manufacturing businesses with good paying jobs are needed to make a difference in the growth of Harrisonville.

Council Bill 046 became Resolution 035

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

C. A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH FELD FIRE EQUIPMENT FOR THE PURCHASE OF ONE (1) TYPE II AMBULANCE IN AN AMOUNT NOT TO EXCEED \$72,969.00

Council Bill 047 was read by title only by City Attorney Mauer. Director Francis reported that Request for Proposals were sent to three (3) vendors and Wheeled Coach and American Response Vehicles (ARV) responded. Staff recommended purchasing from Wheeled Coach due to their location of their service center.

Council Bill 047 became Resolution 036.

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

D. A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TERRA RENEWAL WEST LLC, DBA DENALI WATER SOLUTIONS, FOR THE PURPOSE OF SLUDGE REMOVAL, IN AN AMOUNT NOT TO EXCEED \$107,625

City Attorney Mauer read Council Bill 048 by title only. Director Gibbs said there were two (2) bids received for sludge removal and it was staff's recommendation to accept the bid from Denali Water Solutions. There was discussion regarding how often the sludge is removed and that discussions have taken place with the City Peculiar regarding hauling their digestive material to Blue Valley.

Minutes Acceptance: Minutes of Aug 4, 2014 7:00 PM (Approval of Minutes)

Council Bill 048 became Resolution 037.

- E. A RESOLUTION TO SHOW THE SUPPORT OF THE BOARD OF ALDERMEN FOR AN APPLICATION OF GRANT FUNDS FROM THE MISSOURI DEPARTMENT OF NATURAL RESOURCES FOR PHASE 2 OF LAKE HARRISONVILLE SOURCE PROTECTION PLAN; AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE SAID APPLICATION FOR GRANT FUNDS**

City Attorney Mauer read Council Bill 049 by title only. Mr. Gibbs reported a source protection plan will assist the City in protecting it's water source, Lake Harrisonville, from contamination. Mr. Gibbs stated that the first phase of the plan has been completed and phase 2 will be the implementation phase. Mr. Gibbs explained that a resolution is required to be submitted with the grant application.

Council Bill 049 became Resolution 038.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Dickerson, Board Member
SECONDER:	Morris Coburn, Board Member
AYES:	Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

- F. A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF HARRISONVILLE, MISSOURI TO MAKE APPLICATION FOR STATE REVOLVING FUNDS (SRF) IN AN AMOUNT NOT TO EXCEED \$9,500,000 TO BE USED IN UPGRADING THE WATER TREATMENT PLANT**

City Attorney Mauer read Council Bill 050 by title only. Mr. Gibbs reviewed the SRF application process and Mayor Wood stated this has been discussed at the Public Works Committee meetings and noted that Council Bill 051(special bond election) is part of the process for obtaining funds for the water treatment plant improvements.

Council Bill 050 became Resolution 039.

Minutes Acceptance: Minutes of Aug 4, 2014 7:00 PM (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Marcia Milner, Board Member
SECONDER:	Ivan Stull, Board Member
AYES:	Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

- G. AN ORDINANCE CALLING A SPECIAL BOND ELECTION IN THE CITY OF HARRISONVILLE, MISSOURI, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF SAID CITY THE FOLLOWING PROPOSITION, TO-WIT: SHALL THE CITY OF HARRISONVILLE, MISSOURI, ISSUE ITS COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BONDS IN THE AMOUNT OF \$7,000,000 FOR THE PURPOSE OF EXTENDING AND IMPROVING THE COMBINED WATERWORKS AND SEWERAGE SYSTEM OF SAID CITY, THE COST OF OPERATION AND MAINTENANCE OF SAID COMBINED WATERWORKS AND SEWERAGE SYSTEM AND THE PRINCIPAL OF AND INTEREST ON THE COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BONDS TO BE PAYABLE SOLELY FROM THE REVENUES DERIVED BY SAID CITY FROM THE OPERATION OF ITS COMBINED WATERWORKS AND SEWERAGE SYSTEM; DESIGNATING THE TIME OF HOLDING SAID ELECTION; PRESCRIBING THE FORM OF NOTICE OF SAID ELECTION AND THE FORM OF BALLOT TO BE USED THEREAT; AND AUTHORIZING THE CITY CLERK TO GIVE NOTICE OF SAID ELECTION.**

City Attorney Mauer read Council Bill 051 by title only. Mr. Gibbs gave a review, Alderman Dickerson stated he echoed the concerns that Mr. Hasek had voiced during public participation. Finance Director Tholen shared that the water/sewer fund is a combined fund and we cannot separate. Mr. Tholen explained the language "combined waterworks and sewerage system" is what needs to be on the ballot and that it is the same language used for the 2009 bond election for the waste water treatment plant improvements.

This was the first reading of Council Bill 051.

RESULT:	FIRST READING
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Next: 8/18/2014 7:00 PM

- H. AN ORDINANCE AMENDING SECTION 125.320, COURT COSTS, OF THE CODE OF THE CITY OF HARRISONVILLE, MISSOURI.**

City Attorney Mauer read Council Bill 052 by title only. Mr. Tholen reported this amendment came with a positive recommendation of the Finance/Personnel Committee. Mr. Tholen explained the addition of \$2 to each ticket will help offset the cost of housing prisoners which will be approximately \$500 to \$600 a month. Mr. Tholen asked for this council bill to be passed to a second reading tonight as staff is getting ready to order new tickets.

Alderman Reece made the motion to suspend the rules and pass Council Bill 052 to its second reading. Alderman Meyer seconded the motion and it was approved by the following roll call vote:

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

Nays: None

Absent: None

Abstain: None

City Attorney read Council Bill 052 by title only for a second time.

Council Bill 052 became Ordinance 3276.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

7. Aldermen and Committee Reports

Aldermen Coburn and Stull reminded everyone to vote tomorrow.

8. Report from the City Administrator

Mr. Moody reported the public hearing for the tax levy was scheduled for next Monday night, August 11 at 6pm.

9. Report from the Mayor

Mayor Wood stated he attended the going away party for Carol Bohl and expressed that she will be missed.

10. Questions from the Media

None.

11. Adjourn to Executive Session

No executive session.

12. Adjourn From Regular Session

Alderman Dickerson moved to adjourn the meeting. Alderman Coburn seconded the motion and it was approved unanimously by a voice vote. The meeting was adjourned at 7:55 p.m.

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

ATTEST:

Regular Meeting**Monday, August 4, 2014****7:00 PM**

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Aug 4, 2014 7:00 PM (Approval of Minutes)



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
SPECIAL MEETING
CITY HALL
AUGUST 11, 2014
6:00 PM

1. Call to Order

The meeting was called to order at 6:01 PM by Mayor Kevin Wood

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

Others present City Administrator Keith Moody, Finance Director Mike Tholen, Chief of Police John Hofer, City Clerk Kim Hubbard, Public Information Officer Sheryl Stanley, Parks & Recreation Director Chris Deal, Public Works Director Jerry Gibbs, Assistant Public Works Director Eric Patterson and Park Board Chair Brent Caruthers.

2. Ceremonial Matters

A. Appointment to Fill Alderman Vacancy, Ward 4

Mayor Wood made the recommendation to appoint Bret Brown to the unexpired seat of Ward 4. Alderman Stull made the motion to accept Mayor Wood's recommendation. Alderman Meyer seconded the motion and it was approved unanimously by those present.

Bret Brown was sworn in by City Clerk Hubbard and took his place at the dais.

3. Public Participation

There was no public participation.

A. Public Hearing for 2014 Tax Levy

Public hearing opened at 6:05 PM

Mr. Moody reported the notice for the tax levy hearing was posted at city hall, library, and community center, noted the changes, explained how assessed valuations are determined, the limitations imposed by the state, and reviewed what the levy has been in the past. There were no questions and no public comments.

Public hearing closed at 6:17 PM

4. Agenda Items**A. An Ordinance Levying A Tax For The Current Expense Of The City Of Harrisonville, Missouri, Upon Real Property And All Tangible Personal Property Of Whatsoever Nature And Character Subject To Taxation By The City Of Harrisonville For Such Purposes; Also, Levying A Special Tax Upon The Afore Described Properties For Public Parks; For A Total Tax Levy Of \$.6955**

Mayor Wood read Council Bill 053 by title only. Mayor Wood stated this was the first reading of the Council Bill and the second reading would take place at the next Board meeting.

RESULT: FIRST READING

Next: 8/18/2014 7:00 PM

B. Electric Rate Analysis for 2015 Budget

Mr. Tholen reported that the analysis is done on a yearly basis and that staff was not requesting any changes to the electric rates.

No action was needed.

C. 2015 Water-Sewer-Refuse User Rate Analysis

Mr. Moody reported that the analysis is done yearly and explained, based on projected costs for the water treatment plant improvements, there will be an increase of approximately \$15 to resident's water/sewer bills.

Mr. Moody reported there is no analysis for the refuse fund and recommended an increase to the rate which will help cover the cost of the city wide clean up that the City does every year.

Mr. Moody then covered the rates for ambulance services and reported that staff had compared rates with agencies in the surrounding area and that our rates were above average, Medicare reimbursements have not changed and there is a significant amount that is written off on a yearly basis. There were no recommended changes for the 2015 year.

D. HPR 2015 Proposed Fees & Charges

Mr. Deal reported that staff had conducted a rate comparison study of area parks & recreation departments and referenced the proposed fees & charges sheet in the packet. Mr. Deal pointed out the community center is below the average and reviewed staff's recommendation of increases. It was noted the Park Board has approved the proposed fee changes.

Minutes Acceptance: Minutes of Aug 11, 2014 6:00 PM (Approval of Minutes)

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

Mayor Wood moved agenda item 4.E up on the agenda, following item 4.A since there were two aldermen that were needing to leave early.

Mayor Wood read Council Bill 054 by title only. Mr. Tholen reviewed the highlights of the amendments to the 2014 budget and noted the line item detail that was included in the packets.

There were no questions.

Alderman Meyer made the motion to suspend the rules and move Council Bill 054 to its second reading. Alderman Dahlman seconded the motion and it was approved by the following roll call vote:

Ayes: Aldermen Dickerson, Dahlman, Stull, Brown, Meyer, Reece and Coburn

Nays: None

Absent: Alderman Milner

Abstain: None

Mayor Wood read Council Bill 054 by title only for a second time and it was approved by a roll call vote.

Council Bill 054 became Ordinance 3277.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Reece, Dickerson, Meyer, Stull, Coburn, Dahlman, Brown
ABSENT:	Marcia Milner

5. Adjourn From Special Meeting

Alderman Dickerson made the motion to adjourn the meeting. Alderman Coburn seconded the motion and it was approved unanimously by a voice vote.

Meeting adjourned at 6:48 PM

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

ATTEST:

Kim Hubbard, City Clerk



STAFF REPORT

TO: Board of Aldermen
FROM: Jerry Gibbs, Director
DATE: July 24, 2014
SUBJECT: \$7M COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BOND

Type of Item: *Approval*

BACKGROUND:

A Capital Facilities Plan (CFP) was completed by Burns and McDonnell outline the necessary improvements to the water treatment plant to 1) reduce taste and odor-causing compounds to below detection limits; 2) expand plant capacity from 2.4 to 3.0 MGD (million gallons per day); 3) meet existing and prepare for future regulatory requirements; and 4) extend the useful life of the water treatment plant. The estimated project cost is \$9.5 million. The Missouri Department of Natural Resources (MDNR) requires a project to be “ready to proceed” before State Revolving Fund (SRF) funding will be approved for a project. "Ready to Proceed" means MDNR has accepted the CFP and the voters have approved a revenue bond to support the repayment of the loan. The City needs to have voter approval of a \$9,500,000 revenue bond issue to proceed with the improvements to the water treatment plant. The improvements will include upgrades to equipment, plant electrical system, chemicals to improve operational efficiencies, filter replacement, finished water pumping and adding ozone for control of taste and odor.

In 2009 the voters approved a revenue bond issue for the improvements to the wastewater treatment plant with the following wording:

“Shall the City of Harrisonville, Missouri, issue its combined waterworks and sewerage system revenue bonds in the amount of \$7,000,000 for the purpose of extending and improving the combined waterworks and sewerage system of said City, the cost of operation and maintenance of said combined waterworks and sewerage system and the principal of and interest on the combined waterworks and sewerage system revenue bonds to be payable solely from the revenues derived by said City from the operation of its combined waterworks and sewerage system?”

In the opinion of our City Attorney the language is broad enough to be allowed to fund water improvements. The city was fortunate to receive a grant requiring the need to use \$4.5 million of the voter approved revenue bond. This would allow \$2.5 M of the previously approved (but not used) revenue bonds to be used toward the water improvements thus requiring a \$7 million bond question be placed on the ballot to move forward with the water plant improvements.

ISSUE: What election should the revenue bond issue be placed on the ballot? In 2014, MDNR requested applications for SRF funding to be submitted by February. Projects were awarded in

July. MDNR has indicated they would take project applications anytime during the year. Funding will depend on availability of excess funds.

City elections are normally held during a National election in November or city election in April. The November election has more issues on the ballot, tend to have more voters and represent a larger cross section of the community. The city election (in April of 2015) will have fewer items on the ballot. There are advantages to each. November will provide authority to move forward with the improvements to solve taste and odor issues sooner. August 26th is the deadline to notify the County to have the bond question placed on the November ballot.

Staff is recommending the Board of Alderman place on the November 2014 ballot a request to approve \$7,000,000 combined waterworks and sewerage system revenue bonds.

Council Bill No. 051 (Second Reading)

Ordinance No.

An Ordinance Calling A Special Bond Election In The City Of Harrisonville, Missouri, For The Purpose Of Submitting To The Qualified Voters Of Said City The Following Proposition, To-Wit: Shall The City Of Harrisonville, Missouri, Issue Its Combined Waterworks And Sewerage System Revenue Bonds In The Amount Of \$7,000,000 For The Purpose Of Extending And Improving The Combined Waterworks And Sewerage System Of Said City, The Cost Of Operation And Maintenance Of Said Combined Waterworks And Sewerage System And The Principal Of And Interest On The Combined Waterworks And Sewerage System Revenue Bonds To Be Payable Solely From The Revenues Derived By Said City From The Operation Of Its Combined Waterworks And Sewerage System; Designating The Time Of Holding Said Election; Prescribing The Form Of Notice Of Said Election And The Form Of Ballot To Be Used Thereat; And Authorizing The City Clerk To Give Notice Of Said Election.

WHEREAS, the City of Harrisonville, Missouri, now owns and operates its combined waterworks and sewerage system; and

WHEREAS, the Board of Aldermen of the City of Harrisonville, Missouri, hereby finds that it is necessary to improve and extend said combined waterworks and sewerage system, the total estimated cost thereof being in the amount of \$9,500,000; and

WHEREAS, the Board of Aldermen of the City desires to submit to the qualified voters of the City the proposition hereinafter set forth.

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

Section 1: That it is hereby found and determined that it is advisable and in the interests of the City to acquire land and interests therein and extend and improve the combined waterworks and sewerage system of the City.

Section 2: That an election be, and the same is, hereby ordered to be held in the City of Harrisonville, Missouri, on Tuesday, November 4, 2014, for the purpose of submitting to the qualified voters of said City the following propositions, to-wit:

Shall the City of Harrisonville, Missouri, issue its combined waterworks and sewerage system revenue bonds in the amount of \$7,000,000 for the purpose of extending and improving the combined waterworks and sewerage system of said City, the cost of operation and maintenance of said combined waterworks and sewerage system and the principal of and interest on the combined waterworks and sewerage system revenue bonds to be payable solely from the revenues derived by said City from the operation of its combined waterworks and sewerage system?

Section 3: That the City Clerk is hereby authorized and directed to notify the Clerk of the County Commission of Cass County of the adoption of this ordinance no later than 5:00 P.M. on Tuesday, August 26, 2014, and include in said notification all of the terms and provisions required by Chapter 115, RSMo, including a certified copy of the legal notice of election. Said election shall be held and conducted and the result thereof shall be canvassed in all respects in

conformity with the Constitution and laws of the State of Missouri, and in accordance with appropriate ordinances adopted by the Board of Aldermen of the City of Harrisonville, Missouri.

Section 4: That the Notice of Bond Election and ballots to be used at said election shall be in substantially the following form:

NOTICE OF BOND ELECTION
CITY OF HARRISONVILLE, MISSOURI

Notice is hereby given to the qualified voters of the City of Harrisonville, Missouri, that the Board of Aldermen of said City has called a bond election to be held in said City on Tuesday, November 4, 2014, commencing at six o'clock A.M. and closing at seven o'clock P.M. on the proposition contained in the following sample ballot:

OFFICIAL BALLOT
SPECIAL BOND ELECTION
CITY OF HARRISONVILLE, MISSOURI

Tuesday, November 4, 2014

Shall the City of Harrisonville, Missouri, issue its combined waterworks and sewerage system revenue bonds in the	YES	o
amount of \$7,000,000 for the purpose of extending and		
improving the combined waterworks and sewerage system	NO	o
of said City, the cost of operation and maintenance of said combined waterworks and sewerage system and the principal of and interest on the combined waterworks and sewerage system revenue bonds to be payable solely from the revenues derived by said City from the operation of its combined waterworks and sewerage system?		

INSTRUCTIONS TO VOTERS: If you are in favor of the question, place an **X** in the box opposite "Yes". If you are opposed to the question, place an **X** in the box opposite "NO".

SPOILED BALLOT: If the voter accidentally spoils his ballot or makes an error, he may return it to an election judge and receive another. (Section 115.439 RSMo.)

Section 5. That this ordinance shall become effective immediately upon its passage and approval.

Vote taken as follows:

Ayes: Aldermen

Nays:

Absent:

Abstain:

Read one time by title only on the 4th day of August, 2014, and read for the second time by title only on the 18th day of August, 2014 and passed by the Board of Aldermen this 18th day of August, 2014.

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

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this 18th day of August, 2014.



TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: August 6, 2014
SUBJECT: 2015 Tax Levy

Type of Item: *Approval*

Council Bill No. 053 (Second Reading)**Ordinance No.**

An Ordinance Levying A Tax For The Current Expense Of The City Of Harrisonville, Missouri, Upon Real Property And All Tangible Personal Property Of Whatsoever Nature And Character Subject To Taxation By The City Of Harrisonville For Such Purposes; Also, Levying A Special Tax Upon The Afore Described Properties For Public Parks; For A Total Tax Levy Of \$.6955

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

Section 1: That there is hereby levied for the year 2014 a tax upon each \$100.00 of the assessed valuation of all real property and all tangible personal property of whatsoever nature and character subject to taxation by the City of Harrisonville, Missouri, at the following rates for the following purposes, to-wit:

- (a) For paying the current expense of the City of Harrisonville, Missouri, for said year, a rate of \$.5672
- (b) For the establishment and maintenance of public parks in the City of Harrisonville, Missouri, for said year, a rate of \$.1283

Section 2: That following the effective date of the passage of this ordinance, the tax levy so established shall be extended upon the assessment books of the City and collected as provided by law.

Section 3: That this ordinance shall be in full force and effect from and after the date of its passage and approval.

Vote taken as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Read one time by title only on August 11, 2014, and read for the second time by title only on August 18, 2014 and passed by the Board of Aldermen of the City of Harrisonville, Missouri, this 18th day of August 2014.

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

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this 18th day of August 2014

LETTER TO THE BOARD OF ALDERMEN Harrisonville, Missouri

FROM: Keith Moody, City Administrator
AGENDA ITEM: Public Hearing - Setting Property Tax Levy Rate for 2015
DATE: August 11, 2014

Background: Attached is a graph reflecting Harrisonville's historical property tax levy as well as the per jurisdiction taxes applicable in Harrisonville. The levy limit per state statute is \$.6955 (General Levy- \$.5672; Parks Levy- \$.1283) which is \$.0017 higher than the 2014 levy. Adopting a rate equal to the limit only adds \$27,765 of property tax revenue; all of that revenue comes from value added from new construction and new personal property (machinery and equipment). Taxes paid on values in place for 2014 will go down \$428 for 2015 (which is due to rounding of the tax rate by the State Auditors Forms. Even though the levy rate is going up property taxes paid remains essentially the same as last year unless a person completed new construction on real property or purchased new/additional personal property.

It is important to set the levy at the limit established by statute to prevent further eroding of our tax levy which has been significant when considering the park levy has declined from \$.20 since initially being established.

Total assessed value increased steadily from 2000 to 2006 (an average of 4% per year). From 2007 through 2013 values went up and down but the net result was zero growth. 2014 values set a new high for total values, increasing 3% from 2013 but our average annual change in value over the last five years has been .45% and 1% per year when looking back over the past 10 years. In contrast leading up to 2006 the five year average was 4% (ten times greater).

New value due to construction had been \$1 million to \$2 million from 2002 through 2008, but starting in 2009 we have only seen one year with more than a million dollars of new construction. Reassessments have decreased taxable values six of the past eight years. Reassessment during this time period has a cumulative effect of reducing taxable values \$5 million. This dramatically diminishes the impact of the \$7.8 million of value added during this same period from new construction.

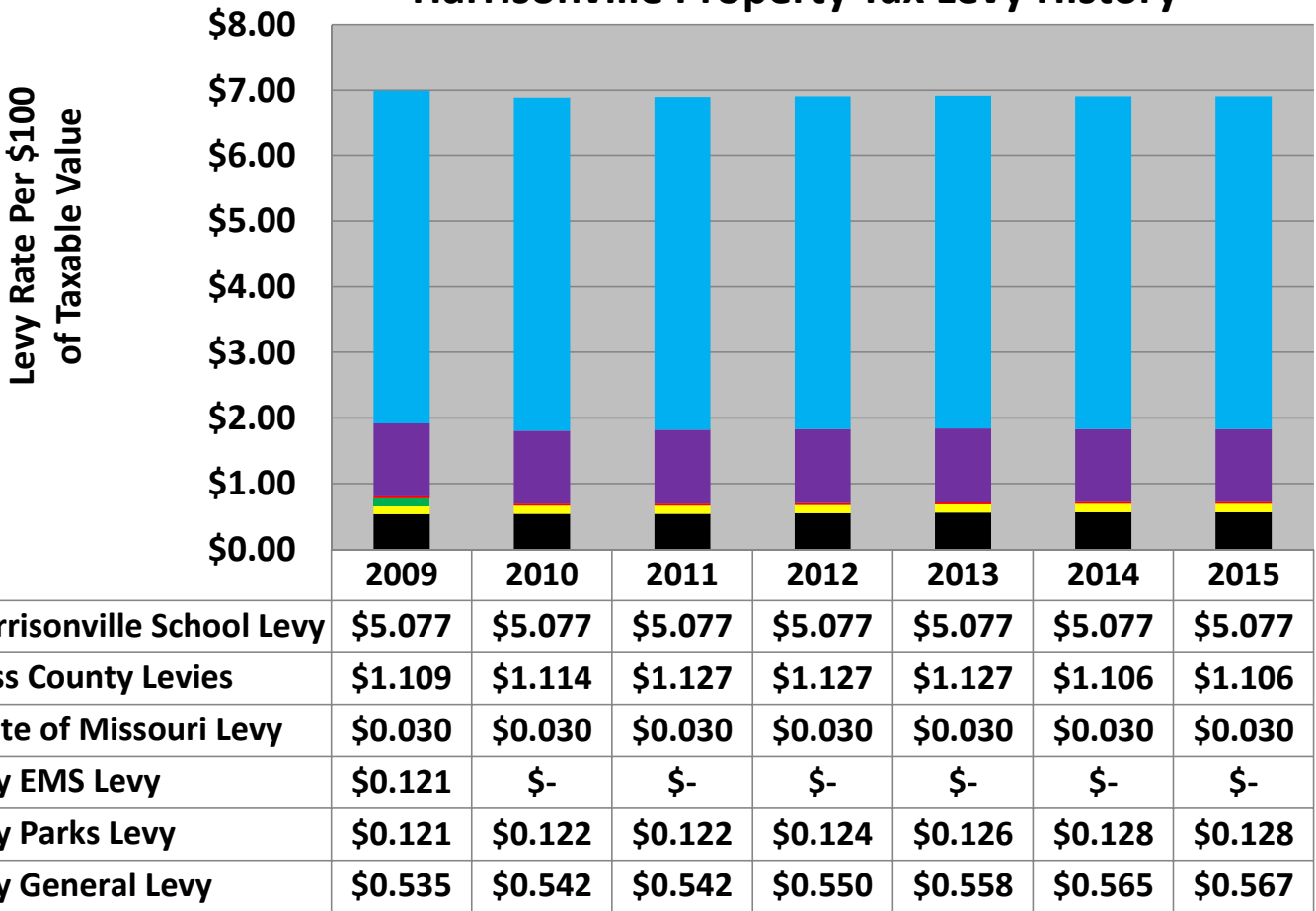
Also attached is a graph from the 2013 Single Family Cost of Living Comparison, showing Harrisonville as having the lowest property taxes in the KC metro.

Budget Impact: A \$.6955 property tax levy will result in \$5,092 more in tax due to new construction, \$428 less in tax due to real estate reassessment, and \$23,100 more in tax due to increased personal property value.

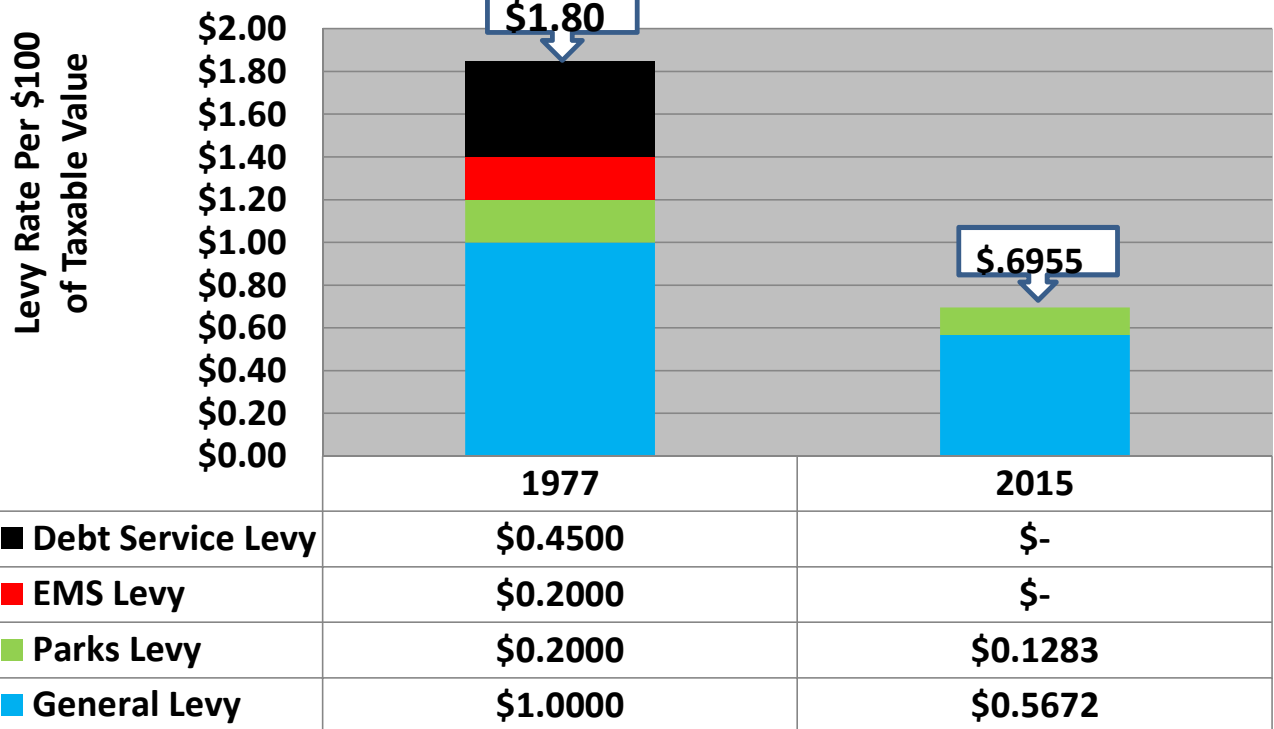
Recommendation: Staff recommends certifying the rate at \$.6955 in order to prevent further erosion of our tax levy and add necessary resources to the General Fund and Parks Fund.

Attachment: BA-Tax Rate Certification FY15 (1514 : 2015 Tax Levy)

Harrisonville Property Tax Levy History

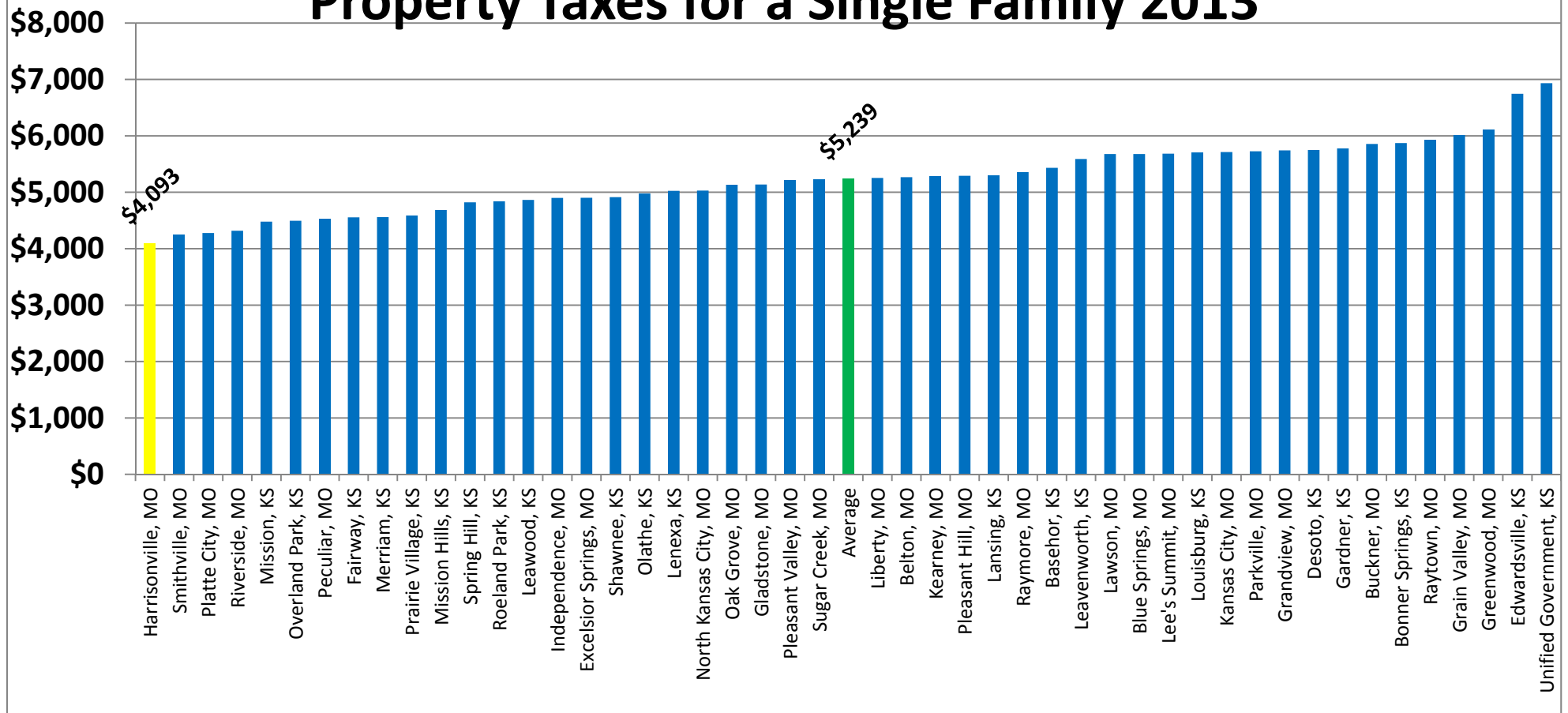


1977 vs. 2015 Property Tax Levy Comparison



Attachment: Property Tax Levy History Graph (1514 : 2015 Tax Levy)

Property Taxes for a Single Family 2013



NOTICE OF PUBLIC HEARING

A public hearing will be held at 6:00 p.m., August 11, 2014 at Harrisonville City Hall, 300 E. Pearl Street, Harrisonville, Missouri, at which time citizens may be heard on the property tax rates proposed to be set by the City of Harrisonville, a political subdivision.

Assessed Valuation (By Categories)	Current Tax Year 2013	Current Tax Year 2014	Change
Real Estate	\$94,552,735	\$94,992,339	\$439,604
Personal Property	<u>\$22,682,321</u>	<u>\$25,948,277</u>	<u>\$3,265,956</u>
Total Assessed Value	\$117,235,056	\$120,940,616	\$3,705,560

Assessed Value of New Construction
& Improvements related to Real
Estate

\$219,200 \$732,193

Change in Real Estate Values Due to
Reassessment

(\$1,512,000) (\$292,589)

Change in Personal Property Value

(\$590,515) \$3,265,956

The following Tax Rates are Proposed:

Fund	2013 Tax Rate Per \$100	Proposed 2014	
		Tax Rate Per \$100	Proposed Tax Revenues
General	\$0.5658	\$0.5672	\$685,975
Park	\$0.1280	\$0.1283	\$155,167
Total	\$0.6938	\$0.6955	\$841,142

Increase (Decrease) in tax revenue as
a result of new construction and
improvements, if proposed tax rate is
adopted:

<u>General Fund</u>	<u>Park Fund</u>	<u>Total</u>
\$ 4,153	\$ 939	\$ 5,092

Increase (Decrease) in tax revenue as
a result of real estate reassessment if
proposed tax rate is adopted:

\$ (336)	\$ (92)	\$ (428)
----------	---------	----------

Increase (Decrease) in tax revenue as
a result of changes in Personal
Property Values if proposed tax rate is
adopted:

	\$18,842	\$4,258	\$23,100
Grand Total	\$ 22,659	\$ 5,106	\$ 27,765

BOARD OF ALDERMEN
CITY OF HARRISONVILLE
Kim Hubbard, City Clerk

Attachment: Tax Levy Public Notice 2015- Final (1514 : 2015 Tax Levy)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: August 12, 2014
SUBJECT: BDF Event Permit Amendment #1

Type of Item: *Approval*

During the March 3, 2014 Board of Aldermen meeting the Harrisonville Chamber of Commerce's event permit for the Burnt District Festival (BDF) was presented and approved. Since that approval the Chamber staff has been working diligently to provide additional quality entertainment options for the event. A few of the new events the Chamber is proposing this year will require an amendment to their previously approved event permit. The Chamber's requests (see attached letter) are listed below:

- Closure of Wirt Street from Wall to Pearl for horseshoe pitching contest - The Chamber is working with a local Horseshoe Club to organize a horseshoe pitching contest on Saturday (October 4th) at the Historical Society lot located at the corner of Pearl and Wirt. The request is to ensure safe passage across the streets for participants and spectators. The event is in the early stages of development and at this time the request is to close Wirt Street from 9:00 am until 9:00 pm. Since part of Wall St. and Wirt St. are already blocked off in that area for the BDF, Wall St. will need to be blocked at Bradley Street.
- Closure of the North side of the square for re-enactment shows - The Chamber is requesting approval to host two re-enactment shows on the square on Saturday. The shows will require additional road closures around the square for the shows on the North side of the square on Saturday afternoon. The first show will be a bank robbery and will begin following the parade around 12:30, while the second show will possibly be a General Order No. 11 Civil War re-enactment at approximately 4:00pm.

Both shows will require a brief (10-15 minute) closure of Pearl St. from Bradley to the West and Independence St. to the South starting at Chestnut for horses and a horse drawn wagon to be brought to the square and used for the shows. The re-enactors are trying to obtain permission to use the grass lot at the corner of Lexington/Independence and Chestnut for their set-up. They also plan on having an entry in the parade. Several black powder guns (shooting blanks) will be used during the shows. The show area will

require being blocked off which will be handled by our VIPS (Volunteers In Police Services) group and officers working the BDF.

There is no additional cost to the City for these requests as it can be handled by on-duty staff and the VIPS. I have met with the re-enactors organization on the square and have watched video of two other re-enactment shows by this organization and have addressed all of my concerns. The City is again partnering with the Chamber on this event and staff recommends approval.

C. Action Item (ID # 1525)

BDF Event Permit Amendment #1

Attachments:

BDF Alderman Letter 2014 (DOC)



August 11, 2014

City of Harrisonville
Board of Alderman

The Harrisonville Chamber of Commerce would like to request an amendment to our previous special event permit for the 5th annual Burnt District Festival.

Dr. Scott Maid with Positive Changes Behavioral health has been in contact with a reenactment group from Lexington Missouri. The festival committee would like to bring this group to Harrisonville for two shows on Saturday during the Burnt District Festival.

Dr. Maid saw the show in Lexington and was impressed. They also do shows in Richmond Missouri. The Richmond Chamber was contacted and they provided a positive referral. Their director said they did an excellent job.

There are two local businesses are willing to sponsor this reenactment show.

Dr. Maid has also been working with a Horse Shoe Club about hosting a Horse Shoe Tournament on the Cass County Historical Society's vacant lot. To utilize this area we are requesting the closure of Wirt St. from Wall St. to Pearl St. on Saturday, October 4th.

Thanks for your consideration we are looking forward to a bigger and better Burnt District Festival for 2014.

Burnt District Festival Committee

Attachment: BDF Alderman Letter 2014 (1525 : BDF Event Permit Amendment #1)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: August 13, 2014
SUBJECT: Harrisonville High School Homecoming Parade 2014

Type of Item: *Approval*

Issue: Harrisonville High School has requested to have their annual Homecoming Parade on September 24, 2014 from 2:00 pm to 3:00 pm. The parade will start and end at the High School and effect Elm Street, Price Street, Pearl Street, the Square area, Independence Street, Wall Street, and King Street. The applicant has requested traffic control. With this event occurring during normal city business hours we will attempt to utilize staff from other city departments as well as school district for traffic control rather than pay off-duty police officers overtime. Therefore, there is no costs for city services associated with this event.

Background: This event has occurred for many years and I am most aware of the past eight years with which we have had several concerns or issues. As in the past I have requested that no material (including candy) be thrown along the parade route, walkers only have been allowed to hand material to spectators for safety concerns. Last year was the best year yet as only one violator was observed. I have met with the applicant as well as school administration to confirm that they are going to continue to address these issues. I believe that the applicant has developed several excellent ideas to control these reoccurring issues. The applicant has been provided the rules and regulations sheet (attached) and has agreed to adhere to these rules. The required insurance has been provided to the City should this event be approved.

Recommendation: It is staff's recommendation that this event be approved as long as all noted rules and regulations are adhered to and that all state laws and local ordinances are followed.

D. Action Item (ID # 1529)

Harrisonville High School Homecoming Parade 2014

Attachments:

Parade Rules (DOCX)

HHS Parade 2014 (TIF)

Harrisonville Parade Rules & Regulations

1. Entrants must observe all applicable rules and regulations and follow instructions from police and parade officials or be barred from the parade. The Harrisonville Police Department reserves the right to remove any entrant from the parade either prior to or any time during the parade.
2. No Parade participant may throw candy or any other item to Parade spectators. **Any entry with participants throwing items will be removed from the Parade by the Parade applicant/director and/or the Harrisonville Police Dept. Walkers may hand items to spectators only. There will be no exceptions to this rule.**
3. Tractors, trucks and other tow vehicles must be clean, attractive and quiet running vehicles.
4. No entry will be allowed that conveys any obscene message.
5. **No one will get on or off a float or entry once it has started down the parade route.**
6. All entries having music or sound amplifying systems shall maintain a volume that will not interfere with other entries, especially those with animals. If a unit is informed by the Police that the noise generated by their unit is too loud; they shall immediately turn the volume down or take other steps identified by the parade applicant/director or the Police.
7. Drivers of any and all vehicles in the parade areas must possess a valid driver's license, be at least 18 years old, and possess all liability vehicle insurance. The driver will remain seated in the driver's seat for the duration of the parade. Entries (lawn mowers, mini bikes, mopeds, go-carts, etc.) with younger drivers require written approval by the Chief of Police at least 24 hours prior to the event.
8. All pets in the Parade must be kept on leashes and held by someone strong enough to manage them. Animals participating in the Parade must be kept under control. If you cannot control your animal or its presence presents any safety issue, please leave the Parade area with your animal rather than risk a problem.
9. Entries involving animals of any kind must provide their own clean-up, or "pooper scooper" immediately following their entry.
10. Participants on bicycles, scooters, skates, skateboards, etc. must wear a helmet and proper safety equipment.
11. Floats must have proper safety chains to connect the float to the tow vehicle.
12. Support vehicles for marching units will not be allowed in the parade.
13. All vehicular entries shall proceed at a safe and appropriate speed, shall maintain a safe distance from spectators and shall not weave from side to side.
14. Parade units that stop along the parade route due to a mechanical malfunction may be removed from the parade.
15. All participants, in consideration of participation in this event, agree to indemnify, hold harmless and release the City of Harrisonville, its agents and employees, from any and all liability for any injury or damage which may arise out of or in any way be connected with participation in the Parade.

SPECIAL EVENTS APPLICATION

A. **FILING PERIOD** An application for an event permit shall be filed not less than seven (7) days prior to the meeting of the Board of Alderman at time applicant desires the issuance of a permit. Applicant must realize that, dependent upon the nature of the event and the scope of services being required of the City, the Board of Alderman may require additional time to review the permit application.

B. **CONTENTS:** The application for an event permit shall set forth the following information.

1. Organization: Harrisonville High School Student Council
2. Name of Applicant: Jul Filer / Andy Campbell
Address: 1504 E. Elm, Harrisonville
Phone: 816-380-2727 Cell: 816-738-1055
X1224
3. Purpose of Event: Homecoming Parade
4. Proposed date(s) and time(s) of Event: Friday, Sept. 12 2 p.m.
5. Location(s) where event will be held: Depart from HHS parking lot, south on Price, west on Pearl, around square, east on Wall
6. Anticipated crowd size: 1,000
7. City services requested: (Please check all that apply) Provide detailed letter for these requests.
☐ Electricity ☐ Police Protection ☒ Traffic Control ☐ Ambulance Standby
☐ Cones ☐ Barricades ☐ Street or parking lot clean up
8. Any additional information: Same as previous years event

APPROVED this _____ day of _____, 20____.

Chief of Police

City Clerk



TO: Board of Aldermen
FROM: Larry Francis, Director
DATE: July 30, 2014
SUBJECT: JCAD Mutual Aid Agreement

Type of Item: *Approval*

Action Item:

Mutual Aid Agreement between City of Harrisonville Emergency Services and Johnson County Ambulance District in Warrensburg, Missouri.

Background:

Mutual Aid Agreements are critical for response outside of our jurisdiction. In the event we were able to collect federal money for major disasters (i.e. Joplin Tornado), a mutual aid agreement would have to be in place. There are agreements in place for all departments in Cass County. We need a similar agreement with JCAD because, on the very rare occasion, we do respond to assist them as well as other departments outside of Cass County.

Recommendation:

It is the recommendation of staff to approve the Mutual Aid Agreement with Johnson Count Ambulance District.

Council Bill No. 055

Resolution No.

A Resolution Authorizing the City Administrator to Enter Into a Mutual Aid Agreement between the Harrisonville Emergency Services Department and the Johnson County Ambulance District, Warrensburg, Missouri

WHEREAS, the Harrisonville Emergency Services Department has established mutual aid agreements with numerous cities and fire districts in the area, and

WHEREAS, the Harrisonville Emergency Services Department would like to establish such an agreement with Johnson County Ambulance District, Warrensburg, Missouri

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

Section 1: That the City Administrator of the City of Harrisonville is hereby authorized and directed to enter into a mutual aid agreement for emergency assistance with the Johnson County Ambulance District, Warrensburg, Missouri

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

READ and DULY PASSED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville, Missouri, this 18th day of August 2014.

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

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 18th day of August 2014



STAFF REPORT

TO: Board of Aldermen
FROM: Jerry Gibbs, Director
DATE: August 11, 2014
SUBJECT: WTP Improvements-Scope of Services

Type of Item: *Agreement*

Staff Report

Background - The existing Harrisonville Water Treatment Plant (WTP) was commissioned in 1977 and has a capacity of 2.4 MGD if run for 24 hours. Plant processes include rapid mix, coagulation, flocculation, sedimentation, filtration, and disinfection. Raw water is conveyed from Lake Harrisonville and treating the water can often be difficult with the existing WTP processes; process challenges include moderately low alkalinity, low turbidity, and variable atrazine and manganese concentrations. Additionally, there are multiple aesthetical issues in the finished water that trigger complaints throughout the year. Customers often complain of poor water quality with a wide range of taste and odor (T&O) issues that lead residents and commuters to perceive that the water is not safe to drink. A Capital Facilities Plan (CFP) was recently completed identifying the improvements required to eliminate taste and odor issues, expand plant capacity, meet existing and future regulatory requirements, increase plant life, and improve overall water quality.

Issue - Amendment 3 to the Burns and McDonnell Contract is the scope of services to design the water treatment plant project as proposed in the CFP. The scope includes the preliminary design, final design, bid and construction phase overview. The scope is divided into two separate contracts. Contract 1 is for the design of the replacement of the filter media and the pre-purchase of the underdrains and air scour. The designs costs for Contract 1 is \$177,000. The underdrains and air scour have a long lead time. The city will be purchasing the equipment, underdrains and air scour blower, in advance for the contractor to install. The project costs for filter replacement including construction, engineering and equipment is estimated to be less than \$1.3M. A completed filter redesign will be submitted to MDNR within 3 months from the notice to proceed. Contract 2 requires the city to issue a second notice to proceed prior to proceeding with the design of the plant modifications until after the election in November and the outcome is known. Contract 2 will complete the remainder of the design including ozone. The estimated engineering cost is \$1,298,000. The total is a maximum fee not to exceed.

The scope of services is comprehensive. The project of renovating a 37 year old plant to modern standards is complicated. Adding ozone adds an additional layer of complexity. The total project engineering is estimated at \$1.475M. An engineering contract of this size will require City staff and Burns and McDonnell to review costs and progress on a timely basis. Weekly

review of staff time and work progress followed by monthly progress meetings would provide the city with the best opportunity to keep the project on schedule and under budget. This will give each of us greater opportunity to find savings in engineering and/or construction.

The Public Works Committee is forwarding a positive recommendation to approve the scope of service with Burns and McDonnell and immediately move forward with the replacement of the filters and backwash system.

Council Bill No. 056

Resolution No.

A Resolution Authorizing the City Administrator to Execute the Scope of Services Agreement with Burns and McDonnell concerning the Water Treatment Plant Improvements

Whereas the City of Harrisonville wishes to make certain upgrades to its Water Treatment Plant, and

Whereas Burns and McDonnell has been retained to provide engineering services for these upgrades, and

Whereas the Scope of Services outlines the process to be used in completing the project,

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

Section 1: That the City Administrator of the City of Harrisonville, Missouri is hereby authorized and directed to execute the scope of services agreement with Burns and McDonnell and to issue a notice to proceed with Contract 1.

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

PASSED AND RESOLVED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville, Missouri this 18th day of August, 2014.

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

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 18th day of August, 2014.



AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT ENGINEER-OWNER AGREEMENT

AMENDMENT No. 3

Date: August 13, 2014

THIS AMENDMENT modifies the Agreement dated January 24, 2013 made by and between **Burns & McDonnell Engineering Company, Inc.**, hereinafter called ENGINEER, and the City of Harrisonville, a Missouri municipal corporation, hereinafter called the "City," for the following Project: Water Treatment Plant Improvements. For good and valuable consideration, the sufficiency of which is acknowledged, the parties agree to make the following changes to their Agreement as shown in Exhibit A.

1. The parties agree that ARTICLE II ENGINEER's SCOPE OF SERVICES is amended as follows:
 40. Preliminary Design and General Work:
 - a. Conduct a project initiation meeting for Construction Contract 1 – Filter Improvements to clarify City's requirements for the project; preliminary design criteria for the filter replacement bid package; pre-purchase of underdrains and air scour blower; review available data and project organization and staffing; and present initial work plan and schedule.
 - b. Contact regulatory agencies concerning the filter improvement project to determine their requirements. Communicate findings to City.
 - c. Conduct a project initiation meeting for Construction Contract 2 – Process Improvements to clarify City's requirements for the project; select locations of the proposed facilities including ozone/chemical/electrical building, exterior chemical storage tanks, and high service pump station; preliminary design criteria; process improvement bid package; review available data and project organization and staffing; and present initial work plan and schedule.
 - d. Contact regulatory agencies concerning the process improvement project to determine their requirements. Communicate findings to City.
 - e. Provide, through subcontract, survey for the site including elevations, property lines, easements, structures, and existing utilities.
 - f. Provide, through a subcontract, geotechnical engineering services including exploratory work, laboratory and field testing, professional guidance in tests to be made at test locations based on preliminary drawings and designs, and professional interpretations of exploratory and test data for up to 6 test holes, for the three proposed structures – chemical/electrical/ozone building, future ozone building, and high service pump station and wet well.
 41. Establish Final Design Criteria and Issue Design Memorandum:
 - a. Finalize process design criteria for the Construction Contract 1 - Filter Improvements including the underdrains, media, air scour system, and associated electrical and controls.
 - b. Finalize process design criteria for the Construction Contract 2 - Process Improvements including the type, number, capacity, size, and loading rate for major process components.
 - c. Finalize chemical application points, average dosages, and dosage ranges.
 - d. Develop process instrumentation diagrams showing process components showing integration of proposed improvements into the existing water treatment plant.
 - e. Finalize pre-packaged high service and backwash pumping station design criteria including firm capacity and the capacity range of the pumping stations, and identification of pump type, number, capacity, speed ranges, drive type, horsepower, and type of control for high service and backwash pumping units.
 - f. Finalize wet well capacity and dimensions.

Attachment: Harrisonville.AM3 (1519 : WTP Improvements-Scope of Services)

- g. Finalize pipeline design criteria for yard piping including size, material, pressure class and isolation.
 - h. Finalize filter building improvement details for store front separation of filters, remodel of lab, addition of an office, and associated electrical and HVAC changes.
 - i. Prepare a design memorandum and preliminary drawings to establish agreement on scope, parameters, performance requirements, and project schedule and approach. The memorandum will include a project description, project participants, lines of communication, and drafting standards to be used. Submit copies to City for review.
 - j. Meet with City and obtain City's comments on the design memorandum and preliminary drawings. Resolve any questions, revise documents if necessary, and resubmit copies to City.
 - k. Update opinion of probable cost for Construction Contracts 1 and 2.
42. Final Design:
- a. Evaluate sequence of phased construction for Construction Contract 2 work and coordination of work with City and operation of the water treatment plant with two separate bid phases and construction phases.
 - b. Prepare detailed drawings and specifications and other contract documents for the proposed construction work and for the materials and equipment required for Construction Contract 1, up to three months for design, includes replacement of filter underdrains and media and addition of air scour blower in exterior weather enclosure, controls, air piping and valves, and associated temporary electrical and control and City pre-purchase of the underdrains and air scour blower.
 - c. Prepare detailed drawings and specifications and other contract documents for the proposed construction work and for the materials and equipment required for Construction Contract 2, up to 12 months for design, includes the remaining water treatment plant process improvements - including one new chemical/electrical/ozone building; chemical feed skids, scales, day tanks and piping for chemicals; exterior liquid alum tank; modular ozone generator, chiller, ozone injection skid with degas and ozone destruction, VSA/PSA oxygen feed gas system, and pipeline flash reactor; equipment demolition and addition of liquid lime system in existing high service pump station building; pre-packaged high service and backwash pump station and concrete wet well; replacement of Basin 1 solids contact equipment and concrete repair work including sloped floors; yard piping; filter building architectural and mechanical improvements; grading; repowering the existing chemical and filter building and existing equipment; and electrical, controls and SCADA.
 - d. Provide drawings and specifications to City for review at the 50 and 90 percent stages of project completion for Construction Contracts 1 and 2.
 - e. Meet with City after documents have been reviewed to discuss comments and to resolve any questions.
 - f. After the conference with City, make any necessary modifications and submit revised contract documents to the regulatory agencies for review and to City for record purposes.
 - g. After receipt of agency review comments and City's comments on final documents, revise and resubmit if necessary to the regulatory agencies and to City.
 - h. Upon completion of the review of the contract documents, prepare the opinion of probable construction cost.
 - i. Prepare Bidding Requirements, Bid Forms, Contract Forms, and Conditions of Contract for the construction contract documents, and Advertisement for Bids.
 - j. Assist City with permit acquisition.
43. Bid Phase Services:
- a. Coordinate bid opening date, time, and place with City, and prepare Advertisement for Bids. Project includes two bid phases – one for Construction Contract 1 for filter improvements and one for Contract 2 for process improvements.
 - b. Assist City in placing advertisements of the Advertisement for Bids.

- c. Identify potential contractors and suppliers, and distribute copies of the Advertisement for Bids. Maintain a record of prospective bidders and suppliers to whom bidding documents have been issued.
 - d. Provide and distribute CDs construction contract documents for bidding purposes with hard copies of forms requiring signature.
 - e. Conduct one (each) mandatory pre-bid meeting for each of the two construction contracts.
 - f. Distribute the plan holders' list to recipients of bidding documents prior to bid opening.
 - g. Interpret construction contract documents. Prepare and issue addenda to the construction contract documents when required.
 - h. Assist City during bid opening. Answer questions during bid opening; prepare tabulation of bids, and review questionnaires and bids for completeness.
 - i. Prepare and distribute formal bid tabulation sheets, evaluate bids, and make written recommendations to City concerning construction contract award.
44. Construction Phase Services:
- a. Prepare and furnish to City unsigned conforming copies of the construction contract documents for execution by City and Contractor. Provide copies of the construction contract documents to the City for distribution with the Notice to Proceed to the successful bidder.
 - b. Perform project administration services during the two construction phases of the project. Project includes two construction phases – one for the filter improvements and one for the process improvements.
 - c. Conduct a pre-construction conference for each of the two construction projects.
 - d. Participate in the contractors' monthly progress meetings with City and Contractors to review the progress of the work and other matters concerning the project. Contractors will be responsible for preparation and distribution of meeting notes. Perform up to five visits (up to 25 hours) to the site during the filter improvements construction and up to 13 visits (up to 65 hours) during process improvements construction.
 - e. Consult with and advise CITY and act as CITY'S engineer as provided in ENGINEER'S standard General Conditions for the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of ENGINEER as assigned in said General Conditions shall not be modified without ENGINEER'S written consent.
 - f. Consult with and advise CITY and act as CITY'S engineer. The extent and limitations of the duties, responsibilities, and authority of ENGINEER as may be assigned in said construction contract conditions or in supplements prepared thereto shall not be modified without ENGINEER'S written consent.
 - g. As CITY'S engineer, ENGINEER shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs, or for Contractor's failure to perform construction work in accordance with the Contract Documents, all of which shall remain the sole responsibility of the CITY'S Contractor.
 - h. Make visits to the Site at intervals appropriate to the stages of construction to (consult with and advise ENGINEER'S Resident Project Representative, if any, and) observe the progress and quality of the executed Work, and to determine, in general, if the Project is proceeding in accordance with the Contract Documents. ENGINEER shall not be required to make exhaustive or continuous inspections to check the quality or quantity of the Work.
 - i. Issue all instructions of CITY to Contractor(s); prepare routine Supplemental Instructions, Change Orders and Construction Change Directives, as required; act as interpreter of the terms and conditions of the Contract Documents and judge of the performance thereunder by the parties thereto, and make decisions on claims of CITY and Contractor(s) relating to the execution and progress of the Work and other

matters and questions related thereto; but ENGINEER shall not be liable for the results of any such interpretations or decisions rendered by ENGINEER in good faith.

- j. Interpret construction contract documents when requested by City or the Contractors and reply to requests for information.
- k. Review and process the Contractors' monthly payment requests, and forward to City if in accordance with the Contract Documents.
- l. Review Contractors' documentation and administer the processing of route change orders, including applications for extension of the Contract Time. Evaluate the cost and scheduling aspects of all change orders and, where necessary, negotiate with the Contractors to obtain a cost for the work.
- m. Review compliance submittals and O&M manuals provided by Contractors.
- n. Upon completion of the project, revise the construction contract drawings to conform to the construction records. Submit two full-size black line copies for the revised drawings along with Contractors' record drawings to the City for review. Incorporate the City's comments and submit one set of full-size set of drawings and one electronic set of drawings in AutoCAD format and PDF for each contract to the City.
- o. Review reports from laboratory and field testing and sampling services, including testing laboratory services furnished by City, on field tests and test analyses of equipment and materials, including concrete, soil, soil compaction, and asphalt.
- p. Upon substantial completion of each contract, inspect the construction work and prepare a list of the items to be completed or corrected before final completion of the project. Submit results of the inspection to City and the Contractors.
- q. Upon completion or correction of the items of work on the list, conduct final inspection of each contract to determine if the work is completed in general conformance with the Contract Documents. Provide written recommendations to City concerning final payment, including a list of items, if any, to be completed prior to making such payment.
- r. Receive and review the consent of surety to final payment furnished by the Contractors.
- s. Provide project management during the Construction Contract 1 (up to six months) and Construction Contract 2 (up to 12 months).

2. The following adjustments are made to the ENGINEER's compensation:
The Fee for Work described in this AMENDMENT shall be the not to exceed amount of One Hundred Seventy-Seven Thousand Dollars (\$177,000) for design, bid and construction phase services for Construction Contract 1 for filter improvements and One Million Two Hundred Ninety-Eight Thousand Dollars (\$1,298,000) for design, bid and construction phase services for Construction Contract 2 for process improvements. City will provide a written letter authorizing initiation of work for Construction Contract 1 and Construction Contract 2.
3. The time for completion of ENGINEER's Services is adjusted as follows:
The filter improvements will be issued to MDNR for review within three months and the remaining process improvements will be issued to MDNR for review within eight months from the time that a signed Amendment from the CITY is received by the ENGINEER.
4. Other changes to the Agreement, if any, are stated below:
Add the following section:

CITYS' RESPONSIBILITIES

The City will furnish, as required by the Services and not at the expense of the Engineer, the following items:

1. Existing property, boundary, easement, right-of-way, and utility surveys, and property descriptions when such information is required, unless acquired directly by the Engineer through subcontracted services.

2. All maps, drawings, reports, records, audits, annual reports, and other data that are available in the files of the City and which may be useful in the Services involved under this Agreement.
3. All of City's requirements for the Project, including but not limited to, schedule milestones; any financial constraints; and any City criteria, standards, design objectives or design constraints.
4. Assistance of the City's staff as required in performance of Engineer's services.
5. Obtain access to public and private property when required in performance of the Engineer's services.
6. Obtain required easements and rights-of-way including obtaining title reports and property appraisals with engineering assistance provided by the Engineer.
7. Royalties and fees for patented processes used in the work, except those required to be paid by construction contractors as part of the construction contract.
8. Shop, mill, or laboratory inspection of materials, laboratory and field testing, and field sampling services. The Engineer will review the reports furnished by such laboratories which are required for the construction contract.
9. Permits required for the projects with engineering assistance provided by the Engineer.
10. Payments for review of permits, drawings, and specifications by governmental agencies.
11. Payments for special consultants requested by the City.
12. Payments to Contractors in accordance with the terms of the construction contract documents.
13. Legal advertisement of project letting or bid date and such other publications of the "Advertisement for Bids" as desired by the City.
14. Execution and distribution of the construction contract documents, including review of the Contractors' insurance certificates and bonds for acceptance by the City's legal counsel, and issuing the notices required by the construction contract documents. Insurance and legal services as may be required during the progress of the Projects.
15. Demolition, clean-up or refurbishment of existing facilities remaining after completion of the project that are not a functional part of the upgraded WTP including the raw water vault, rapid mix structure, and chemical building.
16. Water quality analyses required in performance of the Services.
17. Coordinate with MDNR and provide all SRF documentation.
18. City will provide resident during construction. Engineer can provide but this is not included in the current scope.

5. The terms of this AMENDMENT supersede any contrary terms of the Agreement. This AMENDMENT will be deemed a part of, and be subject to, all other terms and conditions of the Agreement. Except as modified above, the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this AMENDMENT the day and year first written above.

CITY: City of Harrisonville, Missouri

ENGINEER: Burns & McDonnell Engineering Company, Inc.

By: _____

By: _____

Name: Keith Moody

Name: Ron Coker, P.E.

Title: City Administrator

Title: Senior Vice President

By: _____

By: _____

Name: _____

Name: L. Jeffrey Klein, P.E.

Title: City Clerk

Title: Project Manager

Attachment: Harrisonville.AM3 (1519 : WTP Improvements-Scope of Services)