



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
MAY 20, 2019
7:00 PM**

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
 - A. Chiodini Proclamation**
- 3. Public Participation**
- 4. Approval of Minutes**
 - A. Board of Aldermen - Work Session - May 6, 2019 5:30 PM**
 - B. Board of Aldermen - Regular Meeting - May 6, 2019 7:00 PM**
- 5. Agenda Items**
 - A. Library Truck Night 2019**
 - B. Life Issues Walk 2019**
 - C. HPD Shower/Changing Room**
 - D. Appointment Board of Building & Engineering Appeals**
 - E. P&Z Appointment**
 - F. Records Destruction 2019**
 - G. Health Insurance City Increase**
 - H. Council Bill 28: A Resolution of the Board of Aldermen of the City of Harrisonville, Missouri, to authorize the city administrator to execute a Purchase Agreement for one (1) Swenson Salt Spreader from Viking-Cives Midwest, Inc. in the amount of \$12,317.00, and establishing an effective date.**

- I. Council Bill 29: A Resolution of the Board of Aldermen of the City of Harrisonville, Missouri, to authorize the city administrator to execute a Purchase Agreement for one (1) 2019 Ford F350 4WD Truck and Equipment from Olathe Ford in the amount of \$58,555.00, and establishing an effective date.**
 - J. Council Bill 30: A Resolution of the Board of Aldermen authorizing the city administrator to enter into an agreement with Buildet LLC for the front sidewalk replacement at the Harrisonville Community Center in the amount of \$24,212.00, and establishing an effective date.**
- 6. Aldermen and Committee Reports**
- 7. Report from the City Administrator**
April 2019 Municipal Court Report
- 8. Questions from the Media**
- 9. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 16th day of May, 2019

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

PROCLAMATION

Whereas, Briana Chiodini is an immensely community-oriented and talented young woman whose accomplishments have brought pride and honor to herself, her family, her school and her community; and

Whereas, as a Harrisonville High School graduate this month, Briana has achieved high ratings in academics, with a cumulative grade-point average of 3.905, ranking her as number 4 in her class out of 202 students and ranking in the top 10 students of her class throughout her 9th through 11th grades; and

Whereas, Briana's activities, honors and awards range from swimming, marching and concert band, show choir, theatre and drama and soccer, earning top ratings at district and state competitions throughout her high school years; and

Whereas, her academic achievements also include being named in the National Honor Society in grades 11 and 12, serving on the Students Against Destructive Decisions in grades 11 and 12, serving on Peer Helpers as a mentor to incoming freshman during grade 12, attending the Naval Academy Summer Seminar, a competitive program that only accepts 2,500 students across the county, and the West Point Summer Leaders Experience that accepts only 1,000 students across the country; and

Whereas, as a culmination of her excellence in academics, talents and community service throughout her high school career, Briana applied for and has been accepted to the United States Naval Academy in Annapolis, Maryland, and will begin her military training journey this summer.

NOW, THEREFORE, I, JUDY BOWMAN, MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI, on behalf of the Board of Aldermen and citizens of Harrisonville, do hereby congratulate and commend Briana Chiodini on all of her achievements, honors, awards and recent acceptance into the United States Naval Academy, and wish her the very best in all of her future career accomplishments.

SIGNED, in the City of Harrisonville, Missouri, this 20th day of May, 2019.

JUDY BOWMAN, MAYOR

ATTEST:

RANDALL K. JONES, CITY CLERK



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
MAY 6, 2019
5:30 PM

1. Present

Attendee Name	Organization	Title	Status	Arrived
Judy Bowman	Harrisonville	Mayor	Present	
Brad Bockelman	Harrisonville	Board Member	Absent	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Clint Miller	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	

Others present were: City Administrator Happy Welch, Finance Director Marcella McCoy, HES Chief Eric Myler, Public Works Director Eric Patterson, Parks & Recreation Director Chris Deal, Public Information Officer/Deputy City Clerk Daniel Barnett and City Clerk Randall Jones, Recording. Administrator Welch asked if the board needed a quorum for work sessions. The consensus was to have a quorum to meet.

2. Action Items

1. Health Insurance

City Administrator Happy Welch presented employee health insurance information.

Alderman Davidson would like to see a percentage instead of the proposed additional \$25 per employee.

Alderman Milner asked why the budget amount was so low.

Administrator Welch said that the next meeting they will bring a proposal showing an increase of 10%, 12% and 15% per person/plan and make a decision at that time.

Mayor Bowman asked if the board want the city to go out for RFP for a broker. The board was in agreement to do so. Administrator Welch will start that process.

2. Banner Sign Increase

Minutes Acceptance: Minutes of May 6, 2019 5:30 PM (Approval of Minutes)

Staff report presented by City Administrator Happy Welch. He stated that the city cannot restrict based on content and it's been requested that banner signs be allowed to be increased. They are restricted to 6 feet.

Alderman Dickerson asked that the attorney review to see if this change would have any effect on the recent lawsuit.

Mayor Bowman stated that some groups such as the Chamber of Commerce and the City Departments will be effected if this is not changed. She also said to have the attorney review and then present to Planning & Zoning for consideration.

3. Change in Burning Regs

Staff report presented by City Administrator Happy Welch. The Department of Natural Resources has changed its regulations and now allows open burning in the metro area. The question is does the city want to regulate these new allowances with permits and rules or continue the ban. The city only allows bonfires and recreational burning at this time.

Mayor Bowman asked HES Chief Eric Myler his thoughts on the matter. Myler stated if the city would be receptive to allow open burning at certain times it would be good.

Alderman Dickerson said allowing the burning of leaves would really help keep it out of the street gutters.

Alderman Reece asked if one permit would last for several times or just one time.

Alderman Turner asked about adding the restriction of burning trash to the regulations.

Alderman Miller agreed need to allow at certain times during the year.

Mayor Bowman stated proposed changes could be the burning of vegetative waste during certain months such as October/November/December and then again March/April with no required permits, but would need to notify police dispatch.

4. OATS Bus

Staff report presented by City Administrator Happy Welch. There is the possibility of the program discontinuing by July 1st. He gave examples of how surrounding communities have been participating with the OATS program.

Alderman Milner asked when to apply for a MARC grant.

Mayor Bowman and Alderman Milner both would like to know how many utilize the transportation and what days of the week have the heaviest usage.

Mayor Bowman liked the way Raymore's approach of paying \$30 per hour only on actual time used.

Mayor Bowman read a letter that she received from a resident, Ruth Smith, who takes advantage of the OATS transportation on a weekly basis.

Alderman Milner asked about the possibility of using the Community Center van to assist with the picking up for senior lunches at the center, etc. Parks & Recreation Director Chris Deal said the van would be used much of the summer for summer camp programs, but would be available during the school year.

Mayor Bowman and the aldermen were in agreement to have the city contribute to this program somehow. More information will be presented for review.

The work session was adjourned at 6:32 p.m.

Work Session**Monday, May 6, 2019****5:30 PM**

Judy Bowman, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of May 6, 2019 5:30 PM (Approval of Minutes)



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
MAY 6, 2019
7:00 PM

1. Call to Order

The meeting was called to order at 7:00 PM by Mayor Judy Bowman

A. Pledge of Allegiance

Attendee Name	Organization	Title	Status	Arrived
Judy Bowman	Harrisonville	Mayor	Present	
Brad Bockelman	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Clint Miller	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	

Others present were: City Administrator Happy Welch, City Attorney Steve Mauer, Public Works Director Eric Patterson, Finance Director Marcella McCoy, Police Chief John Hofer, HES Chief Eric Myler, Parks & Recreation Director Chris Deal, Public Information Officer/Deputy City Clerk Daniel Barnett and City Clerk Randall Jones, Recording.

2. Ceremonial Matters

A. National Police Week

Mayor Bowman presented a proclamation in honor of National Police Week to Police Chief John Hofer and representatives from the police department.

B. National EMS Week

Mayor Bowman presented a proclamation in honor of National EMS Week to HES Chief Eric Myler and representatives from the HES department.

C. National Skilled Nursing Care Week

Minutes Acceptance: Minutes of May 6, 2019 7:00 PM (Approval of Minutes)

Mayor Bowman presented a proclamation in honor of National Skilled Nursing Care Week to Golden Years Center for Rehab & Healthcare - Chris Dehn and Debbie Surber and to ABC Behavioral Health Care - Lori Butterworth. Others honored but not represented were Meadowview of Harrisonville Health & Rehab and Crown Care Center.

3. Public Participation

Pina Murphy, 105 East Walker Drive, distributed information and photos pertaining to the flooding in the Walker Subdivision. She asked that the Mayor and Board of Aldermen consider some type of a flood warning system. She also asked about the Corp of Engineers funding that had been discussed last October.

Brooklynn Mainard, 101 West Walker Drive, stated that she agreed with Mrs. Murphy on the need for a siren system for flood warning. She also suggested that the City utilize social media to let the public be made aware of and to offer some type of sign up for alerts.

4. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Apr 15, 2019 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Marcia Milner, Board Member
SECONDER: David Dickerson, Board Member
AYES: Bockelman, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

B. Board of Aldermen - Special Meeting - Apr 17, 2019 5:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: David Dickerson, Board Member
SECONDER: Matt Turner, Board Member
AYES: Bockelman, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

5. Agenda Items

A. Park Board and Historic Preservation Commission Appointments

Presented by City Administrator Happy Welch. Mayor Bowman would like to appoint Sandy Franklin (6/22) to the Park Board to replace Clint Miller's position as a citizen member and to reappoint Bill Woods (5/22) and Julie Cooper (5/22) to the Historic Preservation Commission. Motion to accept by Alderman Dickerson with a second by Alderman Miller. Motion carried. Mayor Bowman stated that she would also like to appoint Clint Miller to the Park Board as board member liaison, Matt Turner as Planning & Zoning board member liaison and Gary Davidson as Historic Preservation Commission board member liaison.

RESULT: APPROVED [UNANIMOUS]
MOVER: David Dickerson, Board Member
SECONDER: Clint Miller, Board Member

AYES: Bockelman, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

B. Stacy Cox 5K 2019

Staff report presented by Chief Hofer. (He also noted that Cass County Everbridge is an alert system in place available through the County.)

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Marcia Milner, Board Member
SECONDER: Dave Doerhoff, Board Member
AYES: Bockelman, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

C. Band Competition Event Permit 2019

Staff report presented by Chief Hofer.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: David Dickerson, Board Member
SECONDER: Gary Davidson, Board Member
AYES: Bockelman, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

D. A Resolution by the Board of Aldermen of the City of Harrisonville, Missouri, authorizing and directing the city administrator to enter into an agreement with Mauer Law Firm to contract as interim city attorney, and establishing an effective date.

Staff report presented by City Administrator Happy Welch. The City will have to go out for an RFQ to replace this position. Alderman Dickerson stated he would like to know why Mayor Bowman asked for John Fairfield's resignation. Mayor Bowman said that she had concerns over his fees to the City and also some advice that had been given.

RESULT: **ADOPTED [7 TO 1]**
MOVER: Marcia Milner, Board Member
SECONDER: Judy Reece, Board Member
AYES: Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner
NAYS: Brad Bockelman

E. FY 2018 Comprehensive Annual Financial Report

Finance Director introduced Michael Keenan with Cochran Head Vick & Co., P.C. who presented the annual audit as of December 31, 2018 to the Mayor and Board. Alderman Reece stated that the staff appreciated the professional audit performed. She asked for clarification on the ten year CIP. Mayor Bowman asked about the financial reporting material weakness and bank reconciliations. She also inquired about the right off policy and Finance Director Marcella McCoy stated she hoped to have it developed and ready for adoption by August.

6. Aldermen and Committee Reports

Alderman Doerhoff extended congratulations to all the graduates this coming week.

Alderman Miller reminded everyone of the citywide clean up this weekend.

Alderman Dickerson said thank you to those who spoke in regard to establishing a flood warning system.

Alderman Turner also reminded everyone of citywide clean up and brush drop off as well as Junk in the Trunk this weekend.

7. Report from the City Administrator

City Administrator Happy Welch presented report and also reminded anyone who might need help with brush pick up this week to contact the City.

A. City Admin Rpt 5-6-18

8. Questions from the Media

Dennis Minich said thank you for being placed back on agenda again.

9. Adjourn to Executive Session pursuant to RSMo 610.021 (B) Performance Ratings

Motion to enter into executive session pursuant to RSMo 610.021 (13) Performance Ratings made by Alderman Milner with a second by Alderman Dickerson. Roll call vote taken with all ayes at 7:52 p.m.

10. Adjourn From Regular Session

Motion was made by Alderman Turner with second by Alderman Miller to adjourn. Motion carried. Meeting adjourned at 8:04 p.m.

Judy Bowman, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of May 6, 2019 7:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: May 8, 2019
SUBJECT: Library Truck Night 2019

Type of Item: *Approval*

Issue: The applicant, Sara Steinmetz of the Cass County Public Library-Harrisonville has requested permission to host a truck/car show on the two City parking lots north of the library on Monday June 10, 2019 from 6:00 pm until 7:30 pm.

Background: The applicant anticipates a crowd size of 200 for the event. The applicant has requested that the city provide barricades for blockage. Street Superintendent Jacobs has agreed to provide the necessary barricades and signage for the event and will have his staff assemble as requested. The estimated cost for the city services provided is approximately \$200 however off duty staff will be participating in the event and can set the barricades as needed. The applicant will provide the required insurance for the event to the City Clerk once the application is approved.

Recommendation: With no complaints and concerns with similar events in the past staff recommends approval for this event. If you have any questions or concerns regarding this event permit please feel free to contact me.

A. Action Item (ID # 3209)

Library Truck Night 2019

Attachments:

Library Truck Night 2019 Map (JPG)

Library truck night 2019 (PDF)



E Wall St

S Lake Ave

S Lake Ave

Cass County
Public Library...

S Lake Ave

Cass County
Historical Society

E Wall St

Wirt Ln

Wirt Ln

5.A.a

Attachment: Library

Packet Pg. 12

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: Cass County Public Library - Harrisonville
2. Name of Applicant: Sara Steinmetz
Address: 400 E Meekanic
Phone: 816-884-3483 Cell: _____
3. Purpose of Event: Truck night @ the library
4. Proposed date(s) and time(s) of Event: June 10 6:00-7:30
5. Location(s) where event will be held: City Parking Lot by the library
6. Anticipated crowd size: 200
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 ____.

Chief of Police

City Clerk

RECEIVED

MAY 03 2019

CITY OF HARRISONVILLE

Attachment: Library truck night 2019 (Library Truck Night 2019)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: May 8, 2019
SUBJECT: Life Issues Walk 2019

Type of Item: *Approval*

Issue: Heartland Baptist Fellowship 4.4 mile Walk event
 scheduled for August 30, 2019 from 6:30 pm to 10:00 pm.

Background: The applicant, Steve Fleshman, founder and pastor to Life Issues Ministry, is requesting approval of a event permit to host a 4.4 mile walk in Harrisonville. This is the seventh year for this event with no noted complaints or concerns in year's past. The requested event is scheduled as a fundraiser for the Life Issues Addiction Recovery Ministry a ministry of the Heartland Baptist Fellowship. There is no assistance requested however, we will try to have an on-duty, depending on availability, patrol unit or the VIPS lead the walkers during the event. The applicant has secured volunteers to monitor and block key intersections as needed for the event.

There is no cost for the City services and the required insurance coverage for the event was submitted to the City Clerk with the application. The applicant anticipates about 100 walkers participating in the event as well as 50 supporters.

This application will cover the use of the City of Harrisonville roads and the use of any State or County roads will need to be granted by the respective governing body.

Recommendation: With no noted complaints or concerns associated with last years event staff recommends approval for this event as long as all state laws and city ordinances are followed.

B. Action Item (ID # 3208)

Life Issues Walk 2019

Attachments:

Life Issues 2019 (PDF)

Life Issues Walk 2019_Certificate of Liability Insurance (PDF)

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:** Life Issues (a ministry of Heartland Baptist Fellowship)
2. **Name of Applicant:** Steve Fleshman Founder and Pastor of Life Issues
Address: 21203 E. 283rd. St. Harrisonville MO 64701
Phone: (816)380-3033 **Cell:** (816)896-5621
3. **Purpose of Event:** Recovery Walk - A fundraiser for the Life Issues Addiction Recovery Program
4. **Proposed date(s) and time(s) of Event:** Friday August 30th, 2019 6:30PM until 10:00PM
5. **Location(s) where event will be held:** It is a 4.4 mile walk from the Cass County Justice Center to Heartland Baptist Fellowship. The route is (from the Justice Center) 255th St, to S. Brickplant Rd, to East 275th St, to SW Outer Rd, to 283rd St, to Heartland Baptist Fellowship.
6. **Anticipated crowd size:** 100 walkers on the route above, 50 supporters at Heartland Baptist
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:** This is the 7th annual Walk and fundraiser for the Life Issues Addiction Recovery Program. We appreciate your past support and look forward to another successful event.

APPROVED this _____ day of _____, 20____.

Chief of Police

City Clerk

Attachment: Life Issues 2019 (Life Issues Walk 2019)

Harrisonville Parade Rules & Regulations

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

ARTICLE II. PERMITS

SECTION 397.070: PERMIT REQUIRED

No person shall engage in, participate in, aid, form or start any procession or event, unless a parade permit shall have been obtained from the Board of Aldermen.

SECTION 397.080: APPLICATION -- REQUIRED

A person seeking issuance of a procession or event permit shall file an application with the City Clerk on forms provided by such officer.

SECTION 397.090: APPLICATION -- FILING PERIOD

An application for a procession or event permit shall be filed not less than seven (7) days prior to a meeting of the Board of Aldermen. Such meeting shall be at least twenty (20) days prior to the proposed date of the parade to allow the Board to further investigate the matter as necessary. (CC 1977 §23-103; Ord. No. 972 §4, 4-19-72)

SECTION 397.100: APPLICATION -- CONTENTS

The application for a procession or event permit shall set forth the following information as applicable:

1. The name, address and telephone number of the person seeking to conduct such parade;
2. Purpose of event;
3. If the procession or event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization;
4. The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct;
5. The date when the parade is to be conducted;
6. The route to be traveled, the starting point and the termination point;
7. The approximate number of persons who, and animals and vehicles which, will constitute such parade, the type of animals and descriptions of the vehicles;

9. A statement as to whether the procession or event will occupy all or only a portion of the width of the streets proposed to be traversed;
10. The location by streets of any assembly areas for such parade;
11. The time at which units of the parade will begin to assemble at any such assembly areas;
12. The interval of space to be maintained between units of such parade;
13. If the procession or event is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the City Clerk a communication in writing from the person proposing to hold the procession or event, authorizing the applicant to apply for the permit on his/her behalf;
14. Location at which the event will be held; and
15. Any additional information which the Board of Aldermen shall find reasonably necessary to a fair determination as to whether a permit should be issued. (CC 1977 §23-104; Ord. No. 972 §4, 4-19-72)

SECTION 397.110: STANDARDS FOR ISSUANCE

The Board of Aldermen shall issue a permit as provided for hereunder when, from a consideration of the application and from such other information as may otherwise be obtained, they find that:

1. The conduct of the procession or event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
2. The conduct of the procession or event will not require the diversion of so great a number of Police Officers of the City to properly Police the line of movement and the areas contiguous thereto as to prevent normal Police protection to the City;
3. The concentration of persons, animals and vehicles at assembly points of the procession or event will not unduly interfere with proper fire and Police protection of, or ambulance service to, areas contiguous to such assembly areas;
4. The conduct of such procession or event will not interfere with the movement of fire-fighting equipment enroute to a fire;
5. The conduct of the procession or event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;

6. The procession or event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays enroute;

7. The procession or event is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit. (CC 1977 §23-105; Ord. No. 972 §5, 4-19-72)

SECTION 397.120: ALTERNATIVE PERMIT

The Board of Aldermen, in denying an application for a procession or event permit, shall be empowered to authorize the conduct of a procession or event on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five (5) days after notice of the action of the Board of Aldermen, file a written notice of acceptance with the City Clerk. An alternate procession or event permit shall conform to the requirements of and shall have the effect of a procession or event permit under this Article. (CC 1977 §23-107; Ord. No. 972 §7, 4-19-72)

SECTION 397.130: COMPLIANCE

An applicant for a procession or event permit shall comply with all permit directions and conditions and with all applicable laws and ordinances. (CC 1977 §23-109; Ord. No. 972 §9, 4-19-72)

SECTION 397.140: POSSESSION

The procession or event chairman or other person heading or leading such activity shall carry the procession or event permit upon his/her person during the conduct of the procession or event and be present. (CC 1977 §23-110; Ord. No. 972 §9, 4-19-72)

SECTION 397.150: REVOCATION

The City shall have the authority to revoke a procession or event permit issued pursuant to this Article upon its' determination that the procession or event does not conform with the procession or event permit. (CC 1977 §23-111; Ord. No. 972 §11, 4-19-72)

SECTION 397.160: RESTRICTIONS/REQUIREMENTS

A. Event organizers must provide proof of liability insurance in the amount of one million dollars (\$1,000,000.00) to the City Clerk at least fifteen (15) days prior to the event date. Failure to meet this requirement shall make the permit null and void.

B. Restrooms and trash receptacles shall be provided. Trash disposal is the responsibility of event organizers.

C. *Food Vendors.*

1. Only fires within an apparatus manufactured for the purpose in which it is being used shall be permitted in booths.
2. Each food vendor will remove all used cooking grease from event premises and dispose of it appropriately.
3. All food vendors cooking, heating or otherwise utilizing any source of heat must have at least one (1) dry chemical fire extinguisher in booth area at all times.
4. Only UL approved heavy gauge extension cords rated for outside use can be used in event booths.
5. Booth participants are responsible for daily cleanup of their areas. (CC 1977 §23-116; Ord. No. 2338 §1, 2-3-97; Ord. No. 2424 §3, 9-8-97)



CERTIFICATE OF LIABILITY INSURANCE

5.B.b
DATE (MM/DD/YYYY)
04/17/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 816-525-0765 x1 816-525-0866 Insurance One / Moyer & Moyer Insurance Agency, Inc. 600 SW Jefferson St, Suite 102 Lee's Summit, MO 64063		CONTACT NAME: Becky Moyer PHONE (A/C, No, Ext): 816-525-0765 x1 FAX (A/C, No): 816-525-0866 E-MAIL ADDRESS: Becky@InsuranceOneAgency.com	
INSURED Heartland Baptist Fellowship PO Box 351 Harrisonville MO 64701		INSURER(S) AFFORDING COVERAGE INSURER A: Grinnell Mutual Reinsurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY			0000885703	04/25/2019	04/25/2020	EACH OCCURRENCE	
	☐ CLAIMS-MADE ☒ OCCUR						\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							DAMAGE TO RENTED PREMISES (Ea occurrence)
	☒ POLICY ☐ PRO-JECT ☐ LOC						\$ 300,000	
	OTHER:						MED EXP (Any one person)	
							\$ 10,000	
							PERSONAL & ADV INJURY	
							\$ 1,000,000	
							GENERAL AGGREGATE	
							\$ 3,000,000	
							PRODUCTS - COMP/OP AGG	
							\$ 3,000,000	
							\$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	☐ ANY AUTO						\$	
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per person)	
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						\$	
							BODILY INJURY (Per accident)	
							\$	
							PROPERTY DAMAGE (Per accident)	
							\$	
							\$	
	UMBRELLA LIAB						EACH OCCURRENCE	
	☐ EXCESS LIAB						\$	
	☐ OCCUR						AGGREGATE	
	☐ CLAIMS-MADE						\$	
	DED						\$	
	RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					OTH-ER	
	If yes, describe under DESCRIPTION OF OPERATIONS below	☐ N / A					E.L. EACH ACCIDENT	
							\$	
							E.L. DISEASE - EA EMPLOYEE	
							\$	
							E.L. DISEASE - POLICY LIMIT	
							\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of insurance as respects Life Issues Recovery Walk to be held August 30, 2019 on city streets.

CERTIFICATE HOLDER

CANCELLATION

City of Harrisonville Missouri Parks & Recreation Department 2400 Jefferson Parkway Harrisonville MO 64701	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Denise DesCombes
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STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: May 13, 2019
SUBJECT: HPD Shower/Changing Room Bid

Type of Item: *Approval*

The 2019 City of Harrisonville annual budget has \$20,000 in line item 01-6-310-0502 for the construction of a shower/changing room in the Police Department. This project was publicly posted (bid package attached) in mid-March and on May 7, 2019 at 2:00 pm the City Clerk held a bid opening for this project in which we received the following two bids.

Bids received were as follows:

Kenny King Construction	Harrisonville, MO	\$50,500 including all alternates
Brantley Construction	Stillwell, KS	\$47,240 Alt. 1a +\$3800 Alt. 1b +\$1400 Alt. 2 -\$100 Alt. 3 = \$200

With the bids considerably over the budget amount and this being a multi year project I would recommend rejecting these bids and consider using the budgeted \$20,000 to purchase the lockers (see attached) that were proposed for phase 2 of the project and try to budget for the shower/changing room in the 2020 City of Harrisonville annual budget. Having the knowledge of these two bids should greatly increase our accuracy with budgeting for this project in the next budget cycle.

At this time, I would like permission to move forward with gathering additional information on locker options and to bring the purchase of said lockers back to the Board of Alderman at a later meeting date. Please feel free to contact me with any questions or concerns.

C. Action Item (ID # 3214)

HPD Shower/Changing Room

Attachments:

Shower-Changing Room Bid Pac. 2019 (PDF)

Shower-Changing Rm. Plans 2019 (PDF)

Shower-Changing Rm. Bids 2019 (PDF)

Shower-Changing Rm. Locker Bid - MVE 2019 (PDF)



300 E. Pearl Street, P.O. Box 367 • Harrisonville, MO 64701 • Tel: 816-380-8900 • Fax: 816-380-8906

Police Station: Field Officer's Changing rooms / Shower rooms tenant finish job scope of work:

Scope of work includes all labor and materials to complete the finish of the existing rough space, including all trades. Bidders are required to schedule with the police department for a pre-bid walk through to verify the existing conditions before submitting any proposal. All questions for clarification should be submitted to the City before submitting any proposal. All work is to be warrantied for one year from the date of acceptance by the City and all manufacturer's warranties on materials and/or equipment shall be applied in the City's name. All contractors are to be properly licensed in the City of Harrisonville.

The work area consists of (2) changing rooms and (2) accessible shower rooms. Lockers in changing rooms and mirrors in shower rooms are not part of this work.

Bid Package #1

1- General building work: Per attached page A12 detail 7 enlarged floor plan and 2012 IBC/ICC A117.1 2009. Submit all equipment and fixture spec and install sheets for approval (3 copies).

A. Metal stud wall framing, HM door frames and SWD doors (doors A1 and A3, need to be new and match existing building interior doors; doors A2 and A4 in addition to base bid see alternate below) all to match existing building construction. Changing rooms walls are ½" sheet rock and painted with latex enamel paint to match existing building interior wall color. Bath rooms are ½" MR type sheet rock with latex enamel paint to match existing building wall color and shower stall walls are PermaBase® cement board (or equal) and covered with FRP (white) with sealed joints and moldings.

Alternate pricing for full 1-piece fiberglass 3 wall surround, over Purple® sheet rock and enamel paint from top of surround to top of stall walls. Alternate pricing for lower priced shower room doors (A2 and A4).

B. Ceilings in all rooms – Armstrong Prelude Plus XL aluminum 15/16 grid system, or approved equal, suspended from structure; changing rooms ceiling tile standard acoustic ceiling tile 2' x 2' and shower rooms ceiling tile Armstrong LumaWash® or approved equal, ceiling tile 2' x 2'. Alternate bid for LumaWash® throughout.

C. Privacy locksets for changing room doors and standard hardware for shower room doors, lever handles for both areas. (match existing building hardware).

D. Required accessible grab bars for shower stalls and water closets to be provided under this portion of the scope of work, backing required. See 3.-Plumbing work below.

E. Floors to be VCT 12" x 12", seal with latex sealer with slip resistant grit additive

F. Roof patch, maintain any existing warranty coverage, as required for plumbing vents or any electrical penetrations required to complete scope of work.

G. Cut and patch for any required existing concrete floor work needed for plumbing install.

2- Electrical work: Per attached page A12 detail 7 enlarged floor plan and 2012 IBC/ICC A117.1 2009 and 2011 NEC.

A. Lighting: Eaton model # GRW-24-2-FA-LD4-50-40-P125-UNV-EDC1 or approved equal, (2) per room/(8) total. (1) emergency light each changing room. Switch locations per enlarged plan.

B. (2) 20-amp 120V circuits, (1) for the shower room lighting and GFI wall receptacles and (1) for the changing rooms lighting and wall receptacles. Circuit(s) as required for the (2) roof mounted exhaust fans are to be verified and installed as required based on equipment size and fan nameplate information.

3- Plumbing work: Per attached page A12 detail 7 enlarged floor plan and 2012 IBC/ICC A117.1 2009 and 2012 IPC. Toilets and lavs are to be fully accessible and shower stalls are to be ambulatory accessible.

A. Fixtures are to be as follows or approved equal:

Toilets- American Standard model # 2467.016.020 including elongated open front seat/lid or approved equal.

Lavatories- Kohler model # K-1728-0 including concealed arm carrier or approved equal.

Shower pans- Freedom ADA shower base, model # APF3838BFPAN, or approved equal.

Sink faucets- American Standard model # 1480.101.002 including tempered water mixing valve or approved equal.

Shower faucets and accessories- American Standard model # 1662.601.002 with 1660.767 non-positive 3 function hand shower or approved equal. See alternate in 1 A. Shower seats are not included in the scope of work.

Shower curtains – to be provided by City.

B. All plumbing is to be connected to existing plumbing stub outs, or if needed, run to existing systems.

C. Extend vent(s) through roof or connect to existing vent, if available.

D. All water piping to be copper and is to be supported and insulated equal to existing systems as originally installed.

E. All accessibility grab bars are to be provided and installed under item 1.D of this scope of work.

4- Mechanical work: Per attached page A12 detail 7 enlarged floor plan and 2012 IBC/ICC A117.1 2009 and 2012 IMC.

A. Relocate and alter existing supply air and branch ducts to achieve (1) s/a and add (1) r/a grille (existing above ceiling air plenum) in each changing room and (1) s/a grille in each shower room. All terminals for the shower rooms shall be aluminum.

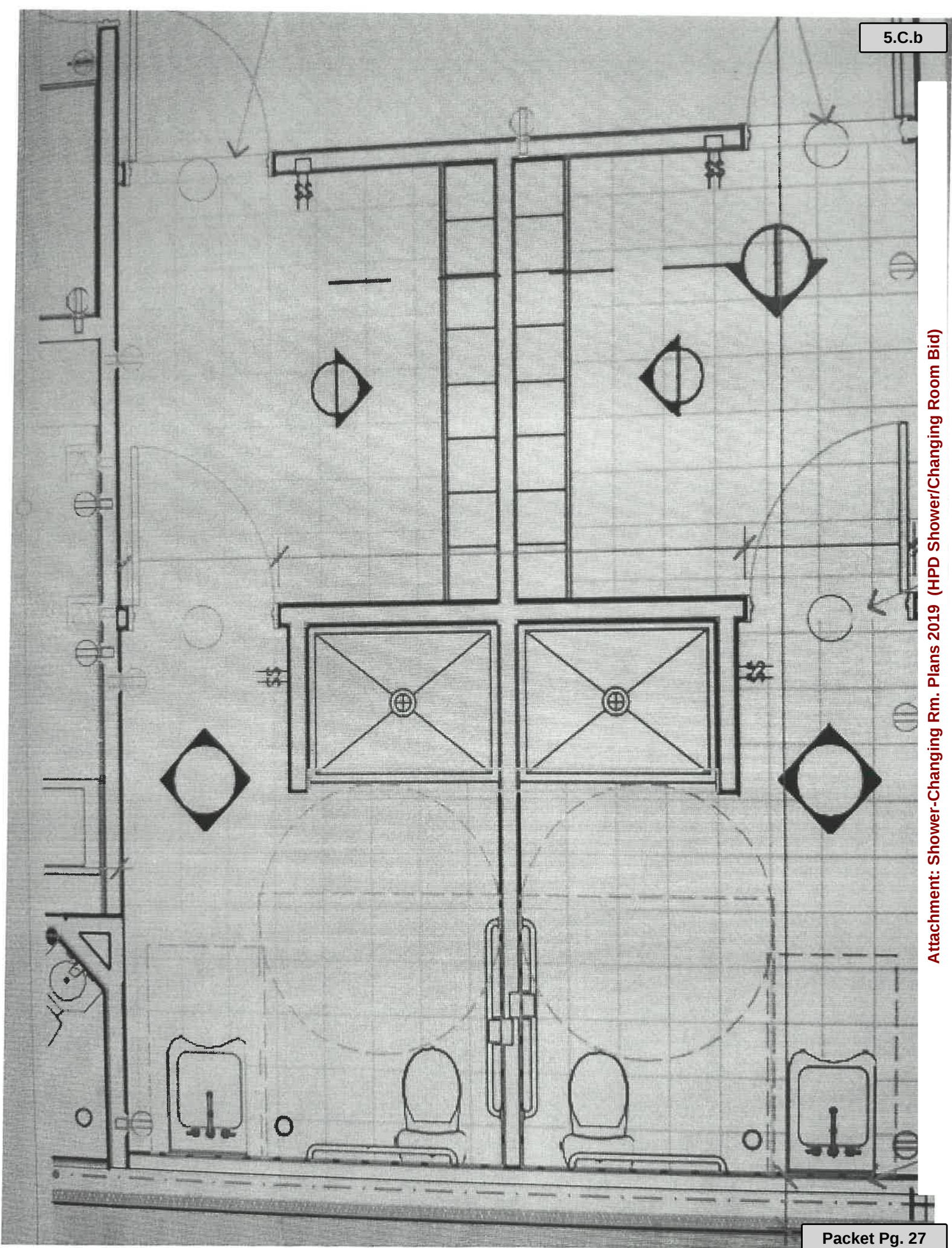
B. Alter and add duct work to the existing exhaust air plenum duct drops from existing fans on the roof and add (1) e/a grille in each shower room. These grilles shall be aluminum. Exhaust ceiling grilles shall be located midpoint between the shower stall and the water closet.

5- Fire suppression: Per attached page A12 detail 7 enlarged floor plan and 2012 IBC/ICC A117.1 2009 and 2010 NFPA 13.

A. Modify existing system to provide required coverage with sprinkler heads per 2010 NFPA 13, including but not limited to, pendant heads and branch line modifications. Three copies of shop drawings for modifications, sealed and signed by a Missouri Professional Engineer, are required to be submitted for review.

Bid Package #2

Provide all, but for only 1 side of the space, {(1) changing room and (1) shower room}.



**CITY OF HARRISONVILLE
BID TABULATION**

SUBJECT: Police - Shower/Changing Room BUDGET AMOUNT: \$
 ANTICIPATED TRADE-IN - \$
 NET BUDGET AMT. \$
 BID DATE: 5-7-19 Time: 2:00 pm DEPT: Police Acct. No. _____

CONTRACTOR	TOTAL BID	NOTES, ALTERATIONS, BREAKDOWN, ETA, ETC.
1 Kenny King	\$50,550 ⁰⁰	
2 Brentley Construction	\$47,240 ⁰⁰	Alt 12 + 3800 Alt 1b + 1400 Alt 2 - 100 Alt 3 + 200
3		
4		
5		
6		

Randy H. Opler

Attachment: Shower-Changing Rm. Bids 2019 (HPD Shower/Changing Room Bid)

Brantley Construction, LLC

7227 W. 162nd Terrace
Stilwell, KS 66085
913-777-9330 Office
913-273-6532 Fax

Base Bid per plans, specs and walk-thru: \$47,240.00

Forty Seven Thousand, Two Hundred and Forty Dollars

Alternate #1a for 'Freedom' Fiberglass surrounds: add \$3,800

Alternate #1b for ceramic tile shower surrounds: add \$1,400

Alternate #2 for HC shower room doors: deduct \$100

Alternate #3 for LumaWash tiles throughout: add \$200

Bid Submitted by:



Michelle Fredrickson, Owner

Attachment: Shower-Changing Rm. Bids 2019 (HPD Shower/Changing Room Bid)

Kenny King

General Contractor

816.522.4108

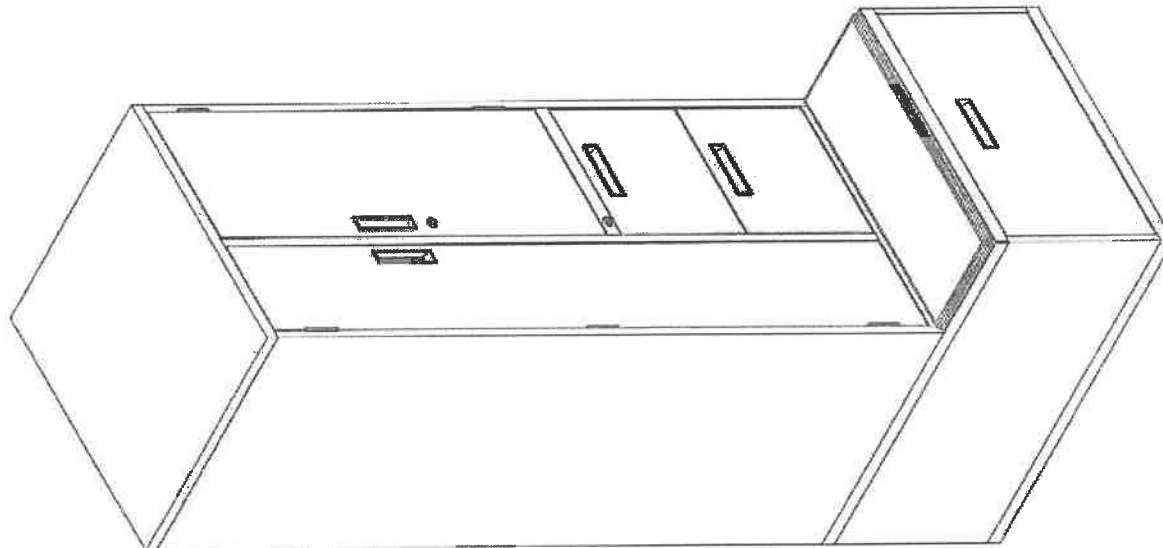
Work to be done according to specifications outlined in the invitation to bid published by the City of Harrisonville. All work to be done by qualified, licensed, and insured contractors in a timely matter, with approved materials to comply with applicable building codes.

*Cost includes choice of alternate fiberglass 3 wall surround (cleaner, more durable, and lower maintenance option) OR The shower base with FRP panel surround

*Cost includes choice of ceiling tile for changing room (acoustic or vinyl covered gypsum tile)

Total cost for labor and materials..... \$ 50,550

ATTENTION: CHARLES EKEANYANWU



ITEM NAME: M-400 & BASE CABINET

THIS LOCKER IS A COMBINATION OF AN M-400 STORAGE CABINET MECHANICALLY FASTENED TO A SINGLE DRAWER BASE. THE M-400 AND SINGLE DRAWER BASE ARE CONSTRUCTED OF 18 GA. STEEL AND INCLUDES TWO (2) LOCKS (KEYED ALIKE). SINGLE DRAWER BASE DOES NOT HAVE A LOCK OR FLOOR GLIDES.

BAKED ENAMEL FINISH IN YOUR CHOICE OF AVAILABLE COLORS
CUSTOMER MUST CHECK AND APPROVE DIMENSIONS BEFORE ORDERING.

WHEN ORDERING THIS PRODUCT PLEASE REFER TO ITEM MC-S-20193011.

M-400 \$525.00 EACH
BASE CABINET \$350.00 EACH (INCLUDES WOOD SEAT)
TOTAL \$875.00 EACH (MC-S-20193011)

IF ORDERING 20 OR MORE, PRICE IS \$775.00 EACH

PRICE ONLY VALID FOR 30 DAYS DUE TO RECENT FLUCTUATION IN STEEL PRICES.

ACCEPTED AND APPROVED BY:

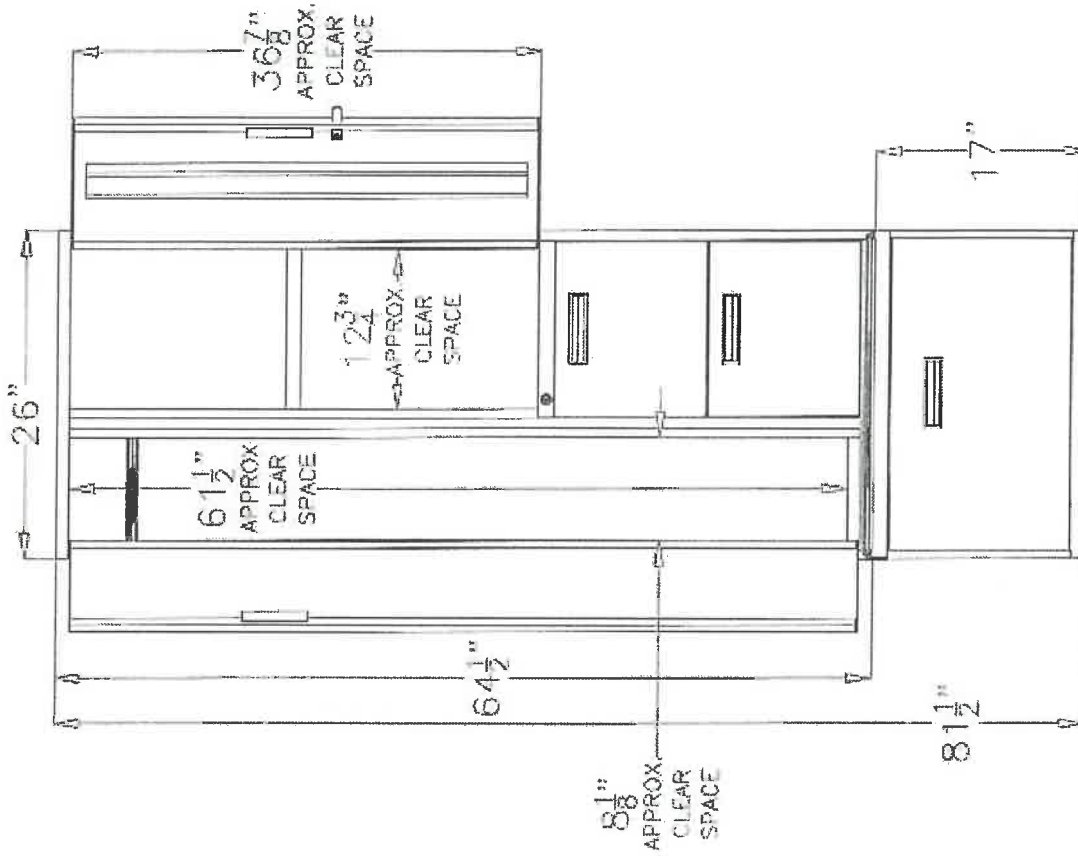
MVE
Development Department

NO.	REVISION	DATE	NO.	REVISION	DATE	IMP NAME	DATE	GC	DATE	GC	DATE	GC
						MC-S-20193011.DWG		MC-S-20193011		MC-S-20193011		MC-S-20193011
						METAL PRODUCTS		SHEPHERD		SHEPHERD		SHEPHERD
						QAO SERVICES-MVE-MCC		NTS		COVER		COVER

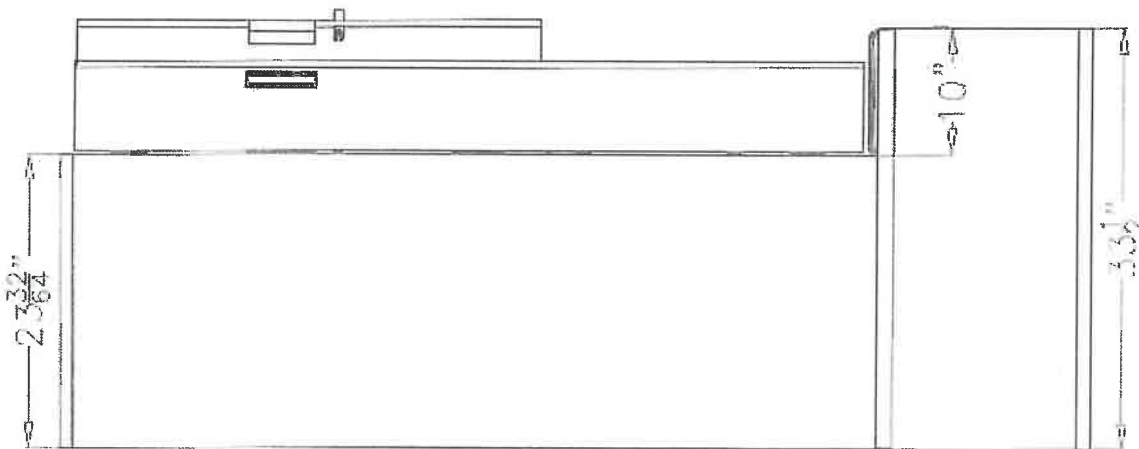
5.C.d

Attachment: Shower-Changing Rm. Locker Bid - MVE 2019 (HPD Shower/Changing Room Bid)

FRONT VIEW



SIDE VIEW



 Development Department	NO		REVISION	DATE NO	REVISION	DATE	PART NAME	M-600 BASE CABINET		DATE	BY	CHKD	DATE					
							1/2" X 1/2"	MC-5-20183011.DWG					02/04/19					
							MATERIAL	METAL PRODUCTS					02/04/19					
							MANUFACTURE	CAD SERVICES-MVE-MCC					02/04/19					
											DATE	BY	CHKD	DATE				
											02/04/19			02/04/19				
											COVER							

Attachment: Shower-Changing Rm. Locker Bid - MVE 2019 (HPD Shower/Changing Room Bid)



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: May 16, 2019
SUBJECT: Appointment Board of Building & Engineering Appeals

Type of Item: *Approval*

Mayor Bowman would like to appoint Bryan Wooten John Foster to the Board of Building & Engineering Appeals as well as [reappoint Jeff Cryderman and Mike Cox to the Board of Building and Engineering Appeals.](#)

D. Action Item (ID # 3224)

Appointment Board of Building & Engineering Appeals



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: May 15, 2019
SUBJECT: Jones P&Z Appointment

Type of Item: *Approval*

The mayor is advising for the Board's consent to appoint Chuck Jones to the Planning and Zoning Commission with a term to run to November 2022.

E. Action Item (ID # 3222)

P&Z Appointment



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: April 22, 2019
SUBJECT: Records Destruction 2019

Type of Item: *Approval*

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

Open records and non-confidential records will be recycled as part of our paper recycling program in the City's paper recycling dumpster. Other records that have confidential information will be shredded. Attached are the requested records to be destroyed.

F. Action Item (ID # 3178)

Records Destruction 2019

Attachments:

DESTRUCTION LIST 2019.docx (PDF)

City of Harrisonville

Finance Department - Utilities

Memo

To: Randy Jones
From: Mindy Thompson & Caroline Vaughn
CC: Marcella McCoy
Date: 5/9/2019
Re: Authorization request for records destruction for the year ending 2018

I am formally requesting the Board of Alderman's approval for the annual destruction of finance department utility records for the year ending 2018. The finance department follows the State of Missouri Secretary of State's retention guidelines for this determination; in a few instances we keep some records longer than the State's recommended requirements. Open records and non confidential records will be recycled as part of our paper recycling program in the City's paper recycling dumpster. Other records that have any confidential information will be shredded. Listed below are the requested records to be destroyed and the method of destruction.

TYPE OF RECORD	DATE	METHOD	RETENTION CODE
CIGARETTE TAXES	2013 & prior	SHRED	0742
FISH AND BOAT STICKERS SOLD	2013 & prior	RECYCLE	GS011
METER BOOK WTR DISTRICT 9 READINGS AIRPORT READINGS	2013 & prior	SHRED	GS1610
BILL CALCULATIONS BILL ADJUSTMENTS	2013 & prior	SHRED	GS 007
DETAILED ROUTE REPORTS ROUTE TIMES REPORT TROUBLE CODES SPECIAL MESSAGES	2013 & prior	SHRED	1611
UTILITY SERVICE ORDERS UTILITY METER TICKETS UTILITY REREAD TICKETS	2013 & prior	SHRED	GS020
PAYMENT RECORDS AUTOPAY REGISTERS	2013 & prior	SHRED	GS008
PAYMENT AGREEMENTS COLLECTION LETTERS	2013 & prior	SHRED	GS012

SEWER ADJUSTMENT LETTERS

SERVICE INTERRUPTION LOGS	2013 & prior	SHRED	1614
DAILY REGISTER RECEIPTS	2013 & prior	SHRED	GS011
MPUA PURCHASE REPORTS	2013 & prior	SHRED	GS1604
INACTIVE DEPOSIT CARDS	1996 & prior	SHRED	GS1603

Attachment: DESTRUCTION LIST 2019.docx (Records Destruction 2019)

HARRISONVILLE POLICE DEPARTMENT MEMORANDUM

TO: Randy Jones

FROM: Stacy Bennings

RE: Destruction of Records

DATE: January 7, 2019

CC: John Hofer, File 

I am formally requesting the Board of Alderman's approval of the annual destruction of Police records. The Police Department follows the "Missouri Municipal Records Manual" and the Missouri Secretary of State Retention and Destruction Schedules for this determination. The attached destruction log lists the records to be destroyed and the method of destruction.

Attachment: DESTRUCTION LIST 2019.docx (Records Destruction 2019)



HARRISONVILLE POLICE DEPARTMENT

RECORDS DESTRUCTION LOG



2019

QUANTITY	TYPE OF RECORDS	YEAR	RETENTION
1 Box	Admin Records: - Bond logs, ticket logs - Job Applicants (not hired) - Expired permits (expired 2016), UCR Reports - Lockout waivers, correspondence - Fuel bills/receipts (copies) - Investigations log - Liquor license investigation/background	2013 2015 2016 2017 2017 1981 1980- 2000	5 years 3 years 2 years 1 year Ref. 5 years 2 years
1 Box	Sunshine Requests	2015	3 years
1 Box	Incident Reports – No Charges filed (Felony)	1989-	3 years
	Incident Reports – No Charges filed (Municipal/Misdemeanor)	2004	1 year
1 Box	Incident Reports – Non Criminal	2004	1 year
	Arrest Reports – Warrants/no charges filed/other arrests		5 years
1 Box	Incident Reports - Charges Filed & Disposed	1993- 2004	5 years
2 Boxes	Incident Reports - Charges Filed & Disposed	2004	5 years
1 Box	Incident Reports – No Charges filed (Felony)	2005	3 years
	Incident Reports – No Charges filed (Municipal/Misdemeanor)		1 year
1 Box	Incident Reports – Non Criminal	2005	1 year
	Arrest Reports – Warrants/no charges filed/other arrests		5 years
4 Boxes	Incident Reports - Charges Filed & Disposed	2005	5 years
1 Box	Incident Reports – No Charges filed (Felony)	2006	3 years
	Incident Reports – No Charges filed (Municipal/Misdemeanor)		1 year
4 Boxes	Incident Reports - Charges Filed & Disposed	2006	5 years
1 Box	Incident Reports - Charges Filed & Disposed, Arrest Reports– Warrants/no charges filed/other arrests, Accident Reports	2006	5 years
1 Box	Incident Reports – Non Criminal	2006	1 year
4 Boxes	Incident Reports - Charges Filed & Disposed	2013	5 years
1 Box	Arrest Reports – Warrants/no charges filed/other arrests	2013	5 years
1 Box	Incident Reports – No Charges filed (Felony)	2015	3 years
1 Box	Incident Reports – No Charges filed (Municipal/Misdemeanor)	2017	1 year
1 Box	Incident Reports – Non Criminal	2017	1 year
1 Box	Accident Reports	2004	5 years
1 Box	Accident Reports	2005	5 years
1 Box	Accident Reports	2006	5 years
1 Box	Accident Reports	2007	5 years
1 Box	Accident Reports	2013	5 years

4 Boxes	Dash Cam recording backup disks	2007-12	3 years
1 Box	Dash Cam recording backup disks	2012-13	3 years
1 Box	Dash Cam recording backup disks	2013-14	3 years
1 Box	Dash Cam recording backup disks	2014-15	3 years
1 Box	Dash Cam recording backup disks	2015	3 years
1 Box	Video Recordings from disposed incident reports	2005-08	5 years
1 Box	Video Recordings from disposed incident reports	2006-12	5 years
2 Boxes	Dispatch Records	2004	Ref
3 Boxes	Dispatch Records	2005	Ref
4 Boxes	Dispatch Records	2006	Ref
3 Boxes	Dispatch Records	2007	Ref
3 Boxes	Dispatch Records	2008	Ref
2 Boxes	Dispatch Records	2009	Ref
3 Boxes	Dispatch Records	2010	Ref
1 Box	Dispatch Records	2011	Ref
2 Boxes	Dispatch Records	2012	Ref
2 Boxes	Dispatch Records	2013	Ref
3 Boxes	Dispatch Records	2014	Ref
2 Boxes	Dispatch Records	2015	Ref
73 Boxes	Total		

Approved by Board of Alderman (date): _____

Date of Destruction: _____

Method of Destruction: Shred

Attachment: DESTRUCTION LIST 2019.docx (Records Destruction 2019)



IN THE 17TH CIRCUIT COURT OF CASS COUNTY, MISSOURI

Division:

☒ Circuit/No. 17 ☐ Associate/No. _____ ☐ Probate/No. _____☒ Municipal _____ City of HARRISONVILLE**FILED**

MAR 04 2019

HARRISONVILLE
MUNICIPAL COURT

(Date File Stamp)

Contact Person: MICHELLE SHAFFERPhone Number: 816-380-8903Signature of Contact Person: *Michelle Shaffer*

Court Operating Rule 8 authorizes the chief justice, presiding judge, or chair of the Fine Collections Center with the approval of the court en banc or committee, to issue orders of destruction for those records that have met the required retention period. The confidential records listed below were not offered to State Archives or local historical organizations. All requirements under Court Operating Rule 8 have been satisfied.

Therefore, it is ordered that MICHELLE SHAFFER (Appointing Authority) destroy the records described below.

Order of Destruction of Confidential Records

Book or Case Number Series	Book Title or Case Type	Dates of Cases/Books
BOX NUMBER	CONTENTS	YEAR COVERED
05-1	A-Z – 12 YR HOLD	2005
14-1	A-B – 3 YR HOLD	2014
14-2	C-E – 3 YR HOLD	2014
14-3	F-H – 3 YR HOLD	2014
14-4	I-MC – 3 YR HOLD	2014
14-5	M-O – 3 YR HOLD	2014
14-6	P-S – 3 YR HOLD	2014
14-7	T-Z – 3 YR HOLD	2014

☒ Confidential Records: The court orders that case records identified above which are closed by chapter 610, RSMo; mental health records under section 630.140, RSMo; records pertaining to sexually violent predators, required to be sealed under section 632.513, RSMo; juvenile division records under section 211.321, RSMo and rule 122.02 and 122.03 adoption records under section 453.120, RSMo; all papers and records, other than the interlocutory or final judgment, in paternity cases under section 210.846, RSMo; records of any grand jury proceedings under chapter 540, RSMo; no true bills; psychiatric evaluations under section 552.020.13, RSMo; pre-sentence investigations and probation and parole reports under rule 29.07; drug court division records under section 478.005, RSMo; motions, court orders, and test results for sexually transmitted diseases that are required to be sealed under section 533.135, RSMo; jury questionnaires maintained by the court in criminal cases under rule 27.09; information that identifies a person as an applicant or recipient of IV-D services under section 454.440 or section 208.120, RSMo; search warrants until the warrant is returned or expires; filing information sheets; and any other record sealed or closed by statute, rule or order of a court of record for good cause shown; shall not be offered to the Missouri State Archives or local archival association, shall be destroyed by ☐ burning ☒ shredding.

2-27-19

Date

William Collins

Chief Justice, Presiding Judge, or Chair of the FCC Signature

IN THE 17TH JUDICIAL CIRCUIT COURT, CASS COUNTY, MISSOURI

Division:

☒ Circuit/No. 17 ☐ Associate/No. _____ ☐ Probate/No. _____☒ Municipal _____ City of HARRISONVILLE**FILED**

MAR 04 2019

HARRISONVILLE
MUNICIPAL COURT

Contact Person: MICHELLE SHAFFER

Phone Number: 816-380-8903

Signature of Contact Person: _____

(Date File Stamp)

Court Operating Rule 8 authorizes the chief justice, presiding judge, or chair of the Fine Collections Center with the approval of the court en banc or committee, to issue orders of destruction for those records that have met the required retention period. The confidential records listed below were not offered to State Archives or local historical organizations. All requirements under Court Operating Rule 8 have been satisfied.

Therefore, it is ordered that MICHELLE SHAFFER (Appointing Authority) destroy the records described below.

Order of Destruction of Confidential Records

Book or Case Number Series	Book Title or Case Type	Dates of Cases/Books
BOX NUMBER	CONTENTS	YEAR COVERED
06-1	A-Z – 12 YEAR HOLD	2006
15-1	A-B – 3 YR HOLD	2015
15-2	C-G – 3 YR HOLD	2015
15-3	H-K – 3 YR HOLD	2015
15-4	L-O – 3 YR HOLD	2015
15-5	P-S – 3 YR HOLD	2015
15-6	T-Z – 3 YR HOLD	2015

☒ Confidential Records: The court orders that case records identified above which are closed by chapter 610, RSMo; mental health records under section 630.140, RSMo; records pertaining to sexually violent predators, required to be sealed under section 632.513, RSMo; juvenile division records under section 211.321, RSMo and rule 122.02 and 122.03 adoption records under section 453.120, RSMo; all papers and records, other than the interlocutory or final judgment, in paternity cases under section 210.846, RSMo; records of any grand jury proceedings under chapter 540, RSMo; no true bills; psychiatric evaluations under section 552.020.13, RSMo; pre-sentence investigations and probation and parole reports under rule 29.07; drug court division records under section 478.005, RSMo; motions, court orders, and test results for sexually transmitted diseases that are required to be sealed under section 533.135, RSMo; jury questionnaires maintained by the court in criminal cases under rule 27.09; information that identifies a person as an applicant or recipient of IV-D services under section 454.440 or section 208.120, RSMo; search warrants until the warrant is returned or expires; filing information sheets; and any other record sealed or closed by statute, rule or order of a court of record for good cause shown; shall not be offered to the Missouri State Archives or local archival association, shall be destroyed by ☐ burning ☒ shredding.

2-27-19

Date

Chief Justice, Presiding Judge, or Chair of the FCC Signature



IN THE 17TH JUDICIAL CIRCUIT COURT, CASS COUNTY, MISSOURI

Division:

☒ Circuit/No. 17 ☐ Associate/No. _____ ☐ Probate/No. _____☒ Municipal _____ City of HARRISONVILLEContact Person: MICHELLE SHAFFER Phone Number: 816-380-8903Signature of Contact Person: *Michelle Shaffer***FILED**

MAR 04 2019

HARRISONVILLE
MUNICIPAL COURT

(Date File Stamp)

Court Operating Rule 8 authorizes the chief justice, presiding judge, or chair of the Fine Collections Center with the approval of the court en banc or committee, to issue orders of destruction for those records that have met the required retention period.

☐ The records listed below were offered to State Archives and local historical organizations and were☐ refused or ☐ no response was received after 45 days. All requirements under Court Operating Rule 8 have been satisfied.☒ The records listed below are not required to be offered to State Archives and local historical organizations.

Therefore, it is ordered that MICHELLE SHAFFER (Appointing Authority) destroy the records described below.

Order of Destruction

Book or Case Number Series	Book Title or Case Type	Dates of Cases/Books
BOX NUMBER	CONTENTS	YEAR COVERED
05-1	A-Z - 12 YR HOLD	2005
12-1	OFFICER CIT LOGS/VOID TICKETS-5 YR HOLD	2010-2012
12-2	FINANCIAL RECORDS-5 YR HOLD	2012
12-3	FINANCIAL RECORDS-5 YR HOLD	2012
12-4	FINAL DOCKETS-5 YR HOLD	2012
12-5	FINANCIAL RECORDS-5 YR HOLD	2012
14-1	A-B - 3 YR HOLD	2014
14-2	C-E - 3 YR HOLD	2014
14-3	F-H - 3 YR HOLD	2014
14-4	I-MC - 3 YR HOLD	2014
14-5	M-O - 3 YR HOLD	2014
14-6	P-S - 3 YR HOLD	2014
14-7	T-Z - 3 YR HOLD	2014

Open Records to be destroyed by the following method: SHREDDING2-27-19

Date

W. J. Coll
Chief Justice, Presiding Judge, or Chair of the FCC Signature

Attachment: DESTRUCTION LIST 2019.docx (Records Destruction 2019)



IN THE 17TH JUDICIAL CIRCUIT COURT, CASS COUNTY, MISSOURI

Division:

☒ Circuit/No. 17 ☐ Associate/No. _____ ☐ Probate/No. _____

☒ Municipal _____ City of HARRISONVILLE

Contact Person: MICHELLE SHAFFER Phone Number: 816-380-8903

Signature of Contact Person: Michelle Shaffer

(Date File Stamp)

FILED

MAR 04 2019

HARRISONVILLE
MUNICIPAL COURT

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- ☐ The records listed below were offered to State Archives and local historical organizations and were
- ☐ refused or ☐ no response was received after 45 days. All requirements under Court Operating Rule 8 have been satisfied.
- ☒ The records listed below are not required to be offered to State Archives and local historical organizations.

Therefore, it is ordered that MICHELLE SHAFFER (Appointing Authority) destroy the records described below.

Order of Destruction

Book or Case Number Series	Book Title or Case Type	Dates of Cases/Books
BOX NUMBER	CONTENTS	YEAR COVERED
06-1	A-Z – 12 YEAR HOLD	2006
15-1	A-B – 3 YR HOLD	2015
15-2	C-G – 3 YR HOLD	2015
15-3	H-K – 3 YR HOLD	2015
15-4	L-O – 3 YR HOLD	2015
15-5	P-S – 3 YR HOLD	2015
15-6	T-Z – 3 YR HOLD	2015
13-1	FINAL DOCKETS – 5 YR HOLD	2013
13-2	FINANCIAL RECORDS MAY-AUG – 5 YR HOLD	2013
13-3	FINANCIAL RECORDS SEP-DEC – 5 YR HOLD	2013
13-4	FINANCIAL RECORDS JAN-APR – 5 YR HOLD	2013
10-1	OFFICER CIT LOGS – 5 YR HOLD	2013
T-1	VOID TICKET BOOKS: 131797376- 131798175 – 3 YR HOLD	2015
T-2	VOID TICKET BOOKS: 131798176- 131798975 – 3 YR HOLD	2015

Open Records to be destroyed by the following method: SHREDDING.

2-27-19

Date

Chief Justice, Presiding Judge, or Chair of the FCC Signature

Attachment: DESTRUCTION LIST 2019.docx (Records Destruction 2019)

ADMINISTRATION DESTRUCTION LIST 2019

ADMINISTRATIVE COMMUNITY CENTER MONTHLY REPORTS 2005 AND PRIOR **GS1001**

2014 AND 2015 TIMESHEETS – PAYROLL **GS 028**

2014/2015 AND 2016 BANK DEPOSIT SLIPS **GS028**

2003-2005 COMMUNITY CENTER ADMINISTRATIVE FILES **GS1001**

WEEKLY GENERAL CORRESPONDENCE 1999 & PRIOR – **GS 012**

ACCOUNTS PAYABLE PAID INVOICES 2016 **GS007**

BIDS 2004 – 2006, 2011-2014 - **GS 055**

RECORDS REQUEST 2015-16 – **GS066**

RATE STUDY 1997-1998 – **GS 047**

COMPREHENSIVE PLANS 1990-1997 – **GS 047**

SAFETY TRAINING 2004-2010 – **GS047**

MPR FACILITY INSPECTIONS 2009-2010 - **GS056**

Attachment: DESTRUCTION LIST 2019.docx (Records Destruction 2019)



TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: May 13, 2019
SUBJECT: Health Insurance City Increase

Type of Item: *Approval*

Discussion regarding the City's portion of the monthly insurance premium will be discussed during the work session.

Staff is requesting a voice vote to approve the decision from the work session, and we will include the increase when we do a budget amendment later this year.

G. Action Item (ID # 3216)

Health Insurance City Increase



STAFF REPORT

TO: Board of Aldermen
FROM: April Clark, Assistant
DATE: May 1, 2019
SUBJECT: Purchase of Replacement Salt Spreader

Type of Item: *Approval*

H. Action Item (ID # 3200)

A Resolution of the Board of Aldermen of the City of Harrisonville, Missouri, to authorize the city administrator to execute a Purchase Agreement for one (1) Swenson Salt Spreader from Viking-Cives Midwest, Inc. in the amount of \$12,317.00, and establishing an effective date.

WHEREAS, the City of Harrisonville (“City”) is a part of the State of Missouri Cooperative Purchasing Program (“Purchasing Program”);

WHEREAS, the Street Department budgeted for a new salt spreader to be used during winter snow events and replaces a 2007 unit that has corroded and needs to be replaced;

WHEREAS, the City has determined that Viking-Cives Midwest, Inc. (“Viking-Cives”) through the Purchasing Program has the proper equipment under Missouri Department of Transportation bid MO18SCSPR104;

WHEREAS, Viking-Cives agrees to sell a Swenson Salt Spreader to the City for a total purchase price of \$12,317, which staff believes said price is fair and reasonable and is within the budget amount of \$12,500;

WHEREAS, the staff of City recommends that the Board of Aldermen (“Board”) approve the purchase of one (1) Swenson salt spreader from Viking-Cives;

WHEREAS, the Board accepts the recommendation of staff with respect to the purchase and finds it to be in the best interest of the City and its residents to purchase a new Swenson stainless steel salt spreader.

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

Section 1: That the City Administrator of the City of Harrisonville, Missouri, is hereby authorized and directed on behalf of the Board of Aldermen to enter into an agreement with Viking-Cives Midwest, Inc. of Alpharetta, Georgia, for the purchase of One (1) ten (10) foot Swenson stainless steel salt spreader for the Street Department for a total purchase price of \$12,317.

Section 2: 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 20th day of May 2019.

Judy Bowman, Mayor and Ex-
Officio Chairman of the Board of
Alderman

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 20th day of May 2019

Attachments:

2019 salt spreader memo to BOA (DOCX)

MEMORANDUM

TO: Mayor and Board of Aldermen
FROM: Rodney Jacobs, Superintendent of Streets
DATE: April 30, 2019
SUBJECT: Purchase replacement salt spreader

Type of Item: *Approval*

Issue:

Approval to purchase a replacement 10-foot salt spreader for the Street Department for the sum of \$12,317.00 from Viking-Cives Midwest, Inc.

Summary Recommendation:

Requesting approval for the purchase of one 10-foot Swenson stainless steel salt spreader from Viking-Cives Midwest, Inc to replace a 2007 Warren 10-foot steel salt spreader to be installed on a 2005 International dump truck.

Options:

Two MODOT bids are

The bids are:

MODOT bid	MO18SCSPR104 10" Swenson EV-108-10-84-201SS	\$12,317.00
MODOT bid	MO18SCSPR1122 10" Viking Cives VCM-C-10-82-50-201SS	\$15,042.00
		Budget \$12,500.00

Background:

This unit replaces an existing steel salt spreader purchased in 2007 for \$7,892.00. Reason for replacement is due to corrosion making the unit unusable.

Recommendation:

Staff recommendation is to accept the MODOT bid MO18SCSPR104 10" Swenson EV-108-10-84-201SS due to its reliability and basic function. Stainless steel was chosen over painted steel to prolong the life of the spreader. Staff will install warning lights and safety equipment to the unit. This salt spreader is within budget.

Attachment: 2019 salt spreader memo to BOA (Purchase of Replacement Salt Spreader)



STAFF REPORT

TO: Board of Aldermen
FROM: April Clark, Assistant
DATE: May 1, 2019
SUBJECT: Purchase of Replacement One-Ton Dump Truck and Snow Plow

Type of Item: *Approval*

I. Action Item (ID # 3201)

A Resolution of the Board of Aldermen of the City of Harrisonville, Missouri, to authorize the city administrator to execute a Purchase Agreement for one (1) 2019 Ford F350 4WD Truck and Equipment from Olathe Ford in the amount of \$58,555.00, and establishing an effective date.

WHEREAS, the City of Harrisonville (“City”) is a part of the Kansas City Regional Purchasing Cooperative (“KCRPC”) with bidding requirements already performed through KCRPC;

WHEREAS, the Street Department budgeted \$58,555 for a new 2019 dump truck to be used for various street department activities including plowing snow;

WHEREAS, the City has determined that Olathe Ford through the KCRPC has the proper truck and equipment;

WHEREAS, the dump truck will be used by the Street Dept. to do a variety of jobs as required by City ordinance and in duties for the City;

WHEREAS, Olathe Ford agrees to sell the dump truck & equipment to the City for a total purchase price of \$58,555, which staff believes said price is fair and reasonable;

WHEREAS, the staff of City recommends that the Board of Aldermen (“Board”) approve the purchase of one (1) 2019 Ford F350 4WD with Rugby dump bed and Boss V snow plow from Olathe Ford;

WHEREAS, the Board accepts the recommendation of staff with respect to the purchase and finds it to be in the best interest of the City and its residents to purchase a new Street Department Dump Truck and Equipment.

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

Section 1: That the City Administrator of the City of Harrisonville, Missouri, is hereby authorized and directed on behalf of the Board of Aldermen to enter into an agreement with Olathe Ford Sales, Inc. of Olathe, Kansas for the purchase of One (1) 2019 Ford F350 4WD Dump Truck with Rugby nine (9) foot dump bed, hydraulic system, and nine (9) foot Boss V snow plow installed by Viking Cives Midwest Inc. for the Street Department for a total purchase price of \$58,555.

Section 2: 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 20th day of May 2019.

Judy Bowman, Mayor and Ex-
Officio Chairman of the Board of
Alderman

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 20th day of May 2019

Attachments:

Street Department 2019 Truck and snow plow BOA request_ (DOCX)

M E M O R A N D U M

TO: Mayor and Board of Aldermen
FROM: Rodney Jacobs, Superintendent of Streets
DATE: April 30, 2019
SUBJECT: Approval to purchase replacement one-ton truck and equipment

Type of Item: *Approval*

Issue:

Approval to purchase a replacement one-ton, dump truck and snow plow for the Street Department from Olathe Ford for the sum of \$58,555.00.

Summary Recommendation:

Requesting approval for the purchase of one Ford F350 4X4 regular cab truck with Rugby dump bed and Boss snow plow from Olathe Ford to replace a 2006 Chevrolet one-ton, dump truck and snow plow. The Harrisonville Parks and Recs have asked to acquire the used Street Department Chevrolet one-ton to replace their existing 2002 Dodge 2500.

Vehicle Description

Truck Chassis: Yellow 2019 Ford F350 4X4 from Olathe Ford

Equipment: Rugby 9-foot Dump Bed, Hydraulic System, 9' Boss V Snow installed by Viking Cives Midwest Inc for Olathe Ford.

The corporative bid for the Ford truck and equipment is through Mid America Regional Council Joint Vehicle Bid for 2018/19

Total \$58,555.00
Budget \$58,555.00

Recommendation:

Staff recommendation is to accept the Mid America Regional Council Joint Vehicle Bid from Olathe Ford for a 2019 Ford 350 with new dump bed and snow plow for the sum of \$58,555.00. It is also recommended to transfer the used Street Department truck and equipment to the Park Department to replace their 2002 Dodge truck.



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: May 14, 2019
SUBJECT: HCC Front Sidewalk Renovation

Type of Item: *Approval*

MEMO

TO: Board of Alderman
CC: Happy Welch, City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: May 14, 2019
RE: Bids for HCC Front Sidewalks

As the Board of Alderman will recall, the front entrance renovation project for the Community Center was approved by the Board. Because this project was substantially under budget, staff was approved to go out to bid for the east and west sidewalks in front of the Community Center, which also are in need of renovation.

Staff received 3 bids for this project and the bids are listed below:

Buildet LLC \$24,212.00

Wil-Pav \$31,355.00

Dan Smith Concrete \$35,750.00

The low bid is Buildet LLC and this company has already been awarded the HCC front entrance renovation project as the low bidder. With Buildet LLC being the low bidder and the fact that this company can be on site to do the entire project, staff recommends Buildet LLC as the lowest and best bidder for the HCC Sidewalk project.

The remaining funds for the entire HCC Front Entrance project is \$27,385.80. Therefore, the low bid of \$24,212 from Buildet LLC is within the allocated funds, with an overall project savings of \$3,173.38. The Park Board has approved Staff's recommendation and now seeks the Board of Alderman approval. Staff will answer any questions that the Board may have. Thank you.

Council Bill No.

Resolution No.

A Resolution of the Board of Aldermen authorizing the city administrator to enter into an agreement with Buildet LLC for the front sidewalk replacement at the Harrisonville Community Center in the amount of \$24,212.00, and establishing an effective date.

WHEREAS, the City of Harrisonville Parks and Recreation Department (“Parks Dept.”) wishes to make improvements to the damaged concrete to the front sidewalks of the Community Center;

WHEREAS, a notice was posted in a paper of public record and bids were accepted for such improvements with 3 bids submitted;

WHEREAS, the Parks Dept. opened the bids on May 14, 2019;

WHEREAS, Buildet LLC (“Buildet”) was determined by staff to be the lowest and best bidder;

WHEREAS, the bid in total with the front entry concrete bid did not exceed the \$60,000 budgeted for front concrete improvements to the Community Center;

WHEREAS, the Park Board reviewed the bids on May 14, 2019 and recommend approval of the low bid;

WHEREAS, the Parks Dept. recommends the Board approve the bid at a cost of \$24,212.00;

WHEREAS, the Board of Aldermen have reviewed the bids presented and believe it to be in the best interests of the City to approve the low bid from Buildet LLC at a cost of \$24,212.00.

NOW THEREFORE BE IT RESOLVED BY THE HARRISONVILLE BOARD OF ALDERMEN THAT:

Section 1: The City Administrator is hereby authorized and directed by the Board of Aldermen to enter into an agreement on behalf of the City of Harrisonville, Missouri, with Buildet LLC, of Nevada, Missouri, to replace concrete and landscaping at the front entrance to the Harrisonville Community Center for \$24,212.00.

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 20th day of May 2019.

Judy Bowman, Mayor & Ex Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 20th day of May 2019



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: May 14, 2019
SUBJECT: City Admin Rpt 5-20-18

Type of Item: Report

CITY ADMINISTRATOR REPORT

May 20, 2019

1. Seagull Environmental says they have completed the Phase II environmental report on the Old Electric/Water Plant on Independence and have submitted it to the Missouri Department of Natural Resources. MoDNR is reviewing the report and will forward an approved copy in 2 to 4 weeks.
2. City offices will be closed Monday May 27, 2019 for the Memorial Day holiday.
3. I will be out of the office Thursday and Friday, May 23 & 24, 2019.
4. MGT began the enterprise fund transfer audit Tuesday and estimate finishing it up at the end of June. MGT met with Department Heads to get an understanding of how the Enterprise Funds like Electric and CWSS use the services provided by Administration, Utility Billing, and Community Development.
5. Changes to our current website that can be transferred to the upgraded website will wrap up Friday, May 24, 2019. After that, we will have to wait until the upgraded site is online and running before we can make those changes. The new site launch is planned for Thursday, July 11, 2019.
6. As part of the "This Place Matters" statewide promotional program from the Missouri Main Street Connection, David Atkinson is conducting a historic tour of the Square Saturday, May 18, 2019, starting at 10a in front of the Brick House Coffee and Eatery. The tour will last about an hour and half and is FREE for everyone and is co-sponsored by Love the Square.

A. Action Item (ID # 3218)

City Admin Rpt 5-20-18



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: May 6, 2019
SUBJECT: April 2019 Municipal Court Report

Type of Item: *Report*

B. Discussion Item (ID # 3207)

April 2019 Municipal Court Report

Attachments:

April 2019 Court Report (PDF)

IN THE MUNICIPAL COURT OF HARRISONVILLE, MISSOURI
CASS COUNTY

I certify that the attached is a report on all cases heard or tried before the Judge of the Circuit Court of Cass County Missouri, Municipal Division at Harrisonville during the month of April 2019 and that the information and statements contained in said report are true and correct according to my best information, knowledge and belief.

Kevin K. Anderson
Municipal Court Judge

Date

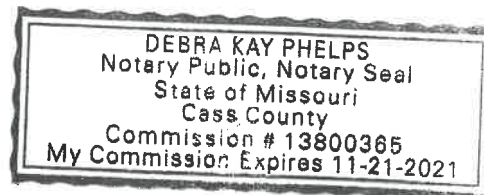
Presented and reviewed as required by Court Operating Rule 4.29.

City Clerk

Date

Subscribed and sworn to before me this 6th day of May, 2019.

Notary



Attachment: April 2019 Court Report (April 2019 Municipal Court Report)

Municipal Division Summary Reporting

17th Judicial Circuit - Cass County - Harrisonville Municipal Division

I. COURT INFORMATION

Reporting Period:		
April	2019	Court activity occurred in reporting period: Yes
Clerk's Physical Address:	Mailing Address:	Vendor
300 E. Pearl St. Harrisonville, MO 64701	PO Box 367 Harrisonville, MO 64701	Incode (Tyler Technologies)
Telephone Number:	Fax Number:	
(816) 380-8903		
Prepared by:	Prepared by E-mail Address:	Municipal Judge(s) Active During Reporting Period:
Michelle Shaffer	michelle.shaffer@courts.mo.gov	Kevin Anderson

II. MONTHLY CASELOAD INFORMATION		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations / informations) pending at start of month		58	746	887
B. Cases (citations / informations) filed		4	99	43
C. Cases (citations / informations) disposed				
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0
2. court / bench trial - GUILTY		0	3	1
3. court / bench trial - NOT GUILTY		0	0	1
4. plea of GUILTY in court		5	72	67
5. violations Bureau Citations (i.e., written plea of guilty) and bond forfeitures by court order (as payment of fines / costs)		0	52	1
6. dismissed by court		0	6	2
7. nolle prosequi		0	5	5
8. certified for jury trial (not heard in the Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		5	138	77
D. Cases (citations / informations) pending at end of month [pending caseload = (A + B) – C9]		57	707	853
E. Trial de Novo and / or appeal applications filed		0	0	0

Attachment: April 2019 Court Report (April 2019 Municipal Court Report)

III. WARRANT INFORMATION (pre- & post-disposition)		IV. PARKING TICKETS	
1. # Issued during reporting period:	162	Does court staff process parking tickets? Yes	
2. # Served/withdrawn during reporting period:	164	1. # Issued during reporting period:	1
3. # Outstanding at end of reporting period:	997		

V. DISBURSEMENTS	
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)	
Fines – Excess Revenue	\$10,621.00
Clerk Fee – Excess Revenue	\$989.44
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Excess Revenue	\$30.49
Bond forfeitures (paid to city) – Excess Revenue	\$100.00
Total Excess Revenue	\$11,740.93
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)	
Fines – Other	\$8,082.00
Clerk Fee – Other	\$682.42
Judicial Education Fund (JEF) Court does not retain funds for JEF: Yes	
Peace Officer Standards and Training (POST) Commission surcharge	\$139.31
Crime Victims Compensation (CVC) Fund surcharge – Paid to State	\$993.35
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Other	\$21.04
Law Enforcement Training (LET) Fund surcharge	\$278.65
Domestic Violence Shelter surcharge	\$278.65
Inmate Prisoner Detainee Security Fund surcharge	\$278.65
Sheriffs' Retirement Fund (SRF) surcharge	\$416.88
Restitution	\$0.00
Parking ticket revenue (including penalties)	\$0.00
Bond forfeitures (paid to city) – Other	\$0.00
Total Other Revenue	\$11,170.95
Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs, witness fees, and board bill/jail costs.	
E/R OVERPAYMENT	\$0.50
E/R DWI RECOUPMENT FEE	\$4.34
DWI RECOUPMENT FEE	\$126.78
Total Other Disbursements	\$131.62
Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$23,043.50
Bond Refunds	\$40.00
Total Disbursements	\$23,083.50