



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
JANUARY 2, 2018
7:00 PM**

- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**
 - A. Roll Call**
- 3. Ceremonial Matters**
- 4. Public Participation**
- 5. Approval of Minutes**
 - A. Board of Aldermen - Special Meeting - Dec 4, 2017 6:55 PM**
 - B. Board of Aldermen - Regular Meeting - Dec 4, 2017 7:00 PM**
 - C. Board of Aldermen - Executive Session - Dec. 4, 2017**
- 6. Agenda Items**
 - A. Appointments to the Planning & Zoning Commission**
 - B. Council Bill 001, Res 01-18: A Resolution of the Harrisonville Board of Aldermen to Appoint the Director of Public Works as a Director of the Missouri Joint Municipal Electric Utility Commission and to Appoint the Electric Superintendent as an Alternate Director of the same organization.**
 - C. Council Bill 002, Res 02-18: A Resolution of the Harrisonville Board of Aldermen authorizing and directing the City Administrator to execute a Construction Contract with Four Seasons Electric for Lake Harrisonville Electric Services' construction in the amount of \$19,000.00**
 - D. Council Bill 003, Res 03-18: A Resolution of the Board of Aldermen to Amend the Pay Compensation Structure by increasing the Communications Officer (Dispatcher) Salary Range from Level 3 to Level 4 and establishing an Effective Date**

- E. Council Bill 004, Ord 3426 (01-18): An Ordinance to Amend Chapter 405 Zoning Regulations, Article XXII Board of Zoning Adjustment, by repealing Section 405.620 Procedure and enacting in lieu thereof a new Section 405.620 Procedure instituting a Filing Fee Deposit when applying for a Hearing, and establishing an effective date**
- 7. Aldermen and Committee Reports**
- 8. Report from the City Administrator**
 - A. City Admin Rpt 1-2-18**
- 9. Report from the Mayor**
- 10. Adjourn to Executive Session -- RSMo. 610.021(9) Employee Group Negotiations**
- 11. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this day of

Randall K. Jones, 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



**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
SPECIAL MEETING
CITY HALL
DECEMBER 4, 2017
6:55 PM**

1. Call to Order by Mayor Hasek

Attendee Name	Organization	Title	Status	Arrived
Judy Bowman	Harrisonville	Board Member	Present	
Clint Long	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Late	6:57 PM
Judy Reece	Harrisonville	Board Member	Present	
Brad Bockelman	Harrisonville	Board Member	Present	
Brian Hasek	Harrisonville	Mayor	Present	

Others present were: City Administrator Happy Welch, City Attorney John Fairfield, Finance Director Marcella McCoy, Public Information Officer Sheryl Stanley and City Clerk Randall Jones Recording.

2. Special Business

A. Board Appointment

Mayor Hasek presented application from Jessica Levsen as his appointment to fill vacancy in Ward #4 expiring in April 2019. Alderman Bowman asked Mayor Hasek if any other applications were received. Mayor Hasek stated some had shown interest but no other applications were completed. Alderman Bowman asked Jessica Levsen if she was a registered voter. Jessica replied yes.

RESULT:	APPROVED [6 TO 1]
MOVER:	David Dickerson, Board Member
SECONDER:	Clint Long, Board Member
AYES:	Long, Dickerson, Turner, Milner, Reece, Bockelman
NAYS:	Judy Bowman

3. Adjourn From Special Session

Motion to adjourn by Alderman Dickerson, second by Alderman Long. Motion carried.
Meeting adjourned at 6:59 p.m.

Special Meeting

Monday, December 4, 2017

6:55 PM

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Dec 4, 2017 6:55 PM (Approval of Minutes)



**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
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- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**

Attendee Name	Organization	Title	Status	Arrived
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Clint Long	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	

Others present were: City Administrator Happy Welch, City Attorney John Fairfield, Finance Director Marcella McCoy, Police Chief John Hofer, Economic Development Director Jim Clarke, IT Director Jeremy Smith, Public Information Officer Sheryl Stanley and City Clerk Randall Jones Recording.

3. Ceremonial Matters

A. A Proclamation for Shen Yun Performing Arts Days

Mayor Hasek read proclamation and presented it to Barbara Gay. Mrs. Gay expressed her appreciation and gave brief explanation of the Shen Yun Performing Arts.

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

B. Service Award: Janelle Pence-Arney, Police Department

Mayor Hasek presented Janell Pence-Arney with service award for 30 years of service to the City of Harrisonville.

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

Minutes Acceptance: Minutes of Dec 4, 2017 7:00 PM (Approval of Minutes)

4. Public Participation

None

5. Approval of Minutes**A. Board of Aldermen - Public Hearing - Nov 20, 2017 6:00 PM**

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

B. Board of Aldermen - Regular Meeting - Nov 20, 2017 7:00 PM*Motion to accept as amended - change to first paragraph under Section 7.*

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

C. Minutes of Nov. 20, 2017 Executive Session

Motion made to approve minutes by Alderman Bowman with second by Alderman Reece. Motion carried with voice vote - all ayes.

6. Swearing in of New Alderman

City Clerk Randall Jones gave Oath of Office to Jessica Levsen, Ward #4 Alderman.

7. Agenda Items

A. A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE PAYMENT TO TYLER TECHNOLOGIES AS PART OF THE THREE YEAR INCODE 10 SOFTWARE SYSTEM UPGRADE FOR THE CITY OF HARRISONVILLE IN AN AMOUNT NOT TO EXCEED \$39,709.96.

Staff report presented by IT Director Jeremy Smith. Designated by Mayor Hasek as Resolution #49 upon passage.

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

Minutes Acceptance: Minutes of Dec 4, 2017 7:00 PM (Approval of Minutes)

- B. A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH COCHRAN HEAD VICK & CO. P.C. FOR ANNUAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS BEGINNING WITH FISCAL YEAR 2017 FOR THE AMOUNT INCLUDED IN THE PROPOSAL**

Staff report presented by Finance Director Marcella McCoy. Designated by Mayor Hasek as Resolution #50 upon passage.

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

- C. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AUTHORIZE AND DIRECT THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH McLINEY & COMPANY OF KANSAS CITY AND ENGAGE THE COMPANY AS MUNICIPAL FINANCIAL ADVISORS**

Staff report presented by City Administrator Happy Welch. Designated by Mayor Hasek as Resolution #51 upon passage.

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

- D. AN ORDINANCE TO ACCEPT REPLAT OF LOT 5 OF LOVE'S ADDITION SUBDIVISION TO ACHIEVE PROPERTY BOUNDARY EXTENSIONS TO THE WEST AND TO THE SOUTH OF SUBJECT PROPERTY AND TO RELOCATE THE WEST UTILITY EASEMENT.**

Motion by Alderman Dickerson and second by Alderman Milner to suspend the rules and read by title only for a second time. Motion carried with Roll Call vote: Alderman Bowman aye, Alderman Bockelman aye, Alderman Reece aye, Alderman Milner aye, Alderman Dickerson aye, Alderman Long aye, Alderman Turner aye Alderman Levsen aye. Having been read by title only twice, Mayor Hasek designated Bill #84 as Ordinance #3423 upon passage.

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

- E. AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.**

Staff report presented by Finance Director Marcella McCoy. Motion by Alderman Turner and second by Alderman Levsen to suspend the rules and read by title only for a second time. Motion carried with Roll Call vote: Alderman Bowman aye, Alderman Bockelman aye, Alderman Reece aye, Alderman Milner aye, Alderman Dickerson aye, Alderman Long aye, Alderman Turner aye, Alderman Levsen aye. Having been read by title only twice, Mayor Hasek designated Bill #85 as Ordinance #3424 upon passage.

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

F. AN ORDINANCE TO AMEND CHAPTER 130 FINANCING, PURCHASING POLICY, TAXATION BY REPEALING SECTION 130.020; ENACTING IN LIEU THEREOF A NEW ARTICLE II PURCHASING POLICY SECTION 130.020 AUTHORIZING THE ESTABLISHMENT OF A PURCHASING POLICY TO BE APPROVED BY THE BOARD OF ALDERMEN AND ESTABLISHING AN EFFECTIVE DATE.

Staff report presented by City Administrator Happy Welch. City Attorney John Fairfield gave explanation of need to change the purchasing policy and the reason to delete from Codes and adopt as a Resolution. Motion by Alderman Dickerson and second by Alderman Levsen to suspend the rules and read by title only for a second time. Motion carried with Roll Call vote: Alderman Bowman aye, Alderman Bockelman aye, Alderman Reece aye, Alderman Milner aye, Alderman Dickerson aye, Alderman Long aye, Alderman Turner aye, Alderman Levsen aye. Having been read by title only twice, Mayor Hasek designated Bill #86 as Ordinance #3425 upon passage.

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

G. A RESOLUTION PURSUANT TO CHAPTER 130 FINANCING, PURCHASING POLICY, TAXATION SECTION 130.020; ESTABLISHING AND APPROVING A NEW PURCHASING POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE.

Presented by City Administrator Happy Welch. Designated by Mayor Hasek as Resolution #52 upon passage.

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

H. Discussion and Consensus on the need to hold meetings on December 18, 2017 and January 2, 2018.

After discussion, it was the consensus to cancel the December 18, 2017 meeting and to move the first meeting in January to January 2, 2018.

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

8. Aldermen and Committee Reports

Alderman Bowman asked City Administrator Happy Welch if he knew when the State Auditor's Office would do their return visit. He said not yet. She also reminded everyone of the Shop-with-a-Cop Event on Saturday, December 16, 2017.

Alderman Milner reminded everyone of the Mayor's Christmas Tree Lighting activities and also the Bright Futures Christmas shopping event all on December 9, 2017. She invited all to stop by the Brickhouse on December 5, 2017 for Bright Futures fundraiser.

Alderman Dickerson wished everyone a Merry Christmas and Happy New Year. He extended a thank you to City Staff for all the hard work done to correct State Audit findings.

Alderman Long wished everyone a Merry Christmas and extended congratulations to newly sworn in Alderman, Jessica Levsen.

Alderman Turner reminded everyone of the events on Saturday, December 9, 2017.

Alderman Levsen extended a thank you to all who voted on her appointment as Alderman.

9. Report from the City Administrator

City Administrator report attached. Reminder of Finance/Personnel Committee meeting scheduled for Thursday, December 14, 2017 at 6:00 p.m.

A. City Admin Report 12/4/17

10. Report from the Mayor

Mayor Hasek extended congratulations to Alderman Jessica Levsen. Reminder of the Mayor's Christmas Tree Lighting ceremony on December 9, 2017. He wished everyone a Merry Christmas and Happy Holidays and urged everyone to drive around the City and enjoy all the residents Christmas lights.

11. Adjourn to Executive Session -- RSMo. 610.021(2): Real Estate

Motion by Alderman Dickerson and second by by Alderman Long to enter into Executive Session to discuss Real Estate matters. Roll call vote: Alderman Bowman aye, Alderman Bockelman aye, Alderman Reece aye, Alderman Milner aye, Alderman Dickerson aye, Alderman Long aye, Alderman Turner aye, Alderman Levsen aye. Motion carried at 7:55 p.m.

12. Adjourn From Regular Session

Regular Meeting**Monday, December 4, 2017****7:00 PM**

Meeting reconvened at 8:07 p.m. Motion by Alderman Milner and second by Alderman Turner to adjourn. Motion carried. Meeting adjourned at 8:08 p.m.

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Dec 4, 2017 7:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: December 15, 2017
SUBJECT: P & Z Appointments

Type of Item: *Appointment*

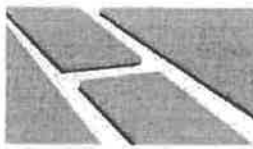
Mayor Hasek has announced his intention to re-appoint Jim Proctor and Murad Hassam to the Planning and Zoning Commission and to make a new appointment of Barrett Welton to the group.

A. Action Item (ID # 2735)

Appointments to the Planning & Zoning Commission

Attachments:

Barrett Welton(PDF)



City of

Harrisonville

est.
1836

Board, Commission and Committee Appointment Application to Serve

Name: <u>Barrett Walton</u>	Date: <u>12/11/17</u>
Home Address: <u>104 N King Ave Harrisonville, MO 64701</u>	
	
Occupation: <u>Plant Operations Maintenance, Construction</u>	Best Time to Call: <u>4:00</u> am/pm <u>pm</u>
Do you own commercial property and/or operate a business in Harrisonville? If yes, please describe. <u>No</u>	
Work/Business Name: <u>N/A</u>	
Work/Business Address: <u>N/A</u>	
Length of Residency in Harrisonville: <u>7 years</u>	Are you registered to vote? <u>Yes</u>
Are you now serving, or have you ever served, on a board, commission or committee for the City of Harrisonville or any other community? ☐ Yes ☒ No If yes, please give name of board, commission and/or committee and dates served:	
BOARD, COMMISSION OR COMMITTEE PREFERENCE(S): Please list no more than three boards, commissions or committees in order of preference.	
1 <u>Planning & Zoning</u>	2 <u></u>
3 <u></u>	

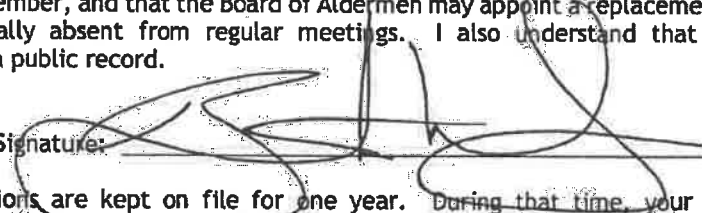
(Application continued on reverse)

Attachment: Barrett Walton (P & Z Appointments)

NARRATIVE STATEMENT: Please provide a brief statement indicating why you wish to be appointed to this board or commission, including the strengths you feel you could bring to the position for which you are applying. Information may include education, professional experience and community activities pertinent to the position for which you are applying.

I have worked in construction and maintenance trades, clerical fields, administration in ministry. I have worked on numerous performance improvement committees in my professional career, and on special planning committees in my ministry experience. I have an immense love and enthusiasm for the city of Harrisonville, and interest in building and developing our community. I volunteer in the Junk-in-the-trunk events, and seek other ways to serve the people of Harrisonville.

I understand that my attendance at all regularly scheduled meetings is critical, even if I am an alternate member, and that the Board of Aldermen may appoint a replacement for members who are chronically absent from regular meetings. I also understand that this application is considered a public record.

Applicant's Signature: 

All applications are kept on file for one year. ~~During that time,~~ your application will be considered when there is an opening for the Board, Commission, or Committee for which you have applied.

- Please feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- Please notify the City Clerk at 816-380-8916 if you move or no longer wish to be considered for appointment.
- Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E. Pearl, P. O. Box 367, Harrisonville, MO 67401 or email rloues@ci.harrisonville.mo.us

* Applications must be completely filled out in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

Attachment: Barrett Welton (P & Z Appointments)



STAFF REPORT

TO: Board of Aldermen
FROM: Eric Patterson, Director
DATE: December 21, 2017
SUBJECT: MPUA Voting Position

Type of Item: *Approval*

Staff Report- this is just to update since the passing of the former Electric Superintendent.

Council Bill No. 001, Res 01-18

Resolution No. 2018-001

A Resolution of the Harrisonville Board of Aldermen to Appoint the Director of Public Works as a Director of the Missouri Joint Municipal Electric Utility Commission and to Appoint the Electric Superintendent as an Alternate Director of the same organization.

Whereas, the City of Harrisonville, Missouri is a member of the Missouri Joint Municipal Electric Utility Commission and has executed the Missouri Joint Municipal Electric Utility Commission (MJMEUC) Joint Contract; and

Whereas, the MJMEUC Joint Contract, Paragraph 7 (c) "Board of Directors, Appointment" provides that Contract Municipalities shall appoint by Resolution one Director and one Alternate; and

Whereas, the Mayor and Board of Alderman of the City of Harrisonville, Missouri, wishes to appoint a Director and Alternate Director,

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

Section 1: That the Public Works Director is hereby appointed Director and the Electric Superintendent is appointed Alternate Director.

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 2nd day of January 2018.

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

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 2nd day of January 2018



STAFF REPORT

TO: Board of Aldermen
FROM: Eric Patterson, Director
DATE: December 21, 2017
SUBJECT: Lake Harrisonville Electric Service

Type of Item: *Contract*

Issue: New Electrical Service for the Lake Harrisonville water pump station

Summary Recommendation:

Requesting approval for a Contract to replace the electric service for the pump station.

Background: Approximately 40 years ago when the lake was constructed an electric line was placed on the bottom of the lake to power the pumps that feed the City's water plant. This type of solution should never have lasted more than 20 years. 18 months ago the City ran a new electric service over the top of the lake. This service has never been finished.

Service Options:

Four Seasons Electric: \$19,000.00

Recommendation:

It is the staff's recommendation to enter into a contract with Four Seasons Electric in an amount not to exceed \$19,000.00.

Council Bill No. 002, Res 02-18

Resolution No. 2018-002

A Resolution of the Harrisonville Board of Aldermen authorizing and directing the City Administrator to execute a Construction Contract with Four Seasons Electric for Lake Harrisonville Electric Services' construction in the amount of \$19,000.00

WHEREAS, the City advertised and received bids for a new electric service for the Lake Harrisonville pump station ("LH Electric Service");

WHEREAS, the City's LH Electric Service bid is for a construction contract;

WHEREAS, staff has reviewed the bids and has determined that Four Seasons Electric submitted a proper bid that is the lowest responsible LH Electric Service bid and can perform the service for the City of Harrisonville;

WHEREAS, Four Seasons Electric agrees to perform LH Electric Services construction for the City of Harrisonville;

WHEREAS, the City of Harrisonville Board of Aldermen, after careful and due deliberation, concludes that Four Seasons Electric has provided the lowest and best LH Electric Services bid proposal to the City, and that entering into a contract with Four Seasons Electric as set forth below would be in the best interest of the City.

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

Section 1: That the City Administrator is hereby authorized to execute a Construction Contract with Four Seasons Electric for Lake Harrisonville Electric Services' construction amount not to exceed \$19,000.00

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 2nd day of January 2018.

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

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 2nd day of January 2018



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: December 18, 2017
SUBJECT: Communications Officer Salary

Type of Item: *Approval*

Recently, I heard that one of our 911 emergency dispatchers was interested in leaving employment with the City of Harrisonville and applying for a similar position with the City of Raymore. When I spoke with this member of our team she explained that she was seeking a better schedule and increased compensation.

I then researched the City of Raymore dispatch position job announcement and found that their minimum salary for the same position is \$2.50 higher than what the City of Harrisonville offers. The Communications Officer (Dispatcher) is currently a level 3 in the City of Harrisonville compensation structure as shown below.

Level 3						
Accounts Receivable Clerk						
Administrative Secretary	\$31,166	\$38,958	\$46,750	\$14.98	\$18.73	\$22.48
Animal Control Officer I						
Communication Officer (Dispatcher)						
General Maintenance II (Skilled Worker)						
GIS Technician/Planner I						
Meter Reader (Water & Electric)						
Park Maintenance (Equipment Operators-Skilled Worker)						
Plant Operator (No License Held)						
Street Maintenance (Heavy Equipment Operator)						
Apprentice Tree Trimmer						
W/S Maintenance (Skilled Worker)						

Please keep in mind that these individuals are our first line response in almost every emergency situation. Dispatchers are the only one at the level 3 that are scheduled to work nights, weekends, and holidays. They dispatch for the following City of Harrisonville departments: Emergency Services (Fire and EMS), Electric, Streets, Parks, and Public Works. Each time there

is a power outage within the City these individuals are flooded with an influx of hundreds of calls, both emergency and non-emergency, per hour. They work diligently around the clock.

The Harrisonville Police department is one of five PSAP (Public Safety Answering Points) within Cass County. The others are the Cass County Sheriff's Office, Belton Police Department, Raymore Police Department, and the Pleasant Hill Police Department. Checking the salary structure for the five PSAPs of Cass County the minimum salary for the Communications Officer position is as follows:

Raymore Police Department	\$17.48 hr.	\$36,358 annually
Belton Police Department	\$15.52 hr.	\$32,281 annually
Cass County Sheriff's Office	\$15.39 hr.	\$32,011 annually
Pleasant Hill Police Department	\$15.15 hr.	\$31,512 annually
Harrisonville Police Department	\$14.98hr.	\$31,166 annually

The current staffing levels for these five PSAPs is as follows. The Cass County dispatch currently staffs two at all times and sometimes three. The Belton and Raymore dispatch centers always have two dispatchers on duty while we here at the HPD try to have two dispatchers on duty for twelve hours of the day but due to a recent shortage in full-time staffing and part time dispatch salary we are most of the time working with just one dispatcher. The Pleasant Hills dispatch center always has one dispatcher on duty.

The average monthly call load for each of the five PSAPS for 2016 and thus far in 2017 is as follows:

		<u>Administrative</u>	<u>911</u>	<u>Total</u>	<u>Per Staffing</u>
Raymore	2016	3318	869	4188	2094
	2017	3496	830	4326	2163
Belton	2016	8449	1429	9879	4939
	2017	7936	1473	9409	4704
CCSO	2016	5521	1141	6662	2664
	2017	5720	1217	6937	2774
Pleasant Hill	2016	1982	227	2210	2210
	2017	220	253	2455	2455
Harrisonville	2016	3087	513	3600	3600
	2017	2888	510	3398	2265

*These figures were provided by the Mid-America Regional Council

* Harrisonville staffing level in 2017 was calculated at 11.5 however the majority of the year it was just one.

Our staffing level in the 2017 and 2018 City of Harrisonville annual budget is six full-time dispatchers. We are currently at three full-time dispatchers. We lost one staff member to a similar job at the Cass County Sheriff's Office for better growth opportunity and a better schedule. The other two full-time dispatchers went to work in the private sector for a better schedule. We are currently working with three full-time time dispatchers and have one full-time dispatcher in training. She is at least two months from completing her training. If we were to lose another full-time dispatcher we would be faced with making some difficult decisions to include closing our PSAP. I don't believe that having someone else dispatch for us is good customer service certainly not what the citizens of City of Harrisonville have come to expect. We are currently averaging about 40 hours of overtime a week in dispatch.

As of last week we have posted our communications vacancy for the second time. It is too early to tell but if it is like the first posting we may struggle to find quality applicants. The Cities of Raymore and Belton both have dispatch openings posted at this time, so we are competing with them to fill our staffing needs.

We often try to fill our vacancy needs with part-time dispatchers but each of our part-time dispatchers work full-time elsewhere. In fact, most of them work full-time for other PSAPs within the county. Most of these PSAPs are short on staffing as well so they can work overtime at their respective full-time place of employment at a much higher rate than working part-time for us. To hire and train a part-time dispatcher would take over a year. It currently takes about four months to train a dispatcher on a full-time basis. Training part-time would be at least a year and the retention rate of the training would not be that good. Therefore, we don't hire non-communication's certified part-time employees.

In an effort to better recruit quality candidates I would like to see the communications officer (dispatcher) salary increased to a level four within the City of Harrisonville salary rate structure and to be more in-line with neighboring PSAPs. See the current Level 4 salary structure attached.

Level 4						
Accounting Clerk II	\$34,702	\$43,378	\$52,054	\$16.68	\$20.85	\$25.03
Accounting Specialist						
Accounts Payable Specialist						
Aquatics Supervisor						
Chief Animal Control Officer						
Codes Compliance Officer						
Firefighting EMT (Full time Rate adjusted for 2,756 regular hrs & 164 hrs OT)						
Plant Operator II (C & D License Holders)						
Tree Trimmer						

If we were to increase the communications officers to a level 4 it would mean an increase of approximately \$13,062 to the full-time salary line item. Four dispatchers would be affected, two of which we haven't hired yet, and need to be brought up to the new minimum. The other two dispatchers have 30 and 19 years with the City of Harrisonville and are well above what would be the new minimum. It will however give them the opportunity to not top out in their respective salary level.

I have worked closely with the Human Resources Department and City Administrator for the past year in changing the dispatch schedule to a more favorable schedule similar to what the other PSAPs offer. I am happy to report the Harrisonville Police Communications division will begin a new, more favorable, schedule on January 1, 2018.

With that said, I know that we can not compete with the Cities of Belton and Raymore when it comes to taxes received. However, our dispatchers do the exact same job as their counterparts in neighboring PSAPs often for less money. Also, when we all have vacancies, such as now, and are competing for dispatchers it is extremely difficult to attract quality applicants with the lowest salary in the county.

Thank you for your consideration on moving the communications officer (dispatcher) to a Level 4 of the City of Harrisonville salary structure. Please keep in mind, dispatchers work just like police officers. Dispatchers are here 24 hours a day, seven days a week for 365 days a year. They are at work in inclement weather when others are allowed to stay home. They get to work over-night, weekends, and all holidays.

Council Bill No. 003, Res 03-18

Resolution No. 2018-003

**A Resolution of the Board of Aldermen to Amend the Pay Compensation Structure
by increasing the Communications Officer (Dispatcher) Salary Range from Level 3
to Level 4 and establishing an Effective Date**

WHEREAS, the City of Harrisonville has a Public Service Answering Point (PSAP) for police, fire, Emergency Medical Service (EMS), animal control and public works emergencies;

WHEREAS, the pay level for communication officers is currently at Grade 3 on the Pay Compensation Structure;

WHEREAS, after a survey of local PSAP pay structures, it came to the attention of the police chief that the starting pay for communications officers is the lowest for all of Cass County,

WHEREAS, the communication officers have the responsibility for handling emergency calls, emergency personnel business calls, and electric outage calls and in total handle 3600 calls a year;

WHEREAS, the communication officers have a responsibility to effectively communicate any needs and issues clearly and succinctly;

WHEREAS, the Finance/Personnel Committee has reviewed and discussed the report from the police chief and recommend moving communication officers from Level 3 to Level 4 due to the responsibilities, work schedule, and call volume;

WHEREAS, the City of Harrisonville Board of Aldermen, after careful and due deliberation, conclude that increasing communication officers from Level 3 to Level 4 would be in the best interest of the City.

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

Section 1: That the Harrisonville Board of Aldermen approves the amendment to the Pay Compensation Structure to increase the Communication Officer (Dispatcher) from Level 3 to Level 4.

Section 2: That this resolution shall become in effect immediately for the City of Harrisonville.

PASSED AND RESOLVED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Harrisonville, Missouri, this 2nd day of January 2018.

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

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this date January 2, 2018.



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: December 20, 2017
SUBJECT: BZA Deposit Fee

Type of Item: *Approval*

In an effort to make it simpler for applicants to the Board of Zoning Adjustment we would like to change how the public notification process is done. Presently the applicant submits the ad in the paper and sends out notifications to property owners within 200 feet about the BZA meeting and the reason for the meeting.

To make the process easier and give us more control the city would start publishing ads in the newspapers of public record and mail the notifications to the adjacent property owners by First-class USPS mail. This will increase our expenditures and we currently require a \$50 fee to process the application and conduct the BZA meeting.

The Hancock Amendment is very strict on what is a tax and what is a fee. To adhere to that regulation the BZA application can require a deposit that will pay for staff time, the public hearing notice, and for the mailings. We estimate with staff time and other costs that a \$100.00 deposit filing fee will cover most those expenses and have drafted an ordinance to that effect. I estimate 3 hours of staff time at \$18.00 per hour, publishing a public notice in the paper of around \$50 and letters to neighbors at 46 cents each (47 cents on January 21, 2018). If we would go under that amount there could be a refund if requested, or if we would need to go over that amount then the applicant is responsible for that cost.

It will require additional work by staff but it will allow us to know that the noticing procedures have been followed and be easier on the applicant. The ordinance follows the Hancock Amendment requirements and I request approval.

Council Bill No. 004, Ord 3426 (01-18)

Ordinance No. 0194-18

An Ordinance to Amend Chapter 405 Zoning Regulations, Article XXII Board of Zoning Adjustment, by repealing Section 405.620 Procedure and enacting in lieu thereof a new Section 405.620 Procedure instituting a Filing Fee Deposit when applying for a Hearing, and establishing an effective date

WHEREAS, the Board of Zoning Adjustment conducts hearings when an application ("Application") is made by a property owner or their representative ("Applicant") on a once a month basis,

WHEREAS, City of Harrisonville, Missouri ("City") staff upon approval of this Ordinance will be assuming responsibility for publishing a public hearing notice and defining a process to notify adjacent neighbors by mail of an upcoming hearing ("Notification");

WHEREAS, this change will require additional expenditures and staff time to properly notify the public, the cost of which should be paid by the Applicant;

WHEREAS; the City Administrator estimates it will require about 3 hours of staff time ("Staff Time") to receive, process and conduct a Board of Zoning Adjustment application and meeting;

WHEREAS; in addition to the cost of Staff Time, there will be Notification costs for a notice in a paper of public record and First-Class USPS postage for each person or business receiving a mailed notice;

WHEREAS; City staff has determined that a \$100 filing fee deposit to cover the costs of Staff Time and Notification costs will be satisfactory and appropriate at this time;

WHEREAS; the Community Development Committee has reviewed the recommended changes to the Board of Adjustment procedures and fee, and voted in favor of sending this to the full Board for review and approval;

WHEREAS, the City of Harrisonville Board of Aldermen ("Board"), after careful and due deliberation, concludes that adding the additional duties to staff and the anticipated additional expenditures for Notifications are appropriate, and determine that a \$100.00 filing fee deposit at this time to schedule a Board of Adjustment hearing is appropriate and necessary and would be in the best interest of the City.

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

Section 1: That Section 405.620 Procedures be repealed in its entirety, and the Board hereby enacts in lieu thereof a new Section 405.620 Procedure to read as follows:

A. A variance shall be decided by the Board of Adjustment only after a hearing before the Board of Adjustment and in compliance with other requirements of applicable Statutes of the State of Missouri.

B. Persons making applications appealing to the Board of Adjustment shall deposit with the City, at the time of filing such appeal, a filing fee ("Filing Fee") in the sum of one hundred dollars (\$100.00) to cover the costs of staff time to process the application, and the costs of publication of notice of the appeal and public hearing. Such Filing Fee shall be paid to the City for deposit to the credit of the General Fund of the City. Such deposited Filing Fee shall be refunded to the petitioner upon written request; provided that no publication of notice of hearing thereon has been ordered by the Board of Adjustment; and provided that no hearing thereon was held. There shall be no publication of notice of hearing and no hearing by the Board of Adjustment unless such Filing Fee deposit shall be delivered to the City at the time of application.

1. If the petition to the Board of Adjustment is for an appeal from a decision of the Building Official and the Board of Adjustment should rule against the petitioner, the petitioner shall be liable to the City for all costs expended for any hearing on the petition.

2. In all cases where petitioner seeks variance from present ordinances, petitioner shall be

liable and pay all costs expended upon any public hearings.

3. Provided, in the event the future costs of staff time and the publication of notice, as calculated by the City Administrator, shall exceed one hundred dollars (\$100.00), the City Administrator may determine a new Filing Fee amount, which shall become effective after the City Administrator reports such proposed new Filing Fee to the Board of Aldermen, unless a majority of the Board of Aldermen objects.

C. The Board shall fix a reasonable time for the hearing of the appeal, give public notice thereof as well as due notice to the parties in interest and decide the same within a reasonable time. At the hearing, any party may appear in person or by agent or by attorney.

Section 2. 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 3: Effective Date. That this order shall become effective immediately upon its passage and approval.

Read two times by title only on January 2, 2018. Vote taken as follows:

Ayes: Aldermen Bowman, Milner, Dickerson, Turner and Levsen

Nays: None

Absent: Aldermen Bockelman, Reece, and Long

Abstain: None

DULY PASSED and ORDAINED by the Board of Aldermen and APPROVED by the Mayor this 2nd day of January 2018.

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

ATTEST:

Randall K. Jones, City Clerk

APPROVED by the Mayor this 2nd day of January 2018.

**APPLICATION
FOR
VARIANCE OR APPEAL
City of Harrisonville**

Case No. VAR-_____

BZA Date: _____
(Staff use only.)

Please print or type

It is recommended that the applicant schedule a meeting with city staff prior to the submission of an application. An application will not be considered complete until all required material has been submitted. The Board of Zoning Adjustment meeting will not be scheduled until the application is complete. It is the applicant's responsibility to submit evidence that a variance is justified. The applicant should be aware that obtaining a variance is difficult and ample evidence justifying a variance must be provided. It is the applicants responsibility to obtain a copy of the agenda, staff report and staff recommendation prior to the scheduled meeting. Attach additional sheets if necessary.

Location or address of subject property: _____

Zoning on subject property: _____ Current Land Use: _____

Request: Cite section and subsection of the Land Use Ordinance from which a variance or appeal of a zoning decision is being requested and describe the reason for requesting a variance.

Add additional pages if necessary

PROPERTY OWNER'S NAME: _____ PHONE: _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

APPLICANT/AGENT'S NAME: _____ PHONE: _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

Deposit Filing Fee:\$100.00

APPLICANT'S SIGNATURE:_____ DATE:_____

Received By:_____ TIME:_____

Attachment: Revised BZA Application 1-2018 (0194-18 : BZA Deposit Fee)

APPLICATION FOR VARIANCE OR APPEAL

Page 2

(Attach additional sheets if necessary.)

1. Can the subject property yield a reasonable return if used under the regulations governing the zoning district in which it is located?

☐ Yes ☐ No

Explain: _____

2. Is the plight of the owner due to unique circumstances? *(Unique circumstances may include, but is not limited to, the shape, topographical conditions, or physical surroundings of the property.)*

☐ Yes ☐ No

Explain: _____

3. Will the variance, if granted, alter the character of the locality and/or neighborhood?

☐ Yes ☐ No

Explain: _____

4. Will the variance adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare? ☐ Yes ☐ No

Explain: _____

5. Does the request arise from a condition which was created by an action(s) of the property owner or the applicant? ☐ Yes ☐ No

Explain: _____

It is the applicant's responsibility to demonstrate that these conditions have been met at the time of application. Applicants are encouraged to submit any materials which will support their case, including site plans, photographs, studies, letters of support, etc.

Attachment: Revised BZA Application 1-2018 (0194-18 : BZA Deposit Fee)

BOARD OF ZONING ADJUSTMENT INSTRUCTIONS

SUBMISSION REQUIREMENTS FOR A VARIANCE APPLICATION

1. Complete Application Form (2 pages)
2. \$100.00 Filing Fee
3. A site plan drawn to scale showing dimensions of the subject property, the dimensions and location of structures whether existing or proposed, and other information necessary for the city staff and Board of Zoning Adjustment to make a decision.

The City will publish an ad in a paper of general circulation and notify all adjacent property owners by USPS First Class mail of the hearing.

BOARD OF ZONING ADJUSTMENT REVIEW AND DECISION: The Harrisonville Board of Zoning Adjustments meets (as needed) on the 2nd Tuesday of the month at 6:00 PM in City Hall. The agenda and staff report(s) will be available the Friday preceding the Board of Zoning Adjustment meeting. The chairperson will open the public hearing for each case to hear presentations by the owner or authorized agent, the public, and the city staff, respectively. After everyone has had the opportunity to speak, the Board of Zoning Adjustment will close or continue the public hearing at a later date. A concurring vote of at least four (4) members of the Board of Zoning Adjustment is necessary to grant a variance.

**APPLICATION
FOR
VARIANCE
City of Harrisonville**

Case No. VAR-_____

BZA Date: _____
(Staff use only.)

Please print or type

It is recommended that the applicant schedule a meeting with city staff prior to the submission of an application. An application will not be considered complete until all required material has been submitted. The Board of Zoning Adjustment meeting will not be scheduled until the application is complete. It is the applicants responsibility to submit evidence that a variance is justified. The applicant should be aware that obtaining a variance is difficult and ample evidence justifying a variance must be provided. It is the applicants responsibility to obtain a copy of the agenda, staff report and staff recommendation prior to the scheduled meeting. Attach additional sheets if necessary.

Legal Description: _____

Location or address of subject property: _____

Zoning on subject property: _____ Current Land Use: _____

Request: Cite section and subsection of the Land Use Ordinance from which variance is being requested and describe the reason for requesting a variance.

PROPERTY OWNER'S NAME: _____ PHONE: _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

APPLICANT/AGENT'S NAME: _____ PHONE: _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP**NOTE:** See attached material for instructions and examples.**Application Fee:** \$50.00

APPLICANTS SIGNATURE: _____ DATE: _____

Received By: _____

Attachment: Current BZA Application & Instructions (0194-18 : BZA Deposit Fee)

APPLICATION FOR VARIANCE**Page 2***(Attach additional sheets if necessary.)*

1. Can the subject property yield a reasonable return if used under the regulations governing the zoning district in which it is located?

☐ Yes ☐ No

Explain: _____

2. Is the plight of the owner due to unique circumstances? *(Unique circumstances may include, but is not limited to, the shape, topographical conditions, or physical surroundings of the property.)*

☐ Yes ☐ No

Explain: _____

3. Will the variance, if granted, alter the character of the locality and/or neighborhood?

☐ Yes ☐ No

Explain: _____

4. Will the variance adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare? ☐ Yes ☐ No

Explain: _____

5. Does the request arise from a condition which was created by an action(s) of the property owner or the applicant? ☐ Yes ☐ No

Explain: _____

It is the applicant's responsibility to demonstrate that these conditions have been met at the time of application. Applicants are encouraged to submit any materials which will support their case, including site plans, photographs, studies, letters of support, etc.

BOARD OF ZONING ADJUSTMENT INSTRUCTIONS

SUBMISSION REQUIREMENTS FOR A VARIANCE APPLICATION

1. Complete Application Form (2 pages)
2. \$50.00 Filing Fee
3. Attach a list of names and addresses of all property owners within the notification area (200 feet of the subject property).
4. A site plan drawn to scale showing dimensions of the subject property, the dimensions and location of structures whether existing or proposed, and other information necessary for the city staff and Board of Zoning Adjustment to make a decision.

CERTIFIED LETTERS: The applicant will be responsible for mailing notices (*see attached example letter*) of the public hearing for the requested appeal or variance by **certified mail, return receipt requested** to all owners of land within the notification area (200 feet of the subject property). These notices must be sent prior to the public hearing. Information regarding ownership of the land within the notification area shall be obtained from a title insurance company. A list of property owners within the notification area must be submitted with the application. All certified mail receipts and return receipts must be submitted to the City before the scheduled meeting.

NOTICE OF PUBLIC HEARING: The applicant will be responsible for submitting the Notice of Public Hearing (*see attached example notice of public hearing*) to the Cass County Democrat or the Journal and must be published a minimum of 15 days prior to the scheduled public hearing.

BOARD OF ZONING ADJUSTMENT REVIEW AND DECISION: The Harrisonville Board of Zoning Adjustments meets (as needed) on the 2nd Tuesday of the month at 6:00 PM in City Hall. The agenda and staff report(s) will be available the Friday preceding the Board of Zoning Adjustment meeting. The chairperson will open the public hearing for each case to hear presentations by the owner or authorized agent, the public, and the city staff, respectively. After everyone has had the opportunity to speak, the Board of Zoning Adjustment will close or continue the public hearing to a later date. A concurring vote of at least four (4) members of the Board of Zoning Adjustment is necessary to grant a variance.

EXAMPLE NOTICE OF PUBLIC HEARING

Notice of Public Hearing

Before the Board of Zoning Adjustments of the City of Harrisonville, Missouri.

NOTICE IS HEREBY GIVEN of a public hearing before the Board of Zoning Adjustments of the City of Harrisonville, Missouri to be held at 6:00 P.M. on insert day of week, insert date of meeting at City Hall (300 East Pearl Street, Harrisonville, Missouri) to consider an application for variance submitted by insert applicant(s) name on the following described property:

Insert Legal Description, Address & General Location of Subject Property

The public is encouraged to attend the meeting.

April L. Clark
Secretary of the Board of Zoning Adjustment

PLEASE NOTE THAT:

- The public hearing must be published in the Cass County Democrat or the Journal at least 15 days prior to the scheduled public hearing.
- The publication and all publication costs (including proof of publication) are the responsibility of the applicant.
- An affidavit of publication must be submitted before the scheduled Board of Zoning Adjustment meeting.

EXAMPLE LETTER

Insert Date of Letter

To Whom It May Concern:

This letter is to notify you of a public hearing before the Harrisonville Board of Zoning Adjustments which is scheduled for 6:00 P.M. on insert day of week, insert date of meeting, in City Hall (300 East Pearl Street, Harrisonville, Missouri), to consider an application for variance submitted by insert applicant(s) name on the following described property:

Insert Legal Description, Address & General Location of Subject Property

As an adjacent landowner, you are being notified of this public hearing as required by municipal ordinance. You are also welcome to express any opinions regarding this application during the public hearing; however, your appearance is not required.

Sincerely,

Name of Applicant
Phone Number of Applicant

PLEASE NOTE THAT:

- The applicant is responsible for mailing letters (**certified mail, return receipt requested**) to all property owners within 200 feet of the subject property.
- All "green cards" and receipts must be submitted to the City before the scheduled public hearing.

Date

To Whom It May Concern:

This letter is to notify you of a public hearing before the Harrisonville Board of Zoning Adjustment which is scheduled for Tuesday, (date), 6:00 p.m. at city hall, 300 E. Pearl St., Harrisonville, MO 64701.

The BZA will be considering a variance to (describe variance request) for the owner (name), (address), Harrisonville, MO 64701, Parcel #: _____, (property description such as subdivision and lot number).

As a nearby landowner you are being notified of this public hearing and are invited to attend the meeting, but your appearance is not required.

If you have any questions please give me a call.

Sincerely,

Happy Welch
City Administrator

Attachment: Revised BZA Letter (0194-18 : BZA Deposit Fee)



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: December 28, 2017
SUBJECT: City Admin Rpt 1-2-18

Type of Item: Report

CITY ADMINISTRATOR REPORT

January 2, 2018

1. With the resignation of Jim Clarke I am looking at re-structuring the organizational chart for the Community Development Dept. and, for now, Chris Arthur, the Building Official, will oversee day to day operations. We will continue to work on retail and residential home recruitment and determine what pay level to bring in a planner for the city.
2. City offices will be closed Monday, January 1, 2018, for the New Year's Holiday. I will be out of the office Friday, Dec. 29, 2017.
3. A new employee safety committee will be meeting Monday January 8, 2018, as we start a new effort to improve and create a safe work place for all employees. We are bringing together various departments to talk about safety and how to keep it in the front of everybody's mind every day, from office staff to lifeguards.
4. We have received the first round of recommended changes from the MPR attorney for our revised personnel policy. City staff will sit down next to review and make recommendations before meeting with the attorney again. You will not see a finished policy to adopt until February.
5. New trash service starts Tuesday with Municipal Waste Services. The pickup routes will be one day behind due to the holiday.

A. Action Item (ID # 2740)

City Admin Rpt 1-2-18