



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
MARCH 16, 2020
6:00 PM**

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
 - A. Proclamation for Shen Yun Performing Arts**
 - B. HHS Wrestling Team Proclamation**
 - C. Service Award for Eric Myler**
- 3. Public Participation**
- 4. Approval of Minutes**
 - A. Board of Aldermen - Work Session - Mar 2, 2020 5:30 PM**
 - B. Board of Aldermen - Regular Meeting - Mar 2, 2020 7:00 PM**
 - C. Executive Session Minutes March 2, 2020**
- 5. Agenda Items**
 - A. Library Truck Night 2020**
 - B. STEP Grant Authorization**
 - C. Council Bill 11: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI TO AUTHORIZE THE CITY ADMINISTRATOR TO GIVE NOTICE OF INTENT TO WITHDRAW TO MIDWEST PUBLIC RISK EFFECTIVE JULY 1, 2020 AND ESTABLISHING AN EFFECTIVE DATE.**

- D. Council Bill 12: A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE MAYOR TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN CEDARHURST OF HARRISONVILLE REAL ESTATE, LLC AND THE CITY OF HARRISONVILLE, MISSOURI WITH RESPECT TO AN ASSISTED LIVING AND MEMORY CARE COMMUNITY TO BE DEVELOPED AT 2606 ROCK HAVEN ROAD, HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE.**
 - E. Council Bill 13: A RESOLUTION OF THE CITY OF HARRISONVILLE, MISSOURI TO ALLOW THE SIGNING OF A CONTRACT FOR THE SALE OF REAL ESTATE AND ESTABLISHING AN EFFECTIVE DATE.**
 - F. Council Bill 14: AN ORDINANCE OF THE CITY OF HARRISONVILLE, MISSOURI, AMENDING SECTION 110.197 OF THE HARRISONVILLE CITY CODE OF ORDINANCES TO CHANGE THE PROCEDURE AND CONDITIONS FOR PRIVATE CITIZENS TO ADDRESS THE BOARD OF ALDERMEN AND ESTABLISHING AN EFFECTIVE DATE.**
 - G. Council Bill 15: AN ORDINANCE TO AMEND CHAPTER 130 FINANCING, PURCHASING POLICY BY REPEALING SECTION 130.020; ENACTING IN LIEU THEREOF A NEW PURCHASING POLICY SECTION 130.020 REDLINE ADDITIONS TO BE APPROVED BY THE BOARD OF ALDERMEN AND ESTABLISHING AN EFFECTIVE DATE.**
- 6. Aldermen and Committee Reports**
- 7. Report from the City Administrator**
 - A. January 2020 Municipal Court Report**
- 8. Questions from the Media**
- 9. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 12th day of March, 2020

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



Shen Yun Performing Arts Days March 28-29, 2020

Whereas, the **Falun Dafa Association of Kansas City** is dedicated to the revitalization of 5,000 years of genuine Chinese culture; and

Whereas, the **Falun Dafa Association of Kansas City** is devoted to promoting a higher standard of ethical and moral behavior; and

Whereas, the **Falun Dafa Association of Kansas City** is determined to preserve the very best of art, in all of its forms; and

Whereas, in its endeavors to do all these, the **Falun Dafa Association of Kansas City** has brought **Shen Yun Performing Arts** to the Kansas City area nearly every year since 2008; and

Whereas, **Shen Yun Performing Arts** presents the True cultural heritage of traditional China; and

Whereas, **Shen Yun Performing Arts** is comprised of a unique group of leading artists who share in a vision of cultural renewal; and

Whereas, **Shen Yun Performing Arts** not only entertains, but also more deeply educates, enriches, and inspires, offering audiences of all ages a rare experience of consummate beauty and goodness; and

Whereas, evoking themes of virtue, compassion, and courage, **Shen Yun Performing Arts** leaves millions of viewers from all cultural backgrounds filled with joy, energy, hope and peace in the most prestigious venues of the world.

NOW, THEREFORE, BE IT RESOLVED THAT I, Judy Bowman, Mayor of the City of Harrisonville, do hereby recognize the **Falun Dafa Association of Kansas City** by proclaiming the days of March 28-29, 2020 as **Shen Yun Performing Arts Days** in the City of Harrisonville and join my fellow citizens in extending our best wishes for their continued success in the future.

Judy Bowman, Mayor



City of

Harrisonville

est.
1836

2.B.a

***A PROCLAMATION HONORING
THE HARRISONVILLE HIGH SCHOOL WILDCATS
2020 CLASS 2 GIRLS WRESTLING
TEAM CHAMPIONSHIP***



WHEREAS, the Harrisonville Wildcat Girls Wrestling team represents Harrisonville in the sport of High School Girls Wrestling, and

WHEREAS, the Harrisonville Wildcat Girls Wrestling team is only in its second year of existence, and

WHEREAS, the Harrisonville Wildcat Girls Wrestling team qualified three competitors for the 2020 Missouri State Girls Wrestling Championships in Columbia on February 20 - 22, and

WHEREAS, the Harrisonville Wildcat Girls Wrestling team, along with Head Coach Eric DeVenney and his excellent coaching staff, competed valiantly, finishing with a 12 win and two loss record, including 11 victories by fall, and

WHEREAS, the Harrisonville Wildcat Girls Wrestling team, while competing in a tournament that featured larger schools with a greater number of athletes, finished with a total of 76 team points, winning the Missouri State Girls Team Title for the first time in school history, and

WHEREAS, through their hard work and determination, they have brought great honor to their school and their hometown,

NOW, THEREFORE, on behalf of the Board of Aldermen of the City of Harrisonville, I, Mayor Judy Bowman congratulate the Harrisonville Wildcat Girls Wrestling team on winning the State Wrestling Championship and wish them continued success throughout the school year and in all their future endeavors.

Judy Bowman, Mayor
March 2, 2020

Attachment: Girls Wrestling 2020 PDF (HHS Wrestling Team Proclamation)

Presented by the Mayor and the Harrisonville Board of Aldermen to

Eric Myler

In Grateful Appreciation for

20 Years

Of Dedicated Service to



March 16, 2020

Judy Bowman, MAYOR



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
MARCH 2, 2020
5:30 PM

1. Call to Order

The meeting was called to order at 5:30 PM by Mayor Judy Bowman

2. Present

Attendee Name	Organization	Title	Status	Arrived
Mike Zaring	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	
Judy Bowman	Harrisonville	Mayor	Present	

Others present were: City Administrator Brad Ratliff, Public Works Director Eric Patterson, Parks & Recreation Director Chris Deal, IT Director/Finance Manager Jeremy Smith, Public Information Officer/Deputy City Clerk Daniel Barnett and City Clerk Randall Jones, Recording.

3. Discussion Items

City Administrator Brad Ratliff presented to the Mayor and Board a pay performance plan and gave explanation regarding the forms and the implementation of the plan. This will allow employees to establish measurable goals. All employees would be reviewed at the beginning of each fiscal year and receive increases based on performance.

Alderman Davidson suggested adding the word "attainable" to goal setting.

Alderman Milner asked if health concerns would be considered that might necessitate re-evaluating goals. She also asked about the moral of employees when implementing this change.

Administrator Ratliff went through the process of how that would be addressed. In addition, spoke on how it affected moral in a positive way; in the past 2 City's he worked with on this implementation.

Alderman Reece asked what if the goal was exceeded but other areas of performance were lacking. Administrator Ratliff gave examples how this would be addressed.

Alderman Davidson said should note where employee has improved.

Alderman Reece asked about training for supervisors and department heads and how to implement this plan. Administrator Ratliff agreed that this would be worked on and training would be implemented through this year to get ready to start for the next fiscal year.

Administrator Ratliff said that other projects working on changing to PTO as well as looking at insurance and benefits and will be updating job descriptions and pay scales.

Alderman Zaring brought up possible quarterly reviews to establish benchmarks throughout the year. Alderman Davidson responded that biannual would be appropriate as quarterly would be too intensive. Administrator Ratliff agreed.

Alderman Davidson believed this should be a positive thing.

Alderman Reece asked about the opportunity for employees to voice concerns. Administrator Ratliff answered that the employee self evaluation gave them that opportunity.

Administrator Ratliff said the utility office will be looking at policies and will be working with IT Director Jeremy Smith to review and present policy changes in the future.

Mayor Bowman pointed out that this policy will be a help to the employees and liked that all evaluations would be done at the first of the year.

Administrator Ratliff and IT Director Jeremy Smith mentioned possible payroll automation, new features with Incode and the possibility of outsourcing payroll.

Meeting was adjourned at 6:40 p.m.

A. Pay Performance Plan

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Mar 2, 2020 5:30 PM (Approval of Minutes)



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
MARCH 2, 2020
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
Mike Zaring	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	
Judy Bowman	Harrisonville	Mayor	Present	

Others present were: City Administrator Brad Ratliff, City Attorney Alex Felzien, Police Chief John Hofer, HES Chief Eric Myler, Public Works Director Eric Patterson, IT Director/Finance Manager Jeremy Smith, Parks & Recreation Director Chris Deal, Public Information Officer/Deputy City Clerk Daniel Barnett and City Clerk Randall Jones, Recording.

2. Ceremonial Matters

A. Henry Scott Service Award

Henry Scott with the Harrisonville Emergency Services Department, was presented his ten year service award from Mayor Bowman and HES Chief Eric Myler.

B. Proclamation for Shen Yun Performing Arts

Due to illness, proclamation will be presented at the March 16, 2020 meeting.

3. Public Participation

Larry Strack, 810 N. Patton, addressed the Mayor and the Board and questioned the status of the presentation on the flooding study. He also had some concerns over storm water management and was directed to follow up with City Engineer Ted Martin and City Administrator Brad Ratliff.

4. Approval of Minutes

A. Board of Aldermen - Work Session - Feb 18, 2020 5:30 PM

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

B. Board of Aldermen - Regular Meeting - Feb 18, 2020 7:00 PM

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

5. Agenda Items

- A. A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE PAYMENT TO ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC (ESRI), FOR PURCHASING GIS SOFTWARE AND ONLINE SERVICES AS PART OF THE THREE YEAR GIS SOFTWARE SYSTEM UPGRADE FOR THE CITY OF HARRISONVILLE IN AN AMOUNT NOT TO EXCEED \$15,000/YEAR.**

Staff report presented by Public Works Director Eric Patterson. Upon passage, Mayor Bowman designated it to be Resolution 2020-006.

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

- B. A RESOLUTION OF THE HARRISONVILLE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO INCLUDE AND EXECUTE THE DNR REQUIRED ONE YEAR FOLLOW UP TO THE CITY'S CONTRACT WITH BURNS AND MCDONNELL AND ESTABLISHING AN EFFECTIVE DATE.**

Staff report presented by Public Works Director Eric Patterson. Upon passage, Mayor Bowman designated it to be Resolution 2020-007.

Minutes Acceptance: Minutes of Mar 2, 2020 7:00 PM (Approval of Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Clint Miller, Board Member
SECONDER: Dave Doerhoff, Board Member
AYES: Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

C. ACCI Specialty Materials Special Use Permit - Public Hearing

Staff report presented by City Planner Roger Kroh. Vince Mancini, General Manager for ACCI, gave explanation for the need of storage containers and how they will benefit their business. Mayor Bowman also added that Planning & Zoning had placed a limit of no more than two storage containers allowed. No citizen input. Public Hearing was closed.

D. AN ORDINANCE OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, GRANTING A 5-YEAR SPECIAL USE PERMIT TO ACCI SPECIALTY MATERIALS TO UTILIZE A MAXIMUM OF TWO (2) CONEX STORAGE CONTAINERS AT 1701 VINE STREET SUBJECT TO CERTAIN CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE.

Council Bill #009 was read for the first time by title only. A motion to suspend the rules and move Council Bill #009 to its second reading by Alderman Dickerson with a second by Alderman Milner. Motion carried. Roll call vote was taken: Alderman Zaring aye, 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 #3487.

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

E. AN ORDINANCE OF THE CITY OF HARRISONVILLE, MISSOURI, AMENDING SECTION 110.180 OF THE HARRISONVILLE CITY CODE OF ORDINANCES TO CHANGE THE REGULAR MEETING TIME THE BOARD OF ALDERMEN MEETS FROM 7:00 P.M. TO 6:00 P.M. AND ESTABLISHING AN EFFECTIVE DATE.

Council Bill #010 was read for the first time by title only. A motion to suspend the rules and move Council Bill #010 to its second reading by Alderman Davidson with a second by Alderman Turner. Motion carried. Roll call vote was taken: Alderman Zaring aye, 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 #3488.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gary Davidson, Board Member
SECONDER: Matt Turner, Board Member
AYES: Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

6. Aldermen and Committee Reports

Alderman Doerhoff announced that the Town Hall meeting would be Saturday, March 7th beginning at 9 a.m.

Alderman Milner asked about the possibility of having school championship signs posted at city limits into Harrisonville.

Alderman Reece encouraged everyone to attend the Town Hall meeting this week.

Alderman Dickerson asked about the taste of the water. Public Works Director Patterson said they believe they have found the cause and have it corrected it at the plant. The water is and has been safe to drink.

Alderman Davidson stated there were 175 DARE graduates this last week and recognized Officer Jacobs and Officer Miller for their efforts. He also asked Police Chief Hofer to explain about TRACTION. Chief Hofer explained the program and said they are currently working on an article that will be featured in the IACP Magazine in August.

Alderman Turner gave an update from Planning & Zoning and announced about the Royal Regiment mattress fundraiser.

7. Report from the City Administrator

City Administrator Ratliff commended the Police Department, Emergency Services and Public Information Officer Daniel Barnett for their efforts during the Quick Trip incident last weekend. He announced about the statewide tornado drill happening on Tuesday and the Storm Shelter Open House at the 3 designated locations this Saturday. Mayor Bowman had interviews with Channel 9 and Channel 4 regarding the storm shelters. He had Public Information Officer Daniel Barnett give an explanation on the benefits of using the Nixle alert program. Mr. Ratliff announced that the city had been awarded a grant to update the Historic Preservation Plan.

Mayor Bowman thanked the Board for approving the meeting time changes. She also gave an explanation regarding the Storm Shelter Open House and the emergency backpack drawing that will be held at the event.

8. Questions from the Media

None.

9. Adjourn to Executive Session Pursuant to RSMo 610.021 (2) Real Estate

A motion was made by Alderman Milner to adjourn to Executive Session pursuant to RSMo 610.021 (2) with a second by Alderman Dickerson. Roll call vote: Alderman Zaring aye, Alderman Doerhoff aye, Alderman Milner aye, Alderman Reece aye, Alderman Miller aye, Alderman Dickerson aye, Alderman Davidson aye, Alderman Turner aye. Motion carried.

10. Adjourn From Regular Session

A motion to adjourn was made by Alderman Milner with a second by Alderman Doerhoff.
Motion carried. Meeting adjourned at 8:10 p.m.

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Mar 2, 2020 7:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: March 5, 2020
SUBJECT: Library Truck Night 2020

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: Sara Steinmetz

Requested Actions: Use of City Property (Parking Lots)

Date of Application: February 13, 2020

PROPOSAL

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 15, 2020 from 5:30 pm until 7:30 pm.

The applicant anticipates a crowd size of 300 for the event. The applicant has requested that the city provide barricades for blockage for the event area. Street Superintendent Jacobs has agreed to provide the necessary barricades and signage for the event and will have his staff assemble the barricades as requested. The estimated cost for the city services provided is approximately \$250 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.

PREVIOUS ACTIONS

The event was held last year, and no noted complaints or concerns were associated with the event.

KEY ISSUES

N/A

STAFF COMMENTS AND SUGGESTIONS

Over the years this has become a very popular event and a great opportunity for City staff to interact with young children in a very positive environment. Many city departments participate in this event annually.

STAFF RECOMMENDATION

With no complaints and concerns with this event last year and similar events in the past staff recommends approval for this event.

ATTACHMENTS

Event Permit Application
Map of the Area

STAFF CONTACT:

Chief John J. Hofer
jhofer@harrisonville.com

A. Action Item (ID # 3468)

Library Truck Night 2020

Attachments:

Library Truk Show 2020Map (DOCX)

Library Truck Night 2020 Event Permit (PDF)



Attachment: Library Truk Show 2020Map (Library Truk Night 2020)

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 Mechanic
 Phone: 816-884-3483 Cell: _____
3. Purpose of Event: Big Truck Night
4. Proposed date(s) and time(s) of Event: June 15 - 5:30-7:30 p.m.
5. Location(s) where event will be held: City Parking Lot behind library
6. Anticipated crowd size: 300 +
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: In the past the parking lot has been barricaded at 3:00 p.m. to allow time for the vehicles to set up

APPROVED this _____ day of _____, 20 _____

Chief of Police

City Clerk

RECEIVED
FEB 13 2020
CITY OF HARRISONVILLE

Attachment: Library Truck Night 2020 Event Permit (Library Truck Night 2020)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: February 28, 2020
SUBJECT: STEP Grant Authorization

Type of Item: *Approval*

Issue: Annual STEP (Special Traffic Enforcement Program) grant application.

Background: With regards to our 2020-2021 STEP (Special Traffic Enforcement Program) grants, we seek your continued support of this program. The City of Harrisonville has participated in the Missouri Department of Transportation, Division of Highway Safety STEP program since 2001. This program provides funding for overtime pay, specifically allowing for an officer(s) to target high traffic crash areas with enforcement.

This year, we have requested a total \$9,600.00 in assistance. Included in this request are \$3,600.00 for DWI Enforcement, \$2,250.00 for Hazardous Moving Violations (Speeding) and \$3,750.00 for Occupant Safety (Seat Belt Enforcement). There is no city match required for any of these grants. These grant programs are specifically for overtime associated with the enforcement of traffic violations, and reimbursed to the City on a monthly basis.

Again this year all we need is your signature of support on the application authorization forms (attached).

The Harrisonville Police Department appreciates your continued support and your consideration with these grants.

B. Action Item (ID # 3463)

STEP Grant Authorization

Attachments:

STEP Grant Auth. (PDF)



Traffic and Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

CITY COUNCIL AUTHORIZATION

On _____, 20__ the Council of _____
_____ held a meeting and discussed the City's participation
in Missouri's Highway Safety Program.

It is agreed by the Council that the City of _____
will participate in Missouri's Highway Safety Program.

It is further agreed by the Council that the Chief of Police will investigate the
financial assistance available under the Missouri Highway Safety Program for
Traffic Enforcement and report back to the Council his/her recommendations.
When funding through the Highway Safety Division is no longer available, the
local government entity agrees to make a dedicated attempt to continue support
for this traffic safety effort.

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mayor

Attachment: STEP Grant Auth. (STEP Grant Authorization)



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: January 31, 2020
SUBJECT: MPR Intent to Withdraw Resolution

Type of Item: *Approval*

Council Bill No. 11

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI TO AUTHORIZE THE CITY
ADMINISTRATOR TO GIVE NOTICE OF INTENT TO WITHDRAW TO
MIDWEST PUBLIC RISK EFFECTIVE JULY 1, 2020 AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the staff of the City of Harrisonville, Missouri (“City”) recommends that the Board of Aldermen (“Board”) approve a Notice of Intent to withdraw to Midwest Public Risk effective July 1, 2020;

WHEREAS, the City solicited requests for qualifications for brokerage services for insurance;

WHEREAS, City Officials and Staff determined that Stafford & Stafford Insurance, Harrisonville, Missouri, is the best insurance broker to provide service to the City;

WHEREAS, the Board accepts the recommendation of Stafford & Stafford Insurance with respect to insurance coverage for the best interest of the City.

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

Section 1: That the City Administrator of the City of Harrisonville is hereby authorized and directed to give Notice of Intent to Withdraw to Midwest Public Risk effective July 1, 2020.

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 16th day of March, 2020.

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 March, 2020



TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: March 11, 2020
SUBJECT: Memorandum of Understanding with Cedarhurst of Harrisonville

Type of Item: *Approval*



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

To: Board of Aldermen

From: Brad Ratliff, City Administrator
Roger Kroh, Community Development Planner

Date: March 11, 2020

Re: Memorandum of Understanding with Cedarhurst of Harrisonville Real Estate, LLC.

GENERAL INFORMATION

Applicant: Cedarhurst of Harrisonville Real Estate, LLC

Requested Actions: Approval of MOU between the City of Harrisonville and Cedarhurst

Date of Application: March 11, 2020

PROPOSAL

The resolution authorizes the Mayor to sign an MOU that memorializes the intentions of the City and Cedarhurst regarding a tax abatement under Missouri Statutes Ch. 100 on real property improvements, a sales tax exemption on construction materials, infrastructure costs, permitting and review processes, and payment of bond fees.

PREVIOUS ACTIONS

None

KEY ISSUES

1. The State has granted Cedarhurst a Certificate of Need for supporting the need for additional assisted care beds in Cass County.
2. This project eliminates blight on a property that is the gateway to the City.
3. The property has a high rock content and perhaps environmental concerns which limits its development potential.
4. There has been no interest on this property except for one inquiry from a tow company.
5. The City will recover the costs of infrastructure improvements.
6. The City will receive approximately \$265,000 annually in new revenue for water, sewer and electric utilities. Electric service will transfer to City from Osage Valley Cooperative.
7. The Heritage Tractor property (as is) generates \$17,812 annually and \$356,240 over 20 years in property taxes.
8. Cedarhurst will generate \$43,667 annually and \$1.06 million over 20 years in property taxes and save an equal amount with a 50 % abatement.
9. Cedarhurst will save an estimated \$231,750 in sales tax on construction materials. Most of the sales tax saved is the State portion.

STAFF COMMENTS AND SUGGESTIONS

The MOU memorializes the intentions of the City and Cedarhurst as follows:

1. Cedarhurst intends to construct an assisted living and memory care community consisting of
a

\$10.6 million, one-story, 73-unit building of approximately 70,000 sq. ft. at 2606 Rock Haven Rd.

2. To assist with and incentivize the project, the City is willing to provide the following:
 - A. A 50% tax abatement on real property improvements for a term of 20 years.
 - B. A sales tax exemption at the rate of 100% on construction materials.
3. The site requires an upgraded lift station, water and sewer connections and electrical transformer. The City will perform such work and Cedarhurst will pay the City actual costs up to \$150,000. The costs may be funded by bonds.
4. The Chapter 100 bonds will be issued to and funded by the Company.
5. Cedarhurst will comply with all City permitting and review processes and pay associated fees.
6. Cedarhurst shall pay the fees of the bond counsel and financial advisor to the City.

STAFF RECOMMENDATION: Approval

ATTACHMENTS

Resolution

Exhibit I. - Memorandum of Understanding

Rendering - Preliminary

Before and After Aerial

STAFF CONTACT(S): Brad Ratliff, City Administrator

Roger Kroh, Community Development Planner

D. Action Item (ID # 3470)

A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE MAYOR TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN CEDARHURST OF HARRISONVILLE REAL ESTATE, LLC AND THE CITY OF HARRISONVILLE, MISSOURI WITH RESPECT TO AN ASSISTED LIVING AND MEMORY CARE COMMUNITY TO BE DEVELOPED AT 2606 ROCK HAVEN ROAD, HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Cedarhurst of Harrisonville Real Estate, LLC (“the “Company”) wishes to construct an assisted living and memory care community consisting of a one-story, 73-unit building of approximately 70,000 square feet (the “Project”) at 2606 Rock Haven Road in Harrisonville, Missouri (the “Site”) at an estimated cost of \$10,600,000; and

WHEREAS, the Project benefits the City by supporting the need for additional assisted living and memory care beds in Cass County and eliminates blight on a property that is the gateway to the City; and

WHEREAS, the City and the Company wish to memorialize the intentions of both parties regarding a tax abatement under Chapter 100 of the Revised Statutes of Missouri on real property improvements, a sales tax exemption on construction materials, infrastructure costs, and permitting and review processes.

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

Section 1: The Mayor is hereby authorized and directed to sign a Memorandum of Understanding (Exhibit I) that memorializes the intentions of the City of Harrisonville, Missouri and Cedarhurst of Harrisonville Real Estate, LLC with respect to an assisted living and memory care community at 2606 Rock Haven Road in Harrisonville, Missouri.

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 March 2020.

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 March 2020

Attach. Exhibit I. Memorandum of Understanding

Attachments:

MOU Signed by Cedarhurst (PDF)

Rendering - Preliminary (PNG)

Before and After Aerials (DOCX)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) memorializes the intentions of the City of Harrisonville, Missouri (the “City”) and Cedarhurst of Harrisonville Real Estate, LLC (the “Company”) with respect to an assisted living and memory care community consisting of a one-story, 73-unit building of approximately 70,000 square feet (the “Project”) to be developed by the Company at 2606 Rock Haven Road, Harrisonville MO 64701 (the “Site”) within the limits of the City. The Project is estimated to cost \$10,600,000. To assist with and incentivize the Project, the City is willing to provide the following:

1. Tax abatement under Chapter 100 of the Revised Statutes of Missouri on real property improvements included in the Project at a rate of 50% of the taxes otherwise due for a term of 20 years after completion of the Project.
2. Sales tax exemption at the rate of 100% on construction materials that are incorporated into the Project and become a part of the real property.
3. The Site requires an upgraded lift station, water and sewer connections and the installation of an electrical transformer. The City will perform such lift station and electrical improvements and water and sewer connections and the Company will pay the City, with a cost not to exceed \$150,000, for the actual costs of such improvements (the “Infrastructure Costs”) at or prior to the closing of the Chapter 100 transaction. The Company may add the Infrastructure Costs to the project to be funded by the bonds issued as part of the Chapter 100 transaction, with the understanding that the Chapter 100 bonds will be issued to and funded by the Company.
4. The Company will be required to comply with all City permitting and review processes applicable to the Project, including the payment of any fees typically associated with such processes.

The provision of incentives under this MOU is subject to the following: (1) the City following all required legal procedures in connection with Chapter 100, including notice to all affected taxing districts with an opportunity for such districts to be heard before approval of a Chapter 100 plan for industrial development, and (2) mutual agreement of the parties as to the documents to be executed in connection with the plan for industrial development. As part of the closing of the Chapter 100 transaction, the Company shall pay the fees of Gilmore & Bell, P.C., bond counsel to the City, and McLiney And Company, financial advisor to the City. At the point that the industrial development plan is prepared and considered, the portion of the financial advisor’s fee accrued based on work completed to such point shall be payable whether or not the Chapter 100 transaction eventually closes.

CITY OF HARRISONVILLE, MISSOURI

CEDARHURST OF HARRISONVILLE REAL ESTATE, LLC

Mayor

By: 

Name: Jordan Dorsey

Title: SVP

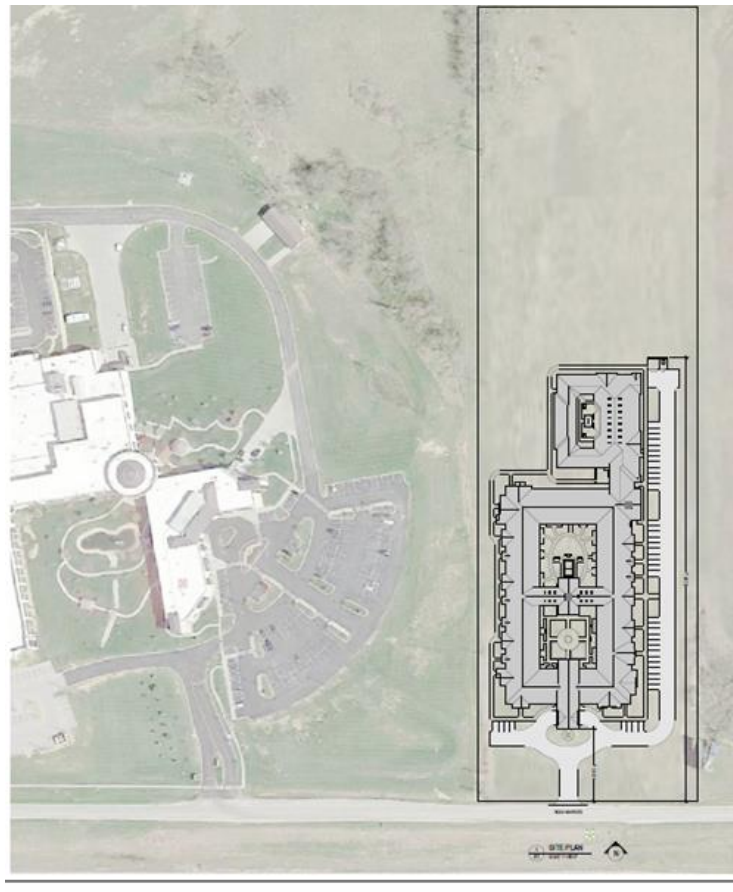
Attachment: MOU Signed by Cedarhurst (Memorandum of Understanding with Cedarhurst of Harrisonville)



EXISTING SITE



PROPOSED (Preliminary)





STAFF REPORT

TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: March 11, 2020
SUBJECT: Real Estate Contract Resolution

Type of Item: *Agreement*

To: Board of Aldermen

From: Randall Jones, City Clerk

Date: March 10, 2020

Re: 300 & 304 E. Mechanic Street

GENERAL INFORMATION

Applicant: City of Harrisonville

Requested Actions: Approval

Date of Application: March 10, 2020

PROPOSAL

The sale of lots 300 & 304 East Mechanic was approved last fall by the Board of Aldermen. City attorney has prepared a resolution for Mayor to sign real estate contract on behalf of the City.

PREVIOUS ACTIONS

KEY ISSUES

STAFF COMMENTS AND SUGGESTIONS

STAFF RECOMMENDATION

Approval

ATTACHMENTS

STAFF CONTACT:

Randall Jones, City Clerk rjones@harrisonville.com

E. Action Item (ID # 3471)

A RESOLUTION OF THE CITY OF HARRISONVILLE, MISSOURI TO ALLOW THE SIGNING OF A CONTRACT FOR THE SALE OF REAL ESTATE AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City has negotiated a contract for the sale of real estate located at 300 and 304 East Mechanic Street Harrisonville, Missouri 64701.

WHEREAS, the City of Harrisonville wishes to enter into a contract for the sale of this real estate.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the City of Harrisonville, Missouri shall be authorized to execute the contract for sale of real estate on behalf of the City of Harrisonville, Missouri.

Judy Bowman, Mayor

ATTEST:

Randy Jones, City Clerk

APPROVED this ____ day of March, 2020.



STAFF REPORT

TO: Board of Aldermen
FROM: Brad Ratliff, City Administrator
DATE: March 11, 2020
SUBJECT: Public Comment

Type of Item: *Amendment*

GENERAL INFORMATION

Applicant: Brad Ratliff
Requested Actions: Amend Ordinance
Date of Application: 03/16/20

PROPOSAL

When resident is coming to address the Board of Aldermen, they are looking for two things:

1. An action
2. An answer

When items come up with no prewarning about what the subject is going to be, staff cannot be prepared to answer or provide the needed data to the Board. By putting this process in place, allows the resident time to inform us of what the issue is. Staff can then research and provide the data to the Board of Alderman on the date you need to answer the question, or to provide an action item.

PREVIOUS ACTIONS

There are no previous actions.

KEY ISSUES

1. Gives staff time to prepare the data needed to the Board
2. Gives the resident more immediate action
3. Brings a more open and healthier dialog
4. Brings more professionalism to our meeting process

STAFF COMMENTS AND SUGGESTIONS

This will help in many ways to cut down on confusion and to be more transparent in our meetings. It will also give more civility, efficiency and a quicker responses to the resident's concern or need.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

STAFF CONTACT: Brad Ratliff, bratliff@harrisonville.com

F. Action Item (ID # 3469)

AN ORDINANCE OF THE CITY OF HARRISONVILLE, MISSOURI, AMENDING SECTION 110.197 OF THE HARRISONVILLE CITY CODE OF ORDINANCES TO CHANGE THE PROCEDURE AND CONDITIONS FOR PRIVATE CITIZENS TO ADDRESS THE BOARD OF ALDERMEN AND ESTABLISHING AN EFFECTIVE DATE.

Attachments:

O. Changing Manner of Public Comment Final (00037842-2xC1FED) (PDF)

Agenda Request Form Final (PDF)

AN ORDINANCE OF THE CITY OF HARRISONVILLE, MISSOURI, AMENDING SECTION 110.197 OF THE HARRISONVILLE CITY CODE OF ORDINANCES TO CHANGE THE PROCEDURE AND CONDITIONS FOR PRIVATE CITIZENS TO ADDRESS THE BOARD OF ALDERMEN.

WHEREAS, the City desires to allow for public participation in a manner that prioritizes the time of the citizens, the Board of Aldermen and interested parties,

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, THAT SECTION 110.197 SHALL BE AMENDED TO READ AS FOLLOWS:

A. Any person desiring to address the Board shall first obtain the recognition of the presiding officer. The following rules shall govern communications and recognition.

1. Public participation during regular meetings of the Board of Aldermen shall be limited to those who have submitted a completed agenda request form.

2 Each person wishing to address the Board during regular meetings of the Board of Aldermen on a topic not on the agenda shall submit a completed agenda request form five (5) business days prior to the meeting the person wishes to address the Board. If the agenda request concerns a complex issue requiring staff research time, the opportunity to address the Board may be moved to a future meeting instead of the meeting immediately following the submission of the agenda request form.

3. Those that have submitted a completed agenda request form shall be limited to three (3) minutes to address the Board, this time cannot be yielded to another person and this time may be extended in three (3) minutes increments only upon a majority vote of the members of the Board of Aldermen, with each additional three (3) minute increment requiring an additional majority vote of the members of the Board of Aldermen.

4. Each person addressing the Board shall give his or her name and address in an audible tone of voice for the record.

5. All remarks shall be addressed to the Board as a body and not to any member thereof. No person, other than the Board and the person having the floor, shall be permitted to enter into the discussion, either directly or through a member of the Board, without the permission of the presiding officer. No question shall be asked of a member of the Board except through the presiding officer. If a person continues to speak out from the audience to interrupt and/or disrupt the meeting, the Serjeant-at-arms may have that person removed from the premises.

6. *Written communications.* Interested persons, or their representatives, may address the Board by written communications in regard to any matter concerning the City's business by delivering a copy of such communication to the City Clerk, either before the Board meeting commences or at a recess of such Board meeting, or by reading the written communication themselves.

7. *Oral communications.* Interested persons, or their representatives, may address the Board by oral communications in regard to any matter concerning City business.

8. *Handed out Materials.* All items/exhibits submitted and/or shown either to the Board of Aldermen or Staff during the meeting will be retained and become part of the official record of these proceedings.

9. *Work Session.* The public is welcome to attend but there is no process to formally speak. Speakers are invited and given permission by the Board of Aldermen or staff on an item being discussed. The purpose of work session is for staff and the elected body to discuss items of need or for information that do not need a formal action.

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 16TH DAY OF MARCH 2020 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 16TH DAY OF MARCH 2020 AND PASSED BY THE BOARD OF ALDERMEN THIS 16TH DAY OF MARCH 2020.

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 March 2020
ATTEST:

APPROVED AS TO FORM:

Steven E. Mauer, City Attorney



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

AGENDA REQUEST FORM

This form must be completed and submitted to the office of the City Clerk. Completed materials for the agenda shall be submitted five (5) business days prior to the next Board of Aldermen meeting. If the agenda request concerns a complex issue requiring staff additional research time, the opportunity to address the Board may be moved to a future meeting. The Board of Aldermen regular meetings are the 1st and the 3rd Monday of each month unless changed due to a holiday.

Date of Request: _____ Scheduled Meeting Date: _____

Full Name of Speaker: _____ Organization: _____

Home Address: _____ City _____ State _____ Zip _____

Home Phone #: _____ Work Phone #: _____ Cell#: _____

Email: _____

Specifics of Topic: _____

(You may write on the back or add additional sheets of paper for "Topic" and "Outcome" sections.)

Desired Outcome: _____

If applicable, has this item been previously presented to any of the following Boards for consideration?

_____ Board of Aldermen	Date Presented _____	Outcome _____
_____ Planning & Zoning	Date Presented _____	Outcome _____
_____ Park Board	Date Presented _____	Outcome _____
_____ Board of Adjustment	Date Presented _____	Outcome _____

***I have been made aware of the date and time of the next scheduled Board of Aldermen meeting.

Signature: _____

Office Use Only:

Date request received:



STAFF REPORT

TO: Board of Aldermen
FROM: Brad Ratliff, City Administrator
DATE: March 11, 2020
SUBJECT: Updating the Purchasing Policy

Type of Item: *Amendment*

GENERAL INFORMATION

Applicant: City Administrator
Requested Actions: Amend Purchasing Policy
Date of Application: 03/16/20

PROPOSAL

Currently the Board of Alderman approve the budget and capital improvement projects for the fiscal year through a tedious process. The way the current purchasing policy is written, requires staff to again, bring the items back to the BOA for approval through the same fiscal year. As stated in the ordinances, the City Administrator is to carry out the policies and goals of the Board of Alderman. If the Board has already approved these items and projects in the budget, then it seems redundant to bring them back again for a second approval. However, we did add to the policy, if the item or project bid come in higher than the approved budget; staff will bring these items to the BOA to determine the direction. The changes in the policy will allow the City Administrator and staff to complete the projects and items of the City in a more efficient and timely manner.

PREVIOUS ACTIONS

There some items in the policy that were updated in 2017, but none addressing this issue of the policy before you tonight.

KEY ISSUES

- BOA has already approved the items in the budget
- This will improve the timing of projects
- It will save in staff costs.
- Any item over budget would have to come to the BOA for direction.

STAFF COMMENTS AND SUGGESTIONS

Staff feels this would be a much more efficient way to complete items for the BOA and citizens.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

STAFF CONTACT: Brad Ratliff, bratliff@harrisonville.com

G. Action Item (ID # 3472)

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

WHEREAS, The City of Harrisonville's Purchasing Policy is the guide for all departments to follow proper purchasing practices and afford fair purchasing practices with vendors;

WHEREAS, That Section 130.020 is hereby repealed in its entirety and the Board of Aldermen enact in lieu thereof a new Section 130.020 to read as attached redline revisions;

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

Section 1. That Section 130.020 is hereby repealed in its entirety and the Board of Aldermen enact in lieu thereof a new Section 130.020 to read as attached with redline revisions;

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

Section 3. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Read by title only for the first reading on March 16, 2020. Read by title only for the second reading on March 16, 2020. Vote taken as follows:

AYE:

NAY:

ABSENT:

ABSTAIN:

PASSED AND ORDAINED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville this 16th day of March, 2020.

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

ATTEST:

Randall K. Jones, City Clerk

APPROVED by the Mayor this 16th day of March, 2020

Attachments:

O. Purchasing Policy (ACF redlines) (PDF)

Chapter 130

Section 130.020

Purchasing Policy

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Article I. Purchasing Policy, General Rules

This Purchasing Policy (or sometimes herein referred to as the “**Policy**”) is established pursuant to the authority granted in Section 130.020 Purchasing of the City of Harrisonville, Missouri (“City”) City Code.

1.1. Overview.

- 1.1.1. The purchasing/inventory office of the Finance Department, as directed by the City Administrator, is responsible for managing the procurement of goods and services for all City departments in accordance with applicable laws and regulations. This Purchasing Policy delineates the requirements and procedures set forth and adopted by the Board of Aldermen.
- 1.1.2. The City Administrator is ultimately responsible for the administration and oversight of the purchasing and inventory control activities of the City as governed herein and as may be further regulated by administrative operating procedures. The Finance Department is assigned specific responsibilities to work closely with individuals in the City and with vendors in supplying the requirements for all departments economically, effectively and as promptly as circumstances will permit.
- 1.1.3. Department supervisors who are responsible for budgets should simplify and expedite the handling of their requests for material and the reporting of items received and used by becoming familiar with the City's procedures and policies for procurement and inventory. Forms are provided for their use in requesting goods, acknowledging receipt of goods and disposing of goods. The following points warrant special attention:
 - 1.1.3.1. Plan for and schedule departmental needs and requirements.
 - 1.1.3.2. Describe accurately the quantity and quality needed on the accounting system form and specify end use.

1.1.3.3. Initiate transactions well in advance of the critical date material is needed.

- 114. The City considers its vendors to be valuable assets. Sales representatives and vendors shall be treated with respect and dignity. They will be helpful in obtaining product and pricing information.
- 115. The City will attempt to save as much money as possible by combining orders for greater buying power and by standardizing and simplifying the products being purchased.
- 116. Procurement and purchasing procedures and administrative practices developed shall be uniformly standardized but sufficiently flexible to care for isolated unique conditions. Items commonly used in the various departments therefore shall be standardized whenever consistent in the interest of efficiency and economy. The necessity for pre-planning supply and equipment needs by using departments cannot be overemphasized.
- 117. It should be realized that, although the Finance Department will act as quickly as possible to obtain the requested approvals, there may be many factors involved in processing the requisition as soon as desired by a department supervisor. Cooperation of all individuals associated with purchasing, warehousing and issuing items for use will be necessary to ensure an effective and efficient operation.

1.2. Principal Functions.

The following list is the general overview of the purchasing functions of the Finance Department but is not intended to encompass the entire description.

- 121. Procure all equipment, supplies and services for the City as requested and approved by authorized personnel, as specified or authorized by the City Administrator, in a manner that will ensure maximum value for the money expended.
- 122. Administer and coordinate purchasing and property inventory policies and procedures throughout the City in accordance with this policy, and applicable laws and regulations.
- 123. Negotiate and execute purchase orders with the vendors to the best interest of the City.
- 124. Consolidate purchases of like or common items to obtain the maximum benefits.
- 125. Utilize all known contacts and sources to expedite deliveries of needed supplies and equipment.
- 126. Work with other departments of the City to promote better customer and vendor relations.
- 127. Exercise technical management of inventory control functions for all City departments.

- 128. Maintain master asset records for effecting perpetual inventory of all City property.
- 129. Develop and administer a program to advise all department supervisors and their employees on correct requisitioning procedures.
- 1210. Provide department supervisors with information concerning the status of their requisition and purchase orders.
- 1211. Approve purchase requests based on budgetary allocations and compliance with City purchasing requirements.
- 1212. Supervise a complete inventory of all City capital items and expendable items once every fiscal year.
- 1213. Keep a complete record of deliveries, items on order, back orders, items used and account records.
- 1214. Assist the City Administrator and department supervisors during the budget process by identifying cost estimates.
- 1215. Assist the City Administrator and department supervisors in the preparation of bids and keep a record of these bids.
- 1216. Provide supporting data to the Board of Aldermen for all procurements requiring their approval.
- 1217. Provide all necessary forms for purchasing and inventory.

1.3. Annual Purchases.

The Finance Department may, after public notice, award annual bids for the purchase of services or supplies in which the charge per item will be a constant charge; and only the total number of purchases is undetermined (i.e., the purchasing of gas or contracting services on an hourly basis for welding, etc.) if the Finance Department determines same to be in the best interest of the City.

1.4. Local Buying.

Other things being equal, the City prefers to deal with local distributors or local sources. If an item is needed, local vendors need to be contacted to see if the items can be obtained from them as economically as out-of-town sources. The City shall have an agreement with the State of Missouri Cooperative Procurement Program for purchase of goods. Vendors shall be treated in a fair and businesslike manner with preference given to area vendors when all factors are reasonably comparable.

1.5. Bidders' List.

The Finance Department shall prepare and keep on file a bidders' list of all persons interested in selling to or contracting with the City to furnish supplies or services, and update such list on a regular basis.

1.6. Purchase of American-Made Goods.

The City shall not enter into any contract for the purchase or lease of manufactured commodities unless the contract contains a provision that any manufactured goods or commodities used or supplied in the performance of that contract or any subcontracts thereto shall be manufactured, assembled or produced in the United States, except under the following circumstances:

- 161. Where the specified products are not manufactured, assembled or produced in the United States in sufficient quantities to meet the requirements of the contract; or
- 162. The specific product cannot be manufactured, assembled or produced in the United States within the necessary time in sufficient quantities to meet the contract requirements; or
- 163. Where the costs of buying United States manufactured products would be more than ten percent (10%) over foreign made goods; or
- 164. Where the contract is for less than one thousand dollars (\$1,000.00).

1.7. Definitions.

As used in this Purchasing Policy, the following terms shall have the meanings ascribed to them:

- 171. Mayor – means the highest elected official of the City, as set forth in the City Code.
- 172. Board or Board of Aldermen – means the Board of Aldermen of the City, as set forth in the City Code.
- 173. City – means the City of Harrisonville, Missouri.
- 174. City Code – means the Code of Ordinances of the City.
- 175. Contractual Services - means personal services, all telephone, gas, water, electric light and power services, towel and cleaning services, leases for all grounds, buildings, offices or other space required by the using agency and the rental, repair or maintenance of equipment, machinery and other City-owned personal property. The term shall not include insurance, professional and other contractual services which are in their nature often unique and not subject to normal competitive bidding.
- 176. Cooperating Agency - means any department, agency, commission, bureau or other unit in the City Government not under the direction and control of the Board of Aldermen or part of any other governmental unit whether school district, special authority, other municipality, County or otherwise which cooperates with the City through its Finance Director in purchasing any items covered by this Policy.
- 177. Purchasing Policy or Policy – means all Articles, Sections, paragraphs, and language included herein and adopted by the Board of Aldermen by

ordinance to be included in City Code Section 130.020, as amended from time to time.

- 178. Supplies - means all supplies, materials, equipment, commodities and capital outlays.
- 179. Using Agency - means any department, agency, commission, bureau or other unit in the City Government using Supplies or procuring contractual services as provided for in this Policy and which shall be under the direction and control of the Board of Aldermen.

1.8. Conflicts of Interest.

The Mayor and members of the Board of Aldermen shall, at time of election, advise the City Clerk, who shall notify the Finance Department, of all businesses in which the Mayor and/or Board of Aldermen have a ten percent (10%) interest or more. If at any time during the term of office of the Mayor or the Board of Aldermen they should acquire a business in which they have ten percent (10%) interest or more, they shall amend their affidavit with the City Clerk. All employees of the City shall also be required to file an affidavit with the City advising the City of any business in which they have or acquire a ten percent (10%) interest or more.

1.9. Acceptance of Gifts or Rebates.

The Finance Director and each officer and employee of the City is expressly prohibited from accepting, directly or indirectly, from any person to which any purchase order or contract is or might be awarded any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the City.

1.10. Requisitions and Estimates — Emergency Requirements — Revision of Requisitions.

All Using Agencies, either by or with the authorization of the head of the agency, shall to the extent practicable file with the Board of Aldermen detailed requisitions or estimates of their requirements of Supplies and Contractual Services in such manner, at such times and for such future periods as the Board shall prescribe.

- 1101. Unforeseen requirements. A Using Agency shall not be prevented from filing in the same manner with the Finance Director at any time a requisition or estimate for any Supplies and Contractual Services it needs that were not foreseen when the detailed estimates were filed subject to budgetary limitations.
- 1102. Revision powers. The City Administrator may examine each requisition or estimate and may suggest revisions as to quality, quantity or estimated cost.

1.11. Emergency Purchasing Procedures.

- 1111. In the event of an apparent emergency which requires immediate purchase of Supplies or Contractual Services, the City Administrator is empowered to secure by an Open Market Procedure as provided in Article IV., with the consent of the Mayor, at the lowest obtainable price, any Supplies or Contractual Services regardless of the amount of the expenditure. The City

Administrator will contact the Board of Aldermen as soon as is practical and advise of the apparent emergency. A full report of the circumstances of an emergency purchase shall be filed by the City Administrator with the Board of Aldermen and shall be entered into the official records of the Board and shall be open to public inspection.

- 1.112 In the event of an actual emergency and with the consent of the Mayor, the head of any Using Agency may purchase directly any Supplies the immediate procurement of which is essential to prevent delays in the work of the Using Agency that may affect the life, health or convenience of citizens of the City. The head of the Using Agency shall send to the City Administrator a requisition and a copy of the delivery record together with a full written report of the circumstances of the emergency. The City Administrator will contact the Board of Aldermen as soon as is practical and advise of the actual emergency. The report shall be filed with the Board and be made a part of the permanent records of the Board and be open to public inspection.

1.12. Single Source Purchasing Procedure.

The requirement of competitive bids or proposals for Supplies may be waived when the City Administrator has determined in writing that there is only a single reasonable source for the Supplies. Immediately upon discovering that other reasonable sources exist, the City Administrator shall rescind the waiver and proceed to procure the Supplies through the competitive processes as described in this Policy. A single reasonable source exists when:

- 1.121. Supplies are proprietary and only available from the manufacturer or a single distributor; or
- 1.122. Based on past procurement experience, it is determined that only one (1) distributor services the region in which the Supplies are needed; or
- 1.123. Supplies are available at a discount from a single distributor for a limited period of time.

1.13. Purchase Orders Required — Rejection of Non-Conforming Shipments — Approval of Invoices.

- 1.131. All purchases of Contractual Services and Supplies made pursuant to this Policy shall be on purchase order forms, and each purchase order shall reflect salient conditions of the purchases such as description, specification, unit purchase price, aggregate amounts, freight conditions and place of delivery.
- 1.132. A copy of all purchase orders shall be available to the Using Agency which will receive the Contractual Services or Supplies purchased, and the Using Agency shall reject delivery of any Contractual Services or Supplies which do not conform to the purchase order conditions and specifications.

- 1.133. All invoices for purchases made pursuant to this Policy shall be approved as being in conformity with the purchase order. Said approval will be made in accordance with procedures established by the Board of Aldermen.

1.14. Competitive Bidding Required For Purchases or Sales of Property.

All purchases and contracts for Supplies and Contractual Services, and all sales of personal property which has become obsolete and unusable shall, except as expressly provided in this Policy or by the City Code, be based wherever possible on competitive bids.

1.15. Inspections, Tests of Goods.

- 1.151. The Using Agencies under the authority of the City Administrator shall be responsible for ensuring that all Supplies and Contractual Services conform to the specifications set forth in the order or contract.
- 1.152. The City Administrator shall have the authority to require chemical tests of samples submitted with bids and samples of deliveries which are necessary to determine their conformance with the specifications. In the performance of such tests, the City Administrator shall have authority to make use of laboratory facilities of any agency of the City or any outside laboratory.

1.16. Surplus, Report — Transfer or Sale.

- 1.161. At least annually, all Using Agencies shall submit to the City Administrator, at such times and on such forms as prescribed, reports showing stocks of all Supplies which are no longer used or which have become obsolete, worn out or scrapped.
- 1.162. The City Administrator shall have the authority to transfer surplus stock to other Using Agencies.
- 1.163. The City Administrator shall have the authority to sell all Supplies which have become unsuitable for possible use or exchange or trade the Supplies for new supplies in accordance with the procedures set forth in this Policy.

1.17. Board Approval of Contracts — Endorsement of City Administrator Required.

No resolution or ordinance shall finally be passed approving any contract for Supplies or Contractual Services (except for professional services) unless such resolution or ordinance shall contain the endorsement of the City Administrator on the face thereof indicating that proper Purchasing Policy procedures have been followed.

1.18. Subdivision or Change Order of Contract To Evade Requirements of This Policy Prohibited.

No contract or purchase shall be subdivided to avoid the requirements of this Policy, nor shall Change Orders exceeding 1% of the total approved bid amount be allowed without following the same Purchasing Policy procedures as included in this Policy or, in lieu of quotes or sealed bids where required, must be approved by the Using Department director,

the City Administrator, and the Mayor in a written memo with an explanation to the Board of Aldermen with a copy to the City Clerk.

1.19. Justification of Award To Other Than Low Bidder.

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the City Administrator and filed with the other papers relating to the transaction.

Article II. Formal Purchasing and Sales Procedures

2.1. When Required.

All Supplies and Contractual Services, except as otherwise provided herein, when the extended cost thereof shall equal or exceed fifteen thousand dollars (\$15,000.00), shall be purchased by formal written contract from the lowest and best responsible bidder after due notice inviting proposals. All sales of personal property or Supplies that has become obsolete and unusable and has an estimated value of fifteen thousand dollars (\$15,000.00) or more shall be sold by formal written contract to the highest and best responsible bidder after due notice inviting proposals.

2.2. Subdivision or Change Order of Contract To Evade Requirements of This Policy Prohibited.

See Section 1.18., which is incorporated by reference.

2.3. Solicitation of Bids.

The City Administrator shall publish a bid notice in a paper of public record and by first class mail, solicit sealed bids from at least three (3) responsible prospective suppliers including all suppliers with whom the City has done business within the preceding two (2) years setting forth detailed specifications and all pertinent information necessary for the prospective supplier to file a bid. Prospective suppliers to whom invitations to bid are sent shall be limited to those who are part of the trade group offering commodities and services similar in character to that being purchased. If the City Administrator is unable to reasonably find three (3) responsible suppliers, he/she shall certify that fact to the City Clerk who shall then certify a number less than three (3) to whom invitations to bid shall be sent and such lesser number shall be deemed in compliance with the requirements of this Section. The provisions of this Section may be waived when the Mayor, the department superintendent involved, and the City Administrator agree that following this Section's provisions may cause excessive delay, public inconvenience and/or a significant cost penalty.

2.4. Bid Deposit — When Required, Refund, Forfeiture.

When deemed necessary by the City Administrator or when requested by a Using Agency or when directed by the City Attorney, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter into a contract within ten (10) days after the award, and the invitation to bid shall so state.

2.5. Manner of Submission of Bids — Opening — Recommendations To The Board.

Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. The bids shall be opened in public at the time and place stated in the invitations to bid and in any public notices. After the opening, the City Clerk shall tabulate and certify all bids received and file a report of the bids with the Board of Aldermen, together with the City Administrator's recommendations as to whom the award shall be made. Any bid from the lowest and best responsible bidder that is for an amount equal to or under what the City's current budget allows for the item put out to bid can be approved solely by the City Administrator.

2.6. Award of Contract To Lowest and Best Responsible Bidder.

The City Administrator shall have the right to award the contract to the lowest and best responsible bidder when the item put out to bid has been budgeted for in the City's current budget and the bid is for an amount equal or under the amount the City has budgeted for. For items that have not been budgeted for in the City's current budget or for bids that exceed the amount budgeted for in the City's current budget, tThe Board of Aldermen, upon receiving the tabulation from the City Clerk and recommendation of the City Administrator, shall award the contract to the lowest and best responsible bidder for items not budgeted for or items that exceed the amount budgeted for, but shall have the right to reject any and all bids not budgeted for or bids that exceed the amount budgeted for.

2.7. Factors For Determination of Lowest Responsible Bidder.

In determining the lowest and best responsible bidder, the Board of Aldermen shall consider:

- 2.7.1. The ability, capacity and skill of the bidder to perform the contract or provide the services required.
- 2.7.2. Whether the bidder can perform the contract or provide the services promptly or within the time specified without delay or interference.
- 2.7.3. The character, integrity, responsibility, judgment, experience and efficiency of the bidder.
- 2.7.4. Whether the bidder is in default on the payment of taxes, licenses or other monies due the City. This factor alone shall justify disqualification.
- 2.7.5. The quality and performance of previous contracts or services.
- 2.7.6. The previous and existing compliance by the bidder with laws, the provisions of this Policy, City Code and other City ordinances relating to the contract or service.
- 2.7.7. The sufficiency of the financial resources and ability of the bidder to perform a contract or provide the service.
- 2.7.8. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- 2.7.9. The ability of the bidder to provide future maintenance and service of

machines for the use of the subject of the contract.

2.7.10. The number and scope of conditions attached to the bid.

What is in the best interest of the City.

Article III. Informal Purchasing and Sales Procedures

3.1. When Allowed — Requirements.

All purchases of Supplies and Contractual Services and all sales of personal property or Supplies that have become obsolete and unusable for less than the estimated value of fifteen thousand dollars (\$15,000.00), but equal to or in excess of the estimated value of five thousand and one dollars (\$5,001.00), shall be made upon the basis of at least three (3) written bids from three (3) prospective suppliers of the City or such lesser number as shall be certified by the City Clerk in the event three (3) prospective suppliers shall not exist. The provisions of this Section may be waived when the Mayor, the department superintendent involved and the City Administrator agree that following this Section's provisions may cause excessive delay, public inconvenience and/or a significant cost penalty.

3.2. Subdivision of Contract To Evade Requirements of This Article Prohibited.

See Section 1.18., which is incorporated by reference.

3.3. Solicitation of Bids.

The City Administrator or department superintendent shall solicit bids by direct or electronic mail, or telephone request to prospective vendors.

3.4. Award To Lowest and Best Responsible Bidder.

The award shall be made to the lowest and best responsible bidder by the Board of Aldermen in accordance with the standards set forth in Sections 2.5., 2.6., and 2.7., after consultation with the City Administrator and the head of the department.

3.5. Award To Local Bidder — Tie Bids.

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder. If there shall be no local bidder or more than one (1) local bidder with a low equal bid, the City Administrator shall award the contract if the item put out to bid has been budgeted for in the City's current budget and the bid is equal to or under to the amount budgeted for. When the item has not been budgeted for, or when the bid is above the amount budgeted for. Board of Aldermen shall award the contract to one (1) of the tie bidders by drawing lots in public.

Article IV. Open Market Procedure

4.1. When Allowed.

All purchases of Supplies and Contractual Services and all sales of personal property and Supplies that have become obsolete and unusable for the estimated value of less than five thousand dollars (\$5,000.00), but equal to or in excess of the estimated value of one thousand and one dollars (\$1,001.00), shall be made on the open market without newspaper advertisement and without the procedures prescribed in this Article for purchases of more than five thousand dollars (\$5,000.00). Subdivision of Contract To Evade Requirements of This Article Prohibited.

See Section 1.18., which is incorporated by reference.

4.2. Bids — Award To Lowest and Best Responsible Bidder.

All open market purchases shall, wherever possible, be based on at least three (3) competitive bids which may be either oral or written and shall be awarded to the lowest and best responsible bidder in accordance with the standards set forth in Sections 2.5., 2.6., and 2.7..

4.3. Solicitation of Bids.

The using department shall solicit bids by direct or electronic mail request to prospective suppliers or by telephone or by such other method as he/she shall deem appropriate in order to receive competitive proposals.

Article V.

Purchases and Sales of Less Than One Thousand Dollars

5.1. Bids and Proposals Not Required.

All purchases of Supplies and Contractual Services and all sales of personal property and Supplies that have become obsolete and unusable for less than the estimated value of one thousand dollars (\$1000.00) shall be made on the open market without bids or proposals.

5.2. Check of Market Conditions.

The Finance Director shall from time to time, at least annually, make random checks as to prices being quoted by several competing suppliers for Contractual Services and Supplies.

Article VI.

Policy and Procedure For The Procurement of Architectural, Engineering, Land Surveying, Maintenance Services and Other Professional Services

The City does adopt and establish a policy and procedure for the selection and procurement of professional services in accordance with the following provisions. The City Administrator is hereby directed to implement the provisions of the policy set forth in this Article. The following shall be the policy and procedures for selecting architectural, engineering, land surveying services and other professional services (hereinafter referred to as professional services) for the City of Harrisonville.

6.1. Definitions.

As used in this Article, the following terms shall have the meanings ascribed to them:

- 6.1.1. Architectural Services – means those services within the scope of practice of architecture as defined by the laws of the State of Missouri, Section 327.091, RSMo.
- 6.1.2. Engineering Services - means those services within the scope of practice of engineering as defined by the laws of the State of Missouri, Section 327.181, RSMo.
- 6.1.3. Firm - means any individual, firm, partnership, corporation, limited liability company, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying or other professional services and provide said services.
- 6.1.4. Land Surveying Services – means those services within the scope of practice of land surveying services as defined by the laws of the State of Missouri, Section 327.272, RSMo.
- 6.1.5. Maintenance Services means the repair, but not replacement, of existing facilities when the size, type or extent of the existing facilities is not thereby changed or increased.
- 6.1.6. Other Professional Services means those services of a vocation requiring specialized knowledge and intensive academic or technical training in such fields as land appraisal, urban planning, finance, real estate and others.
- 6.1.7. Selection Committee means - at least three (3) qualified individuals appointed by the Mayor, including the department head of the Using Agency, and the City Administrator who shall oversee and coordinate the selection process and shall serve as the Chair of the Selection Committee. The selection process shall only be instituted under the supervision and direction of the City Administrator who may with the approval of the Mayor establish procedural rules so long as they are not inconsistent with this Policy, City Code or State law.

6.2. Types of Services.

After reviewing the detailed proposals, the Selection Committee shall make a recommendation to the Board of Aldermen for approval or rejection of the proposal. The City Administrator shall have the right to accept a proposal for Professional Services if the proposal is equal to or under the amount budgeted for in the City's current budget. The Board has the right to approve or reject any and all proposals if the City's current budget does not account for the Professional Service requested or if the proposal is over the amount budgeted for in the City's current budget. Projects will be divided into four (4) types as follows:

- 6.2.1. Type I. Services for projects where fees will exceed fifteen thousand dollars (\$15,000.00); the Using Agency shall select at least five (5) firms to be contacted for an "Expression of Interest". After the Expressions of Interest are received and reviewed, at least three (3) detailed proposals shall be requested. Request for the Expressions of Interest and detailed proposals may be combined into a single request.
- 6.2.2. Type 2. Services for projects where fees are less than fifteen thousand dollars (\$15,000.00) but more than five thousand dollars (\$5,000.00); three

(3) written proposals are required, when reasonable or as allowed in Section 3.1.. Such written proposals may be solicited by mail or telephone. The City Administrator shall have the right to accept a proposal for Professional Services if the proposal is equal to or under the amount budgeted for in the City's current budget. If the proposal is unbudgeted for or for an amount over the amount budgeted for in the City's current budget. After reviewing the detailed proposals, the Selection Committee then makes a recommendation to the Board of Aldermen for approval or rejection of the proposal.

- 6.2.3. Type 3. Services for projects where fees are less than five thousand dollars (\$5,000.00) may be made by the director of the Using Agency without soliciting competitive proposals upon approval of the City Administrator.
- 6.2.4. Type 4. Maintenance service where the costs are less than five thousand dollars (\$5,000.00) may be made by the director of the Using Agency without soliciting competitive proposals upon approval of the City Administrator.

6.3. General Procedures and Responsibilities.

- 6.3.1. Expressions Of Interest Type 1 Projects. For Type 1 service, the Using Agency shall solicit proposals from qualified firms approved by the Selection Committee. The request should invite comments as to the special experience in the project being considered and describe previous experience with similar projects. The Expressions of Interest will be reviewed by the Using Agency requesting the services. Factors to be determined in the initial screening will include:
 - 6.3.1.1. Specialized experience and technical competence with respect to the type of services required.
 - 6.3.1.2. Quality of services previously performed by the firm for the City.
 - 6.3.1.3. Past record of performance with respect to cost control, quality of services and ability to meet schedules.
 - 6.3.1.4. Community relations including evidence of sensitivity to citizen concerns.
 - 6.3.1.5. The firm's proximity to and familiarity with the area where the project is located.
- 6.3.2. Detailed Proposals. Firms requested to submit detailed proposals will provide the information prescribed by the Using Agency. The information shall include:
 - 6.3.2.1. Project name for which firm is filing.
 - 6.3.2.2. Name and address of firm.
 - 6.3.2.3. Previous related experience.
 - 6.3.2.4. Outside firms or outside personnel to be used on projects.
 - 6.3.2.5. Brief resume of key persons, specialists.

- 6.3.2.6. Special experience in the project being considered.
- 6.3.2.7. Any work previously or currently performing for City.
- 6.3.2.8. Description of resources.

6.4. Selection.

- 6.4.1. Upon receipt of the detailed proposals for Type 1 or 2 projects, the Selection Committee will review the proposals; interview the prospective firms, if necessary; and make a recommendation of two (2) firms best qualified and capable of performing the desired work.
- 6.4.2. The Using Agency shall negotiate a contract with top firm selected. If a satisfactory contract cannot be negotiated with the top firm, negotiations with that firm shall be terminated with the approval of the Selection Committee. Negotiations may then begin with the second (2nd) firm. If there is a failing of accord with the second (2nd) firm, negotiations with such firm may be terminated with the approval of the Selection Committee.
- 6.4.3. If an agreement cannot be negotiated with the two (2) selected firms, the Using Agency shall re-evaluate the professional services, including scope and fee requirements, and proceed in accordance with this Policy.

6.5. Prohibition Against Contingent Fees.

- 6.5.1. Each contract entered into by the ~~Board of Aldermen~~City for professional services shall contain a prohibition against contingent fees as follows:

"The architect, engineer or land surveyor (as applicable) warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the architect, engineer or land surveyor, to solicit or secure any person, company, corporation, limited liability company, individual or firm, other than a bona fide employee working solely for the architect, engineer or land surveyor, any fees, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this agreement."
- 6.5.2. For the breach or violation of the foregoing provision, the Board of Aldermen shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

6.6. Exceptions.

- 6.6.1. When, in the opinion of the City Administrator, the nature of other professional services is so specialized that there is only a sole reasonable supplier of a professional service that can meet the City's needs, the City Administrator may select such firm or recommend the Board of Aldermen select such firm. An exception shall be promptly reported to the Board of Aldermen with an explanation of the reasons therefore.

6.6.2 ~~The Board of Aldermen in its sole and absolute discretion may waive any and all aforementioned procedural requirements.~~

Commented [AF1]: The City should consider deleting the language. If the Board of Alderman wanted, they could waive the requirement that the City Administrator could enter into contracts for amounts that have been budgeted for.

Article VII.

Other Procurement/Purchasing Procedures

7.1. Procurement/Purchasing Related to Grant Eligibility.

Should the City apply for funding through grant, contribution, endowment, donation or other similar award ("Grant Funding") for City supplies and contractual services, then the City shall comply with the individual procurement requirements of each Grant Funding ("Grant Procurement Requirements") in lieu of the procurement policy requirements of this Purchasing Policy; provided, however, that Grant Procurement Requirements shall achieve the minimum standards established by the procurement policy requirements of this Purchasing Policy.

7.2. Cooperative Purchasing Authority.

To the extent permitted by law, the City may engage in cooperative purchasing for Supplies and Contractual Services with other Federal, state and local public entities, municipalities, political subdivisions, Cooperating Agencies, and governmental units, agencies and other authorities (collectively, "Cooperative Purchasing") when it serves the best interests of the City. Cooperative Purchasing is not subject to the procurement provisions of this Purchasing Policy.

Article VIII.

Other Selection Methods

Nothing in the Purchasing Policy of the City's Municipal Code shall be interpreted to preclude the use of selection methods, including, but not limited to, Qualifications-Based Selection, Design-Build contracts, and/or negotiated contracts with architectural, engineering and construction services to the extent permitted by applicable law. In this Purchasing Policy, "Design-Build" means a project in which the design and construction services are furnished under one contract with a contractor selected primarily based on qualifications and "Qualifications-Based Selection" means a negotiated procurement process for the selection of professional architects, engineers and land surveying services using objective criteria looking for competence and experience relative to the work to be performed.

Article IX.

Capitalization of Purchases - Procedures

In accordance with recommendations of the Government Financial Officers Association (GFOA), the following guidelines apply in determining a capital asset:

- 9.1. The asset will be capitalized only if it has an estimated useful life of at least two (2) years following the date of acquisition;
- 9.2. The capitalization threshold will be applied to individual fixed assets rather than groups of fixed assets (e.g., desks, tables);

9.3. The capitalization threshold will be five thousand dollars (\$5,000.00); and

9.3.9.4. Control of non-capitalized fixed assets will be exercised by establishing and maintaining adequate control procedures at the departmental level.

Article X. Blanket Purchase Orders

Blanket purchase orders may be prepared for regular recurring payments to a certain vendor. These purchase orders must include and are subject to:

- 10.1. A period of time the purchase order is valid;
- 10.2. A total dollar amount for the time period;
- 10.3. Maximum single purchase or bill to be incurred during time period;
- 10.4. Approval follows guidelines listed above based on total period amount. If period amount is exceeded, a new purchase order must be issued.



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: March 3, 2020
SUBJECT: January 2020 Municipal Court Report

Type of Item: *Agreement*

A. Action Item (ID # 3465)

January 2020 Municipal Court Report

Attachments:

January 2020 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 **February 2020** 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

3/3/20

Date

Presented and reviewed as required by Court Operating Rule 4.29.

City Clerk

3 - 3 - 20

Date

Subscribed and sworn to before me this 3rd day of March, 2020.

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: January 2020 Court Report (January 2020 Municipal Court Report)

Municipal Division Summary Reporting

17th Judicial Circuit - Cass County - Harrisonville Municipal Division

I. COURT INFORMATION

Reporting Period:		
February	2020	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		114	710	717
B. Cases (citations / informations) filed		1	55	48
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	2
	3. court / bench trial - NOT GUILTY	0	0	0
	4. plea of GUILTY in court	3	21	29
	5. violations Bureau Citations (i.e., written plea of guilty) and bond forfeitures by court order (as payment of fines / costs)	0	20	1
	6. dismissed by court	0	2	3
	7. nolle prosequi	0	4	2
	8. certified for jury trial (not heard in the Municipal Division)	0	0	0
	9. TOTAL CASE DISPOSITIONS	3	47	37
D. Cases (citations / informations) pending at end of month [pending caseload = (A + B) – C9]		112	718	728
E. Trial de Novo and / or appeal applications filed		0	0	0

Attachment: January 2020 Court Report (January 2020 Municipal Court Report)

III. WARRANT INFORMATION (pre- & post-disposition)		IV. PARKING TICKETS	
1. # Issued during reporting period:	65	Does court staff process parking tickets? Yes	
2. # Served/withdrawn during reporting period:	89	1. # Issued during reporting period:	0
3. # Outstanding at end of reporting period:	868		

V. DISBURSEMENTS	
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)	
Fines – Excess Revenue	\$3,336.25
Clerk Fee – Excess Revenue	\$383.97
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Excess Revenue	\$12.06
Bond forfeitures (paid to city) – Excess Revenue	\$0.00
Total Excess Revenue	\$3,732.28
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)	
Fines – Other	\$6,926.00
Clerk Fee – Other	\$403.06
Judicial Education Fund (JEF) Court does not retain funds for JEF: Yes	
Peace Officer Standards and Training (POST) Commission surcharge	\$67.17
Crime Victims Compensation (CVC) Fund surcharge – Paid to State	\$478.92
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Other	\$12.78
Law Enforcement Training (LET) Fund surcharge	\$126.34
Domestic Violence Shelter surcharge	\$124.34
Inmate Prisoner Detainee Security Fund surcharge	\$126.36
Sheriffs' Retirement Fund (SRF) surcharge	\$198.00
Restitution	\$0.00
Parking ticket revenue (including penalties)	\$0.00
Bond forfeitures (paid to city) – Other	\$0.00
Total Other Revenue	\$8,462.97
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	\$0.25
DWI RECOUPMENT FEE - NOT EXCESS REVENUE	\$12.50
Total Other Disbursements	\$12.75
Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$12,208.00
Bond Refunds	\$800.00
Total Disbursements	\$13,008.00