



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
DECEMBER 16, 2019
7:00 PM**

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
- 3. Public Participation**
- 4. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Dec 2, 2019 7:00 PM**
- 5. Agenda Items**
 - A. ALDERMAN BOCKELMAN DISCIPLINE VOTE (if necessary)**
 - B. Vehicle Purchase for Police Department**
 - C. Council Bill 77: A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH JCI, LEE'S SUMMIT, MO TO REPLACE SCUM PUMP AT HARRISONVILLE WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$16,378.00, AND ESTABLISHING AN EFFECTIVE DATE.**
 - D. Fiscal Year 2019 Write-off Accounts Receivable Balances**
 - E. UPDATE AUTHORIZED BANK SIGNATURES**
 - F. Council Bill 78: A RESOLUTION PURSUANT TO CHAPTER 103, ADMINISTRATIVE SECTION 103.010 PERSONNEL RULES AND REGULATIONS, ESTABLISHING AND APPROVING AN ADDITIONAL HOLIDAY TO THE PERSONNEL POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE**

- G. Council Bill 79: A RESOLUTION OF THE BOARD OF ALDERMEN TO APPROVE AMENDING THE PAY SCALE BY INCREASING THE MINIMUM WAGE IN PAY LEVEL .25 TO MATCH THE CURRENT MINIMUM WAGE AS ESTABLISHED BY THE STATE OF MISSOURI AND MOVING THE POSITION OF PAYROLL CLERK FROM LEVEL 2 TO PAYROLL & BENEFITS CLERK LEVEL 4 AND MOVING THE POSITION OF ACCOUNTING SPECIALIST LEVEL 4 TO ASSISTANT FINANCE DIRECTOR LEVEL 6 AND ESTABLISHING AN EFFECTIVE DATE**
- 6. Aldermen and Committee Reports**
- 7. Report from the City Administrator**
 - A. Municipal Court Monthly Report for November 2019**
- 8. Questions from the Media**
- 9. Adjourn to Executive Session Pursuant to RSMo 610.021 (3) Hiring, firing or discipline of employee**
- 10. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 13th day of December, 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



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
DECEMBER 2, 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
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	
Judy Bowman	Harrisonville	Mayor	Present	

Others present were: City Attorney Steve Mauer, City Administrator Mike Tholen, Police Chief John Hofer, Finance Director Marcella McCoy, City Planner Roger Kroh, Public Information Officer/Deputy City Clerk Daniel Barnett and City Clerk Randall Jones, Recording.

2. Ceremonial Matters

A. 2020 Census Proclamation

Mayor Bowman shared a proclamation in support of the upcoming 2020 Census.

B. Chaldean Women's Club Presentation

Mayor Bowman was joined by Alderman Reece along with Jeanette Bartles, Peggy Clum and Betty Catron of the Chaldean Women's Club who presented a \$100 check for the Mayor's Christmas Tree Fund.

3. Public Participation

Larry Strack, 810 N. Patton, addressed the Mayor and Board regarding a request for a follow up on some questions that he emailed to each Alderman regarding utility rates and also information regarding the overage on the utility bills.

4. Approval of Minutes

A. Board of Aldermen - Work Session - Nov 18, 2019 5:30 PM

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

B. Board of Aldermen - Regular Meeting - Nov 18, 2019 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Judy Reece, Board Member
SECONDER:	Dave Doerhoff, Board Member
AYES:	Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner
ABSENT:	Brad Bockelman

C. Board of Aldermen - Special Meeting - Nov 21, 2019 6:00 PM

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

D. Board of Aldermen - Special Meeting - Nov 22, 2019 6:00 PM

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

E. Board of Aldermen - Work Session - Nov 25, 2019 6:00 PM

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

F. Executive Session Nov. 21, 2019

A motion was made by Alderman Reece with a second by Alderman Doerhoff to approve the minutes of Executive Session November 21, 2019. Motion carried with all ayes.

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Approval of Minutes)

G. Executive Session Nov. 22, 2019

A motion was made by Alderman Davidson with a second by Alderman Turner to approve the minutes of Executive Session November 22, 2019. Motion carried with all ayes.

5. Agenda Items**A. APPOINTMENT TO PLANNING & ZONING**

City Administrator Mike Tholen presented staff report. Mayor Bowman would like to appoint Wilbert Crawford to Planning and Zoning to fill the unexpired term of Jim Proctor who has resigned. Motion carried.

B. PUBLIC HEARING and Council Bill 76: AN ORDINANCE OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, GRANTING A 10-YEAR SPECIAL USE PERMIT TO GRAHAM AND SANDRA GENTRY AND AQUAFRESH BARRAMUNDI, LLC TO OPERATE AN INDOOR AQUACULTURE FARM TO RAISE FISH WITH AN ATTENDANT'S LIVING QUARTERS AND AN INDOOR HYDROPONIC FARM AT 4241 BROOKHART DRIVE IN THE CITY OF HARRISONVILLE, MISSOURI

Public Hearing - Staff report presented by City Planner Roger Kroh. Graham Gentry, owner of AquaFresh, addressed the Mayor and Board. Alderman Reece asked for clarification of the waste removal and disposal. Alderman Davidson asked for clarification of the purpose of the greenhouse and the reply was perhaps growing hemp if allowed but would mainly be used for high-end vegetables. Media/South Cass Tribune Brian Pulliam questioned how many acres of hemp would be grown and the reply was it would only be inside the greenhouse but possibly the 20 acres to the north. No other input, the public hearing was closed. Council Bill #76 was read for the first time by title only. A motion to suspend the rules and move Council Bill #76 to its second reading by Alderman Turner with a second by Alderman Miller. Motion carried. Roll call vote was taken: Alderman Bockelman absent, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson aye, Alderman Davidson aye, Alderman Turner aye. Having been read in title only twice upon passage, Mayor Bowman designated it to be Ordinance #3481.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Turner, Board Member
SECONDER:	Clint Miller, Board Member
AYES:	Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner
ABSENT:	Brad Bockelman

C. AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2019 THROUGH DECEMBER 31, 2019.

Staff report presented by Finance Director Marcella McCoy. Alderman Davidson asked for clarification on the amounts. Council Bill #77 was read for the first time by title only. A motion to suspend the rules and move Council Bill #77 to its second reading by Alderman Miller with a second by Alderman Davidson. Motion carried. Roll call vote was taken: Alderman Bockelman absent, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson aye, Alderman Davidson aye, Alderman Turner aye. Having been read in title only twice upon passage, Mayor Bowman designated it to be Ordinance #3482.

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Approval of Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Clint Miller, Board Member
SECONDER: Gary Davidson, Board Member
AYES: Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner
ABSENT: Brad Bockelman

D. SECOND READING AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF HARRISONVILLE AS FOLLOWS: CHAPTER 700, SECTION 700.530, BY ESTABLISHING NEW RATES FOR MUNICIPAL ELECTRIC SERVICES

A motion was made by Alderman Miller to amend the proposed ordinance as previously discussed at the November 25th work session. Alderman Milner seconded the motion. Motion carried with a roll call vote: Alderman Bockelman absent, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson nay, Alderman Davidson aye, Alderman Turner nay. Council Bill #72 was read in title only for the second time. Roll call vote: Alderman Bockelman absent, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson nay, Alderman Davidson aye, Alderman Turner nay. Upon passage, Mayor Bowman designated it to be Ordinance #3483.

RESULT: ADOPTED [5 TO 2]
MOVER: Clint Miller, Board Member
SECONDER: Marcia Milner, Board Member
AYES: Doerhoff, Milner, Reece, Miller, Davidson
NAYS: David Dickerson, Matt Turner
ABSENT: Brad Bockelman

E. SECOND READING AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF HARRISONVILLE AS FOLLOWS: CHAPTER 700, SECTION 700.460, BY ESTABLISHING NEW RATES FOR MUNICIPAL SEWER SERVICES

A motion was made by Alderman Miller to amend the proposed ordinance as previously discussed at the November 25th work session. Alderman Davidson seconded the motion. Motion carried with a roll call vote: Alderman Bockelman absent, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson nay, Alderman Davidson aye, Alderman Turner nay. Council Bill #73 was read in title only for the second time. Roll call vote: Alderman Bockelman absent, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson nay, Alderman Davidson aye, Alderman Turner nay. Upon passage, Mayor Bowman designated it to be Ordinance #3484.

RESULT: ADOPTED [5 TO 2]
MOVER: Clint Miller, Board Member
SECONDER: Gary Davidson, Board Member
AYES: Doerhoff, Milner, Reece, Miller, Davidson
NAYS: David Dickerson, Matt Turner
ABSENT: Brad Bockelman

F. SECOND READING AN ORDINANCE ADOPTING AN OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

Council Bill #74 was read in title only for the second time. Roll call vote: Alderman Bockelman absent, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson nay, Alderman Davidson aye, Alderman Turner aye. Upon passage, Mayor Bowman designated it to be Ordinance #3485.

City Attorney Steve Mauer read the Expression of the Intent of the Board of Aldermen as follows: It is the intent of the Board of Aldermen that the position of Economic Development Director as specified in the newly passed City Budget should not be filled immediately. Rather, the to-be-hired City Administrator shall have the discretion to make that employment decision after evaluating the status of City operations/current employees and the goals of the Board of Aldermen after July 1, 2020. A motion was made by Alderman Miller with a second by Alderman Davidson to accept this Expression of Intent. Motion carried with voice vote of 6 ayes and 1 nay.

RESULT:	ADOPTED [6 TO 1]
AYES:	Doerhoff, Milner, Reece, Miller, Davidson, Turner
NAYS:	David Dickerson
ABSENT:	Brad Bockelman

G. SECOND READING AN ORDINANCE AUTHORIZING A VARIANCE FOR THE DEVELOPER OF THE HARRISONVILLE VILLAS A VARIANCE OF THE APPROVED SUBDIVISION PLAT BY NOT REQUIRING TIMBER DRIVE TO EXTEND TO THE WEST PROPERTY LINE

City Attorney Steve Mauer stated that he had asked that this be brought back to the Board. Since then, he stated he received a response from Harrisonville Villas with a settlement proposal and he shared this with the Mayor and Board asking for direction on how to respond to the request. Alderman Reece made a motion to table Council Bill #47 with a second by Alderman Doerhoff. Motion carried. At this time, Mayor Bowman asked for discussion on how the Board would like to respond. Alderman Milner stated they needed to finish the road before being considered for the Second Phase. Alderman Dickerson said that they did have to hire a new codes person at the time this was happening. Alderman Davidson did not like that the Villas had told the residents that their rent would be going up. He expressed he is not in favor. Alderman Doerhoff was not opposed to having them post a bond. Alderman Miller said it was an unfortunate series of mistakes and would like to give them 12 to 18 months to resolve the matter. Alderman Turner thought it was the City's fault for not handling it correctly from the beginning. Alderman Dickerson would like to work with them. Mayor Bowman proposed that City Attorney Mauer work with the developer to get the road completed with possibility of posting a bond or letter of credit to be held until road completion. Alderman Milner stated that she would like to see a time frame to complete the road in case property were to sell before the road is completed.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Judy Reece, Board Member
SECONDER:	Dave Doerhoff, Board Member
AYES:	Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner
ABSENT:	Brad Bockelman

H. REPORT OF INVESTIGATION COMMITTEE

Alderman Davidson presented information to the Board regarding the absence of Alderman Bockelman during Board of Alderman meetings. An investigation committee was appointed to review his absences along with City Attorney Mauer. It was reported

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Approval of Minutes)

that Alderman Bockelman had missed 10 regular meetings in a 12-month period. A motion was made by Alderman Davidson to move forward with the charge of violating the attendance policy for aldermen as per City Code with a second by Alderman Doerhoff. Motion carried with a roll call vote. Alderman Turner, aye, Alderman Doerhoff, aye, Alderman Milner, aye, Alderman Reece, aye, Alderman Davidson, aye, Alderman Dickerson, nay, Alderman Miller nay.

City Attorney Mauer proposed a hearing be conducted in Executive Session on December 16, 2019 at 6 p.m. A motion was made by Alderman Milner with a second by Alderman Davidson to hold hearing as proposed. Motion carried with a roll call vote: Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson aye, Alderman Davidson aye, Alderman Turner aye.

6. Aldermen and Committee Reports

Alderman Doerhoff stated that Ward 1 needs to be represented by two people who are elected. He stated his appreciation to Forged by Fire for providing area first responders a meal on Thanksgiving.

Alderman Milner commended the board for a good work session last week and to Alderman Miller for his research. She reminded everyone of the Bright Futures Holiday Store this Saturday.

Alderman Davidson was in agreement with Alderman Milner regarding the work session. He also reminded everyone of the Shop with a Cop event coming up on December 14th.

Mayor Bowman spoke on the Shop with a Cop Event which she has been involved with. She asked Chief Hofer to speak on this and he stated that they currently have 99 funded out of the 150 goal that has been set. Mayor Bowman reminded all of the Christmas on the Square festivities this Saturday. She thanked Alderman Miller for his leadership in discussing the utility rate increases.

7. Report from the City Administrator

City Administrator Mike Tholen expressed his thanks to the board for their work on the 2020 budget. He announced that Finance Director Marcella McCoy will be leaving the City to accept the position of finance director for the City of Warrensburg.

8. Questions from the Media

Brian Pulliam with the South Cass Tribune asked for clarification that the proposed rate increases include a 2% increase for electric in 2021 and a 3% increase for sewer in 2021. The answer was yes given by Alderman Miller.

9. Adjourn From Regular Session

A motion was made by Alderman Dickerson with a second by Alderman Turner to adjourn. Motion carried. Meeting adjourned at 8:34 p.m.

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Approval of Minutes)



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: December 12, 2019
SUBJECT: ALDERMAN BOCKELMAN DISCIPLINE VOTE

Type of Item: *Approval*

- A. Action Item (ID # 3426)**
ALDERMAN BOCKELMAN DISCIPLINE VOTE



TO: Board of Aldermen
FROM: John Hofer, Director
DATE: December 11, 2019
SUBJECT: Vehicle Purchase for Police Department

Type of Item: *Purchase*

The 2019 City of Harrisonville approved budget contains \$26,000 for the purchase of a used vehicle for the Police Department Investigations Unit. We are still waiting for these funds to be deposited from the DEA as these funds were obtained from a drug forfeiture. We are hopeful these funds will be deposited in a City of Harrisonville account yet this month. We anticipate getting a lesser amount than the full \$26,000 as the DEA will take out its portion but at this time, we are not exactly sure what that amount will be.

That said, staff is requesting approval from the Board of Alderman to find a vehicle once the funds have been deposited and directly negotiate with a local dealer for the best price of a used vehicle, not to exceed the amount deposited by the DEA.

This is a procedure that has been approved by the Board of Alderman for the Community Center for the purchase of a van earlier this year. If approved, staff will directly negotiate the best price and make a recommendation to the City Administrator for the final purchase of the vehicle.

At this time staff is recommending approval to use this purchasing process to get this vehicle purchased within the 2019 budget cycle.

If you have any questions or concerns, please feel free to contact me at the office.

B. Action Item (ID # 3425)

Vehicle Purchase for Police Department



STAFF REPORT

TO: Board of Aldermen
FROM: Eric Patterson, Director
DATE: December 5, 2019
SUBJECT: 2019 WWTP Scum Pump Replacement

Type of Item: *Agreement*

C. Action Item (ID # 3424)

Council Bill 77: A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH JCI, LEE’S SUMMIT, MO TO REPLACE SCUM PUMP AT HARRISONVILLE WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$16,378.00, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Harrisonville (“City”) wishes to replace the scum pump at the wastewater treatment plant;

WHEREAS, the City went out for bids that were opened on November 21, 2019,

WHEREAS, a notice was posted and bids were accepted for a new scum pump, and

WHEREAS, JCI, Lee’s Summit, MO was determined to be the lowest and best bidder,

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 for the new scum pump in the amount of \$16,378.00;

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

Section 1: The City Administrator is hereby authorized and directed to enter into an agreement on behalf of the Board of Aldermen with JCI, Lee’s Summit, MO to replace scum pump at the wastewater treatment plant at a cost of \$16,378.00.

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 16th day of December, 2019.

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

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 16th day of December, 2019

Attachments:

2019 Memo to Board - WWTP Pump Replacment (DOC)



**2019 WWTP SCUM PUMP
REPLACEMENT**
ENGINEERING DEPARTMENT
HARRISONVILLE, MISSOURI

To: Mayor & Board of Aldermen
From: Eric Patterson, Director of Public Works
Date: January 24, 2019
RE: Contract Award

Type of Item:

Staff seeks Board approval to award and purchase a new scum pump for the Wastewater Treatment Plant.

Issue:

This pump will replace 1 of 2 scum pumps at the plant. Both pumps are failing, so this will be the first to be replaced. Our engineers believe that centrifugal pumps will perform as well as the current positive displacement pumps at a more economical price. Request for proposals was prepared and sent out for firms that could not only provide the pump, but also provide the piping modifications.

Background:

Staff solicited proposals for the new scum pump and piping modifications, and on November 21, 2019, we received responses from 4 suppliers/contractors:

• JCI, Lee's Summit, MO	\$16,378.00
• Alliance Pump & Mechanical, Independence, MO	\$18,810.50
• FTC, Kansas City, MO	\$19,070.00
• Ross Construction, Raytown, MO	\$31,200.00

Recommendations:

Staff has reviewed each submittal and based on their qualifications, pump performance/quality, and cost request the Board approve the award to JCI for a price of \$16,378.00

Attachment: 2019 Memo to Board - WWTP Pump Replacement (2019 WWTP Scum Pump Replacement)



STAFF REPORT

TO: Board of Aldermen
FROM: Marcella McCoy, Director
DATE: December 12, 2019
SUBJECT: Fiscal Year 2019 Write-off Accounts Receivable Balances

Type of Item: *Approval*

INTRODUCTION

The purpose of this memo is to recommend write-off amounts for delinquent accounts receivable balances in Emergency Medical Services, Community Center and Utilities. Annual audit has recommendation to write off accounts receivable balances yearly that are deemed uncollectable.

DISCUSSION

Emergency Medical Services are billed at the time service is provided. Community Center establishes receivables at the time of membership or program enrollment. Utility bills are billed after a period of usage and statements sent monthly.

Emergency Medical Services are collected by billing insurance and then the customer. Customer accounts are sent to a collection agency when the customer chooses not to pay for services not covered by insurance.

The Community Center typically would eliminate the receivable balance as a membership or program is cancelled. The amounts would not accumulate in accounts receivable and the revenue would be reduced. Historically, this has not taken place regularly, so it's more of a housekeeping type item than anything. The receivable balance held more than 120 days is currently \$62,298.74 in the Parks software system. The recommendation is to reduce the allowance balance by \$8,046.24 to match the 120-day receivable balance.

Here is a short summary of how balances are collected for utility services:

1. A current customer - services are disconnected for non-payment.
2. Customer has left with service charges due - balance is sent to a collection agency
3. Customer passed away - charges are uncollectable
4. Customer has filed bankruptcy - required write-off as uncollectable.

All services treat the account the same when a customer passes or has filed bankruptcy. The account is deemed uncollectable and is to be written off.

Emergency Services has provided a listing of accounts to write-off due to bankruptcy; deceased and the collection agency has been unable to collect and deemed them uncollectable. The total number of emergency service accounts recommended for write-off are 158 totaling \$71,828.40.

The Community Center has provided an aging listing that reflects balances over 120 days old.

Utility Services has provided a listing of accounts to write-off due to bankruptcy; deceased and the collection agency has been unable to collect and deemed them uncollectable. The total number of utility service accounts recommend for write-off are 269 totaling \$73,489.69. This amount is defined into the perspective services, so it includes, Refuse, Electric, and Water/Sewer Funds.

ACTION REQUIRED/RECOMMENDED

Staff recommends and respectfully asks the Board of Alderman to approve the amounts presented to be written off for Emergency Services, Community Center and Utility services.

D. Action Item (ID # 3427)

Fiscal Year 2019 Write-off Accounts Receivable Balances



STAFF REPORT

TO: Board of Aldermen
FROM: Marcella McCoy, Director
DATE: December 12, 2019
SUBJECT: UPDATE AUTHORIZED BANK SIGNATURES

Type of Item: *Approval*

INTRODUCTION

This memo is to update the bank authorized signatures upon absence of Director McCoy.

DISCUSSION

The bank contract includes authorized signatures and with the resignation of Director McCoy, the signatures need to be updated and authorized. Recommendation to approve the following staff with position titles for bank signatures is:

Judy Bowman, Mayor

Randy Jones, City Clerk

Kim Hubbard, Accounting Specialist

Amanda Williams, Account Clerk

In the past the Mayor, Finance Director, City Clerk, Accounting Specialist and Account Clerk have been authorized signatures for all banking and investment transactions. This recommendation is basically the same with updated names in those positions. The bank institutions are requesting documentation from the Board of Alderman authorizing these staff members.

Current bank accounts are held at Community Bank and Commerce Bank. Commerce has two accounts, the Court Bond account and Operating account. The Community Bank account is still collecting the credit card transactions from Parks until the software upgrade is complete. The target date to transition the Parks credit card transactions to Commerce is around January 15, 2020.

RECOMMENDATION/ACTION REQUESTED

Staff recommends the Board of Alderman approve these staff members as signatories for the banking institutions.

E. Action Item (ID # 3428)

UPDATE AUTHORIZED BANK SIGNATURES



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: December 4, 2019
SUBJECT: Personnel Policy ResolutionUpdate

Type of Item: *Approval*

Council Bill No. 78

Resolution No.

**A RESOLUTION PURSUANT TO CHAPTER 103, ADMINISTRATIVE
SECTION 103.010 PERSONNEL RULES AND REGULATIONS,
ESTABLISHING AND APPROVING AN ADDITIONAL HOLIDAY TO THE
PERSONNEL POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, this Resolution is done pursuant to Chapter 103, Administration, Section 103.010, Personnel Rules and Regulations to establish a revised Personnel Policy (Section 7.3.1) for the City of Harrisonville, Missouri

WHEREAS, the addition of one legal holiday (Martin Luther King Jr. Day) be included in Section 7.3.1

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

Section 1: That the Personnel Policy for the City of Harrisonville has been amended with the addition of said holiday.

Section 2: That the additional holiday is hereby approved and adopted, and shall be maintained in a file designated by the City Administrator who shall advise and direct City staff to follow such policy, with a copy available for public inspection in the city clerk's office.

Section 3: effective date. That this order shall become effective December 16, 2019 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 16th day of December, 2019.

Judy Bowman, Mayor & Ex-Officio

Chairman of the Board of Alderman

ATTEST:

Randall K. Jones, City Clerk

APPROVED by the Mayor this 16^h day of December, 2019.

7.3 Holidays 7.3.1 General Provisions

7.3.2 Employees Required to Work on Holidays

All regular employees (whose shifts are less than 24 hours) shall receive normal compensation for eleven (11) legal holidays listed in this section, provided the employee works the last regularly scheduled work day prior to and following the recognized holiday. With regard to holiday pay, the utilization of accrued leave or jury duty will be considered time worked, though proof of incapacity or sick leave may be required by the Supervisor and the City Administrator.

The twelve City holidays are:

New Year's Day
 Martin Luther King Jr Day
 President's Day
 Good Friday
 Memorial Day
 Independence Day
 Veteran's Day
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Day
 Christmas Holiday

Whenever one of the designated holidays falls on Sunday, the following Monday shall be observed as the holiday: whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Temporary, part-time, seasonal and reserve employees are not eligible for holiday pay. Regular part-time employees will receive holiday pay in proportion to their part-time schedule if the holiday falls on their regular scheduled work day.

The schedules for the two Days Off Are:

Christmas Holidays are as follows If Christmas is on:

Sunday	Monday and Tuesday
Monday	Monday and Tuesday
Tuesday	Monday and Tuesday
Wednesday	Tuesday and Wednesday
Thursday	Thursday and Friday
Friday	Thursday and Friday
Saturday	Thursday and Friday



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: December 4, 2019
SUBJECT: Resolution to Amend Pay Scale

Type of Item: *Approval*

Council Bill No. 79

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN TO APPROVE AMENDING THE PAY SCALE BY INCREASING THE MINIMUM WAGE IN PAY LEVEL .25 TO MATCH THE CURRENT MINIMUM WAGE AS ESTABLISHED BY THE STATE OF MISSOURI AND MOVING THE POSITION OF PAYROLL CLERK FROM LEVEL 2 TO PAYROLL & BENEFITS CLERK LEVEL 4 AND MOVING THE POSITION OF ACCOUNTING SPECIALIST LEVEL 4 TO ASSISTANT FINANCE DIRECTOR LEVEL 6 AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Harrisonville adopted the Harrisonville, Missouri Compensation Structure as the pay scale for city employees:

WHEREAS, the City has made changes to the Compensation Structure from time to time:

WHEREAS, City staff believes that to attract the best individuals for part-time employment the City needs to increase the minimum wage for employees in Level .25 to the newly established State minimum wage for 2020 and to move the position of Payroll Clerk from a Level 2 position to Payroll & Benefits Clerk Level 4 position and the position of accounting specialist level 4 position to Assistant Finance Director level 6 position;

WHEREAS, the Board of Aldermen upon review of staff recommendation believe the proposed changes to be in the best interests of the City of Harrisonville:

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

Section 1: That the Harrisonville Board of Aldermen accepts the amendment to the Harrisonville, Missouri Compensation Structure to increase Pay Level .25 to \$9.45 per hour as the minimum hourly rate and to move the position of Payroll Clerk from Level 2 position to Payroll & Benefits Clerk Level 4 position and the position of Accounting Specialist level 4 position to Assistant Finance Director level 6 position.

Section 2: That this resolution shall become in effect January 1, 2020 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 16th day of December, 2019.

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

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 16th day of December, 2019



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

To: Mike Tholen, Interim City Administrator
 From: Marcella McCoy, Finance Director
 Date: December 12, 2019
 Subject: Reclassify Accounting Specialist to Assistant Finance Director

INTRODUCTION

The purpose of this memo is to outline the responsibilities for the Accounting Specialist position and recommend reclassification to Assistant Finance Director and change the pay grade level from a Level 4 to a Level 6.

DISCUSSION

Over the past four years as Finance Director, I have given further responsibilities to the Accounting Specialist position. Additionally, the Accounting Specialist maintains all the banking transactions for the City.

Over my tenure with the City, the investment portfolio has grown from around \$12 million to over \$16 million. This is a great responsibility to maintain and to manage the cash flow processes. Also, the number of bank transactions and the additional reconciliation of credit card receipts has increased significantly. There has also been an increase in the level of oversight for ledger transactions.

Audit standards have changed, and it is recommended that the audit firm no longer provide routine entries as part of the year-end close processes. These entries include booking all the inventory level changes, reconcile any prepaid transactions and reconcile the INCODE financial system to outside systems such as RecTraQ in Parks and SuiteSoft in Emergency Services.

Upon my resignation, there has been even further responsibility given the Accounting Specialist. This includes reconciliation of the Trustee statements for all the outstanding bonds, including the TDD and TIF trustees. The TDD and TIF transactions have also been giving to the Accounting Specialist to complete monthly and quarterly. Lastly, staff will be reporting to this position in the interim until a Finance Director is hired.

The level of responsibility for the position to manage the financial transactions for the entire city is much greater than the Accounts Payable Specialist responsibilities. Currently, both positions are in the same Pay Grade; Level 4.

Based on the current salary, there is no recommendation for an immediate increase in salary. The level change provides for future increase in salary.

RECOMMENDATION/ACTION REQUESTED

I am recommending reclassifying the Accounting Specialist position to Assistant Finance Director. Currently the Accounting Specialist is a Level 4. Recommendation is to move this position to Level 6 that includes Assistant Public Works, Deputy City Clerk, Municipal Court Administrator and several others with similar responsibilities.

Updated 12/4/2019

Title	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 13						
City Administrator	\$90,515	\$113,144	\$135,773	\$43.52	\$54.40	\$65.28
Level 12						
Finance Director/Assistant City Administrator	\$75,315	\$94,144	\$112,973	\$36.21	\$45.26	\$54.31
Level 11						
City Engineer	\$71,159	\$88,949	\$106,739	\$34.21	\$42.76	\$51.32
Director of Electric Utility						
Director of Emergency Services (Fire Chief)						
Director of Public Works						
Police Chief						
Level 10						
Community Development Director	\$64,595	\$80,744	\$96,893	\$31.06	\$38.82	\$46.58
IT Director						
Director of Parks and Recreation						
Electric Superintendent						
Level 9						
Police Lieutenant	\$58,739	\$73,424	\$88,109	\$28.24	\$35.30	\$42.36
Electric Line Supervisor						
Level 8						
Deputy Fire Chief	\$53,299	\$66,624	\$79,949	\$25.62	\$32.03	\$38.44
Journeyman Lineman						
Street Superintendent						
Level 7						
Building Official	\$47,659	\$59,574	\$71,489	\$22.91	\$28.64	\$34.37
City Clerk/HR						
EMS Captain (Full Time Hourly Rate Adjusted for 2,756 regular hrs & 164 hrs OT)				\$15.88	\$19.84	\$23.81
Information Technology Specialist						
Police Sergeant (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				\$21.57	\$26.96	\$32.35
Tree Trimming Supervisor						
Assistant Parks & Recreation Director						
Level 6						
Airport Manager	\$42,635	\$53,294	\$63,953	\$20.50	\$25.62	\$30.75
Assistant Public Works Director						
Chief Water Plant Operator						
Chief Wastewater Plant Operator						
Public Information Officer/Deputy City Clerk						
Economic Development Manager						
Human Resource Specialist						
Maintenance Supervisor						
Assistant Finance Director						
Municipal Court Administrator						
Park Supervisor						
Corporal/Detective (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				\$19.29	\$24.11	\$28.94
Street Supervisor						
W/S Maintenance Supervisor						
Level 5						
Apprentice Lineman	\$38,171	\$47,714	\$57,257	\$18.35	\$22.94	\$27.53
Business Office Manager						
Codes Compliance Officer/Building Inspector I						
Engineering Tech						
Executive Secretary						
Firefighting Paramedic (Full Time Hourly Rate Adjusted For 2,756 Regular Hrs & 164 hrs of OT)				\$12.72	\$15.89	\$19.07
GIS Technician/Planner II						
Plant Operator III (A & B License Holders)						
Police Officer I (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				\$17.27	\$21.59	\$25.91
Recreation/Aquatics/Program/Fitness Supervisor						

Updated 12/4/2019

Title	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 4						
Accounting Clerk II	\$34,203	\$42,754	\$51,305	\$16.44	\$20.55	\$24.67
Accounting Specialist						
Accounts Payable Specialist						
Aquatics Supervisor						
Chief Animal Control Officer						
Codes Compliance Officer						
Communication Officer (Dispatcher)						
Firefighting EMT (Full time Rate adjusted for 2,756 regular hrs & 164 hrs OT)				\$11.39	\$14.24	\$17.09
Plant Operator II (C & D License Holders)						
Police Cadet (Part-time)						
Payroll & Benefits Clerk						
Tree Trimmer						
Level 3						
Accounts Receivable Clerk						
Administrative Secretary	\$30,667	\$38,334	\$46,001	\$14.74	\$18.43	\$22.12
Animal Control Officer I						
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)						
Level 2						
Accounting Clerk I	\$27,523	\$34,404	\$41,285	\$13.23	\$16.54	\$19.85
Court Clerk						
Customer Service Specialist						
Payroll Clerk						
Police Records Clerk						
Recreation Coordinator						
Level 1						
Animal Shelter Worker	\$24,723	\$30,904	\$37,085	\$11.89	\$14.86	\$17.83
Codes Compliance Officer/Building Inspector I- Part Time						
General Maintenance I (Custodian/Laborer/Semi-Skilled)						
Level .75						
Fitness Instructor- Part Time				\$10.00	\$12.50	\$15.00
Intern						
Level .5						
Pool Manager				\$9.00	\$11.25	\$13.50
Special Events Coordinator						
Concessions Stand Manager						
Level .25						
Concession Stand Worker				\$9.45	\$11.81	\$14.18
Fitness Floor/Recreation Attendant						
Life Guard						
Front Desk - Customer Service - Office Support						
Seasonal & Part-time Maintenance Worker						
Swim Instructor						

Attachment: Harrisonville Compensation Structure January 1 2020 (Resolution to Amend Pay Scale)



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: December 12, 2019
SUBJECT: Municipal Court Monthly Report for November 2019

Type of Item: *Agreement*

A. Action Item (ID # 3429)

Municipal Court Monthly Report for November 2019

Attachments:

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 September 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 12th day of December, 2019.

Notary

CAROLINE E. VAUGHN
Notary Public - Notary Seal
State of Missouri
Commissioned for Cass County
My Commission Expires: March 14, 2023
Commission Number: 19500796

Attachment: Court Report (Municipal Court Monthly Report for November 2019)

Municipal Division Summary Reporting

17th Judicial Circuit - Cass County - Harrisonville Municipal Division

I. COURT INFORMATION

Reporting Period:		
November	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		119	788	713
B. Cases (citations / informations) filed		5	39	44
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	0	3
	3. court / bench trial - NOT GUILTY	0	0	0
	4. plea of GUILTY in court	1	49	29
	5. violations Bureau Citations (i.e., written plea of guilty) and bond forfeitures by court order (as payment of fines / costs)	0	15	0
	6. dismissed by court	0	8	1
	7. nolle prosequi	3	5	8
	8. certified for jury trial (not heard in the Municipal Division)	0	0	0
	9. TOTAL CASE DISPOSITIONS	4	77	41
D. Cases (citations / informations) pending at end of month [pending caseload = (A + B) – C9]		120	750	716
E. Trial de Novo and / or appeal applications filed		0	0	0

Attachment: Court Report (Municipal Court Monthly Report for November 2019)

III. WARRANT INFORMATION (pre- & post-disposition)		IV. PARKING TICKETS	
1. # Issued during reporting period:	110	Does court staff process parking tickets? Yes	
2. # Served/withdrawn during reporting period:	84	1. # Issued during reporting period:	0
3. # Outstanding at end of reporting period:	907		

V. DISBURSEMENTS		
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		
Fines – Excess Revenue		\$4,013.00
Clerk Fee – Excess Revenue		\$375.62
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Excess Revenue		\$11.58
Bond forfeitures (paid to city) – Excess Revenue		\$665.00
Total Excess Revenue		\$5,065.20
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		
Fines – Other		\$6,456.00
Clerk Fee – Other		\$463.23
Judicial Education Fund (JEF) Court does not retain funds for JEF: Yes		
Peace Officer Standards and Training (POST) Commission surcharge		\$72.12
Crime Victims Compensation (CVC) Fund surcharge – Paid to State		\$518.79
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Other		\$15.47
Law Enforcement Training (LET) Fund surcharge		\$138.22
Domestic Violence Shelter surcharge		\$138.22
Inmate Prisoner Detainee Security Fund surcharge		\$138.25
Sheriffs' Retirement Fund (SRF) surcharge		\$222.63
Restitution		\$0.00
Parking ticket revenue (including penalties)		\$0.00
Bond forfeitures (paid to city) – Other		\$800.00
Total Other Revenue		\$8,962.93
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		\$3.00
DWI RECOUPMENT FEE - NOT EXCESS REVENUE		\$137.37
Total Other Disbursements		\$140.37
Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited		\$14,168.50
Bond Refunds		\$423.00
Total Disbursements		\$14,591.50