



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
APRIL 18, 2022
6:00 PM**

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
 - A. 2022 Arbor Day Proclamation**
 - B. 15 Year Service Award - Michael Davis**
- 3. Public Participation**
- 4. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Apr 4, 2022 6:00 PM**
 - B. Board of Aldermen - Work Session - Apr 4, 2022 6:30 PM**
 - C. Executive Session Minutes - April 4, 2022**
 - D. Board of Aldermen - Work Session - Apr 13, 2022 6:00 PM**
- 5. Agenda Items**
 - A. Council Bill 23: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR THE 2022 STACY COX MEMORIAL 5K WALK/RUN.**
 - B. Council Bill 24: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR THE 2022 ANNUAL CASS COUNTY DELINQUENT TAX SALE.**
 - C. Council Bill 25: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO ADOPT THE HANDBOOK FOR APPOINTED BOARDS AND COMMISSIONS, AS AMENDED, AND ESTABLISHING AN EFFECTIVE DATE.**

D. Council Bill 26: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AMENDING CHAPTER 680 OF THE CITY OF HARRISONVILLE MUNICIPAL CODE

- 6. Aldermen and Committee Reports**
- 7. Report from the City Administrator**
 - A. Municipal Court Report March 2022**
- 8. Questions from the Media**
- 9. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 14th day of April, 2022.

Daniel Barnett, City Clerk

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.



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Judy Bowman, Mayor of the City of Harrisonville, do hereby proclaim May 10, 2022, as ARBOR DAY in the City of Harrisonville; and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 18th day of April, 2022.

Judy Bowman, Mayor

Presented by the Mayor and the Harrisonville Board of Aldermen to

Michael Davis

In Grateful Appreciation for

15 Years

Of Dedicated Service to



April 18, 2022

Judy Bowman, MAYOR



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
APRIL 4, 2022
6:00 PM

1. Call to Order

The meeting was called to order at 6:00 PM by Mayor Judy Bowman.

A. Pledge of Allegiance

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member	Present	
Mike Zaring	Harrisonville	Board Member	Present	
Sandy Franklin	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, Director of Administrative Services Jeremy Smith, City Attorney Steve Mauer, Public Works Director/City Engineer Carl Brooks, Police Chief John Hofer, Parks and Recreation Grant Purkey, Community Development Director Christina Stanton, Economic Development Director Jim Clarke and City Clerk Daniel Barnett - recording.

2. Ceremonial Matters

None.

3. Public Participation

None.

4. Approval of Minutes

Minutes Acceptance: Minutes of Apr 4, 2022 6:00 PM (Approval of Minutes)

A. Board of Aldermen - Regular Meeting - Mar 21, 2022 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Mike Zaring, Board Member
SECONDER: Marcia Milner, Board Member
AYES: Mills, Zaring, Franklin, Doerhoff, Milner, Reece, Davidson, Turner

B. Board of Aldermen - Work Session - Mar 21, 2022 6:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Dave Doerhoff, Board Member
SECONDER: Judy Reece, Board Member
AYES: Mills, Zaring, Franklin, Doerhoff, Milner, Reece, Davidson, Turner

5. Agenda Items**A. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR LOVE THE HARRISONVILLE SQUARE'S BLOCK PARTY ON THE SQUARE EVENT.**

Staff report presented by Police Chief Hofer.

Hofer said the Love the Harrisonville Square organization would like to close part of the Harrisonville square on June 4, 2022, from 7 am through 5 pm for the Square Summer Block Party.

Hofer said staff recommend approval.

Upon passage, Mayor Bowman designated the resolution to be Resolution number 2022-09.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dave Doerhoff, Board Member
SECONDER: Mike Zaring, Board Member
AYES: Mills, Zaring, Franklin, Doerhoff, Milner, Reece, Davidson, Turner

B. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR LOVE THE HARRISONVILLE SQUARE'S JUNK IN THE TRUNK FLEA MARKET.

Staff report presented by Police Chief Hofer.

Hofer said the Love the Harrisonville Square organization would like to host a "Junk in the Trunk" Flea Market on the historic Harrisonville square a couple of Saturdays throughout the summer. Hofer Love the Square has requested to block the square from 3 p.m. until 7 p.m. each of the requested Saturday nights.

Hofer said Love the Square is proposing blocking Lexington, Pearl and Independence Streets of the square to vehicular traffic. The requested nights are May 14, and September 10, with rain out dates of June 11, and October 8.

Hofer said staff recommend approval.

Upon passage, Mayor Bowman designated the resolution to be Resolution number 2022-010.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Matt Turner, Board Member
SECONDER: Gary Davidson, Board Member
AYES: Mills, Zaring, Franklin, Doerhoff, Milner, Reece, Davidson, Turner

C. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR LOVE THE HARRISONVILLE SQUARE'S 2022 FARMERS MARKET.

Staff report presented by Police Chief Hofer.

Hofer said the Love the Harrisonville Square organization would like to host a weekly "Farmer's Market" on the historic Harrisonville square each Saturday from June through September. Hofer said Love the Square has requested to block the square at 7 a.m. for set-up and open for business through 12 p.m. and clean-up and have the square back open by 1 p.m. each Saturday.

Hofer said staff recommend approval.

Upon passage, Mayor Bowman designated the resolution to be Resolution number 2022-11.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Gary Davidson, Board Member
SECONDER: Marcia Milner, Board Member
AYES: Mills, Zaring, Franklin, Doerhoff, Milner, Reece, Davidson, Turner

D. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR HARRISONVILLE HIGH SCHOOL'S ROYAL REGIMENT BAND MARCHING BAND FESTIVAL.

Staff report presented by Police Chief Hofer.

Hofer said Harrisonville High School Director of Bands, will be hosting the 3rd Annual Royal Regiment High School Band Competition at Memorial Stadium on Saturday October 22, 2022. Hofer said the event is scheduled from 7 a.m. until 9 p.m. and that the hope is for between 14 to 18 bands and 4,000 to 6,000 spectators to attend the event throughout the day.

Hofer said to accommodate the large crowd and to make sure the transition of bands goes efficiently; the school district is requesting the closure of two streets during the event. Hofer said the streets are S Highland Street from Mechanic Street to Washington Street and Eastwood Street from Mechanic to Edgevale Terrace.

Hofer said staff recommend approval.

Upon passage, Mayor Bowman designated the resolution to be Resolution number 2022-12.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Matt Turner, Board Member
SECONDER: Marcia Milner, Board Member

AYES: Mills, Zaring, Franklin, Doerhoff, Milner, Reece, Davidson, Turner

- E. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, AUTHORIZING THE CITY OF HARRISONVILLE (HEREIN REFERRED TO AS THIS “GOVERNMENTAL UNIT”) TO JOIN WITH THE STATE OF MISSOURI AND OTHER LOCAL GOVERNMENTAL UNITS AS A PARTICIPANT IN THE MISSOURI STATE-LOCAL GOVERNMENT OPIOID LITIGATION MEMORANDUM OF UNDERSTANDING (THE “MOU”) AND ANY SUBSEQUENT FORMAL AGREEMENTS NECESSARY TO IMPLEMENT THE MOU, INCLUDING BUT NOT LIMITED TO, THE SUBDIVISION SETTLEMENT PARTICIPATION FORM(S) IN EXHIBIT K OF THE DISTRIBUTOR SETTLEMENT AGREEMENT AND THE JANSSEN SETTLEMENT AGREEMENT.**

City Attorney Mauer provided the Board of Aldermen with a progress report on the status of the ongoing Missouri Opioid Lawsuit.

Mauer said the signed Memorandum of Understanding would allow the City to collect the funds designated to them.

Mauer said the amount the City would receive is still unknown.

Upon passage, Mayor Bowman designated the resolution to be Resolution number 2022-13.

RESULT: APPROVED [UNANIMOUS]
MOVER: Marcia Milner, Board Member
SECONDER: Matt Turner, Board Member
AYES: Mills, Zaring, Franklin, Doerhoff, Milner, Reece, Davidson, Turner

6. Aldermen and Committee Reports

Aldерwoman Franklin spoke about the recent April First Friday Coffee, hosted by Direct Family Healthcare. Franklin provided an update on the results of the recent Just4Me Adult Prom event, which raised over \$12,000. Franklin also spoke about the recent Style Squared event put on by the Love the Harrisonville Square organization.

Aldерwoman Milner asked about the status of the City’s agreement with the Harrisonville Golf Club.

Alderman Mills thanked Economic Development Director Clarke for his recent amendments to the Economic Incentive Policy. Mills thanked Clarke for his leadership.

Alderman Davidson congratulated the Harrisonville High School TRACTION Team on their recent success at their conference in Jefferson City, MO. Davidson said the team brought home over \$1,500.

Mayor Bowman said during a recent trip to Jefferson City, she was pleased to see a Buckle Up. Phone Down. sign in a parking lot at the Capitol.

Police Chief Hofer spoke about a recent opportunity for one of the TRACTION Team members, Braeden Elifrits to travel to Jefferson City, at the request of the Missouri Department of Transportation, to testify before the Missouri Senate on SB 713, which deals with a requirement for hands-free driving. Hofer said Elifrits represented the school and the community very well.

7. Report from the City Administrator

City Administrator Ratliff spoke to the Board about a series of upcoming meetings for the City-Wide Comprehensive Plan and other City events.

Ratliff spoke to the Board about the upcoming rededication about Marler-Wirt-Allen Park on April 21.

Ratliff provided the dates for the ribbon cuttings at Headquarters on Saturday, April 9, and Drury University on Thursday, April 14.

Ratliff informed the Board that Dirks Heavy Contractors was able to begin work on the Muddy Creek Regional Retention Basin project, before a local species of bats was able to move in. Ratliff said this allowed contractors to complete the work without harming the bats.

Ratliff told the Board that the 2022 Streets Program and 2022 Curb & Gutter Program were bid on Thursday, March 31, with Barkley Company Inc. winning the bid for the Streets project and Terry Snelling Construction winning the bid for the Curb & Gutter project.

Ratliff informed the Board that the Mid-America Regional Counsel's STP pre-applications were due on April 1. Ratliff said the projects selected include: an extension of S Commercial Street, the widening of E Elm Street and sidewalk additions from MO-7 Highway to Lincoln Road and work on the intersection of South and Independence Streets.

Ratliff introduced incoming Community Development Director Christina Stanton.

Mayor Bowman and the Aldermen all welcomed Stanton to the City of Harrisonville.

Stanton said she was grateful for the warm reception and thanked the Board for their patience as she moved from Colorado to Harrisonville.

8. Questions from the Media

None.

9. Adjourn From Regular Session

Mayor Bowman reminded all in attendance that the final Open House for the City-Wide Comprehensive Plan will be held on April 6, at the Harrisonville Community Center and encouraged all to attend and to make their voices heard.

Economic Development Director Clarke spoke about the value of the plan and provided a timeline for approval of the plan.

Bowman thanked Clarke for his leadership throughout the duration of the planning process.

Bowman also reminded all in attendance about the rededication ceremony for Marler-Wirt-Allen Park at 5 p.m. on April 21.

A motion was made by Alderman Davidson to adjourn, with a second by Alderman Zaring. Motion carried with all ayes. Meeting adjourned at 6:27 p.m.

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

Regular Meeting**Monday, April 4, 2022****6:00 PM**

ATTEST:

Daniel Barnett, City Clerk

Minutes Acceptance: Minutes of Apr 4, 2022 6:00 PM (Approval of Minutes)



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
APRIL 4, 2022
6:30 PM

1. Call to Order

The meeting was called to order at 6:27 PM by Mayor Judy Bowman.

2. Present

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member	Present	
Mike Zaring	Harrisonville	Board Member	Present	
Sandy Franklin	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, City Attorney Steve Mauer, Director of Administrative Services Jeremy Smith, Public Works Director/City Engineer Carl Brooks, Police Chief John Hofer, Parks Director Grant Purkey, Community Development Director Christina Stanton, Economic Development Director Jim Clarke, Water Plant Chief Operator Cliff Holloway, Cass County Health Department Master of Public Health Sarah Czech, Cass Community Health Foundation Director of Dental Programs Katie Schroeder, Cass County Oral Health Coalition RDH Ann Hoffman and City Clerk Daniel Barnett - recording.

3. Discussion Items

A. Fluoride Discussion for Water Treatment Plant

Cass Community Health Foundation Director of Dental Programs Katie Schroeder introduced the topic of discussion.

Schroeder introduced Cass County Health Department Director Sarah Czech.

Czech outlined the need and benefits of community water fluoridation.

Czech said 127 communities in Missouri have naturally occurring fluoride in their water systems and 155 communities purchase water from systems with naturally occurring fluoride. Czech said, in total, 24-percent of Missouri communities utilize a water supply that contains fluoride.

Czech noted that a period of 90 days is required for public notification when making a change to fluoride content in a community's water supply.

Schroeder spoke to how community water fluoridation prevents tooth decay and outlined dental statistics within the Harrisonville community.

Schroeder spoke to a list of 'Cons' presented during the March 21, Board of Aldermen Work Session.

Schroeder provided the Board with a handout containing resources to address the City's current fluoride shortage.

Cass County Oral Health Coalition RDH Ann Hoffman spoke to some of the global myths about fluoride.

Hoffman provided a list of nationwide organizations that endorse community water fluoridation.

B. Lake Luna Auxiliary Spillway Design

Parks Director Purkey spoke to the Board about a piece of signage that the Parks Department hopes to put along the spillway at Lake Luna in City Park.

Purkey provided examples of the proposed signage.

A consensus of the Board was reached to move forward with the 'wave' design for the signage.

At 7:04 p.m., the Board of Aldermen voted to go into executive session pursuant to City Code to discuss personnel matters. A motion was made by Alderwoman Milner and seconded by Alderman Davidson. In attendance and voting to go into executive session were Aldermen Doerhoff, Mills, Milner, Reece, Turner, Franklin, Zaring, Davidson and Mayor Judy Bowman. Mayor Bowman then convened the meeting in closed session.

Upon returning to the Work Session, a motion to adjourn was made by Alderman Zaring, with a second from Alderman Davidson. The motion carried with a unanimous vote.

The meeting was adjourned at 8:02 p.m.

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

ATTEST:

Daniel Barnett, City Clerk



**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
COMMUNITY CENTER
APRIL 13, 2022
6:00 PM**

1. Call to Order

The meeting was called to order at 6:05 PM by Mayor Judy Bowman.

2. Present

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member		
Mike Zaring	Harrisonville	Board Member	Present	
Sandy Franklin	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member		
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, Director of Administrative Services Jeremy Smith, Economic Development Director Jim Clarke, Community Development Director Christina Stanton, Police Chief John Hofer, Interim Fire Chief Rusty Sullivan, Public Works Director/City Engineer Carl Brooks, Electric Superintendent Andy Pollard, Parks and Recreation Director Grant Purkey, BakerTilly Managing Director David Eisenlohr, BakerTilly C.P.A. Ben Hart and City Clerk Daniel Barnett - recording.

3. Discussion Items

A.

At 6:10 p.m., those in attendance enjoyed a meal catered by Thyme for Seasoning Catering and Events.

At 6:25 p.m., Mayor Judy Bowman provided opening remarks and thanked those in attendance for their commitment to the City of Harrisonville.

City Administrator Brad Ratliff introduced BakerTilly Managing Director David Eisenlohr.

Eisenlohr provided an outline for the retreat.

Eisenlohr asked the Board if they felt a change needs to be made regarding the City's mission and vision statements.

Several members of the Board agreed that the current statements are vague and could be redeveloped to provide a stronger sense of guidance and direction.

Eisenlohr spoke to the Board about a set of potential goals for 2022 and asked the Aldermen and Staff to provide a set of specific priorities for the next five years.

Several Aldermen prioritized: Creation of an industrial park, Community beautification, Infrastructure improvements – streets, water, stormwater, electric, Pass a Use Tax, Increase public safety staffing, Overhaul of current athletic complex at North Park, Increased cyber security efforts, Construct/purchase new City Hall, Bringing broadband internet to Harrisonville, Adopting and implementing new master plan and Valuing historic tourism.

Eisenlohr also spoke to the Board about the federal and state guidelines for American Rescue Plan Act (ARPA) funding received by the City.

Eisenlohr asked members of the Board to rank a series of categories for potential ARPA-funded project types.

The Aldermen ranked from highest priority to lowest: Broadband, Administrative Technology, Stormwater, Streets, Wastewater, Water, Other/non infrastructure.

Eisenlohr then asked the Board to rank a series of individual projects for potential ARPA funding.

The Aldermen ranked their top five projects from highest priority to lowest: Electric – Make ready for fiber partnership, Public Works – South service area sanitary sewer, Emergency Services – Station renovation, Emergency Services – Firehouse software migration, Police – Records software migration.

Eisenlohr asked the Board to further prioritize their potential goals for 2022.

Members of the Board selected the following projects as goals for 2022.

Develop broadband network.

Pass Use Tax.

Advance cybersecurity efforts.

Provide further training opportunities for staff.

Continue conversations with the 291 TDD for funding roadway to the athletic fields at North Park.

Continue to prioritize public safety services.

Develop a functional and professional plan for a potential industrial park.

Taking strategic measures to support the Municipal Court and Code Enforcement staff, along with incentives for renovation of properties.

Notify Cass County of intent to apply ARPA funds toward a broadband project.

Mayor Bowman thanked those in attendance for their discussion and input and for their dedication to the entire Harrisonville community. Bowman also thanked City Administrator Ratliff and BakerTilly C.P.A. Hart for bringing BakerTilly Managing Director David Eisenlohr to speak before the Board.

A motion to adjourn was made by Alderwoman Milner, with a second from Alderwoman Franklin. The motion carried with a unanimous vote.

The meeting was adjourned at 9:54 p.m.

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

ATTEST:

Daniel Barnett, City Clerk

Minutes Acceptance: Minutes of Apr 13, 2022 6:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: April 13, 2022
SUBJECT: Stacy Cox Memorial 5k - 2022

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: Terry Cox

Requested Actions: Stacy Cox Memorial Scholarship Fund 5K Run Event
scheduled for May 14, 2022, from 8:00 am to 10:00 am.

Date of Application: April 8, 2022

PROPOSAL

The applicant, Terry Cox has requested a special event permit to host a 5K run in Harrisonville on May 14, 2022, beginning at 8:00 am. This is the tenth year for this event with no noted complaints or concerns with prior events. This event will again be a fundraiser for the Stacy Cox Memorial Scholarship given to a Harrisonville High School senior each year.

According to the applicant registration will begin at the Harrisonville High School at 7:30 am with the first wave of runners to start at approximately 8:00 am. The proposed route will be modified slightly from year's past to accommodate for construction in City Park. There is no cost for the requested City services and the required insurance will be provided should the application be approved.

PREVIOUS ACTIONS

This is the 10th year for the event with no problems in years past.

KEY ISSUES

None

STAFF COMMENTS AND SUGGESTIONS

No city staff or equipment is needed for this event and the applicant anticipates a crowd size of about 30-40 participants.

STAFF RECOMMENDATION

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

ATTACHMENTS

Event Permit Application

STAFF CONTACT:

John J. Hofer, Chief of Police

jhofer@harrisonville.com

A. Action Item (ID # 4162)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE
TO APPROVE THE SPECIAL EVENT REQUEST FOR THE 2022 STACY COX
MEMORIAL 5K WALK/RUN.

Attachments:

Cox 5K 2022 (PDF)

Stacy Cox 5K 2022 (DOCX)

SPECIAL EVENTS APPLICATION

A. **FILING PERIOD:** An application for an event permit shall be filed not less than seven (7) days prior to the meeting of the Board of Alderman at time applicant desires the issuance of a permit. Applicant must realize that, dependent upon the nature of the event and the scope of services being required of the City, the Board of Alderman may require additional time to review the permit application.

B. **CONTENTS:** The application for an event permit shall set forth the following information.

1. Organization: Stacy Cox Memorial 5K Walk-Run
2. Name of Applicant: Terry Cox
Address: 13606 E 264th St. Peculiar, Mo. 64078
Phone: 816-392-3258 Cell: 2
3. Purpose of Event: To raise money for a Scholarship for a Harrisonville Senior
4. Proposed date(s) and time(s) of Event: May 14, 2022 8:00 AM
5. Location(s) where event will be held: From the High School Down toward the park. We will have to change our route a little because of the park
6. Anticipated crowd size: Around 30 or 40
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: We just walk + Run. Sometimes they send a car Sometimes they don't. We have been doing this 5K for 13 years.

APPROVED this _____ day of _____, 20 ____.

Chief of Police

City Clerk

Attachment: Cox 5K 2022 (Stacy Cox Memorial 5k - 2022)

Council Bill No. 2022-**Resolution No. 2022-**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR THE 2022
STACY COX MEMORIAL 5K WALK/RUN.**

WHEREAS, Terry Cox has requested to hold the 2022 Stacy Cox Memorial 5K Walk/Run on Saturday, May 14, and

WHEREAS, City staff have reviewed the required special event application,

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

Section 1: That the Board of Aldermen hereby approves the Special Event Request for the 2022 Stacy Cox Memorial 5K Walk/Run.

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 18TH DAY OF APRIL 2022.

VOTE TAKEN AS FOLLOWS:**AYES:****NAYS:****RECUSED:****ABSENT:**

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

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 18th day of April, 2022.

Attachment: Stacy Cox 5K 2022 (Stacy Cox Memorial 5k - 2022)



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: April 13, 2022
SUBJECT: Cass County Real Estate Sales - 2022

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: Chris Molendorp, Cass County Collector of Revenue

Requested Actions: Closure of Pearl Street on the Square on August 22nd for the annual real estate sale.

Date of Application: April 13, 2022

PROPOSAL

The applicant, Chris Molendorp, the Cass County Collector of Revenue has requested permission to close Pearl Street on the historic Harrisonville square on Monday, August 22, 2022, from 8:20 am until 12:00 pm in conjunction with the annual delinquent real estate sale. The applicant is requesting to block off Pearl Street from Lexington Street to Independence Street.

PREVIOUS ACTIONS

This event has occurred twice the past two years with no noted complaints or concerns with this event.

KEY ISSUES

N/A

STAFF COMMENTS AND SUGGESTIONS

I have spoken with Street Superintendent Jacobs, and he has no concerns with closing the road. The applicant will provide the necessary insurance to the City Clerk once the event permit is approved.

STAFF RECOMMENDATION

Staff is recommending approval for this event.

ATTACHMENTS

Event permit application.

STAFF CONTACT:

John J. Hofer, Chief of Police
jhofer@harrisonville.com

B. Action Item (ID # 4161)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE
TO APPROVE THE SPECIAL EVENT REQUEST FOR THE 2022 ANNUAL CASS
COUNTY DELINQUENT TAX SALE.

Attachments:

Real Estate Sale App 2022 (PDF)

Delinquent Tax Sale 2022 (DOCX)

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 Collector of Revenue
2. Name of Applicant: Chris Molendorp
 Address: 2725 Cantrell Road
 Phone: 816-380-8376 Cell: 816-804-9870
3. Purpose of Event: Annual Delinquent Tax Sale as
Required by RSMO 140
4. Proposed date(s) and time(s) of Event: Monday, August
22nd 8:30 AM - NOON
5. Location(s) where event will be held: North Steps of the Court-
house on Pearl Street
6. Anticipated crowd size: 150
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: Request to close Pearl
Between Lexington and North Independence

APPROVED this _____ day of _____, 20____.

 Chief of Police

 City Clerk

Attachment: Real Estate Sale App 2022 (Cass County Real Estate Sales - 2022)

Council Bill No. 2022-**Resolution No. 2022-**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR THE 2022
ANNUAL CASS COUNTY DELINQUENT TAX SALE.**

WHEREAS, Cass County Collector of Revenue Chris Molendorp has requested to hold the 2022 Annual Cass County Delinquent Tax Sale on Monday, August 22, and

WHEREAS, City staff have reviewed the required special event application,

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

Section 1: That the Board of Aldermen hereby approves the Special Event Request for the 2022 Annual Cass County Delinquent Tax Sale.

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 18TH DAY OF APRIL 2022.

VOTE TAKEN AS FOLLOWS:**AYES:****NAYS:****RECUSED:****ABSENT:**

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

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 18th day of April, 2022.

Attachment: Delinquent Tax Sale 2022 (Cass County Real Estate Sales - 2022)



TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: April 11, 2022
SUBJECT: Resolution Boards and Commissions Handbook Change 2022

Type of Item: *Approval*

C. Discussion Item (ID # 4158)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO ADOPT THE HANDBOOK FOR APPOINTED BOARDS AND COMMISSIONS, AS AMENDED, AND ESTABLISHING AN EFFECTIVE DATE.

Attachments:

Staff Report Handbook for Boards and Commissions (DOC)

Boards and Commissions Handbook final 2022 (DOCX)

Resolution Boards and Commissions handbook change 2022 (DOCX)

To: Board of Aldermen
From: Daniel Barnett, City Clerk
Date: April 18, 2022
Re: Adopting an updated Handbook for Boards and Commissions

GENERAL INFORMATION

Applicant: NA

Requested Actions: Approval

Date of Application: NA

PROPOSAL

It was brought to the attention of City Staff that the current Handbook for Boards and Commissions was out of date. Staff would like to correct this by adopting an updated version of the Handbook for Boards and Commissions.

PREVIOUS ACTIONS

Several members of City Staff have worked together to update various sections of the handbook to reflect changes to policy and operational procedures and to include valuable pieces of information left out of previous versions of the handbook. Staff have also worked to clean up the document, as in its past life it was merely a grouping of various scanned documents, instead of one fluid document.

KEY ISSUES

The current Handbook for Boards and Commissions is out of date and lacks important updates to policy and operational procedures.

STAFF COMMENTS AND SUGGESTIONS

Staff recommend approving the updated Handbook for Boards and Commissions as presented.

STAFF RECOMMENDATION

Approval.

ATTACHMENTS

Updated Handbook for Boards and Commissions.

Resolution to approve the updated Handbook for Boards and Commissions.

5.C.a

STAFF CONTACT: Daniel Barnett, City Clerk

Attachment: Staff Report Handbook for Boards and Commissions (Resolution Boards and Commissions Handbook Change 2022)



HANDBOOK FOR APPOINTED BOARDS AND COMMISSIONS

In order to assist in setting direction for the city, the Board of Aldermen considers the advice of its various boards, commissions and committees. Citizens who serve on boards, commissions, and committees, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience based on the elected decision makers.

The Board of Aldermen has engaged more and more citizens in the process of government by creating new advisory boards when the need arises. At present, the City of Harrisonville has the following advisory bodies:

1. Board of Engineering & Appeals
2. Board of Zoning Adjustment
3. Historic Preservation Commission
4. Industrial Development Authority
5. Parks & Recreation Commission
6. Planning Commission
7. Tax Increment Financing Commission
8. Enhanced Enterprise Zone Board

ARTICLE I. INTRODUCTION

Purpose

The purpose of this Handbook for Boards, Commissions and Committees is to explain the role of boards, commissions, and committees in advising the Board of Aldermen and to set forth guidelines to assist in carrying out their work.

City Structure

In order to be more effective in fulfilling their purpose, board, committee and commission members should understand the organizational structure of the city.

The City of Harrisonville is a fourth-class municipality operating pursuant to the RSMo Chapter 89 and the Harrisonville Code of Ordinances.

The citizens have chosen a Board/Administrator form of government. Under this form, the citizens elect eight council members, two from each ward, and one mayor at large. The entire Board elects

the Mayor Pro Tem. The Board of Aldermen sets the goals and policies for city government, and annually adopts a budget in support of city activities.

City staff, under the direction of the City Administrator, is responsible for carrying out the direction of the Board of Aldermen in implementing programs and services. The City Administrator and city attorney report directly to the Board of Aldermen. All department directors and their staffs, contracted employees and contractors are under the direction of the City Administrator.

As the City's chief executive officer, the City Administrator oversees responsibilities for the day-to-day administrative affairs of the city, including assigning staff to assist boards, commissions, and committees in carrying out their responsibilities. The City administrator is responsible for conveying and implementing Board policy.

ARTICLE II. BOARD MEMBER EXPECTATIONS

Attendance

The effective operation of a board depends upon regular attendance of the members at meetings. As a result, for boards which meet monthly, a member may be removed from the position prior to expiration to a term when that member is absent from three consecutive meetings, or four meetings in a year, for reasons other than illness, unless prior arrangements have been made with the board for the absence. For boards that meet more frequently than monthly, a member may be removed when that member is absent from more than 25% of the meetings, unless prior arrangements have been made with the board for the absences.

The chairperson of the board shall be responsible for calling those board members who are not regularly attending the board's meeting in order to encourage them to attend. If a board member's attendance does not improve after being so contacted by the chairperson, the chairperson shall inform the board member in writing that the board will be considering a recommendation to the Mayor regarding the member's possible removal from the board.

If a member is unable to attend a meeting, the secretary or chairperson of the board should be notified at least 24 hours in advance of the meeting. Repeated absences, even if not consecutive, may also be cause for removal.

Board members are encouraged to give the chairperson of the board as much advance notice as possible, preferable 90 days' advance notice, of the board member's intention to resign from the board and to advise the chairperson of the intended date of such resignation.

Following the approval of Ordinance 3465 on June 3, 2019, It is legally permissible for members of the City's public governmental bodies to attend meetings and vote via video conference transmission. It is good public policy for citizens to have an opportunity to meet with their elected officials face-to-face, and therefore elected members of a public governmental body should endeavor to be physically present at meetings. If physical attendance is not practical or possible, elected members may attend meetings virtually with approval of the Chairperson for the governmental body. The purposes of attendance by video conference include to accommodate the public governmental body as a whole to allow meetings to occur when circumstance would otherwise prevent the physical attendance of a quorum of the body's members and to ensure that all members may participate in business of the City.

For as long as the Board of Aldermen decide to meet and vote by video conference, the other various Boards and Commissions of the City of Harrisonville may also meet, and if necessary, vote, by video conference. The other various Boards and Commissions referenced in this Section includes but is not limited to the Planning and Zoning Commission and Board of Zoning Adjustment.

Any member who wishes to participate via video conference must notify the City Clerk at least twenty-four (24) hours in advance of the meeting so that the proper equipment may be set up.

Conflicts of Interest

The objective of the Board of Aldermen is that the appointed member avoids any conflict of interest. A member should also carefully consider for him or herself avoiding even the appearance of impropriety. Since there may be areas where board members are unsure or unaware that a conflict exists, the following guidelines should be considered.

If a board member has acquired confidential information in the course of official duties that information cannot be used to substantially further the member's personal financial interests. Occasionally gifts are offered to board members. If it appears under the circumstances that a gift has been offered to the member for the purpose of rewarding the member for official action, the board member should refuse the gift. If a gift is of substantial value and would tend to improperly influence a reasonable person, the gift should be refused. A gift of substantial value includes an economic benefit such as loans at a rate substantially lower than the current commercial rate for similar loans. Such an economic benefit would also include compensation received for personal services that substantially exceeds the fair market value of the services.

No board member can participate in any matter, directly or indirectly, in which the board member attempts to influence any decision by (i) the board, committee or commission in which they are a member or (ii) the Harrisonville Board of Aldermen, when the member knows that such a decision may lead to the acceptance of the performance of a service or the sale, rental or lease of property, for a payment in excess of \$500 per transaction or \$5000 per year, to the member, their spouse, dependent children or any business in which they are associated, unless the award is made pursuant to a contract made after public notice and competitive bidding.

State law provides that a board member shall not hold an interest in a business or undertaking that may possibly be directly and substantially economically affected by any official action of the member's board. A board member shall not perform an official act causing an economic detriment to the member's business or personal competitors.

A board member shall not engage in a substantial financial transaction for private business purposes with a person under the direction of that member's board.

If a member has a personal or private interest in any matter before the board, the member must disclose the interest to the board must not vote on the matter and must refrain from attempting to influence the other board members in voting on the matter. If necessary, members shall remove themselves from the meeting room, or should abstain from participating in deliberations and decision-making where conflicts of interest may exist. The member should consider not only his or her financial interests and investments, but also those of spouse and children.

If you are unsure of your legal responsibilities on any matter coming before your advisory body, you should seek the advice of the City Administrator's Office as soon as possible before the meeting.

Training for New Board Members

Recognizing that a newly appointed board or commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission, the City will provide informal and/or formal training opportunities for each newly appointed member.

The Board of Aldermen liaison, staff liaison, and chairperson of the board or commission shall work cooperatively to establish a training process which will provide to the new member a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission. Where appropriate, in-service training should be provided which may include presentations on the responsibility of board and commission members, parliamentary procedure, conflicts of interest, specific board or commission mission, consensus and decision-making model, City administration overview, open meetings, and language of local government and commonly used abbreviation and acronyms.

Board and commission members should be invited to in-service opportunities offered by the city. Board and commission members should be encouraged to identify in-service opportunities which would be specifically beneficial to their particular board or commission. When possible, exit interviews should be conducted with departing board and commission members to determine areas in which the city can be more helpful to the board or commission. The city should provide funding for appropriate in-service training for board, committee, and commission members.

Board Responsibilities

Each advisory board, committee and commission is responsible to investigate and make thoughtful recommendation to the Board of Aldermen and city staff on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which a board makes recommendations can come from the Board of Aldermen, from city staff, the citizens of Harrisonville and from the board members themselves. The Board of Aldermen does not wish to impose a rigid structure upon the thoughts and ideas of any board, committee, or commission, but instead believes that creative and innovative ideas can come from many different sources. Often, however, ideas will originate with the consideration and adoption of goals by the Board of Aldermen, and boards, committees and commissions will be asked to consider such goals.

The normal channels for communication between the Board of Aldermen and the boards, committees and commissions are through the Aldermen liaison to the board and city staff in the affected department. Such person will report to the Board of Aldermen the deliberations and recommendations of the board. The boards, committees and commissions, and their individual members, are always free to communicate directly with the Board of Aldermen on any matter concerning their areas of responsibility. If there has been any ex-parte communication to a committee member, commission member or aldermen, they will openly tell the committee, commission or board they are on about said communication in the appointed meeting, before an approval or denial vote of the committee, commission or board.

In considering recommendations from boards, committees and commissions, the Board of Aldermen will attempt to balance the many diverse interests in our community.

Code of Ethics

The citizens and businesses of Harrisonville, Missouri are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity.

To this end, the Harrisonville Board of Aldermen has adopted a Code of Ethics for members of the Board of Aldermen and of the City's boards, committees, and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Harrisonville and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Harrisonville Board of Aldermen, boards, committees, and commissions.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of Missouri, and the City of Harrisonville in the performance of their public duties. These laws include but are not limited to the United States and Missouri constitutions; the Harrisonville Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Aldermen, boards, committees and commissions, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Aldermen and boards, committees and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Aldermen by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Aldermen or boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall remove themselves from the meeting room and shall abstain from participating in deliberations and decision-making where conflicts of interest may exist.

9. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of boards, committees and commissions shall not appear before their own bodies or before the Board of Aldermen on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the Board of Aldermen, board, committee, or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Harrisonville, nor will they allow the inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the structure of the Harrisonville city government as outlined by the Harrisonville Municipal Code. In this structure, the Board of Aldermen determines the policies of the City with the advice, information and analysis provided by the public, boards, committees and commissions, and City staff.

Members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Board of Aldermen policy decisions.

15. Independence of Boards, Committees and Commissions

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, members of the Board of Aldermen shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee, and commission proceedings.

16. Positive Workplace Environment

Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the city, the Harrisonville Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for newly appointed officials. Members entering office shall sign a statement affirming they have read and understood the City of Harrisonville code of ethics. In addition, the Code of Ethics shall be annually reviewed by boards, committees and commissions, and the Board of Aldermen shall consider recommendations from boards, committees and commissions and update it as necessary.

18. Compliance and Enforcement

The Harrisonville Code of Ethics expresses standards of ethical conduct expected for members of the Harrisonville Board of Aldermen, boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. The Board of Aldermen may impose sanctions on members whose conduct does not comply with the City's ethical standards. The Board of Aldermen may remove members of boards, committees, and commissions from office.

A violation of this code of ethics shall not be considered a basis for challenging the validity of a Council, board, or commission decision.

ARTICLE III. ORGANIZATION OF THE BOARD

Annually, each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary. If a city staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary.

Duties of Chairperson

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas and facilitate the overall decision process. The Chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the Chairperson's responsibility to sign all documents on behalf of the board, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board.

The chairperson, working with the recording secretary, is responsible for preparing an agenda for each meeting and assuring its circulation in advance to all members of the board and other persons who have requested notification and to ensure public notice of the board's regular and, if any, special meetings.

The Chair must ensure that the recording secretary sends all agendas for meetings to the City Clerk at the appropriate times, so that the City Clerk can ensure tot post notice in accordance with the Missouri Sunshine Law. In addition, the recording secretary will send all approved minutes for the meeting to the City Clerk in a timely matter, as the City Clerk is the keeper of all official documents for the City.

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson shall also perform any other duties assigned to his office by the board. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

Recording Secretary

The recording secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. The secretary prepares an agenda in advance of each meeting. A copy of the approved minutes from each meeting shall be deposited with the Harrisonville City Clerk. Minutes from meetings shall be recorded as soon as possible, and the approved minutes sent to the City Clerk. The recording secretary function shall be performed by city staff and if required by law, an appointed member will be elected secretary for the purpose of executing documents.

Officers' Terms of Office

The term of office for the chairperson and the vice chairperson shall be one year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than two consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire.

Board of Aldermen Liaison

The Board of Aldermen liaison assigned to a board or commission shall serve the following roles:

1. Communicate with the board or committees when Board of Aldermen communication is needed and to serve as the primary two-way communications channel between Aldermen and the board or commission.
2. Serve as the primary formal Aldermen contact.
3. Help resolve questions the board or commission may have about the role of the Board of Aldermen, municipal government, and the board or commission.
4. Establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
5. Provide procedural direction and relay Board of Aldermen's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
6. Serve as Aldermen contact rather than an advocate for or ex-officio member of the board or commission.

ARTICLE IV. CONDUCT OF MEETINGS

Open Public Meetings

All meetings at which any public business is discussed where a quorum of the board is present are public meetings open to the public at all times. No board or commission shall conduct any closed meetings without first consulting with the City Administrator's Office concerning its propriety.

Quorum

The majority of all of the members of a board shall constitute a quorum, except where statute or ordinance defines the necessary number for a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Special Meetings

A special meeting may be called by the chairperson or vice chairperson, or upon the written request of three members of the board. Notice should be given to each of the board members by personally serving them or by leaving notice at their usual place of residence. Notice of special meetings should be given as much in advance as possible. The notice of a special meeting shall set forth the time, place, date and purpose of the meeting. Attendance at a special meeting constitutes a waiver of the notice of the meeting.

Public Notice

Public notice of all meetings where the board may take any formal action or at which a majority or quorum of the board is expected to attend shall be given. The public notice shall be given no less than

twenty-four hours in advance of the meeting and shall be posted at such place as the Board of Aldermen shall designate. The notice shall contain a specific agenda if possible.

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion and facilitates the input of all members of the board. When necessary, in order to effectively conduct business, as determined by a majority vote of those present, Robert's Rules of Order shall be in effect.

Public Hearings

Occasionally, a board will be called upon to conduct a public hearing on a matter coming before it.

A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of the public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, board members should discuss the matter among themselves (still in open meeting) and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting.

Further information regarding the conduct of public hearings is available from the City Administrator's Office.

Code of Conduct for Public Meetings

The purpose of this policy is to establish rules of decorum for members of the public attending, bringing signs or other objects to, and/or addressing the legislative or policy body at meetings held the City of Harrisonville, including meetings of the Board of Aldermen, and City Boards, Committees and Commissions. The policy is intended to facilitate the conduct of public meetings in an open and orderly manner and in an environment safe for all persons in attendance. This policy applies to persons attending public meetings.

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the Board of Aldermen, and City Boards, Committees and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a) All meetings of the Board of Aldermen shall be governed by the provisions of Robert's Rules of Order.
- b) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing, or engaging in any other activity in a manner that disturbs, disrupts, or impedes the orderly conduct of the meeting.

- c) Persons in the audience will refrain from creating, provoking, or participating in any type of disturbance involving unwelcome physical contact.
- d) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- e) Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- f) Persons in the audience will not place their feet on the seats in front of them.
- g) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases, and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
 - ▶ No objects will be larger than 18 inches by 18 inches.
 - ▶ No sticks, posts, poles, or other such items will be attached to the signs or other symbolic materials.
 - ▶ The items cannot create a building maintenance problem or a fire or safety hazard.
 - ▶ Materials to be utilized by presenters for a scheduled agenda item may exceed size restrictions.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Board/Committee:

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

- c) 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.
- d) Each person addressing the Board shall give his or her name and address in an audible tone of voice for the record.
- e) 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 Sergeant-at-arms may have that person removed from the premises.
- f) 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.
- g) Oral Communications. Interested persons, or their representatives, may address the Board by oral communications in regard to any matter concerning City business.
- h) 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.
- i) Presentations. Any individual who plans to bring a presentation before the Board of Aldermen, is required to make note of such plans on the initial request form and will be required to submit a final copy of the presentation to City staff via email or file-sharing prior to attending the proposed meeting.
- j) 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.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

ARTICLE V. APPOINTMENTS AND VACANCIES

Unless otherwise provided by state law or by the ordinance establishing the particular board, committee or commission, the following guidelines will be used in dealing with appointments and vacancies to boards, committees and commissions.

Advertisement for Applications

Whenever a vacancy occurs in a board, committee, or commission, whether by expiration of term of office, removal of a member, resignation or other reason, the following steps will be taken unless otherwise directed by the Board of Aldermen:

Annually the City Clerk's Office will cause at least one advertisement for the solicitation of applicants for Board, committee and commission positions to be placed in a newspaper of general circulation within the city.

In addition to advertising as referenced above, the following are examples of recruitment methods which should be pursued, where appropriate, to complement and enhance the recruitment process.

- ▶ Direct mail with City newsletter.
- ▶ Distribute whenever City forms, such as building permits, business licenses, job applications, animal licenses, voter registration, etc., are given out.
- ▶ Press releases and Guest editorials by Mayor or Board of Aldermen members
- ▶ The chairperson of the board with the vacancy should announce the vacancy at the first board meeting after being notified of the vacancy and urge other board members to solicit qualified candidates.

Review Process

Applications for the position should be obtained on-line or from the City Clerk's Office. Applications shall be filed with the City Clerk's office. All applications shall be evaluated by the Mayor, who will determine which appointments should be recommended to the Board of Aldermen for approval.

The applicants for Board, Committee and Commission members shall be evaluated upon qualification, experience, knowledge, interest, willingness to serve, ward residency, the need for a diverse cross-section of the community, past and current service on other City boards, committees and commissions, and other factors deemed relevant by the Board of Aldermen. An eligibility list will be established, and applications shall remain active for one year. The recommendation of the Mayor shall be considered but shall not be binding upon the Board of Aldermen.

Appointment

The City Administrator's Office shall forward the appointment certificate and a Handbook for Boards, Committees and Commissions to the newly appointed member.

Term Limits

Appointees to positions with a term of four (4) years or less are limited to two consecutive terms prior to reappointment on a given board, commission, or committee (except where specifically provided). Appointees to positions with a term of five (5) years or greater are limited to one term on a given board, commission, or committee (except where specifically provided). However, where the Board of Aldermen expressly determines it to be in the best interest of the community, the Board of Aldermen may reappoint beyond these limits.

ARTICLE VI. EXPENSE REIMBURSEMENT

The city will reimburse any member of a board, committee or commission who incurs expense for travel, lodging, registration fees and the like, where such expenses have been provided for in the

budget of the department with which the board is connected. To make sure that an anticipated expense is authorized; all subject expenditures must be cleared in advance through the department.



ARTICLE VII

APPENDIXES

BRIEF DESCRIPTIONS OF BOARDS AND COMMISSIONS

BOARD OF ALDERMEN

Responsibility: The Mayor and Board of Aldermen shall have the care, management and control of the City and its finances and shall have power to enact and ordain any and all ordinances not repugnant to the Constitution and laws of this State, and such as they shall deem expedient for the good government of the City, the preservation of peace and good order, the benefit of trade and commerce, and the health of the inhabitants thereof, and such other ordinances, rules and regulations as may be deemed necessary to carry such powers into effect and to alter, modify or repeal the same.

Membership: The Board of Aldermen shall be composed of eight (8) members, two (2) elected, by the residents of Harrisonville from each ward in the City.

Meeting Dates: The first and third Monday of the month, as needed.

Authority: Any city which adopts or has adopted a charter for its own government, shall have all powers which the general assembly of the state of Missouri has authority to confer upon any city, provided such powers are consistent with the constitution of this state and are not limited or denied either by the charter so adopted or by statute. Such a city shall, in addition to its home rule powers, have all powers conferred by law.

Decision Type: Final.

Term Length: Pursuant to Section 79.050, RSMo., and a vote of the citizens of Harrisonville on April 2, 2002, Aldermen shall be elected for a term of four (4) years. (April)

BOARD OF BUILDING & ENGINEERING

Responsibility: To determine questions of fact as to the acceptability and adequacy of alternate materials, equipment, design, and types of construction. They also review decisions of the Building Official/Director of Codes Administration/Code Enforcement Officer or the Fire Chief in the interpretation of the City's adopted building, property maintenance or fire codes.

Membership: The board is made up of five members appointed by the Mayor with approval from the Board of Aldermen. The board is in accordance with the City of Harrisonville code book, section 505.030. The board is authorized to transact business upon the appointment of three (3) members; no less than three (3) members shall constitute a quorum.

Meeting Dates: Meet as needed.

Authority: City Municipal Code adopting the 2018 International Family of Building, Property and Fire Codes, which establishes the formation and criteria, under the standards and guidelines of the Municipal Code of the City of Harrisonville, MO – Title V, Chapter 505, Article II, Section 505.030 of the Board of Building and Engineering. It is recommended, but not mandatory, that members of this board meet one the credentials below:

- 1) Registered design professional with architectural experience or a builder or superintendent of building construction with at least ten years' experience, five of which shall have been in responsible charge of workers.
- 2) Registered design professional with structural engineering experience.
- 3) Registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
- 4) Registered design professional with electrical engineering experience or an electrical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
- 5) Registered design professional with fire protection engineering experience or a fire protection contractor with at least ten years' experience, five of which shall have been in responsible charge of work.

Decision Type: Their decision may be appealed to the circuit court.

Term Length: 5-year terms (March)

BOARD OF ZONING ADJUSTMENT (BZA)

Responsibility: To hold hearings and make decisions concerning requests for variances from the zoning ordinance.

Membership: The Board is made of five members and up to two alternates appointed by the Mayor with approval from the Board of Aldermen.

Meeting Dates: The second Tuesday of the month, as needed.

Authority: The City is required by State Statute, Chapter 89 to establish this board. Per the City of Harrisonville code book, section 405.610, a concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement or decision of the party appealed from or to issue an order or variance or to decide in favor of an appellant.

Decision Type: BZA decisions may be appealed to the circuit court.

Term Length: 5-year terms (October)

HISTORIC PRESERVATION COMMISSION (HPC)

Responsibility: Designating local landmarks and preservation districts. They also review the design of exterior changes to locally designated structures.

Membership: There are seven members on the commission which are appointed by the Mayor with approval from the Board of Aldermen, plus one (1) alternate who is the Board of Aldermen liaison for the HPC. The Board Liaison shall only be counted toward a quorum and vote if serving as an alternate. Per the City of Harrisonville code book, sections 405.350 and 405.355, that to the extent available, the commission shall include professional members representing such disciplines as architecture, law, real

estate, history, construction, or any other field related to historic preservation. A quorum shall consist of five (5) members.

Meeting Dates: The second Wednesday of the month, as needed.

Authority: The city's square is on the National Historic Register. The HPC was established in 1993 by city ordinance 1928 (City Code of Ordinance Title IV, Article XVI, Section 405.340. In addition, the HPC has authority from RSMo 253.415.

Decision Type: Final.

Term Length: 3-year terms (May)

INDUSTRIAL DEVELOPMENT AUTHORITY (ODA)

Responsibility: The primary function of this commission is to issue industrial revenue or development bonds on behalf of the city.

Membership: The board is made up of five members appointed by the Mayor with approval from the Board of Aldermen.

Meeting Dates: Meet as needed.

Authority: Authorized under Section 349 of Missouri State Statutes.

Decision Type: Final

Term Length: 6-year terms (November)

PARK BOARD

Responsibility: To recommend and/or approve programming, policy, events and funds for the Harrisonville Parks and Recreation Department and Community Center to the Board of Aldermen.

Membership: The board is made up of nine members appointed by the Mayor with approval from the Board of Aldermen.

Meeting Dates: Meet the second Tuesday of each month.

Authority: The board is mandated by State Statue, Chapter 90 that cities with a special property tax establish a Park Board.

Decision Type: Final unless it is appealed to the Board of Aldermen on or before the fifth day following the day notice of such decision is given.

Term Length: 3-year terms (June)

PLANNING & ZONING COMMISSION (P & Z)

Responsibility: To oversee the development and update of the city's Comprehensive Development Plan, and to make recommendations to the Board of Aldermen concerning the adoption of zoning and subdivision regulations.

Membership: There are nine members who consist of eight members who are appointed by the Mayor with the approval of the Board of Aldermen and the Mayor who is a voting

member. The Mayor, with the approval of the Board of Aldermen, shall also appoint a board liaison who shall be a non-voting member and shall not be counted toward a quorum.

Meeting Dates: The third Thursday of each month. Authority: Required by State Statute, Chapter 89.

Decision Type: Recommendations to the Board of Aldermen.

Term Length: 4-year terms (November)

TAX INCREMENT FINANCING COMMISSION (TIF COMMISSION)

Responsibility: Tax Increment Financing Commission shall conduct a Public Hearing for a proposed Redevelopment Plan

Tax Increment Financing Commission shall consider the proposed Redevelopment Plan

Tax Increment Financing Commission shall make a recommendation on the proposed Redevelopment Plan, Redevelopment Projects and designation of the Redevelopment Area/s to the Board of Aldermen

Membership: The board is made up of eleven members. Six of the members are appointed by the Mayor with consent of the majority of the Board of Aldermen, 2 by the Harrisonville School District, 2 by Cass County, and 1 representing all other taxing jurisdictions. The 6 appointments by the city serve staggered terms of four years each.

Meeting Dates: Meet as needed, at least once Annually.

Authority: Created by city ordinance pursuant to State Statute, Chapter 99- Section 99.820.

Decision Type: Makes recommendations to the Board of Aldermen

Term Length: 4-year terms (September)

ENHANCED ENTERPRISE ZONE BOARD

Responsibility: Considers proposed projects and Real Property Tax Abatement requests. Makes recommendations to the Board of Aldermen on the Real Property Tax Abatement request, with consideration of the Applicant eligibility and the Real Property Tax Abatement amount, per the adopted Tiered-Tax Abatement Schedule.

Membership: The board is made up of seven members. Five of the members are appointed by the Mayor, with consent of the majority of the Board of Aldermen, one is appointed by all affected School Districts and one by all other affected taxing jurisdictions. The five appointments by the City serve staggered terms of five years each.

Meeting Dates: Meet as needed, at least annually.

Authority: Created by city ordinance pursuant to State Statute, Chapter 135 Section 135.957.

Decision Type: Makes recommendations to the Board of Aldermen.

Term Length: 5-year terms (August)

HARRISONVILLE REDEVELOPMENT CORPORATION

Responsibility: The purposes for which the corporation is formed are to acquire, construct, maintain, and operate a re-development project or projects in accordance with the provisions of "The Urban Redevelopment Corporation Law of the State of Missouri". The corporation is organized for the purpose of clearance, replanning, reconstruction or rehabilitation of blighted areas, and the construction or rehabilitation of such industrial, commercial, residential, or public structures as may be appropriate, including provisions for recreational and other facilities incidental or appurtenant thereto.

Membership: The Board of Directors is made up of five members, the Mayor or her/his designee, two members of the Board of Aldermen (which are elected by a majority of the Board of Aldermen for a one-year term) the City Administrator and the Economic or Community Development Director, and none of which need to be shareholders.

Meeting Dates: Meet as needed.

Authority: Urban Redevelopment Corporation Law of the State of Missouri, Chapter 353, Urban Redevelopment Corporation. Articles of Agreement and Bylaws. City Ordinance No. 2764, established the Corporation to facilitate redevelopment of a portion of the City located in the area of the downtown square (1997).

Term Length: Position of Mayor, City Administrator, Economic or Community Development Director has no term limits. The 2 Aldermen positions have one-year terms.



Board, Commission and Committee Appointment
Application Form

Name	Date	
Home Address		
Email Address		
Home Telephone	Work/Cell Telephone	
Occupation	Best time to call am/pm	
Do you own commercial property and/or operate a business in Harrisonville?		
Work/Business Name		
Work/Business Address		
Length of Residency in Harrisonville		
Are you now, or have you ever served on a board, commission or committee for the City of Harrisonville or other community? Yes ☐ No ☐ If yes, please give name of board, commission and /or committee and dates served:		
BOARD, COMMISSION, OR COMMITTEE PREFERENCE(S): Refer to last page for list of Boards, Commissions, and Committees (Please list <u>no more</u> than three boards, commissions, or committees in order of preference)		
1)	2)	3)

Are you registered to Vote: Yes ☐ No ☐

(application continued on back page)

Narrative Statement. Please provide a brief statement indicating the basis for your desire to be appointed to this board or commission including the strengths you feel you could bring to the position for which you are applying. Information may include education, professional experience, and community activities pertinent to the position for which you are applying.

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

Applicant's Signature: _____

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

- ✓ Please notify the City Clerk's Office at 816-380-8916 if you move or no longer wish to be considered for appointment.
- ✓ Please feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- ✓ Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E Pearl, Harrisonville, MO 64701

* Application must be completed in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

CITIZENS GUIDE TO HARRISONVILLE'S BOARD, COMMITTEES, AND COMMISSIONS

Board of Zoning and Adjustment
Responsibility: Serves as a quasi-judiciary board that hears variances, appeals and ordinance interpretations relating to regulations contained in the Zoning Ordinance. Membership: Five members appointed by the Mayor, plus up to two alternates, with approval from the Board of Aldermen for five-year terms Meetings: As needed on the second Tuesday of the month
Board of Engineering and Appeals
Responsibility: Determine questions of fact as to the acceptability and adequacy of alternate materials, equipment, design and types of construction. Review decisions of the Director of Codes Administration or the Fire Chief in the interpretation of the City's Building Codes. The Board may grant modifications to the codes. Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for five-year terms Meeting Dates: Meet as needed.
Historic Preservation Commission
Responsibility: Designating local landmarks and preservation districts. Review the design of exterior changes to locally designated structures. Membership: Seven members appointed by the Mayor with approval from the Board of Aldermen for three-year terms Meeting Dates: The second Wednesday of the month, as needed.
Industrial Development Authority
Responsibility: Issue industrial revenue or development bonds on behalf of the city. Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for six-year terms. Meeting Dates: Meet as needed.
Parks and Recreation Board
Responsibility: Oversee all aspects of the Harrisonville Parks and Recreation Department and Community Center. Membership: Nine members appointed by the Mayor with approval from the Board of Aldermen for three-year terms. Meeting Dates: Meet the second Tuesday of each month.
Planning & Zoning Commission
Responsibility: Oversee the development and update of the city's Comprehensive Development Plan, and to make recommendations to the Board of Aldermen concerning the adoption of zoning and subdivision regulations. Membership: Eight members are appointed by the Mayor with approval of the Board of Aldermen for four-year terms. The remaining ninth member is the Mayor. Meeting Dates: The third Thursday of each month.
Tax Increment Financing Commission
Responsibility: Considers requests from developers for tax increment financing of new industrial and commercial developments in the city. Membership: Eleven members. Six members are appointed by Board of Aldermen, 2 by the Harrisonville School District, 2 by Cass County, and 1 representing all other taxing jurisdictions. The 6 appointments by the city serve staggered terms of four years each Meeting Dates: Meet as needed



Code of Ethics
Harrisonville Board of Aldermen, Boards, Committees, and Commissions
MEMBER STATEMENT

As a member of the Harrisonville Board of Aldermen or of a Harrisonville board, committee or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the City and conduct myself by the following code of ethics.

I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions.
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential.
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others.
- Respect the dignity and privacy of individuals and organizations.
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.
- Avoid and discourage conduct which is divisive or harmful to the best interests of Harrisonville.
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the City of Harrisonville Code of Ethics.

Signature:

Date:

Name (Please print):

Office:

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Council Bill No. 2022-**Resolution No. 2022-**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE TO ADOPT THE HANDBOOK FOR APPOINTED BOARDS
AND COMMISSIONS, AS AMENDED, AND ESTABLISHING AN EFFECTIVE
DATE.**

WHEREAS, this Resolution is done to establish a Handbook for Appointed Boards and Commissions for the City of Harrisonville, Missouri; and

WHEREAS, the Handbook for Appointed Boards and Commissions will be the guide for all appointed City boards and commissions to follow for proper operating practices; and

WHEREAS, this Handbook for Appointed Boards and Commissions is a separate document detached from the codebook, with a copy retained in the City Clerk's office; and

WHEREAS, staff have reviewed the details of the proposed Handbook for Appointed Boards and Commissions, the changes and additions to the policy and approved of sending this proposed handbook to the City's full Board of Aldermen for review and approval; and

WHEREAS, the City of Harrisonville Board of Aldermen, after careful and due deliberation, concludes that amending the Handbook for Appointed Boards and Commissions, as set forth below, would be in the best interest of the City.

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

Section 1: That the Handbook for Appointed Boards and Commissions, is hereby approved and adopted, shall be maintained in a file designated by the City Administrator who shall advise and direct City staff to follow such policies, with a copy available for public inspection in the City Clerk's office.

Section 2: Severability. If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3: Effective Date. That this order shall become effective on April 18, 2022, upon its passage and approval.

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED
BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 18TH
DAY OF APRIL 2022.

VOTE TAKEN AS FOLLOWS:**AYES:****NAYS:****ABSENT:****ABSTAIN:**

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

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 18th day of April 2022.



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: April 13, 2022
SUBJECT: Changes to Rules and Regulations at LSMA

Type of Item: *Approval*

D. Action Item (ID # 4163)

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE,
MISSOURI AMENDING CHAPTER 680 OF THE CITY OF HARRISONVILLE MUNICIPAL
CODE

Attachments:

Staff Report Changes to Rules an Regs Airport (DOC)

Ordinance Adding Airport Penalty Provision(DOCX)

To: Board of Aldermen
From: Carl Brooks, PE, CFM – Director of Public Works
Date: April 18, 2022
Subject: Amending Chapter 680 of the Harrisonville Municipal Code
Type of Item

GENERAL INFORMATION

Applicant: Carl Brooks, Director of Public Works

Requested Action: Approval of Amending Rules and Regulations for the Lawrence Smith Municipal Airport

Date of Application: April 13, 2022

PROPOSAL

As the Mayor and Board of Aldermen have established the Airport Rules and Regulations, from time-to-time changes will need to be suggested to revise Chapter 680 of the Harrisonville Municipal Code. City staff have found since the Rules and Regulations have been established several revisions need to be made as follows:

1) **Section 1:** Section 680.030(A) is hereby amended to read as follows:

Add the following the following sentence before the last sentence in the paragraph: “*Violation of these rules may result in the termination of leases, the prohibition from being upon the grounds of the airport, the loss of the opportunity to conduct any operations at the airport, or such other action as the City deems appropriate.*”

2) **Section 2:** Section 680.030(F)(c) is hereby amended to read as follows:

“*With the exception of agricultural aircraft, aircraft shall not be fueled while the engine is running.*”

3) **Section 3:** Section 680.030(F)(f) is hereby amended to read as follows:

“*If types of fuel required for aircraft are not offered by the City, that type of fuel may be brought upon City property for the fueling of the aircraft. If brought onto airport property, it shall be approved by the Airport Manager in advance and the fuel storage tank shall have double wall containment or other suitable means of spill containment.*”

4) **Section 4:** Section 680.040 is hereby established to read as follows:

“Section 680.040 **Penalties.**

A. *Enforcement Authority. The City Administrator, and/or his or her designee shall enforce this Chapter to issue citations for violations of this Chapter as described within.*

B. *Police and Fire Authority. The Harrisonville Police Department and Harrisonville Emergency Services Department authorized, to enforce this Chapter and to issue misdemeanor citations for violations of this Chapter as described within.*

C. *Misdemeanor Penalty. A person who is convicted of a violation of any provision of this Chapter, which is designated as a misdemeanor shall be punished, by a fine of not more than one thousand dollars (\$1,000.00), plus cost of prosecution. Further, any person who shall violate or fail to comply with any provisions of this Section or who shall willfully disobey or interfere with the implementation of a rule, order or directive issued pursuant to this Chapter, shall be guilty of a misdemeanor.*

D. *Denial of Privileges. In addition to any other fine or penalty, any person who violates any provision of this Chapter subject to the City’s Federal Aviation Administration obligations may be denied the use of the Airport and its facilities by the City Administrator or his or her designee. A*

person refusing to leave the Airport premises upon such notice of denial shall be guilty of misdemeanor.

E. *Schedule.* The schedule of misdemeanor penalties under this Section shall be as follows:

a. *First offense:* \$100.00

b. *Second Offense:* \$250.00

c. *Third offense and above:* \$500.00

F. *Right to Appeal.* Upon being assessed a penalty of denial of privileges, the violator shall have ten (10) business days to request an appeal. To request an appeal, a violator must submit his or her request, provided in writing, to the City Administrator. Failure to request an appeal within the time limits will be taken as an admission of the facts and acceptance of the penalty assessed."

PREVIOUS ACTION

The Mayor and Board of Aldermen approved the initial Airport Rules and Regulations for the Municipal Airport in September 2021.

KEY ISSUES

This ordinance adds the following revisions to the Airport Rules and Regulations as follows:

- 1) Violations
- 2) Aircraft running while fueling
- 3) Types of fuel required and not offered by the City, and fuel tanks required to be double-wall containment or other suitable means of spill equipment containment
- 4) Penalties

STAFF COMMENTS AND SUGGESTIONS

City staff recommends approve of the suggested additions to further enforce the current Airport Rules and Regulations

STAFF RECOMMENDATIONS

Staff recommends approval of the ordinance

ATTACHEMENTS

Ordinance No. _____

Council Bill No. _____

Ordinance No. _____

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI AMENDING CHAPTER 680 OF THE CITY OF
HARRISONVILLE MUNICIPAL CODE**

WHEREAS, the City of Harrisonville desires to amend Chapter 680 to better define airport regulations and to establish penalty provisions for the use of the Lawrence Smith Memorial Airport, owned and operated by the City of Harrisonville, Missouri.

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

Section 1: Section 680.030(A) is hereby amended to read as follows:

“The City reserves the right to adopt standards, rules and regulations, to amend, alter, or revoke any standard, rule, or regulation, Section, paragraph, or sentence in this Chapter. The International Code Council's Fire and Building Codes are hereby incorporated by reference as if fully set forth herein. If any provision of this Chapter conflicts with any corresponding provision(s) of the ICC Fire Code and/or ICC Building Code, the most restrictive code language shall apply. *"Most restrictive"* shall mean the Code language that imposes the most restrictions or limitations on someone's activities or conduct. Violation of these rules may result in the termination of leases, the prohibition from being upon the grounds of the airport, the loss of the opportunity to conduct any operations at the airport, or such other action as the City deems appropriate. The following rules shall be observed by those operating the airport and by all those who visit and/or utilize the airport:”

Section 2: Section 680.030(F)(c) is hereby amended to read as follows:

“With the exception of agricultural aircraft, aircraft shall not be fueled while the engine is running.”

Section 3: Section 680.030(F)(f) is hereby amended to read as follows:

“If types of fuel required for aircraft are not offered by the City, that type of fuel may be brought upon City property for the fueling of the aircraft. IF brought onto airport property, it shall be approved by the Airport Manager in advance and the fuel storage tank shall have double wall containment or other suitable means of spill containment.”

Section 4: Section 680.040 is hereby established to read as follows:

“Section 680.040 **Penalties.**

A. Enforcement Authority. The City Administrator, and/or his or her designee shall enforce this Chapter to issue citations for violations of this Chapter as described within.

B. Police and Fire Authority. The Harrisonville Police Department and Harrisonville Emergency Services Department authorized, to enforce this Chapter and to issue misdemeanor citations for violations of this Chapter as described within.

C. Misdemeanor Penalty. A person who is convicted of a violation of any provision of this Chapter which is designated as a misdemeanor shall be punished, by a fine of not more than one thousand dollars (\$1,000.00), plus cost of prosecution. Further, any person who shall violate or fail to comply with any provisions of this Section or who shall willfully disobey or interfere with the implementation of a rule, order or directive issued pursuant to this Chapter, shall be guilty of a misdemeanor.

D. Denial of Privileges. In addition to any other fine or penalty, any person who violates any provision of this Chapter subject to the City's Federal Aviation Administration obligations may be denied the use of the Airport and its facilities by the City Administrator or his or her designee. A person refusing to leave the Airport premises upon such notice of denial shall be guilty of a misdemeanor.

E. Schedule. The schedule of misdemeanor penalties under this Section shall be as follows:

- a. First offense: \$100.00
- b. Second Offense: \$250.00
- c. Third offense and above: \$500.00

F. Right to Appeal. Upon being assessed a penalty of denial of privileges, the violator shall have ten (10) business days to request an appeal. To request an appeal, a violator must submit his or her request, provided in writing, to the City Administrator. Failure to request an appeal within the time limits will be taken as an admission of the facts and acceptance of the penalty assessed."

Section 2: That this Ordinance shall be in effect immediately upon its passage and approval.

Read for the first time by title only on the 18th day of April 2022. Read for the second time by title only on the 18th day of April 2022.

Judy Bowman, Mayor

ATTEST:

Daniel Barnett, City Clerk

APPROVED by the Mayor this 18th day of April, 2022



TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: April 11, 2022
SUBJECT: Municipal Court March 2022 Report

Type of Item: *Discussion*

A. Discussion Item (ID # 4157)

Municipal Court Report March 2022

Attachments:

Municipal Court March 2022 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 **March 2022** and that the information and statements contained in said report are true and correct according to my best information, knowledge and belief.


Don Lograsso
Municipal Court Judge

4/6/22
Date

Presented and reviewed as required by Court Operating Rule 4.29.


City Clerk

4-8-2022
Date

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary

RECEIVED

APR 08 2022

CITY OF HARRISONVILLE

Attachment: Municipal Court March 2022 Report (Municipal Court March 2022 Report)

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

<u>I. COURT INFORMATION</u>		Municipality: HARRISONVILLE		Reporting Period: Mar 1, 2022 - Mar 31, 2022	
Mailing Address: 300 E PEARL STREET, HARRISONVILLE, MO 64701					
Physical Address: 300 E PEARL STREET, HARRISONVILLE, MO 64701				County: Cass County	Circuit: 17
Telephone Number: (816)3808903			Fax Number:		
Prepared by: MICHELLE SHAFFER			E-mail Address: michelle.shaffer@courts.mo.gov		
Municipal Judge: DON LOGRASSO					
<u>II. MONTHLY CASELOAD INFORMATION</u>					
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance	
A. Cases (citations/informations) pending at start of month		24	259	315	
B. Cases (citations/informations) filed		0	15	17	
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	2	0	
4. plea of GUILTY in court		6	25	18	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	2	0	
6. dismissed by court		0	5	3	
7. <i>nolle prosequi</i>		0	5	6	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		6	39	30	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		18	235	302	
E. Trial de Novo and/or appeal applications filed		0	0	1	
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>			<u>IV. PARKING TICKETS</u>		
1. # Issued during reporting period	120	1. # Issued during period		0	
2. # Served/withdrawn during reporting period	45	☐ Court staff does not process parking tickets			
3. # Outstanding at end of reporting period	242				

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MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: HARRISONVILLE	Reporting Period: Mar 1, 2022 - Mar 31, 2022
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		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 and witness fees.	
Fines - Excess Revenue	\$2,436.00	Court Automation	\$294.00
Clerk Fee - Excess Revenue	\$274.91	Law Enf Arrest-Local	\$1,131.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$8.48	Overpayment	\$3.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Overpayment-E/R	\$0.00
		Overpayments Detail Code	\$67.00
Total Excess Revenue	\$2,719.39	Total Other Disbursements	\$1,495.00
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$10,030.00
Fines - Other	\$4,196.50	Bond Refunds	\$529.00
Clerk Fee - Other	\$313.09	Total Disbursements	\$10,559.00
Judicial Education Fund (JEF) ☒ Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$49.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$349.37		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$9.65		
Law Enforcement Training (LET) Fund surcharge	\$98.00		
Domestic Violence Shelter surcharge	\$101.00		
Inmate Prisoner Detainee Security Fund surcharge	\$98.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$601.00		
Total Other Revenue	\$5,815.61		

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Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

I. COURT INFORMATION		Contact information same as last report ☐	
Municipality: HARRISONVILLE		Reporting Period: MARCH 2022	
Mailing Address: P.O. BOX 367		Software Vendor: TYLER TECHNOLOGIES	
Physical Address: 300 E PEARL ST		County: CASS	Circuit: 17
Telephone Number: (816) 380-8903		Fax Number: (816) 380-8910	
Prepared by: MICHELLE SHAFFER	E-mail Address: michelle.shaffer@courts.mo.gov		iNotes ☒
Municipal Judge(s): DON LOGRASSO		Prosecuting Attorney: CATHERINE GERSTNER	
II. MONTHLY CASELOAD INFORMATION			
	Alcohol & Drug related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations / informations) pending at start of month	56	553	531
B. Cases (citations / informations) filed			
C. Cases converted to Show-Me Courts	0	29	27
1. jury trial (Springfield, Jefferson County, and St. Louis County only)			
2. court / bench trial - GUILTY			
3. court / bench trial - NOT GUILTY			
4. plea of GUILTY in court			
5. Violations Bureau Citations (i.e., written plea of guilty) and bond forfeitures by court order (as payment of fines / costs)			
6. dismissed by court			
7. nolle prosequi			
8. certified for jury trial (not heard in the Municipal Division)			
9. TOTAL CASE DISPOSITIONS			
D. Cases (citations / informations) pending at end of month [pending caseload = (A + B) – C9]	56	524	504
E. Trial de Novo and / or appeal applications filed			
III. WARRANT INFORMATION (pre- & post-disposition)		IV. PARKING TICKETS	
1. # Issued during reporting period	0	# Issued during period	
2. # Served/withdrawn during reporting period	92	☐ Court staff does not process parking tickets	
3. # Outstanding at end of reporting period	923		

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MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality:	Reporting Period:
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements cont.	
Fines – Excess Revenue	\$		\$
Clerk Fee – Excess Revenue	\$		\$
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Excess Revenue	\$		\$
Bond forfeitures (paid to city) – Excess Revenue	\$		\$
Total Excess Revenue	\$		\$
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)			\$
Fines – Other	\$		\$
Clerk Fee – Other	\$		\$
Judicial Education Fund (JEF) ☐ Court does not retain funds for JEF	\$		\$
Peace Officer Standards and Training (POST) Commission surcharge	\$		\$
Crime Victims Compensation (CVC) Fund surcharge – Paid to State	\$		\$
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Other	\$		\$
Law Enforcement Training (LET) Fund surcharge	\$		\$
Domestic Violence Shelter surcharge	\$		\$
Inmate Prisoner Detainee Security Fund surcharge	\$		\$
Sheriffs' Retirement Fund (SRF) surcharge	\$		\$
Restitution	\$		\$
Parking ticket revenue (including penalties)	\$		\$
Bond forfeitures (paid to city) – Other	\$		\$
Total Other Revenue	\$		\$
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 and witness fees.		Total Other Disbursements	\$
		Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$
	\$	Bond Refunds	\$
	\$	Total Disbursements	\$