



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
APRIL 3, 2017
7:00 PM**

- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**
 - A. Roll Call**
- 3. Ceremonial Matters**
 - A. Service Award - Sean Murray**
- 4. Public Participation**
- 5. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Mar 20, 2017 7:00 PM**
 - B. Board of Aldermen - Special Meeting - Mar 29, 2017 6:00 PM**
- 6. Agenda Items**
 - A. Special Event Permit: Stacy Cox Memorial Scholarship, May 20, 2017**
 - B. Council Bill 020: A Resolution of the City of Harrisonville, Missouri, Amending Council Bill 78, Resolution 044-2013 Outlining the Procedure for Approving the Applications for Incentives Within the Harrisonville Enhanced Enterprise Zone**
 - C. Council Bill 022: A Resolution of the Board of Aldermen of the Harrisonville, Missouri to Adopt a Revised City Job Description for the Emergency Services Director.**
 - D. Council Bill 023: A Resolution of the Board of Aldermen of Harrisonville, Missouri to Adopt City Job Descriptions for the Electric Superintendent, the Community/Economic Development Director, and the Director of Public Works, and to Establish the Pay Grade of the Electric Superintendent and to Determine To Whom the Electric Superintendent Shall Report**

- E. Council Bill 024: A Resolution of the Board of Aldermen to Appoint Eric Myler as Director of Emergency Services for the City of Harrisonville, Missouri**
 - F. Council Bill 025: A Resolution of the Board of Aldermen to Appoint Randall K. Jones as City Clerk for the City of Harrisonville, Missouri**
- 7. Aldermen and Committee Reports**
- 8. Report from the City Administrator**
 - A. City Administrators Report**
- 9. Report from the Mayor**
- 10. Adjourn to Executive Section -- Employee Performance (RSMo 610.021 (13))**
- 11. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 31st day of March 2017

Sheryl Stanley, Deputy 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



STAFF REPORT

TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: March 28, 2017
SUBJECT: Service Award - Sean Murray

Type of Item: *Presentation*

On April 3, we will honor Sgt. Sean Murray who has completed 15 years with the Harrisonville Police Department.

A. Action Item (ID # 2475)

Service Award - Sean Murray

Attachments:

Sean Murray (PDF)

Presented by the Mayor and the Harrisonville Board of Aldermen to

Sean Murray

In Grateful Appreciation for

15 Years

Of Dedicated Service to



April 3, 2017

Brian Hasek, Mayor



**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
MARCH 20, 2017
7:00 PM**

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call**

Attendee Name	Organization	Title	Status	Arrived
Judy Bowman	Harrisonville	Board Member	Present	
Clint Long	Harrisonville	Board Member	Present	
Josh Stafford	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Brad Bockelman	Harrisonville	Board Member	Present	
Brian Hasek	Harrisonville	Mayor	Present	

Also Present: City Administrator Happy Welch; City Attorney John Fairfield; Finance Director Marcella McCoy; Director of Public Works Eric Patterson; Community Development/Economic Development Director Jim Clarke; Deputy City Clerk Sheryl Stanley, recording.

- 3. Ceremonial Matters**

None

- 4. Public Participation**

Obie Carl, Harrisonville Chamber of Commerce, 108 S. Independence, invited all present to attend the Mouse Races, March 30, 6 p.m.

Bret Reece, 306-B E. Pearl, spoke regarding the Enhanced Enterprise Zone and read a letter from Vanessa Zaroor Hargrave, chair of the EEZ Board. The text of the letter follows here:

To: Harrisonville City Council and Public

From: Vanessa Hargrave (involved citizen, business owner)

Publish

Re: Requested Dissolvment of EEZ Board

March 20, 2017

Board,

As many of you know, I've not been in attendance lately to City Council meetings as I've had the honor of being recruited by the Goldman Sach's 10,000 Small Businesses Program to be a participant in their progressive and selective business program for our Harrisonville based company, Advantage PressurePro. During the program, I not only have to share time between Harrisonville and Boston, I also have to attend weekly webinars from 6-7:30pm on Monday evenings. As such, I've been keeping updated through the City's packets as well as through discussions with city leaders and involved citizens. Don't fret, while I might not be with you, I still have a pulse on what's going on and intend to continue being a voice for my generation within our community.

I'll make why I'm writing this afternoon brief and concise. I absolutely oppose the proposed dissolvment of the EEZ Board and the incentives it can bring to companies looking to invest, or reinvest in our community. I can read right through why this is proposed, but instead of focusing on this, allow me to highlight for our community just how much the EEZ program brings to our citizens.

In 2016, Advanced Drainage Systems selected our community as a possible site for their next manufacturing site. Because of our willingness to grant them EEZ abatements, which allowed them to pay a discounted rate on their Real Property (EEZ abatements do not apply to Personal Property Tax), ADS selected our community as their location. That decision, and this single EEZ approval alone is estimated to bring 40 new jobs to our community in 2016 alone. More, by year three maturation, over 77 jobs will be added, that didn't exist in our city before. Additionally, the EEZ incentives will help bring in over \$500,000 in additional tax revenue in the next 10 years that we would not have received without the awarding of the EEZ abatement that allowed ADS to settle in our backyard. Let me break that down for you. In just 2016 and 2017 alone, our community is set to receive over \$62,000 and \$53,000 respectively (numbers are rounded). Broken down even more, it's estimated that just to our schools alone, we will receive an additional \$46,000 and \$39,000 (rounded down) to support our local students in their education. Again, this doesn't even touch upon the tax benefits being provided for our community being reaped on the Personal Property Tax that the build of ADS will bring.

Our current Board likes to paint abatements as the enemy. On the contrary, facts have been given time and time again that prove that these tools, when used intelligently (something the EEZ Board has gone out of their way to ensure in our guidelines and requirements) are the single greatest catalyst for helping land the jobs and controlled growth that our community is begging for. As a member of the EEZ Board since its founding, I've had the pleasure of witnessing firsthand how this tool isn't just relevant, it's needed to keep Harrisonville competitive in our work to add high quality jobs and begin to combat the decreasing average income that we've continued to see in our city.

It's the mentality and actions of some on our Board that are irrelevant and out of date, not the EEZ incentives, and our community knows they need not look any further than the ADS development to prove it. I've already urged this time and time again, but just one more for good measure, I'd urge all our elected officials to begin working together for our future, instead of working against each other and against the wishes of our citizens.

Sincerely,

Vanessa Zaroor Hargrave

Minutes Acceptance: Minutes of Mar 20, 2017 7:00 PM (Approval of Minutes)

John Foster, 2619 Duncan Circle, spoke on the day's fire in Overland Park, noting that wood roofs had contributed to the spread of the fire as they had during the Twin Oaks fire in Harrisonville last December. He said every home should have fire-guard shingles and there should be a fire hydrant on job sites. He further asked to hear more about any cost overruns on the inspections program, progress on the state audit, and causes of the failure of the digester floor and the cost of repairs.

Wayne Reeder, 1800 E. Mechanic, read a prepared statement, saying he was 84 years old, retired, and an unpaid consultant on the Harrisonville Senior Living Village, but has no other involvement in the project. He suggested his work be judged on the basis of similar projects he has been involved in and which are successful, rather than a mistake he made in the past and for which he has been punished. He said the HSLV can stand on its own merit and provides benefits to all.

Virgil Butler, 606 N. King Terrace, spoke, praising the Hancock Amendment and saying credit worthy businesses did not need assistance from a city when starting a new venture.

Chris Benjamin, P. O. Box 261, Harrisonville, advised the aldermen to proceed with caution on the new HSLV. He said the project should be able to stand on its own and pay its taxes.

Morris Coburn, 908 E. Pearl, said when tax abatements are granted, the message is sent that taxes are already adequate. He also said if the two sales tax questions on the upcoming ballot pass, sales taxes in Harrisonville and Raymore will be higher than those in Lee's Summit.

5. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Mar 6, 2017 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Dickerson, Board Member
SECONDER:	Matt Turner, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

6. Agenda Items

A. Approval of a Revised Hangar Lease for Lawrence Smith Memorial Airport

Mr. Welch explained the revised hangar lease is being brought to the board tonight for their approval as to form. In the future, individual leases will come to them as resolutions for their approval. Mr. Fairfield asked if it was the consensus of the board for the city to move forward and aldermen indicated their agreement.

RESULT: APPROVED [UNANIMOUS]
AYES: Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

B. Approval of an Update to the Emergency Services Director Job Description

Mr. Welch explained the need for a revised job description to the board. Alderman Bowman expressed her opinion that the job requirements should be more specific and suggested several edits and additions. Mayor Hasek said any changes should have been directed to the city attorney for his review. Mr. Fairfield cautioned the aldermen against being too specific in their requirements and said he could work with Mr. Welch to make changes to the document that would include her suggestions. Mr. Welch said he hoped to have the leading candidate for the EMS Director's position at the next board meeting. Mr. Fairfield suggested they work on the revisions and circulate to the board prior to the next meeting to get any feedback.

RESULT: TABLED [UNANIMOUS]
Next: 4/3/2017 7:00 PM
MOVER: David Dickerson, Board Member
SECONDER: Matt Turner, Board Member
AYES: Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

C. A Resolution of the Harrisonville Board of Aldermen Rescinding Resolution 07-17 and Authorizing the City Administrator to Enter into an Agreement withh Feld Fire to Purchase a New Type 1 Ambulance for the Harrisonville Emergency Services Department in an Amount Not to Exceed \$207,999.00

Mr. Welch explained the need to rescind Resolution 007 and the increased price of the new ambulance. He said the Type 2 ambulance will be sold to partially cover the increase. Alderman Bowman asked if Medic One will also be sold and he said it would. Following unanimous passage of the resolution on a voice vote, Mayor Hasek designated Council Bill 018 as Resolution 008.

RESULT: ADOPTED [UNANIMOUS]
MOVER: David Dickerson, Board Member
SECONDER: Matt Turner, Board Member
AYES: Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

D. A Resolution Authorizing the City Administrator to Execute an Agreement with Golden Valley Tractor, Inc. For The Purpose of Purchasing a New Skag "Cheetah" Mower in an Amount Not to Exceed \$10,413.00.

Director of Public Works Eric Patterson presented the bill saying the requested mower is a replacement for the current one being used at the water plant which is more than 15 years old. He explained that the Cheetah model was not the least expensive model available, but he believes it is the most durable. Following its unanimous passage on a voice vote, Mayor Hasek designated Council Bill 019 to be Resolution 009.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Turner, Board Member
SECONDER:	Clint Long, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

E. A Resolution of the City of Harrisonville, Missouri, Repealing City Incentives but Retaining the Authority to Enforce Criteria within the Harrisonville Enhance Enterprise Zone

Mayor Hasek opened the discussion on this item, giving background of the Harrisonville EEZ program and saying since the funds appropriated by the State of Missouri have run out, the city should no longer grant funds, either.

Director of Community Development Jim Clarke explained the EEZ statute in greater detail and told the aldermen that all state funding is now provided through the Missouri Works program. He said our EEZ Zone will exist for 25 years since its inception and will pass out of existence in 2036.

Throughout the discussion, Alderman Stafford stressed his opinion that the city should keep the Enhanced Enterprise Zone, while possibly making changes to the EEZ Board or revising the process for screening applicants and granting incentives.

After lengthy discussion, Alderman Milner moved the question be tabled so it could be re-written as an ordinance and to reflect the main points of discussion and Alderman Stafford's suggestions. Alderman Bowman seconded the motion. Motion passed on a 5-3 roll call vote with Aldermen Bowman, Milner, Reece, Stafford and Turner voting Yes and Aldermen Bockelman, Dickerson and Long voting No.

RESULT:	WITHDRAWN
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F. ORDINANCE AUTHORIZING FILING OF APPLICATIONS WITH THE FEDERAL ENERGY REGULATORY COMMISSION (FERC) BY THE MISSOURI JOINT MUNICIPAL ELECTRIC UTILITY COMMISSION (MJMEUC) ON BEHALF OF THE CITY OF HARRISONVILLE, MISSOURI, A MEMBER CITY OF MJMEUC, FOR WAIVERS UNDER THE PUBLIC UTILITY REGULATORY POLICIES ACT OF 1978 (PURPA) FOR FACILITIES GREATER THAN 20MW AND EXEMPTING CITY FROM PURCHASE REQUIREMENTS REGARDING QUALIFYING FACILITIES AND ADOPTING RULES FOR COMPLIANCE WITH FERC'S PURPA REGULATIONS

City Attorney Fairfield read Council Bill 021 by title only for its first reading and Director Patterson explained the rationale for passing the ordinance, which is requested by MoPEP. There were no questions from the aldermen. Alderman Dickerson moved Council Bill 021 be moved to its second reading; Aldermen Turner seconded. Motion passed unanimously on a roll call vote. Following the second reading and unanimous passage on the required roll call vote, Council Bill 021 was designated Ordinance 3402.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

G. Discussion re: Harrisonville Senior Living Center, LLC and Chapter 353 Agreement

Mr. Welch recapped the history of the city's involvement with the 353 and said everything has been done from a planning standpoint and it is time for the aldermen to decide if they wish to go forward in crafting a 353 agreement with the developer.

Mr. Jeremy Cover, Lauber Law Firm, summarized the plan and said the developer has met all requirements set by the city. It is appropriate now, he said, for the city to either move forward to draw up the 353 agreement or terminate the developer's abatement application.

Mr. Tom Kaleko, Springsted, reviewed the fiscal analysis of the project, including the forecasted costs and benefits to the city. He said the developer has the financial capability to do the project.

Mr. Jerry Riffle, attorney for the developer, said they have a binding loan commitment which enhances the project's feasibility. He also told the aldermen that everything is guaranteed by Inter-State Warehouses.

David Hayes, project manager for Harrisonville Senior Living Village, said the development is reducing its request to the same terms as that already granted to ADS; namely 20 years at 70% abatement from Day 1; a promise to repair infrastructure and remove blight; 75% occupancy before beginning any other building; won't sell the project within the first 5 years of operation; and starting salaries for all employees that are at least \$2 above the minimum wage.

Mayor Hasek gave each alderman an opportunity to voice their opinion of the project. Aldermen Stafford, Milner, Reece and Bowman each spoke in favor of moving forward with the 353 agreement. Other aldermen did not make any comments.

Alderman Bowman moved to continue the processing, evaluation, and consideration of the Harrisonville Senior Village Chapter 353 development application. Alderman Milner seconded.

On a roll call vote, Aldermen Bowman, Milner, Reece and Stafford voted Aye, while Aldermen Bockelman, Dickerson, Long and Turner voted No, creating a tie vote. Mayor Hasek then voted No to break the tie and defeat the motion.

RESULT:	DEFEATED [4 TO 4]
MOVER:	Judy Bowman, Board Member
SECONDER:	Marcia Milner, Board Member
AYES:	Judy Bowman, Josh Stafford, Marcia Milner, Judy Reece
NAYS:	Clint Long, David Dickerson, Matt Turner, Brad Bockelman

7. Aldermen and Committee Reports

Alderman Bowman expressed her disappointment at the outcome of the vote for the Harrisonville Senior Living Village 353.

There were no other reports from board members.

8. Report from the City Administrator

Mr. Welch asked aldermen to review the Departmental Review and the additional information he provided and to contact him if they had any questions.

A. City Administrator's Report

9. Report from the Mayor

Mayor Hasek told those in attendance that he and Mr. Welch would be moving forward on the selection of a new city clerk. He also reminded people that the Brush Drop Off was coming up soon, to be followed by the Citywide Garage Sale and Citywide Clean Up in May. Junk in the Trunk should start soon as well.

10. Adjourn From Regular Session

Alderman Milner moved the meeting be adjourned, and Alderman Dickerson seconded. Meeting adjourned at 9:05 p.m.

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Sheryl Stanley, Deputy City Clerk

Minutes Acceptance: Minutes of Mar 20, 2017 7:00 PM (Approval of Minutes)



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
SPECIAL MEETING
CITY HALL
MARCH 29, 2017
6:00 PM

1. Call to Order & Roll Call

Attendee Name	Organization	Title	Status	Arrived
Judy Bowman	Harrisonville	Board Member	Present	
Clint Long	Harrisonville	Board Member	Present	
Josh Stafford	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Brad Bockelman	Harrisonville	Board Member	Present	
Brian Hasek	Harrisonville	Mayor	Present	

Also in attendance: City Administrator Happy Welch, City Attorney John Fairfield, Finance Director Marcella McCoy, Public Information Officer/Deputy City Clerk Sheryl Stanley, recording. Also in attendance: Todd Schuler and Julie Moulden from the Missouri State Auditor's Office.

2. Adjourn to Executive Session -- Legal (RSMo 610.021(1))

David Dickerson moved the meeting be closed so the board might go in to Executive Session, according to RSMo. 610.021(1), Legal Communications and RSMo. 610.021 (17), Audit Work Product. Clint Long seconded the motion, and it passed on a roll call vote, 8-0, with all aldermen voting Aye.

Meeting adjourned to Executive Session at 6:01 p.m. and reconvened to regular session at 9:57 p.m.

3. Adjourn From Regular Session

Matt Turner moved the meeting be adjourned, and Judy Reece seconded. Motion passed unanimously, 8-0, on a voice vote. Meeting adjourned at 9:58 p.m.

Special Meeting

Wednesday, March 29, 2017

6:00 PM

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Mar 29, 2017 6:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: March 22, 2017
SUBJECT: Cox 5K Event Permit

Type of Item: *Approval*

Issue: Stacy Cox Memorial Scholarship Fund 5K Run Event scheduled for May 20, 2017 from 8:00 am to 10:00 am.

Background: The applicant, Terran Cox has requested a special event permit to host a 5K run in Harrisonville. This is the seventh year for this event with no noted complaints or concerns with last year's event. This event will again be a fundraiser for the Stacy Cox Memorial Scholarship given to a Harrisonville High School senior each year. The Police Department or the Harrisonville VIPS will provide a police escort for the event. According to the applicant registration will begin at the Harrisonville High School at 7:30 am with the first wave of runners to start at approximately 8:00 am. The proposed route is as follows: south from the high school on Price Street to Elm Street, west on Elm Street to North Halsey Street, north on North Halsey to Ash Street, west on Ash Street to Sunny Swim Drive, north on Sunny Swim Drive to Sandy Links Lane, Sandy Links Lane to the 3rd shelter house. The participants will follow the same route, in reverse, back to the High School. There is no cost for the requested City services and the required insurance will be provided should the application be approved.

Recommendation: With no noted complaints or concerns associated with last year's event I would recommend approval for this event as long as all state laws and city ordinances are followed.

A. Action Item (ID # 2474)

Special Event Permit: Stacy Cox Memorial Scholarship, May 20, 2017

Attachments:

Cox 5K 2017 (PDF)

J. Hofer

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: Stacy Cox Memorial 5K Walk/Run
2. Name of Applicant: TERRAN COX
Address: 13606 E 26TH ST Peculiar, MO 64078
Phone: 816-380-5327 Cell: 816-392-3258
3. Purpose of Event: Scholarship for a NV SENIOR
4. Proposed date(s) and time(s) of Event: MAY 20, 2017 8:00 AM
5. Location(s) where event will be held: HARRISONVILLE HIGH SCHOOL
6. Anticipated crowd size: 60
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: _____

APPROVED this _____ day of _____, 20 _____

J. Hofer
Chief of Police

City Clerk

Attachment: Cox 5K 2017 (2474 : Cox 5K Event Permit)



STAFF REPORT

TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: March 30, 2017
SUBJECT: Amending Res 044-2013

Type of Item: *Approval*

On March 20, aldermen discussed repealing two earlier resolutions dealing with the Enhanced Enterprise Zone. The resolution has been re-worked as requested by members of the board and is presented here under the original council bill number.

Council Bill No. 020

Resolution No.

**A Resolution of the City of Harrisonville, Missouri, Amending Council Bill 78,
Resolution 044-2013 Outlining the Procedure for Approving the Applications for
Incentives Within the Harrisonville Enhanced Enterprise Zone**

WHEREAS, the Board of Aldermen of the City of Harrisonville established the Harrisonville Enhanced Enterprise Zone Board in 2010; and

WHEREAS, the Department of Economic Development of the State of Missouri has confirmed that the City of Harrisonville and Cass County's proposed Enhanced Enterprise Zone meets guidelines for designation as an Enhanced Enterprise Zone, as set forth in RSMo. 135.950; and

WHEREAS, Sections, 135.950 to 135.973, RSMo, provides a means and an opportunity for the City of Harrisonville and Cass County to cooperate with the State of Missouri to relieve economic distress and attract new jobs to our area;

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

SECTION 1. *Approval Process, Harrisonville.* Company applicant fills out the Project Information Request ("PIR") form and submits it to the City of Harrisonville. The initial review and examination of the PIR shall be by the Enhanced Enterprise Zone Board ("EEZ Board"). After the EEZ Board's review, examination, and such appropriate hearings as determined by the EEZ Board are complete the EEZ Board, by majority vote, shall make a recommendation to grant or deny incentives, and shall submit such recommendation to the Board of Aldermen who have the sole and final discretion to approve or disapprove the granting of incentives requested by the Company in the Harrisonville Enhanced Enterprise Zone.

SECTION 2. In the event that the Company also desires to seek incentives from the State of Missouri, the Company shall follow such procedures established by the State of Missouri Department of Economic Development (DED). In the further event that such State procedures require action by the City of Harrisonville or the EEZ Board, the City of Harrisonville and the EEZ Board will cooperate and take any required action that is consistent with State law and approved by the Board of Aldermen.

SECTION 3. *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 4. *Effective Date.* That this resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED ON THIS 3rd DAY OF APRIL 2017, AND APPROVED BY THE BOARD OF ALDERMEN AND MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI THIS 3rd DAY OF APRIL 2017.

Brain Hasek, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

Sheryl Stanley, Deputy City Clerk

APPROVED by the Mayor this 3rd day of April, 2017.



STAFF REPORT

TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: March 30, 2017
SUBJECT: Job Description Update

Type of Item: *Approval*

The attached job description has been revised, following discussion by aldermen during the March 20 meeting.

Council Bill No. 022**Resolution No.****A Resolution of the Board of Aldermen of the Harrisonville, Missouri to Adopt a Revised City Job Description for the Emergency Services Director.**

Now Be It Resolved by the Board of Aldermen of the City of Harrisonville, Missouri as follows:

Section 1: That the attached job description for the Emergency Services Director is hereby adopted as presented

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 3rd day of April 2017.

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Sheryl Stanley, Deputy City Clerk

WITNESS my hand and seal this 3rd day of April 2017

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Emergency Services Director FLSA Status: Exempt
 Department: Emergency Services
 Fire Suppression, Emergency Medical, and Emergency Management
 Reports to: City Administrator Page 1 of 4

SUMMARY

Manage all activities within the Fire, EMS, and Emergency Management Departments assuring smooth day-to-day operation. Responsible for budgeting, long range planning, establishing department policy and correct management of fire and disaster emergencies. Supervise all staff, career, part-time, and volunteer.

RESPONSIBILITIES

1. **SUPERVISE** - Manage day-to-day operations including department's staff, both career and volunteer.

Performance is acceptable when:

- a. Supervision results in good employee relations to the greatest extent practicable.
- b. Supervision results in consistent functional organization.
- c. Personnel are deployed and assigned duties as necessary to conduct the mission of the departments.

2. **MANAGE EMERGENCY OPERATIONS** - Ensure emergency operations are followed per accepted principles of emergency situational control.

Performance is acceptable when:

- a. Adequate plans for handling emergencies are in place regardless of the frequency of occurrence.
- b. Each emergency is handled in response to the circumstances recognizing the need for safety of personnel and property.
- c. Appropriate procedures are known to the personnel and accepted principles are followed.

3. **MANAGE BUDGET** - Plan, develop and manage budget for the departments.

Performance is acceptable when:

- a. Budget is analyzed in terms of need and a budget request is developed for submission to the administration and Board of Aldermen.
- b. Adopted budget is followed with monthly reports available to respond to questions from administration and the Board of Aldermen with sound explanation for any variance that occurs.

4. **CONDUCT LONG RANGE PLANNING** - Including projection of personnel requirements, capital needs and operating cost requirements.

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Emergency Services Director FLSA Status: Exempt
 Department: Emergency Services
 Fire Suppression, Emergency Medical, and Emergency Management
 Reports to: City Administrator Page 2 of 4

Performance is acceptable when:

- a. A plan is in place which accurately reflects the requirements and recognizes the City parameters for the department.
- b. The plan is developed strategically and meets expectations for concurrence.
- c. Adopted plan is communicated and known by all personnel with updates annually.

5. **ESTABLISH DEPARTMENTAL OPERATIONAL POLICY.** In addition to citywide personnel policy, develop and approve a Standard Operating Procedure manual for the department for guidance and direction of personnel.

Performance is acceptable when:

- a. Policies are in place to cover operational guidelines as required.
- b. Policies provide clear and concise direction to the operation of the department.
- c. Policies are codified for ease in use and location.

6. **UPDATE CITY'S EMERGENCY OPERATION PLAN** - Must be in written form and updated annually.

Performance is acceptable when:

- a. The Emergency Operations Plan is adopted by Board of Aldermen.
- b. The Emergency Operations Plan is updated annually and distributed to all department heads.
- c. Coordinates in establishing and maintaining a Emergency Operations Center.

7. **MAINTAIN COMMUNICATIONS AND RELATIONSHIPS** - Ensure open communications with the State Emergency Management Agency and the Federal Emergency Management Agency, and develop relationships with key individuals that are sustained and beneficial.

Performance is acceptable when:

- a. Keeps City Administration and Board of Aldermen informed of relevant information and requirements from these agencies.
- b. Key individuals can be called upon to respond in emergency situations.

8. **COORDINATE AND MANAGE CITY'S EMERGENCY WARNING SYSTEMS.**

Performance is acceptable when:

- a. Storm sirens are properly serviced and operate as designed.
- b. Propose new storm sirens as needed.
- c. Administration and the Board of Aldermen can be assured that warning systems function satisfactorily and provide adequate warning to the

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Emergency Services Director FLSA Status: Exempt
 Department: Emergency Services
 Fire Suppression, Emergency Medical, and Emergency Management
 Reports to: City Administrator Page 3 of 4

residents of the City.

9. ENSURE ALL EMS, FIRE, & EMERGENCY MANAGEMENT PERSONNEL ARE TRAINED APPROPRIATELY.

Performance is acceptable when:

- a. EMS/Fire personnel are trained to adequately provide for their safety and the safety of the community.
- b. Emergency Management personnel are trained to adequately serve the residents of the City, predominantly in the area of weather spotting and traffic direction.
- c. City staff is trained to implement and use the City's Emergency Operations Plan.

10. FOLLOW AND ENFORCE PERSONNEL POLICIES

Performance is acceptable when:

- a. EMS/Fire personnel follow the policies established by the Board of Aldermen.
- b. Director enforces the personnel policies to create a fair and responsible work environment.
- c. The Director follows and adheres to the personnel policy.

The responsibilities described above represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

4-year college degree in Fire Science, Public Administration, Business Administration, or a closely related field, or equivalent supervisory experience with a similar sized or larger department required. High School diploma or GED and completion of Firefighter I & II Certification required. Current EMT/Paramedic License (10 years as a paramedic) required. Comprehensive knowledge of rescue, fire suppression tactics, water supply, fire ground management principles, hazardous materials, incident management, incident command systems, and emergency management principles required. Knowledge of fire apparatus, ambulances, outdoor storm warning sirens, along with and advanced and typical standard and advanced medical equipment characteristics required. Ability to work calmly in tense situations and convey this sense to fire and emergency personnel required. Ability to use computer software required. Fire Instructor I, ACLS, PALS, and BLS required. Fire Instructor II, Fire Officer I & II preferred.

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**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Emergency Services Director FLSA Status: Exempt
 Department: Emergency Services
 Fire Suppression, Emergency Medical, and Emergency Management
 Reports to: City Administrator Page 4 of 4

EXPERIENCE:

Ten year's fire and emergency medical experience including supervisory responsibility required.

ROUTINE CONTACTS

Department personnel including captains and lieutenants, fire fighters, Paramedics/EMT's, Emergency Management volunteers, and administrative personnel. Appropriate State and Federal persons and agencies, Board of Aldermen, City Administrator, other City personnel, and the general public.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT OPERATED

The employee will operate firefighting equipment to include: nozzles, hoses, self-contained breathing apparatus, power saws and generators. The employee will also operate a computer, telephone, copier, and various other types of office equipment.

WORKING CONDITIONS

All firefighting, emergency medical and emergency operations must be performed during all kinds of weather conditions and exposure hazards. The employee is exposed to extreme heat, cold, smoke, hazardous chemicals, and falling materials. Frequent exposure to negative situations such as accident scenes and death. General physical and working conditions are such that minor cuts, abrasions, bruises or burns may occur with various tasks. Regular hours of 8:00 a.m. to 5:00 p.m. but on call 24 hours a day 7 days a week to oversee operations in an emergency.

PHYSICAL DEMANDS

Physically able to wear complete set of protective clothing and self-contained breathing apparatus that consists of approximately 100 lbs. Performs extreme strenuous and physical labor under unfavorable conditions. Performs duties requiring sitting at a desk, standing, bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke. Ability to climb ladders and work at heights of 65 ft or greater. Ability to operate power equipment.

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Emergency Services Director FLSA Status: Exempt
 Department: Emergency Services
 Fire Suppression, Emergency Medical, and Emergency Management
 Reports to: City Administrator Page 5 of 4

RESIDENCY

Required.

REQUIRED SIGNATURES/APPROVALS

City Administrator

Date _____

Adopted 3/20/2017

Attachment: Emergency Services Dir Revised (2479 : Job Description Update)



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: March 20, 2017
SUBJECT: Job Description Adoptions

Type of Item: *Personnel*

We have other job descriptions to adopt: Electric Superintendent, Community/Economic Development Director, & Director of Public Works.

We also need to classify the Electric Superintendent on the pay scale. There is not one listed (what is listed is Director of Electric Utility on Level 11) and I would like to add the Electric Superintendent to Level 9 with a pay scale of \$59,238 to \$88,858. This person will report to Mr. Patterson in the Public Works Dept.

Council Bill No. 023

Resolution No.

A Resolution of the Board of Aldermen of Harrisonville, Missouri to Adopt City Job Descriptions for the Electric Superintendent, the Community/Economic Development Director, and the Director of Public Works, and to Establish the Pay Grade of the Electric Superintendent and to Determine To Whom the Electric Superintendent Shall Report

Now Be It Resolved by the Board of Aldermen of the City of Harrisonville, Missouri as follows:

Section 1: That the attached job descriptions for Electric Superintendent, Community/Economic Development Director, and Director of Public Works are hereby adopted as presented

Section 2: That the Electric Superintendent shall be classified as Level 9 in the city's tiered payscale with a salary range of \$59,238 to \$88,858

Section 3: That the Electric Superintendent shall report to the Director of Public Works

Section 4: That this resolution shall become effective immediately upon its passage and approval.

PASSED AND RESOLVED by the Board of Alderman and APPROVED by the Mayor of the City of Harrisonville, Missouri this 3rd day of April 2017

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Sheryl Stanley, Deputy City Clerk

WITNESS my hand and seal this 3rd day of April 2017

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Director of Community/Economic Development
 Department: Community Development
 Reports to: City Administrator

FLSA Status: Exempt

Page 1 of 5

SUMMARY

Perform current and long range planning activities. Pursue activities which enhance the socio-economic viability of the community and its citizens while strengthening the city government's fiscal position. Enforce and supervise the enforcement of city ordinances as they relate to planning and zoning. Make recommendations to the Planning and Zoning Commission, Historic Preservation Commission, Board of Aldermen, and Board of Zoning Adjustment.

RESPONSIBILITIES

1. Assist potential clients for Harrisonville that result from marketing campaign by conducting tours, showing possible sites, conducting meetings, making presentations and providing responses to questions and concerns.

Performance is acceptable when:

- a. Client representatives have the information required to assist them in making positive decisions regarding the City.
- b. Meetings and tours serve to attract interest in the City.

2. Respond to general inquiries and questions from business owners, potential clients and general citizenry concerning the City and prepare packets of information with the public information officer regarding market characteristics. Insure that existing businesses are proactively reminded about being located in the City and are generally pleased with their benefits in the City.

Performance is acceptable when:

- a. Materials responding to requests for information are available and preparation is within budget constraints.
- b. The inquiries of people and businesses are answered promptly and accurately reflect the circumstances.
- c. Existing business owners are provided with positive information to attract them to continue in the Harrisonville location.

3. Attend and participate in meetings of the Board of Aldermen, Planning and Zoning, TIF Commission, Historic Preservation Commission, Board of Adjustment and City staff and serve as a resource for these groups. (Some of these meetings can be delegated to the building official.)

Performance is acceptable when:

- a. Attendance at meetings meets the need for participation.
- b. Participation in meetings is productive and informing.

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Director of Community/Economic Development
 Department: Community Development
 Reports to: City Administrator

FLSA Status: Exempt

Page 2 of 5

4. Assist in the development of industrial parks, working with private land and building owners and seeking to improve overall community attractiveness.

Performance is acceptable when:

- a. The City benefits from location of business in improved areas in accordance with the City plan.
- b. Business owners and developers are provided positive reasons for locating in Harrisonville. Communications and relationships are positive.

5. Conduct special projects at the direction of the Board of Aldermen and/or Administrator.

Performance is acceptable when:

- a. Projects are completed and serve the intended purpose.

6. Supervise and direct Planning/GIS Technician in identifying tasks and carrying out departmental functions. Supervise and direct Building Official in his/her duties to accomplish timely inspectors and positive customer service.

Performance is acceptable when:

- a. Employees clearly understand requirements of position and are able to conduct all functions.
- b. The mission of the department is furthered by the work of the employees.

7. Coordinate review of subdivision plats and applications for compliance with adopted regulations and make recommendations to the Planning and Zoning Commission, Board of Zoning Adjustment, and Board of Aldermen based on the reviews with assistance from the Building Official and City Engineer.

Performance is acceptable when:

- a. Plats are reviewed within expected timeframes.
- b. Regulations are well known and are applied in reasonable way.
- c. Recommendations are well reasoned and presented in clear and concise ways to the responsible decision makers and to applicants.

8. Evaluate adopted ordinances and policies and make recommendations to the Planning and Zoning Commission and the Board of Aldermen on proposed changes.

Performance is acceptable when:

- a. Ordinance reviews are prioritized in terms of need and recommendations reflect improvement.
- b. A log of concern about selected ordinances is maintained and serves as a basis for

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Director of Community/Economic Development
 Department: Community Development
 Reports to: City Administrator

FLSA Status: Exempt

Page 3 of 5

review.

9. Help maintaining the Planning and Zoning, Board of Zoning Adjustment, and Historic Preservation Commission records.

Performance is acceptable when:

- a. Duties and responsibilities are clearly known to the departmental clerk.
- b. Review of work is done on a regular basis and pro-active comments and suggestions are offered in a positive manner.

10. Act as liaison with area economic development councils, the State of Missouri, development organizations, and retail development companies, also attend conferences, workshops, and seminars to stay current on development tools and potential industries.

Performance is acceptable when:

- a. Association dues and expenses are used wisely to join groups and organizations.
- b. Development or redevelopment is realized over the long term, filling vacant spaces and lot (5 years).

11. Interaction with local industries and real estate developers to promote cooperation and understanding between the city and those entities.

Performance is acceptable when:

- a. Industries and developers continue approaching city with beneficial ideas and proposals, and good cooperation is achieved.
- b. Cooperation and open dialogue are commonplace and noticed by Board of Aldermen and residents.

12. **FOLLOW AND ENFORCE PERSONNEL POLICIES**

Performance is acceptable when:

- a. Community Development personnel follow the policies established by the Board of Aldermen.
- b. Director enforces the personnel policies to create a fair and responsible work environment.
- c. The Director follows and adheres to the personnel policy.

The responsibilities described above represent the primary responsibilities of the job. Other responsibilities may be assigned by the city administrator as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

Attachment: Comm-ED Director rev.1-26-2017 (2472 : Job Description Adoptions)

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Director of Community/Economic Development
 Department: Community Development
 Reports to: City Administrator

FLSA Status: Exempt

Page 4 of 5

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

4 year college degree in business administration, economic development or social sciences required. Skill in the preparation and presentation of oral and written reports, general knowledge in the areas of government, business, engineering accounting, geography and real estate, and ability to perform basic analytical processes required. Valid driver's license required. Ability to read and interpret maps and aerial photographs, basic knowledge of principles and practices of economics and planning, and skills in developing and making presentations required. General experience in a business environment dealing with complex issues required.

TOOLS & EQUIPMENT

Typical office equipment including personal computers, IP phones, calculator, etc.

ROUTINE CONTACTS

Business leaders and potential clients for the City. Department personnel, Mayor, Board of Aldermen, appointed officials, City Administrator and other City personnel. General public. Various economic development groups and retail development associations.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to use a great deal of mental concentration, memory, analytical and conceptual thinking and decision making.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Director of Community/Economic Development
 Department: Community Development
 Reports to: City Administrator

FLSA Status: Exempt

Page 5 of 5

focus.

Working Conditions

While performing the duties of this job, the employee occasionally is exposed to weather and temperature conditions. The employee is occasionally exposed to wet and/or humid conditions, dust, toxic or caustic chemicals or fumes. The employee is frequently exposed to heights/accessibility of all worksites required. The noise level in the work environment is usually quiet while in the office, and occasionally loud when in the field.

RESIDENCY

Not required

REQUIRED SIGNATURES/APPROVALS

 City Administrator

 Date

Adopted 1/1/03

Attachment: Comm-ED Director rev.1-26-2017 (2472 : Job Description Adoptions)

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Director of Public Works
Department: Water/Sewer/Street/Electric
Reports to: City Administrator

FLSA Status: Exempt

Page 1 of 5

SUMMARY

Responsible for the management and oversight of the Public Works Divisions, including water/sewer/street/electric. Administer the operations of the water and waste water plants, the functions of the water-sewer distribution, the electric transmission system, the street network, the airport facility, as well as the meter readers and the Lake Harrisonville caretaker including supervision of personnel, development and management of budgets.

RESPONSIBILITIES

1. **PREPARE REQUISITIONS** - Prepare requisitions including account codes for all purchases of the six branches of the Water/Waste Water Department. Solicit bids as required.

Performance is acceptable when:
 - a. Each branch has the materials, supplies and equipment needed to perform its functions.
 - b. The best available price is obtained for the specified material, supply items or equipment.

2. **CONSULT WITH PERSONNEL** - Consult with chief operators, foremen, and superintendents to ensure their needs are met including support and resources.

Performance is acceptable when:
 - a. Needs of the operators and foremen are met.
 - b. Two-way communication is open at all times.

3. **SERVE AS KEY SPOKESPERSON FOR THE DEPARTMENT** - Assist City staff, residents, businesses and developers by providing all pertinent information related to the department. Respond to citizen concerns, problems and need for service.

Performance is acceptable when:
 - a. City personnel and citizens know and have the opportunity to understand the functions and priorities of the department.
 - b. Communications and relationships are positive.
 - c. Citizen requirements are addressed promptly in a positive manner.

Attachment: Director of Public Works rev3-2017 (2472 : Job Description Adoptions)

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Director of Public Works
Department: Water/Sewer/Street/Electric
Reports to: City Administrator

FLSA Status: Exempt

Page 2 of 5

4. **PREPARE AND ADMINISTER BUDGETS** - Prepare and administer operating and capital budgets.

Performance is acceptable when:

- a. Budgets are analyzed in terms of need and a budget request is developed for submission to the administrator and Board of Aldermen.
- b. Adopted budgets are followed with monthly reports available to respond to questions with sound explanation for any variance that occurs.

5. **PROVIDE SERVICE, MANPOWER, EXPERTISE AND INFORMATION** – Communicate with City staff and assist them in the implementation of projects that include Water, Sewer, Street, and Electric Department functions.

Performance is acceptable when:

- a. City has the services of the department available to plan and complete city-wide projects.
- b. Projects are completed in a timely way with complete information.

6. **ASSIST IN FORMULATION AND ENFORCE POLICY** - Interpret department policies through enforcement and formulation. Monitor and arrange appropriate operator training requirements.

Performance is acceptable when:

- a. Policies are in place to provide operational guidelines.
- b. Policies provide clear and concise direction to the personnel of the department.
- c. Policies are codified for ease of use and location.
- d. Policies, procedures and practices undergo constant meaningful evaluation and revision.
- e. Operators have applicable training to maintain their state licensing requirements.

7. **REVIEW PLANS AND PRINTS** – Plans and prints are provided by consulting engineers for new developments and businesses.

Performance is acceptable when:

- a. Plans are developed in accordance with existing codes and requirements.
- b. Plans represent the interest of the City.

8. **MONITOR CITY AND MAINTAIN FUEL PUMP AND TANKS** - Monitor City fuel pump and tanks and provide for tank maintenance.

Performance is acceptable when:

- a. City departments have fuel available without interruption to the work.

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Director of Public Works
Department: Water/Sewer/Street/Electric
Reports to: City Administrator

FLSA Status: Exempt

Page 3 of 5

10. **INITIATE PLANNING AND ASSIST IN OBTAINING RESOURCES FOR CAPITAL PROJECTS** – Work on 10 year capital plan to determine future capital projects, determine need for outside engineering/contractor/equipment use, and assist in obtaining the financial resources needed to develop these.

Performance is acceptable when:

- a. Staff has knowledge of planned capital projects and is able to acquire outside expertise as needed.
- b. Capital program is planned within resource limits and keeps the services of the department available to the citizens.

11. **OVERSEE OPERATIONS OF SEVERAL DEPARTMENTS:** Supervisor of Street Department, Water and Sewer Department, Electric Department and Airport for City. Monitor regulatory compliance.

Performance is acceptable when:

- a. Department lead personnel are provided with appropriate guidance and information.
- b. All City departments are organized to correctly conduct their mission.
- c. Knowledge and understanding of departmental activities is maintained.
- d. Regular and timely communication with City Administrator and elected officials of departmental issues exists.
- e. Prompt and effective response is made to direction from City Administrator.

12. **REPRESENT AND REVIEW WORK OF OTHER PROFESSIONALS** - Represent the City and review/assess the work of other professionals within the technical areas.

Performance is acceptable when:

- a. City lead professional personnel have clear direction and are able to conduct their responsibilities within the guidelines of policy and procedures.
- b. Work is appropriately evaluated and adjustments noted are accomplished.
- c. Plan review is performed in a timely manner and in accordance with established protocol.

13. **LISTEN, EVALUATE AND RESPOND TO COMPLAINTS** - Listen to, evaluate and respond to complaints and concerns expressed by the public and City management in the arenas of responsibility.

Performance is acceptable when:

- a. Concerns expressed are assessed and appropriate actions are taken.

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Director of Public Works
Department: Water/Sewer/Street/Electric
Reports to: City Administrator

FLSA Status: Exempt

Page 4 of 5

- b. The perspective of the City is known and well represented when issues are raised.

10. FOLLOW AND ENFORCE PERSONNEL POLICIES

Performance is acceptable when:

- a. Public Works personnel follow the policies established by the Board of Aldermen.
- b. Director enforces the personnel policies to create a fair and responsible work environment.
- c. The Director follows and adheres to the personnel policy.

The responsibilities described above represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

4-year college degree in engineering, business management, or related field, or equivalent experience as approved by the Board of Aldermen, supplemented by additional related course completion in trade or technical field required. Valid state driver's license required. Ability to use computer with appropriate software required. General knowledge of construction, skill in the preparation and presentation of oral and written reports, full and complete knowledge of budget development and administration, knowledge of personnel practices, purchasing and related administrative functions, ability to relate to public, other professionals, vendors and contractors as well as to the Board of Aldermen and the Mayor, and ability to speak and write effectively required.

EXPERIENCE:

Ten years in municipal public works management with significant involvement in the overseeing of budgeting, operations, maintenance of water/sewer systems, electrical distribution system, street system and municipal engineering required. Five years' experience in water/waste water management, street/road maintenance, electric supply system, or equivalent combination of training and experience, required.

TOOLS & EQUIPMENT

Typical equipment includes personal computers, drafting equipment, safety supplies, and office furniture.

ROUTINE CONTACTS

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Director of Public Works
 Department: Water/Sewer/Street/Electric
 Reports to: City Administrator

FLSA Status: Exempt

Page 5 of 5

Department and administrative personnel, Mayor, City Administrator and other City personnel. General public.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

REQUIRED SIGNATURES/APPROVALS

 City Administrator

 Date

Adopted xx/xx/2017

Attachment: Director of Public Works rev3-2017 (2472 : Job Description Adoptions)

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Electric Superintendent
Department: Electric
Reports to: Public Works Director

FLSA Status: Exempt

Page 1 of 4

SUMMARY

Assist the Public Works Director in the operations of the Electric Department including supervision of personnel, development and management of budgets, electrical distribution system maintenance and expansion.

RESPONSIBILITIES

1. **ASSIGN WORK AND TRAIN EMPLOYEES** - Assign work to electric distribution crew daily and train employees and inspect the work product.

Performance is acceptable when:

- a. Work assignments fit the capability of the work crews and reflect priorities for completion.
- b. Work is conducted safely and crew members understand procedures required.
- c. Inspections identify problems that exist and allow completion of corrections needed.

2. **INSPECT CONSTRUCTION, MAINTENANCE PROJECTS AND FIELD EMERGENCIES** - Direct changes or corrective action. Perform the research necessary to guide the projects and ensure compliance with all applicable codes and contracts including the National Electrical Code and the National Electric Safety code.

Performance is acceptable when:

- a. Inspections are completed thoroughly within expected time frames.
- b. Codes are enforced to ensure projects comply with accepted practice.
- c. Reports are developed for all projects and projects are completed on time.

3. **ATTEND MEETINGS** – Meet with various engineers, architects, consumers, contractors and developers concerning electrical services and construction to ensure adequate electric service is available. Consult with the Public Works Director on new industrial, commercial, or residential subdivisions to coordinate facility needs.

Performance is acceptable when:

- a. Electrical service is available to meet the needs of the residences and businesses of the City.
- b. New service is provided for development of the city residences and businesses.

4. **HELP PREPARE VARIOUS ELECTRICAL AND CONSTRUCTION SPECIFICATIONS** – This includes distribution and transmission lines, substations and related equipment and component specifications and plans.

Performance is acceptable when:

Attachment: Electric Superintendent 3-2017 (2472 : Job Description Adoptions)

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Electric Superintendent
Department: Electric
Reports to: Public Works Director

FLSA Status: Exempt

Page 2 of 4

-
- a. Specifications and plans accurately reflect the need for electrical service distribution and production.
 - b. Component and equipment specifications result in acquisition of required hardware.
 - 5. **ASSIST IN PREPARING AND ADMINISTERING BUDGETS** – This includes operating and capital budgets.

Performance is acceptable when:
 - a. Budgets are analyzed in terms of need and a budget request is developed for submission to the administration and Board of Aldermen.
 - b. Adopted budgets are followed with monthly reports available to respond to questions with sound explanation for any variance that occurs.
 - 6. **MAINTAIN DISTRIBUTION WAREHOUSE STOCK** - Write specifications and acquire bids as needed.

Performance is acceptable when:
 - a. Warehouse has stock required at appropriate levels.
 - b. Specifications are accurate and reflect the stock requirements so that vendors may prepare bids reflecting correct products.
 - 7. **ASSIST IN FORMULATION AND INTERPRETATION OF POLICY** - Enforce the policies.

Performance is acceptable when:
 - a. Policies are in place to provide operational guidelines.
 - b. Policies provide clear and concise direction to the personnel of the department.
 - c. Policies are codified for ease of use and location.
 - d. Policies, procedures and practices undergo constant meaningful evaluation and revision.
 - 8. **DEVELOP AND IMPLEMENT SAFETY RULES** – Maintain regulations and administer departmental safety programs.

Performance is acceptable when:
 - a. Safety rules are available and known to department employees.
 - b. Rules and regulations result in all activities being conducted safely.
 - 9. **PREPARE AND PRESENT REPORTS AND RECOMMENDATIONS** – Related to system improvements and expansion.

Performance is acceptable when:

Attachment: Electric Superintendent 3-2017 (2472 : Job Description Adoptions)

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Electric Superintendent
Department: Electric
Reports to: Public Works Director

FLSA Status: Exempt

Page 3 of 4

- a. Appropriate requirements are identified and reflected in the reports made.
- b. Reports are clearly drawn and easily understood.

**10. OPERATE ELECTRICAL DISTRIBUTION AND TREE TRIMMING
VEHICLES, APPARATUS, TOOLS AND EQUIPMENT .**

Performance is acceptable when:

- a. Equipment and tools are operated according to manufacturer's recommendations.
- b. Knowledge of correct functional operation is current.

The responsibilities described above represent the primary responsibilities of the job. Other responsibilities may be assigned by the Public Works Director as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

High school diploma or GED supplemented by additional related course completion in trade or technical field required. Valid Missouri vehicle chauffeur's license required. Ability to use computer with appropriate software required. General knowledge of construction required. Skill in electrical engineering applications and the operation of an electrical distribution system required. Skill in the preparation and presentation of oral and written reports required. Skill in the preparation and presentation of oral and written reports required. Knowledge of budget development and administration required. Knowledge of personnel practices, purchasing and related administrative functions required.

EXPERIENCE:

Seven years' experience in electrical distribution or equivalent combination of training and experience required. Must be a journeyman lineman with 5 years' experience.

TOOLS & EQUIPMENT

Voltmeters, ammeters, bucket trucks, digger and derrick trucks and typical office equipment including personal computers.

ROUTINE CONTACTS

Department personnel, Public Works Director, Mayor, City Administrator and other City personnel. General public.

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Electric Superintendent
Department: Electric
Reports to: Public Works Director

FLSA Status: Exempt

Page 4 of 4

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Regularly walk, stand, or stoop; Regularly lift, carry, push, pull or otherwise move objects weighing up to 25 pounds; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

May on occasion have to work long hours and overtime during holidays, emergencies, weekends, etc. Subject to on-call work.

Working Conditions

Works around hazardous equipment and electricity. Must observe safety concerns and assist other repairers to be working in safe environments. Must work in all temperatures, with excessive noise from machines, jackhammers, chain saws and other equipment.

REQUIRED SIGNATURES/APPROVALS

City Administrator

Date

Adopted 10/01/08

Attachment: Electric Superintendent 3-2017 (2472 : Job Description Adoptions)



STAFF REPORT

TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: March 31, 2017
SUBJECT: Appointment of Emergency Services Director

Type of Item: *Appointment*

The Emergency Services Director interview committee met with 4 candidates and identified the top two candidates to bring to the board. One of those has since accepted another offer. The committee unanimously recommends Eric Myler, the current interim director to be approved as the Emergency Services Director.

Council Bill No. 024

Resolution No.

**A Resolution of the Board of Aldermen to Appoint Eric Myler as Director of
Emergency Services for the City of Harrisonville, Missouri**

WHEREAS, the Board of Aldermen wishes to appoint Eric Myler as Director of
Emergency Services for the City of Harrisonville,

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

Section 1: That Eric Myler is hereby appointed the Emergency Services Director for the
City of Harrisonville, Missouri.

Section 2: That Chief Myler must relocate to Harrisonville within 6 months of this
appointment.

Section 3: That this resolution shall be in effect 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 3rd day of April 2017.

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Sheryl Stanley, Deputy City Clerk

Witness my hand and seal this 3rd day of April 2017



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: March 30, 2017
SUBJECT: City Clerk Appointment

Type of Item: *Appointment*

Mayor Hasek and I finished interviews for the open City Clerk position on Thursday, March 30, and we are in agreement that Mr. Randall K. Jones is the strongest and most suitable candidate.

Council Bill No. 025**Resolution No.****A Resolution of the Board of Aldermen to Appoint Randall K. Jones as City Clerk
for the City of Harrisonville, Missouri**

WHEREAS, the Board of Aldermen wishes to appoint Randall K. Jones as City Clerk for the City of Harrisonville,

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

Section 1: That Randall K. Jones is hereby appointed City Clerk for the City of Harrisonville, Missouri.

Section 2: That the Board of Aldermen hereby grants Mr. Jones a three-year grace period to review his establishing residency within the city limits of Harrisonville.

Section 3: That this resolution shall be in effect 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 3rd day of April 2017.

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Sheryl Stanley, Deputy City Clerk

Witness my hand and seal this 3rd day of April 2017



STAFF REPORT

TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: March 31, 2017
SUBJECT: Departmental Review

Type of Item: *Report*

Please see the attached Departmental Review and let me know if you have any questions.

A. Action Item (ID # 2480)
City Administrators Report

Attachments:

March 30 2017 (DOCX)



Departmental Review

Wednesday, March 30, 2017

News & Notes

Electric Reliability Report – According to our latest eReliability Tracker report from the American Public Power Association, we continue to provide Harrisonville residents with excellent reliability in our electric utility. Both the number of outages and the average duration remain low. Mr. Welch will discuss this at more length when he has had a chance to review the data.

Staffing – During the April 3 executive session, City Administrator Welch will share the selection of the finalists for EMS Director and City Clerk. On other staffing matters, we are preparing an ad for the Electric Superintendent vacancy and will post that job soon. Mr. Welch, Mr. Clarke and Mr. Arthur interviewed candidates for the Building Inspector and selected John Morris from Holden. Finance Director McCoy has completed interviews for the Accounting Specialist and is attempting to contact the finalist for that position. Also in the finance area, the application period for the Front Counter/Community Development Clerk is now closed. Nineteen applications were received, which will now be reviewed and interviews set up. Chief Hofer reports that he has one person who is a good candidate for a part time position and two others who are interested in full time employment. Testing continues for the three of them. Finally, Director Myler has several people who would like to move from part time status to full time employment.

Annual Audit Continues -- Auditors from Dana F. Cole & Co. will present their report on the 2016 audit during the May 1 aldermen meeting. We have yet to hear anything further on the IRS audit.

Marketing the Square – Jim Clarke said he will soon be ramping up his efforts to market the Square. If you know of anyone who might be interested in opening a business in the Historic District, please let him know.

Sidewalk/Street Repairs – Michael O’Keefe, GPS planner, is drawing up the bid specifications for this year’s street and sidewalk repair program. These should go out soon.

Exterior Cameras at Water Treatment Plant – Security cameras have been installed on the exterior of the Water Treatment Plant. This will enable city personnel such as Eric Patterson and Ted Martin to keep tabs on the construction. When the facility is finished, the cameras will be a valuable security tool, helping to monitor the plant and safeguard our drinking water supply.

Repairs to EMS Vehicles – All EMS vehicle repairs are now complete.

Attachment: March 30 2017 (2480 : Departmental Review)

Partners in Progress, Phase 2 – City Administrator Welch attended a pre-construction meeting with MoDot officials and Partners in Progress TDD representatives on March 28 regarding Phase 2 of the project to widen and upgrade Hwy. 291. Construction will begin late next week on this project. Locating crews have already been out marking the location of underground utility lines, especially at Hwy. 291 and Waters Road.

Future Meetings / Executive Sessions / Work Sessions

Monday, April 3, 7 p.m. – Board of Aldermen

- Service Award – Sean Murray, Police, 15 years
- Special Event Permit – Stacy Cox Memorial Fun Run, May 20
- Resolution: Update EMS Director Job description
- Ordinance: EEZ Revisions
- Ordinance: Re-appropriations
- Executive Session – Personnel (EMS Director, City Clerk)

Tuesday, April 4, 6 p.m. – Public Works Committee

- Single phase demand meters
- Project Updates

Monday, April 17, 7 p.m. – Board of Aldermen

- Service Award: Mike Davis, Police, 10 years
- Special Event Permit: Burnt District Festival
- Ordinance: Certify April 4 Election Results

Monday, May 1, 7 p.m. – Board of Aldermen

- Proclamation: Police Week, May 14-21
- Dana F. Cole auditors present 2016 audit report

Monday, May 2, 7 p.m. – Public Works Committee

Monday, May 15, 7 p.m. – Board of Aldermen

- Proclamation: EMS Week, May 21-28

Monday, June 5, 7 p.m. – Board of Aldermen

Special Events

- Municipal Election Day, Tuesday, April 4.
- Brush Drop Off -- The Spring Brush Drop Off will be Friday and Saturday, April 7 & 8.
- Citywide Clean Up – This year's event is tentatively scheduled for May 12 and 13.
- HHW – The Household Hazardous Waste Drop Off will be Saturday, June 3 in Pleasant Hill. (We alternate hosting this event with our neighbors in Pleasant Hill; next year, it will be back here in Harrisonville.)