



**THE CITY OF
HARRISONVILLE**
WHERE TRADITION MEETS INNOVATION

**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
JULY 17, 2023
6:00 PM**

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
- 3. Public Participation**
 - A. Agenda Request - Matt Covington**
- 4. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Jun 20, 2023, 6:00 PM**
 - B. Board of Aldermen - Work Session - Jun 20, 2023, 6:30 PM**
- 5. Agenda Items**
 - A. Council Bill: 69 A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO CONDUCT THE ANNUAL DESTRUCTION OF RECORDS, IN ACCORDANCE WITH THE STATE OF MISSOURI RECORD RETENTION SCHEDULES.**
 - B. Council Bill: 70 A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO OPEN A CHECKING ACCOUNT WITH COMMERCE BANK TO HOUSE FUNDS AWARDED BY THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE DEMOLITION OF THE OLD WATER/ELECTRIC BUILDING.**
 - C. Council Bill: 68 AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI ESTABLISHING A MAXIMUM ALLOWABLE PERCENTAGE OF AFFORDABLE HOUSING UNITS**

- 6. Aldermen and Committee Reports**
- 7. Report from the City Administrator**
- 8. Questions from the Media**
- 9. Adjourn to Executive Session**
- 10. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 14th day of July 2023

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.

STAFF REPORT

TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: July 12, 2023
SUBJECT: Agenda Request - Matt Covington

Type of Item: *Discussion*

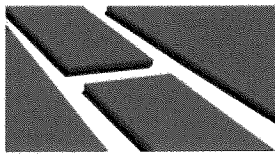
A. Discussion Item (ID # 4575)

Agenda Request - Matt Covington

Attachments:

Matt Covington 7-17 (PDF)

Harrisonville Meadows II - BOA Packet (PDF)



City of

Harrisonville

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1836

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AGENDA REQUEST FORM

This form must be completed and submitted to the office of the City Clerk. Completed materials for the agenda shall be submitted no later than Monday at 5:00 p.m., 5 business days prior to the next Board of Aldermen's meeting. 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. The Board of Aldermen's regular meetings are the 1st and the 3rd Monday of each month.

Date of Request: 6/26/23 Scheduled Meeting Date: 7/3, now 7/17

Full Name of Speaker: Matt Covington Organization: JES Dev Co

Home Address: 206 Peach Way City Columbia State MO Zip 65203

Home Phone #: 573-673-9692 Work Phone #: 573-443-2021 Cell#: 573-673-9692

Email: MCovington@AEPartners.com

Specifics of Topic: Subsidized Housing Ordinance - the conclusions and recommendations of the housing study, current demand for senior apartments in our existing portfolio, how the ordinance relates to the Harrisonville Meadows II senior housing proposal.

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

Desired Outcome: We would like to be able to proceed with the Harrisonville Meadows II project.

That can happen if senior age-restricted projects are made an exception, or if our project specifically is made an exception to this ordinance.

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

<u> </u> Board of Aldermen	Date Presented <u> </u>	Outcome <u> </u>
<u> </u> Planning & Zoning	Date Presented <u> </u>	Outcome <u> </u>
<u> </u> Park Board	Date Presented <u> </u>	Outcome <u> </u>
<u> </u> Board of Adjustment	Date Presented <u> </u>	Outcome <u> </u>

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

Signature: 

Office Use Only:

Date request received:

Harrisonville Meadows II
Senior Apartment Development Proposal

Exhibit A – Quick Facts

Exhibit B – Timeline of Events/Milestones

Exhibit C – Project Characteristics

Exhibit D – Market Demand

Attachment: Harrisonville Meadows II - BOA Packet (Agenda Request - Matt Covington)

Exhibit A - Quick Facts

Timeline of Events/Milestones

- JES Dev Co has been in communication with the City of Harrisonville staff about the Harrisonville Meadows II project since September of 2021.
- Timeline of milestones in Exhibit B is a very high-level outline of the significant events that have occurred in that timeframe.

Project Characteristics

- 48 Units - Senior 55+ Age-Restricted Apartments, no age exceptions
- Senior tenancy will eliminate impact on school system
- 1 two-story elevator building with interior common space, 2 single-story 6-plex buildings
- This development would include an extension of Jesi Ave to connect it to Matt St.
- JES Dev Co is open to collaborate on development of remaining 11 acres for highest and best use as desired by the City
- Project has received allocation of affordable housing tax credits from MHDC
- Equity investment into the project in exchange for the tax credit incentives allows the project to carry less permanent debt and charge below market rents for households making primarily at or below 60% AMI (Area Median Income)
- In Harrisonville, these 60% AMI units will serve households making \$25-55k. For family properties this is First Responders, Teachers, Factory Workers, Service Industry, etc. For senior properties, this is for households working part time, on social security, on fixed income retirement, etc.
- **No project-based rental subsidies, Section 8, or Public Housing assistance is built into this project. The set rents are the full responsibility of the residents. They must pass income verification, credit, and criminal screening before being approved just like any other market rate apartment community.**
- "Poverty" is defined by HUD as "Extremely Low Income" or "At or Below 30% AMI". Only a small number of our units target households at or below 30% AMI as required by MHDC for competitive points and we don't feel the 12% target poverty rate should prevent a project like ours that is serving predominantly working class or retired seniors living above poverty levels.

Market Demand Data

- 3 different market demand resources are being utilized.
 - RSP Housing & Affordability Study from April 2023 (**Produced for City of Harrisonville**)
 - Novogradac & Co Market Demand Analysis from November 2022
 - Novogradac & Co Initial Demand Analysis from October 2022
- Market demand is consistent throughout all 3 sources – the need for affordable housing is high, a high percentage of households are burdened by rent and housing costs, demand is increasing faster than supply, pent up demand within City of Harrisonville will support 48 units immediately
- **RSP Housing & Affordability Report provided by City of Harrisonville has very direct and straightforward findings & recommendations that suggest partnering with experienced developers to provide additional affordable housing by utilizing the LIHTC program. This is exactly what Harrisonville Meadows II will provide. (See RSP conclusion pages in Exhibit D)**
- Feedback from Fairway Management (Property Management company for all current JES assets in Harrisonville) is as follows:
 - All properties are currently 100% occupied
 - Current waiting list for all senior properties has 91 people

- Of those, 80% are current Harrisonville residents and the other 20% live nearby in smaller communities surrounding Harrisonville in Cass County
- Conclusions and recommendations from all 3 market demand sources are provided in Exhibit D

Economic Development

- \$15.3M Total Development Cost
- \$12M Construction Cost
 - General Contractor will strive to maximize utilization of local subcontractors and suppliers.
- Senior 55+ tenancy will not provide any addition strain on school system, as confirmed with superintendent
- Real estate taxes will be assessed, no abatement is being requested
- Upon completion, Fairway Management will hire local property management and maintenance staff

Exhibit B - Timeline of Events/Milestones

September 2021 – JES contacted Roger Kroh, discussed our intent to develop an additional family affordable housing community between Harrisonville Heights and Harrisonville Meadows. Roger provided a Zoning Letter confirming that the site is zoned “R-3” and that our proposed project meets the density requirements. Notification letters about the project proposal were sent to Mayor, State Senator, State Representatives, all Aldermen and Alderwomen, Chief of Police, and Superintendent.

October 2021 – JES submitted the competitive application for funding to MHDC

December 2021 – MHDC awards funds to the project, JES reaches back out to Roger to let him know that we were selected and that we would be moving forward. Jim Clarke replied notifying me that Roger had accepted another position and that he would be my point of contact in the interim. Brad Ratliff was Cc'd.

(architect and engineer begin preparing construction plans)

March 2022 – Planning meeting was held at City Hall with developer, architect, engineer, and various city staff from development, public works, utilities, etc. Process for getting construction permits and all site factors were discussed at length.

April 2022 – JES submitted Prelim Plat application.

June 2022 – Prelim Plat approved by P&Z with 3 recommendations – Rezone from R-3 to RP-3, submit landscape plan, pay Parkland Fee. The explanation for the rezoning was that it addresses double frontage lot interpretation.

July 2022 – Prelim plat postponed from July 5 to July 18 aldermen meeting due to housing authority considerations.

July 18, 2022 – Prelim plat unanimously denied by BOA, 1-year moratorium unanimously approved against all subsidized affordable housing, including Harrisonville Meadows II.

August 24, 2022 – Meeting between Brad Ratliff, Judy Bowman, Steve Mauer, Matt Kriete, Matt Covington, Aaron March to discuss project. Several factors were discussed including concerns with market demand, issues with Harrisonville Villas infrastructure improvements (unrelated to our development and ownership group), impact of subsidized units on the school system. **We discussed that changing tenancy to senior would alleviate burden on school system could be a possible solution.**

August 25, 2022 – Market demand analysis prepared by Novogradac & Co provided to Steve Mauer at his request along with an outline of the general conclusions and data points summarizing ample demand in the market.

August 31, 2022 – JES Dev Co engaged both architect and engineering consultant to redesign entire project and site to accommodate a 3-story senior project instead of walkup family units based on city feedback.

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September 23, 2022 – JES received feedback on market data provided by Steve Mauer. He requested a list of market demand questions specific to City of Harrisonville that previous demand analysis did not satisfy.

September 26, 2022 – JES confirmed with Steve Mauer that we have engaged our 3rd party market analyst to complete a new study specifically focusing on the needs within City of Harrisonville.

October 11, 2022 – JES discussed revised market study results with Christina Stanton and sent the report along with a summary of the demand data to Christina Stanton and Steve Mauer. Receipt was confirmed by both parties.

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October 24, 2022 – Steve Mauer replied with a few clarifying questions about the market data.

October 28, 2022 – JES provided complete response to all of Steve Mauer’s questions.

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November 23, 2022 – Steve Mauer confirmed that the city planned to engage their own 3rd party consultant to assess local housing inventory and demand. JES provided a response outlining general deal points and market demand results from 2 previous studies.

(6 months later)

May 18, 2023 – JES located City of Harrisonville housing study in 5/15/23 board of aldermen work session agenda online. Study conclusions and recommendations **specifically suggested that the city partner with experienced affordable housing developers to develop additional low-income housing.**

Thereafter, BOA focuses on target poverty rate and pursues direct correlation between target poverty rate and subsidized housing unit % cap for all future development proposals. This methodology is not supported by any of the market demand report conclusions or suggestions.

Exhibit C - Project Characteristics

(Photos of similar senior projects in JES portfolio below)

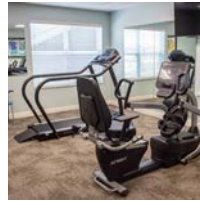
Wilshire Hills I and II

Lee's Summit | 88 Units
Senior Community



Evergreen Terrace

Kansas City | 50 Units
Senior Community



Memorial Hills I and II

Joplin | 108 Units
Senior Community



Scenic Meadows

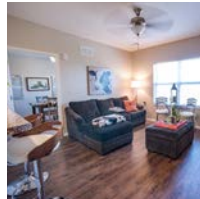
Springfield | 60 Units
Senior Community



Under Construction

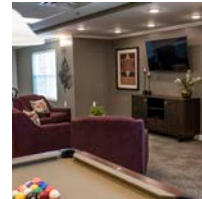
Gentry Estates I and II

Columbia | 90 Units
Senior Community



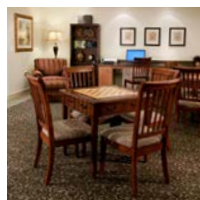
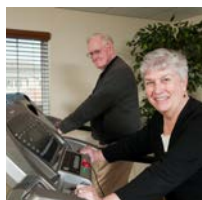
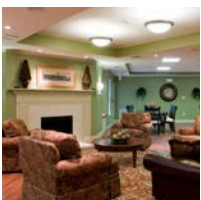
Sinclair Estates I and II

Columbia | 80 Units
Senior Community



Gentemann Manor I, II and III

O'Fallon | 162 Units
Senior Community



Hillmann Place I and II

O'Fallon | 98 Units
Senior Community



Bethel Ridge I and II

Columbia | 84 Units
Senior Community



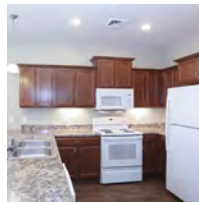
Regency Manor I and II

Independence | 86 Units
Senior Community



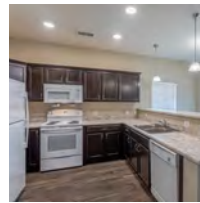
Baltimore Meadows

Kirksville | 48 Units Senior
Community



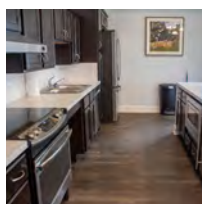
Frisco Senior Village I and II

Bolivar | 84 Units
Senior Community



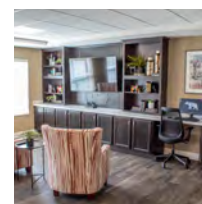
Meadowood Estates

O'Fallon | 60 Units
Senior Community



Riverbend Estates

Washington | 84 Units
Senior Community



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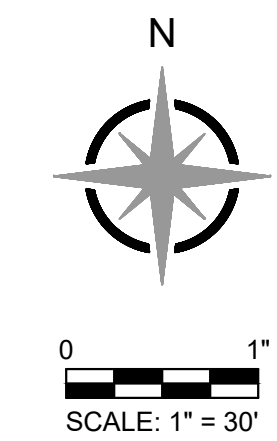
873-636-3303

1775 West Main Street, Sedalia, MO 65301

660-826-8618

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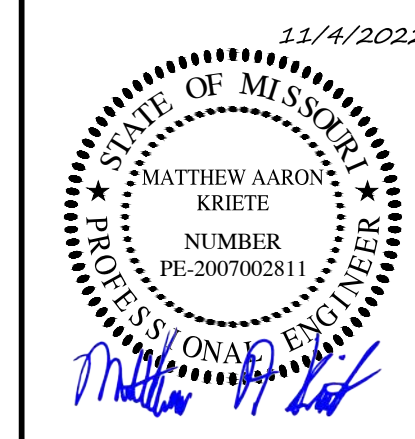
MO Engineering Corp. # 2004005018



HARRISONVILLE MEADOWS II

LINCOLN ROAD

HARRISONVILLE, CASS COUNTY, MISSOURI



MATTHEW A. KRIETE
PROFESSIONAL ENGINEER
PE-2007002811

IF ORIGINAL SIGNATURE OR DIGITAL
AUTHENTICATION IS NOT PRESENT THIS
MEDIA SHOULD NOT BE CONSIDERED A
CERTIFIED DOCUMENT

Date
JUNE 24, 2022

Revised
NOVEMBER 4, 2022

Design: KL Drawn: MJS

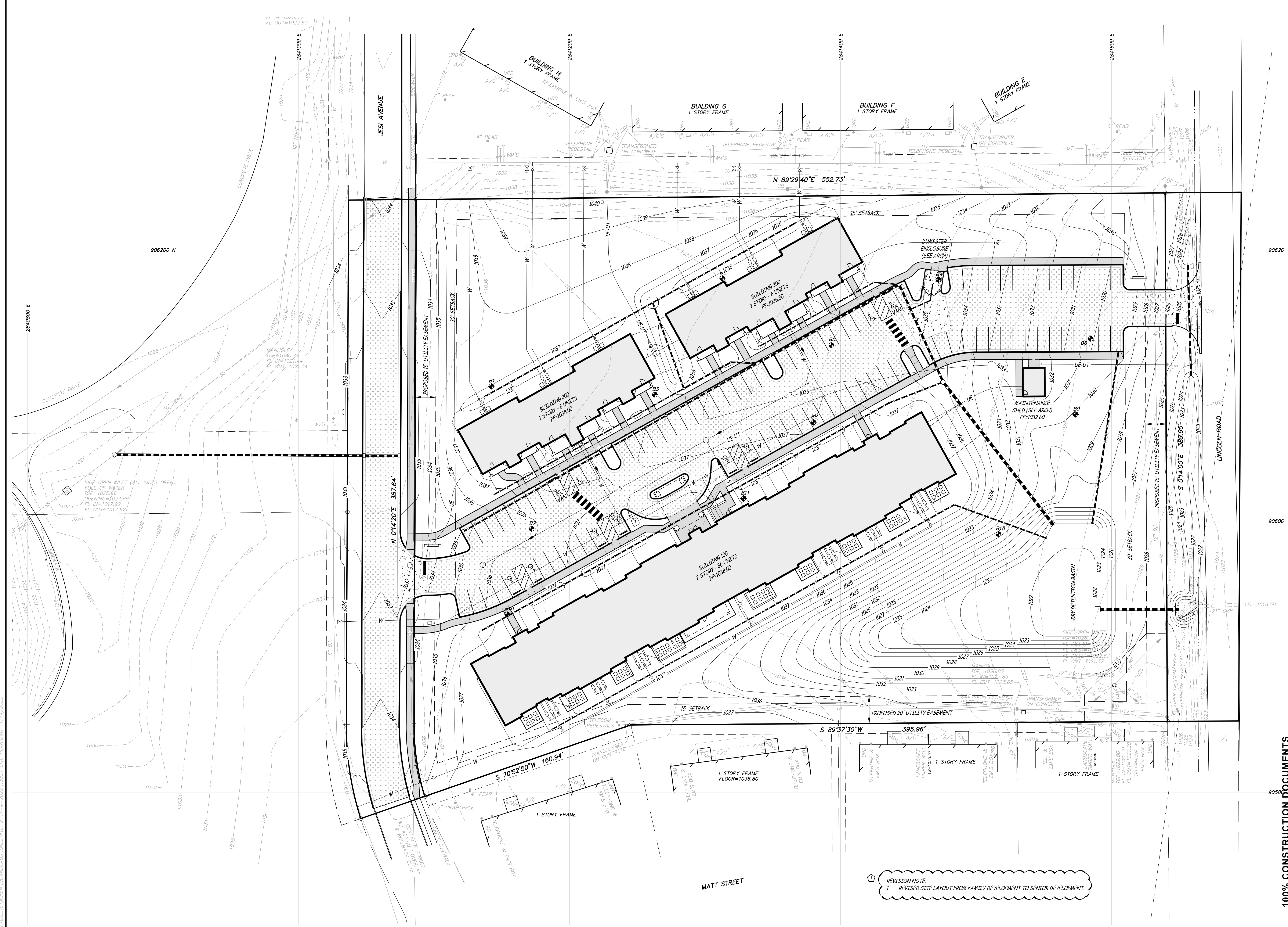
OVERALL PLAN

Sheet

C1.01

ES&S PROJECT NO. 15521

100% CONSTRUCTION DOCUMENTS



Subject Parcel

The first image is the current undeveloped parcel located south of E Elm St, west of N Lincoln, at the south end of Jesi Ave, north end of Hamlet Dr, and between both lengths of Matt St. The second image is the same parcel with the subject development overlay.

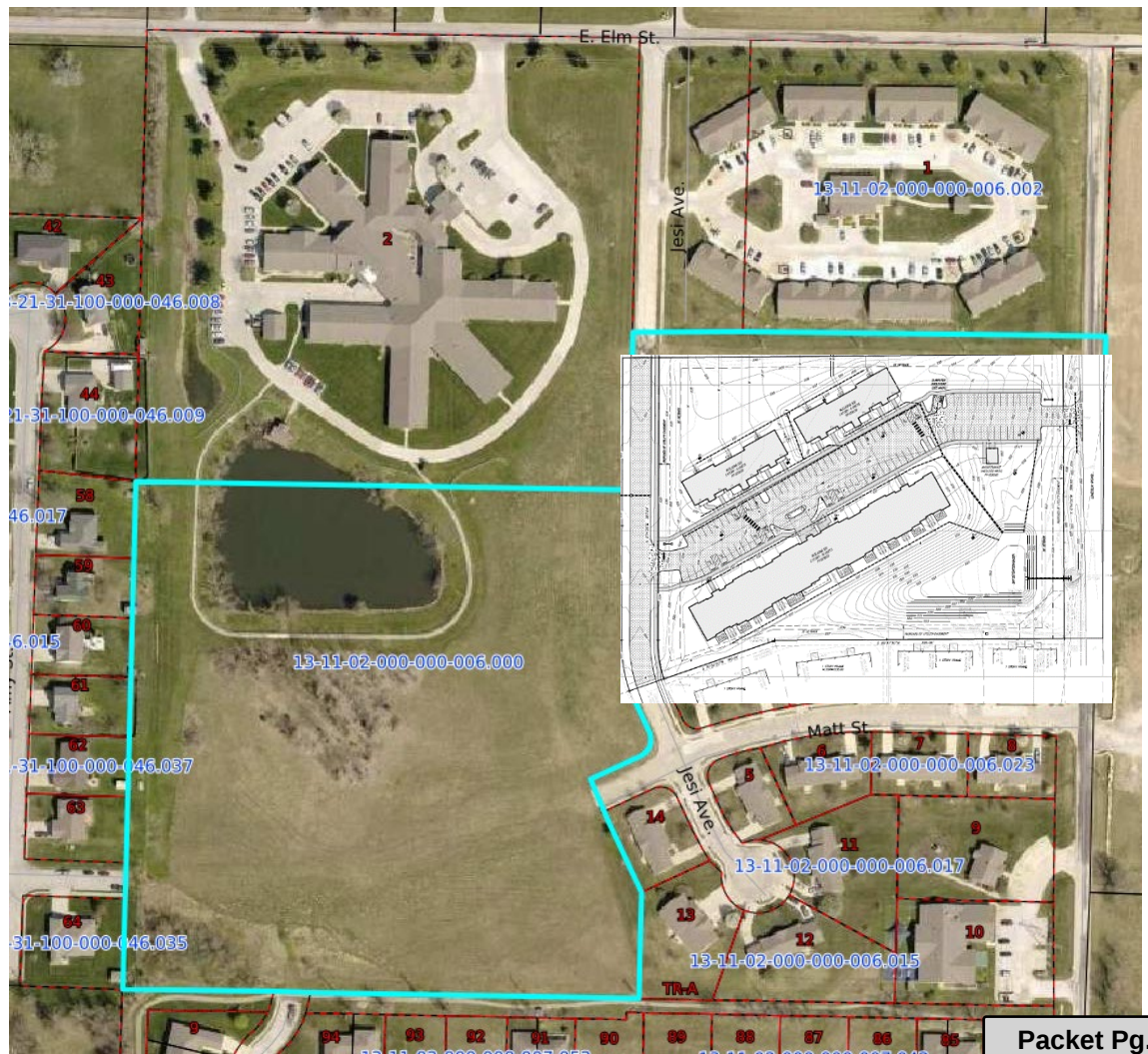
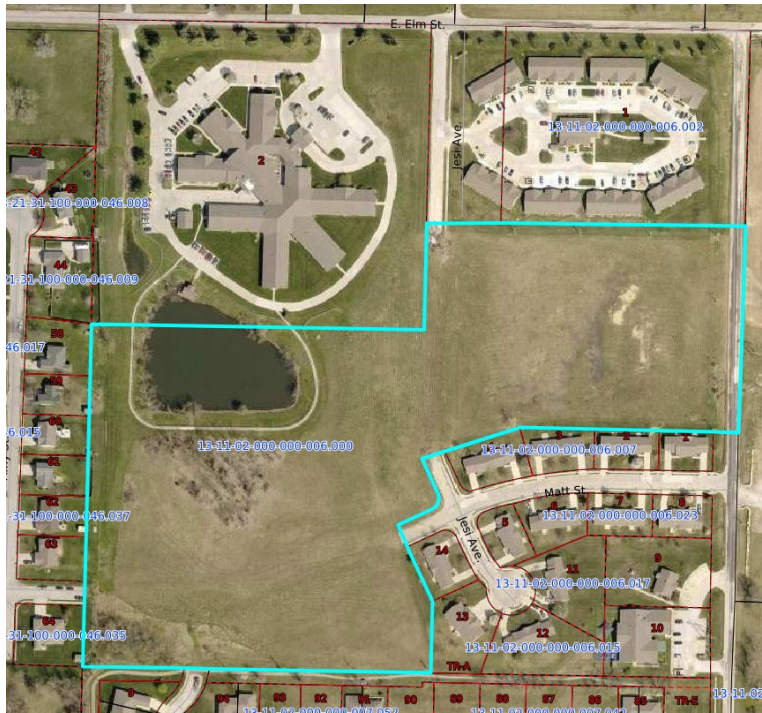


Exhibit D – Market Demand

Talking Points:



- Housing trends
 - New housing development has been minimal the past ten years
 - Just over 150 new building permits have been issued since 2014
 - More affordable, rental properties are needed to support the market and to lower the amount of cost-burden households
 - There is adequate distribution of public housing or Section 8 units throughout the community (saturation point)
 - Future economic projects with higher wages could increase employment opportunities for the community
 - Areas are identified for future growth: Burris Ridge, Glen Eagle, Villas of Eastern Hills, ballpark site, and old hospital site
- Housing needs exist
 - The current rental housing market is extremely tight with less than 1% of units vacant
 - The affordability of units does not match the income levels of renters
 - The challenge with affordability lies more on the income side, than the supply side
 - Capturing more federal dollars to help renters and home buyers afford properties in their income class will ease the burden on affordability
 - There are federal and state programs that can assist with the affordability challenges for homeowners and renters



Conclusions & Next Steps

3.A.b

City Decision Points:

- Role
 1. Act as the developer
 2. Partner with developers that have experience with low-income projects
 3. Create a Public Housing Authority**RSP recommends Item #2**
- Who to Assist
 1. Homeowners:
 - *WHY: Desire to increase home ownership through financial assistance to ease the burden of cost to be a homeowner*
 - *HOW: Provide down payment assistance, loans with low interest rates, and/or high loan to value ratios*
 - *PROGRAMS: Mortgage Revenue Bonds (first-time homeowner assistance) and/or promote mixed market rate projects*
 2. Renters:
 - *WHY: Renters pay more than 30% of their income on their housing expenses, through financial assistance to already existing units and distribute mixed-income persons throughout the community*
 - *HOW: Provide more vouchers for existing housing stock*
 - *PROGRAMS: Partnering with local developers to build low-income tax credit rental properties will increase number of units and/or federal voucher programs (Section 8 Vouchers, Low-Income Housing Tax Credits)***RSP recommends a combination of options to assist both homeowners and renters**

Other Action Steps:

- There is current interest in the community for more housing that address affordability challenges (Ball park project and old hospital site)
 - End moratorium
 - Determine city role and who to assist
 - Contact local entities that have experience with low-income projects

CONCLUSIONS

- Harrisonville Meadows II (Subject) is a proposed new construction senior affordable development located in the eastern portion of Harrisonville, Cass County, Missouri. The Subject development will consist of 48 two-bedroom units contained in one two-story elevator-serviced lowrise residential building and one single-story garden-style building. The developer intends to apply for LIHTC funding, and 43 units will be restricted to senior households earning 30 and 60 percent of the AMI or less, and the remaining five units will operate as unrestricted market rate units. In addition, the Subject's eight units at the 30 AMI levels will be targeted to special needs tenants. The proposed development scheme appears appropriate and market oriented. Upon completion, the Subject will provide excellent quality affordable senior housing.
- The Subject site is located in a residential neighborhood in the eastern portion of Harrisonville that consists of single-family homes, multifamily uses, a school, farmland, undeveloped land. To the west of the Subject site is undeveloped land, as well as an assisted living facility in average condition. Farther west are single-family homes in average to good condition followed by an elementary school in average condition. To the east of the Subject site consists of farmland and undeveloped land. To north of the Subject site is nursing home in average condition and Harrisonville Heights Apartments, a 48-unit LIHTC senior multifamily development in good condition that has been utilized as a comparable in this report. To the south of the Subject site consists of Harrisonville Meadows, a 24-unit LIHTC duplex-style development in good condition that has been utilized as a comparable in this report. Farther south of the Subject site are a preschool and single-family homes in good condition followed by farmland. According to Zillow.com, single-family homes in the Subject's neighborhood are listed for sale between \$198,000 and \$540,000 with the majority around \$350,000.
- Both the general population and households and total senior population and the total number of senior households within the PMA increased between 2010 and 2021. As of 2021, the total number of senior households aged 55 and older is 20,297. Additionally, the senior population and total number of senior households are projected to continue to increase at a more rapid rate than the general population through 2026. Senior households (55+) account for 48.3 percent of total households within the PMA, and 43.7 percent of households in the MSA. Income trend data indicates that a significant number of senior renter households in the PMA (55.9 percent) have annual incomes of \$40,000 or less. We believe the Subject's units will fill a void evident in a market area that lacks affordable units.
- The Subject is located in close proximity to various employment options. According to demographic data, the average commute time among commuters in the PMA is 31 minutes indicating that a majority of the population commutes to Harrisonville and surrounding areas for employment. Employment in the PMA is concentrated in the healthcare/social assistance, construction, and retail trade industries, which collectively comprise 35.0 percent of local employment. In 2020, during the COVID-19 pandemic, total employment decreased 3.5 percent in the MSA compared to a 4.1 percent decrease in the overall state. As of August 2022, total employment in the MSA is at a post-recessionary record and increased 1.1 percent over the past year, compared to 1.5 percent across the overall state. In 2020, during the COVID-19 pandemic the unemployment rate increased by 3.0 percentage points to 6.1 percent in the MSA compared to an increase of 4.4 percentage points to 8.1 percent in the overall nation. According to the most recent labor statistics, the unemployment rate in the MSA is 3.1 percent, lower than the current state unemployment rate of 3.8 percent. Overall, the MSA has recovered from the economic effects of the ongoing COVID-19 pandemic and is in a state of expansion.
- Six of the 13 comparables are located in Harrisonville in similar locations as the Subject, while the remaining comparables offer slightly superior locations. The comparables were constructed or renovated from 1991 to 2019 and range in condition from average to good, inferior to slightly inferior compared to the Subject. The Subject's unit sizes are within the range of the comparables, but below the average.

HARRISONVILLE MEADOWS II - HARRISONVILLE, MISSOURI – MARKET STUDY

The Subject's in-unit and community amenities are generally similar to slightly superior to the competition. Overall, we anticipate the Subject will offer a competitive product and will help fulfill a need for affordable housing in the area. There has been limited senior LIHTC investment within the PMA, and the Subject will therefore face limited competition.

- Current vacancy rates among the comparables range from zero to 2.3 percent. The overall vacancy rate of the comparables is 0.7 percent, which is low and indicates a stabilized rental market. In addition, 10 of the 13 comparables are fully occupied, including all six LIHTC comparables. We expect the Subject to maintain a vacancy rate of 5.0 percent or less, once it has reached stabilization.
- As indicated previously, there is a limited supply of available unsubsidized and good quality comparable senior multifamily housing in the market. The affordable housing developments in the Subject's PMA are generally stabilized and exhibit low vacancy and all of the LIHTC comparables maintain a waiting list. All of the data, combined with interviews of local officials, demonstrate an ongoing need for creation and maintenance of affordable multifamily housing, particularly for seniors, in the foreseeable future. Development of the Subject will fulfill the need for additional housing stock in the PMA and will presumably have little effect on other affordable developments in the Springfield area. As evidenced in the *Demand Analysis*, there is an adequate level of demand for affordable housing in the area. The Subject will have a positive impact on the surrounding neighborhood and should not hinder existing affordable multifamily properties' ability to maintain stabilized occupancy levels.
- We performed a capture rate analysis by unit type for the LIHTC units at the Subject. Per NCHMA definition, the capture rate is calculated by dividing the total number of units at the property by the total number of age, size, and income qualified renter households in the primary market area. This analysis illustrates demand for the 30 and 60 percent AMI units, as well as market rate units. We calculated an overall capture rate of 9.2 percent for the Subject's LIHTC units. Based on this analysis, there are currently 986 income-qualified and age appropriate senior renters that have the requisite income to afford the Subject rents. The capture rate is low and an indication of sufficient market depth to support the Subject's proposed units, particularly for a senior development. Demographic trends suggest the need for senior housing will continue to grow, with little existing or proposed supply targeted to this population.
- Assuming the Subject is properly marketed and pre-leasing begins approximately three months prior to completion of construction, the Subject's 48 units are anticipated to be completely absorbed into the market within four months of completion. This pace equates to an absorption rate of approximately 12 units per month.

HARRISONVILLE MEADOWS II -HARRISONVILLE, MISSOURI – DEMAND LETTER

CONCLUSION

Both the general population and households and total senior population and the total number of senior households within the PMA increased between 2010 and 2021. As of 2021, the total number of senior households aged 55 and older is 1,864. Additionally, the senior population and total number of senior households are projected to continue to increase at a more rapid rate than the general population through 2026. Senior households (55+) account for 45.9 percent of total households within the PMA, and 43.7 percent of households in the MSA. Income trend data indicates that a significant number of senior renter households in the PMA (68.1 percent) have annual incomes of \$40,000 or less.

HARRISONVILLE MEADOWS II -HARRISONVILLE, MISSOURI – DEMAND LETTER

CONCLUSION

We performed a capture rate analysis by unit type for the LIHTC units at the Subject. Per NCHMA definition, the capture rate is calculated by dividing the total number of units at the property by the total number of age, size, and income qualified renter and owner households in the primary market area. This analysis illustrates demand for the 30 and 60 percent AMI units, as well as market rate units. We calculated an overall capture rate of 17.2 percent for the Subject's LIHTC units. Based on this analysis, there are currently 250 income-qualified and age appropriate senior renters and owners that have the requisite income to afford the Subject rents. The capture rate is low and an indication of sufficient market depth to support the Subject's proposed units, particularly for a senior development. Demographic trends suggest the need for senior housing will continue to grow, with little existing or proposed supply targeted to this population.



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
JUNE 20, 2023
6:00 PM

1. Call to Order

The meeting was called to order at 6:00 PM by Mayor Mike Zaring.

A. Pledge of Allegiance

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

Others present: City Administrator Brad Ratliff, City Attorney Alex Felzien, Director of Administrative Services Jeremy Smith, Parks and Recreation Grant Purkey, Community Development Director Christina Stanton, Police Chief John Hofer, Economic Development Director Jim Clarke, Electric Superintendent Andy Pollard, Fire Marshall Eric Myler, City Engineer Ted Martin, Executive Secretary to the City Administrator Theresa West and City Clerk Daniel Barnett - recording.

2. Ceremonial Matters

None.

3. Public Participation

None.

4. Approval of Minutes

A. Board of Aldermen - Work Session - May 10, 2023 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Judy Reece, Board Member
SECONDER: Sandy Franklin, Board Member
AYES: Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED: Bill Mills, Marcia Milner

B. Board of Aldermen - Regular Meeting - Jun 5, 2023 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Dave Doerhoff, Board Member
SECONDER: Matt Turner, Board Member
AYES: Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED: Bill Mills, Marcia Milner

C. Board of Aldermen - Work Session - Jun 5, 2023 6:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Kile Chaney, Board Member
SECONDER: Judy Reece, Board Member
AYES: Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED: Bill Mills, Marcia Milner

D. Closed Session Minutes - June 5, 2023

A motion to accept the minutes from the June 5, 2023 Closed Session was made by Alderman Turner, with a second from Alderman Davidson. The motion carried with a unanimous 6-0 vote, as Alderwoman Milner and Alderman Mills were excused.

5. Agenda Items**A. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE REAPPOINTMENT OF LAURA FREES TO THE PARK BOARD.**

Mayor Zaring spoke about his desire to reappoint Laura Frees to the Park Board.

Zaring said Frees would fill the School liaison role.

Upon passage, Mayor Zaring designated the resolution to be Resolution 2023-27.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary Davidson, Board Member
SECONDER: Dave Doerhoff, Board Member
AYES: Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED: Bill Mills, Marcia Milner

B. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF AARON BOLLINGER TO THE PARK BOARD.

Mayor Zaring spoke about his desire to appoint Aaron Bollinger to the Park Board.

Zaring said Bollinger would fill the Athletic Complex liaison role.

Upon passage, Mayor Zaring designated the resolution to be Resolution 2023-28.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sandy Franklin, Board Member
SECONDER: Gary Davidson, Board Member
AYES: Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED: Bill Mills, Marcia Milner

C. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE REAPPOINTMENT OF ROBERT WISEMAN TO THE HISTORIC PRESERVATION COMMISSION.

Mayor Zaring spoke about his desire to reappoint Robert Wiseman to the Historic Preservation Commission.

Upon passage, Mayor Zaring designated the resolution to be Resolution 2023-29.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dave Doerhoff, Board Member
SECONDER: Sandy Franklin, Board Member
AYES: Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED: Bill Mills, Marcia Milner

D. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2023, THROUGH DECEMBER 31, 2023, AND ESTABLISHING AN EFFECTIVE DATE.

Staff report presented by Director of Administrative Services Smith.

Smith spoke about a need to amend the budget to reflect the changes made the amortization schedule for the remainder of the Parks and Recreation Department's Zion's Bank lease, allowing for budgeting of actual allocations to each department.

Smith said the departments that would be affected include, Parks and Rec, Streets and Combined Water and Sanitary Sewer.

Smith spoke about amending the budget to reflect the reallocation of Animal Control Donations to pull the money out of reserves and put it back into the donation line.

Smith spoke about amending the budget to reflect unbudgeted interest payments for a fire truck lease payment.

Smith spoke about amending the budget to reflect moving CWSS grant funds into their proper line.

Upon passage, Mayor Zaring designated the ordinance to be Ordinance number 3655.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Matt Turner, Board Member
SECONDER: Kile Chaney, Board Member
AYES: Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED: Bill Mills, Marcia Milner

E. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING A MODOT COMMISSION GOVERNOR'S TRANSPORTATION COST SHARE AGREEMENT

Staff report presented by City Engineer Martin.

Martin spoke to the Board about the various funding opportunities that the S Commercial Street Extension project has received.

Upon passage, Mayor Zaring designated the ordinance to be Ordinance number 3656.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary Davidson, Board Member
SECONDER:	Dave Doerhoff, Board Member
AYES:	Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED:	Bill Mills, Marcia Milner

F. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION TO PROVIDE WORK ZONE ENFORCEMENT

Staff report presented by Police Chief Hofer.

Hofer said the Missouri Department of Transportation has asked the Harrisonville Police Department to conduct traffic enforcement efforts in area work zones from July 1, 2023, through December 31, 2024.

Hofer said MoDOT would pay the City \$6,160, to pay any overtime worked by officers who are conducting the traffic enforcement.

Hofer said staff recommend approval.

Upon passage, Mayor Zaring designated the ordinance to be Ordinance number 3657.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary Davidson, Board Member
SECONDER:	Kile Chaney, Board Member
AYES:	Franklin, Turner, Doerhoff, Reece, Davidson, Chaney
EXCUSED:	Bill Mills, Marcia Milner

G. Public Hearing: Appl. #RZ-23-002 - REZONING from EP District to R-1 District at 2701 E Elm St.

Mayor Zaring opened the public hearing at 6:15 p.m.

Staff report presented by Community Development Director Stanton.

Stanton said the applicant is requesting to rezone from Estate Planned District to Single-Family Residential District, with the intent to split the existing lot into two lots.

Stanton spoke to the minimum lot size requirements for the EP District.

Stanton reminded the Board about the zoning of the surrounding properties.

Stanton said the Planning and Zoning Commission voted unanimously to recommend approval of the rezone request, subject to two conditions: The builder of Lot 2 shall install a sewer lateral line to serve the house on that lot and said line shall connect to the existing sanitary sewer located between Lots 40 and 41 in East Elm Estates. The applicant shall obtain a variance to allow an additional detached accessory structure.

Virginia Ford (2701 E Elm Street) - Ms. Ford spoke to the age of the accessory structures and said she is hopeful that she will be able to receive a variance to allow her to keep the structures.

Mayor Zaring closed the public hearing at 6:20 p.m.

RESULT: PRESENTED

- H. AN ORDINANCE OF BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE APPROVING A REZONING OF APPROXIMATELY 4 ACRES OF LAND FROM ESTATE PLANNED (EP) DISTRICT TO SINGLE-FAMILY RESIDENTIAL (R-1) DISTRICT ON LAND LOCATED AT 2701 E. ELM STREET IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.**

The ordinance was read for the first time only and advanced to a second reading.

Alderman Turner asked what the process would be if the request for variance is denied.

Community Development Director Stanton said if the variance is not granted, the ordinance will not need to come back before the Board.

Alderman Chaney asked Ms. Ford if losing one of the buildings would be a hardship.

Ford said it would be a hardship.

RESULT: SCHEDULED

Next: 8/7/2023 6:00 PM

- I. Code Creation: Section 405.574 Maximum Allowable Affordable Housing Units**

Mayor Zaring opened the public hearing at 6:23 p.m.

Staff report presented by Community Development Director Stanton.

Stanton spoke about discussions held by the Planning and Zoning Commission to exempt senior and disabled housing.

Stanton said staff recommend the Board of Aldermen consider the concerns of the Planning and Zoning Commission and have the necessary changes incorporated into the draft ordinance prior to final approval of the proposed ordinance.

Mayor Zaring closed the public hearing at 6:28 p.m.

RESULT: PRESENTED

- J. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI ESTABLISHING A MAXIMUM ALLOWABLE PERCENTAGE OF AFFORDABLE HOUSING UNITS**

The ordinance was read for the first time only and advanced to a second reading.

Mayor Zaring spoke about the potential that approving the ordinance as it is currently written will limit the amount of senior housing development within the community.

Zaring said he felt that, based on the current population of individuals living within senior housing being primarily not originally from Harrisonville, the 12-percent cap is appropriate.

Alderman Doerhoff voiced concern regarding the City opening itself up to be challenged legally, if an exception was made for senior housing.

City Attorney Felzien said all action being considered at this time would be legally defensible and appropriate.

Alderman Davidson asked if there is a way to vet out who a senior housing development in Harrisonville will serve, and make sure that seniors from Harrisonville are able to have priority.

City Administrator Ratliff spoke about the desire to serve the seniors of Harrisonville and spoke about the challenges of guaranteeing that Harrisonville seniors get priority.

Discussion was held regarding how the cap would impact properties that had already been deemed blighted.

RESULT: SCHEDULED

Next: 7/17/2023 6:00 PM

6. Aldermen and Committee Reports

Alderman Chaney spoke about the success of the Elks Lodge Fishing Derby and thanked the Missouri Department of Conservation and the Harrisonville Parks and Recreation Department for their assistance and support.

Alderman Franklin said she attended the groundbreaking for the 100-year Kiwanis Club Anniversary project and said it went very well. Franklin spoke about recent Park Board discussions regarding service animals. Franklin provided various updates from the recent Park Board meeting. Franklin said the Farmers Market 10-year anniversary celebration has been rescheduled for July 8. Franklin thanked Electric Superintendent Pollard and his staff for their quick response after a utility pole was hit by a car on Wall Street on Friday.

Alderman Turner said he enjoyed attending the Cass County Public Library's Touch-a-Truck event on Monday evening and said he was glad City staff were able to participate in the event.

Alderman Doerhoff thanked Ms. Ford for attending the recent Planning and Zoning Commission meeting and tonight's Board of Aldermen meeting. Doerhoff invited everyone to attend the local BBQ competition this weekend.

7. Report from the City Administrator

City Administrator Ratliff spoke to the Board about a series of upcoming events that will be taking place in and around the community.

Ratliff informed the Board that a bid opening was held on June 20, for the 17-35 Airport Runway project.

Ratliff said City staff have selected SK Design Group as the most qualified firm for the James to Blueberry Sanitary Sewer project.

Ratliff said City staff were pleased to report that the bids for the South Service Sanitary Sewer project came in under budget.

Ratliff informed the Board that the juvenile suspect who was arrested after Officer Ramsey was assaulted during the Harrisonville High School Prom event will be tried as an adult.

Ratliff said he was sad to hear of passing of former Harrisonville Police Department Officer Nelson Ruff and sent his condolences to Officer Ruff's family.

Ratliff wished Parks Maintenance staff member Art Carver and his wife a full and speedy recovery after they were involved in a motorcycle crash over the weekend.

Ratliff spoke about the recent groundbreaking for the Kiwanis Club of Harrisonville's 100th Anniversary Service Project. Ratliff thanked the Kiwanis Club, Park Board and City staff for their efforts to make the project possible and spoke about how the funding was raised for the project.

Ratliff said he and Mayor Zaring held a very positive meeting with the new owners of the old Cass County Jail.

A. May 2023 Municipal Court Report

Minutes Acceptance: Minutes of Jun 20, 2023 6:00 PM (Approval of Minutes)

8. Questions from the Media

None.

9. Adjourn from Regular Session

Mayor Zaring said he was very proud of the work that the Kiwanis Club has done to make their 100-year Anniversary Service Project possible and said he is excited for the completion of that project.

Zaring also said he is very grateful for the work that many local community groups do to grow and support the Harrisonville community.

A motion was made by Alderman Davidson to adjourn, with a second by Alderman Doerhoff. Motion carried with all ayes. Meeting adjourned at 6:49 p.m.

Mike Zaring, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Daniel Barnett, City Clerk

Minutes Acceptance: Minutes of Jun 20, 2023 6:00 PM (Approval of Minutes)



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
JUNE 20, 2023
6:30 PM

1. Call to Order

The meeting was called to order at 7:02 PM by Mayor Mike Zaring.

2. Present

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

Others present: City Administrator Brad Ratliff, City Attorney Alex Felzien, Director of Administrative Services Jeremy Smith, Police Chief John Hofer, Electric Superintendent Andy Pollard, Parks Director Grant Purkey, Community Development Director Christina Stanton, Economic Development Director Jim Clarke Executive Secretary to the City Administrator Theresa West and City Clerk Daniel Barnett - recording.

3. Discussion Items

A. Rosenberg's Rules of Order

City Attorney Felzien led a discussion regarding the City implementing Rosenberg's Rules of Order for parliamentary procedure.

Felzien spoke to the Board about the various types of motions within Rosenberg's Rules.

Felzien provided examples of how Rosenberg's Rules could be applied to issues that the City could deal with.

Felzien noted a couple of differences between Rosenberg's Rules and Robert's Rules of Order.

Felzien spoke about rules and options for public input.

Felzien said the City Attorney's office is still reviewing Rosenberg's Rules and comparing them with State Statutes.

Alderman Davidson asked the Board to consider the long-term effect of a decision before acting on it.

Felzien provided the Board with an outline of what a meeting would tentatively look like under Rosenberg's Rules of Order.

A consensus of the Aldermen was reached that they wish to require a second for all motions and to only allow the Mayor to vote to break a tie.

A consensus was also reached to hear a staff report, ask technical questions and hold discussion before making a motion and a second.

A consensus was also reached to remove the ability for the Board to motion to reconsider.

A suggestion was made to adjust all Boards to follow Rosenberg's Rules of Order.

A motion was made by Alderman Davidson to adjourn from the Work Session. The motion was seconded by Alderman Doerhoff. The motion carried with a unanimous vote. Meeting adjourned at 7:49 p.m.

Mike Zaring, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Daniel Barnett, City Clerk

Minutes Acceptance: Minutes of Jun 20, 2023 6:30 PM (Approval of Minutes)

STAFF REPORT

TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: July 12, 2023
SUBJECT: Record Destruction 2023

Type of Item: *Approval*

A. Action Item (ID # 4576)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO CONDUCT THE ANNUAL DESTRUCTION OF RECORDS, IN ACCORDANCE WITH THE STATE OF MISSOURI RECORD RETENTION SCHEDULES.

Attachments:

Record Destruction - 2023 (PDF)

Record Destruction List - 2023 (PDF)

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO CONDUCT THE ANNUAL DESTRUCTION OF RECORDS, IN ACCORDANCE WITH THE STATE OF MISSOURI RECORD RETENTION SCHEDULES.

WHEREAS, the State of Missouri has established schedules for the retention of records for municipal governments; and

WHEREAS, the City of Harrisonville wishes to destroy records which now exceed the State of Missouri retention schedules; and

WHEREAS, the records wished to be destroyed by City staff have been provided in a subsequent document.

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

Section 1. The City Administrator is authorized to conduct the annual destruction of records, in accordance with the State of Missouri retention schedules.

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 ON THIS 17TH DAY OF JULY 2023.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

EXCUSED:

Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

Attachment: Record Destruction - 2023 (Record Destruction 2023)

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 17th day of July 2023..

BOXES FOR DESTRUCTION	CONTACT INFORMATION	DESTRUCTION DATE ON BOX
A/P Check Registers & A/P Purchase Order Registers January - June 2018	Tammy Jonas/Kim Hubbard	Destroy in 2022
A/P Payment Reg. (July - Dec 2018) A/P Purchase Order Reg. (July - December 2018)	Tammy Jonas/Kim Hubbard	Destroy in 2022
A/P Dept. Registers Signed by City Admin. & A/P Check Registers signed by Fin. Dir./Mayor January -June 2018	Tammy Jonas/Kim Hubbard	Destroy in 2022
A/P 2018 Reports (Reg. Dept. Pymt. Reg. Signed by City Administrator July - December 2018) A/P Pymt. Reg. Signed by Fin. Dir. & Mayor (July - December 2018)	Tammy Jonas/Kim Hubbard	Destroy in 2022
AP Invoices Paid (2018) A-Cintis	Tammy Jonas/Kim Hubbard	Keep until 2022
AP Invoices Paid (2018) City - E	Tammy Jonas/Kim Hubbard	Keep until 2022
AP Invoices Paid (2018) F-K	Tammy Jonas/Kim Hubbard	Keep until 2022
AP Invoices Paid (2018) L-M	Tammy Jonas/Kim Hubbard	Keep until 2022
AP Invoices Paid (2018) N-S	Tammy Jonas/Kim Hubbard	Keep until 2022
AP Invoices Paid (2018) T-Z	Tammy Jonas/Kim Hubbard	Keep until 2022
Collector's Reports 2010 - 2012	Kim Hubbard	Retain for 6 years (2018)
Harrisonville Business License Applications 2018-2019 BOX 1 of 2	Tammy Jonas	Keep until December 2022
Harrisonville Business License Applications 2017- 2019 BOX 2 of 2	Tammy Jonas	Keep until December 2022
Drug Testing Results - 2007 to 2016	Faith Sherman	Destroy 2022
Garnishments(2006-2015), Complaints (2012-2014), Holiday Pay Requests (1993 - 2013)	Faith Sherman	Keep until December 2022
Old Job Applications (2020 - 2021), Old Job Descriptions (2016 - 2021), Background Checks (Archived in Validity - Hard copies not needed, Old W-4 and Bank Information)	Faith Sherman	Keep until December 2022
Payroll / AP 2016	Faith Sherman	Destroy 2022
Payrolls / 2016	Faith Sherman	Destroy 2022
Payroll Time Sheets for Destruction (2017) BOX 1 of 2	Faith Sherman	Keep until December 2022
Payroll Time Sheets for Destruction (2017) BOX 2 of 2	Faith Sherman	Keep until December 2022
Payroll Time Sheets for Destruction (2018)	Faith Sherman	Keep until December 2022
Payroll Time Sheets for Destruction (2019)	Faith Sherman	Keep until December 2022
Payroll Time Sheets for Destruction - Police Dept/Public Works	Faith Sherman	Keep until December 2022
Sick Leave Donations - over 3 years old, Garnishments - over 5 years old, Old Drug Testing Results, Job Applications - over 3 years old, AFLAC (Old) Termed Employees	Faith Sherman	Keep until December 2022

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BOXES FOR DESTRUCTION

CONTACT INFORMATION

DESTRUCTION DATE ON BOX

Utility Close outs - September 2016 - November 2016 - retention time 5 years
 Utility Closeouts - January 2018 - March 2018 - retention time 5 years
 Utility Closeouts - April 1, 2018 - June 30, 2018 - retention time 5 years
 2020-2022 receipts, 2017/2018 rosters, 2019/2020 check requests, 2021 camp registration forms, 2014-2016 job apps
 EFT Forms
 2020-2022 receipts, 2010 fitness reports, 2013-2020 job apps, 2016 logs, 2011-2013 payments, 2013 paintball invoices, 2013 vending machine receipts, 2020 swim lane rentals
 2018 GL & receipt deposit slips
 EFT forms 2015-2022
 2018/2019/2021 day camp logs, 2018/2019 camp registration forms
 2018-2022 group home day pass logs
 2019/2020/2022 sports receipts
 2017/2018 sports receipts

 2013 day care invoices, 2022 daycare day passes, 2020-2021 autorenewals, 2016-2018 group home invoices, 2017-2019 swim pass ODP, 2022 trial balance, 2022 pool passes, 2022 10 punch pass, 2015-2016 paid membership invoices

 2021 rentals
 2022 rentals
 2012-2014 odp rentals, 2014-2016 SERC invoices, 2017 project grad, 2017 day care invoices
 2010-2020 Personal training receipts
 Cancelled Warrant Copies from Dispatch (year 2018)
 Duplicate Report Copies (years 2005 -2017)
 Duplicate Report Copies (years 2005 -2017)
 Duplicate Report Copies (years 2005 -2017)
 Duplicate Report Copies (years 2005 -2017)
 Duplicate Report Copies (years 2005 -2017)
 Duplicate Report Copies (years 2005 -2017)
 Duplicate Report Copies (years 2005 -2017)

Mindy Thompson
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keep until November 2021
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STAFF REPORT

TO: Board of Aldermen
FROM: Kim Hubbard, Finance Manager
DATE: July 13, 2023
SUBJECT: APPROVAL TO OPEN CHECKING ACCOUNT FOR CDBG OLD ELECTRIC/WATER BUILDING

Type of Item: *Approval*

GENERAL INFORMATION

The CDBG funding that the City pursued for the demolition of the old water/electric building was approved July 2022.

PROPOSAL

The City is required to establish a separate checking account for the project. Staff is requesting approval to set up the checking account and approve the employees listed below as signatures for the account.

The account will set up through Commerce Bank and remain open until the project is complete.

-
- Kim Hubbard, Finance Manager
 - Jeremy Smith, Director of Administrative Services
 - Courtney Calkins, Accounting Specialist

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

None.

Council Bill No.

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO OPEN A
CHECKING ACCOUNT WITH COMMERCE BANK TO HOUSE FUNDS
AWARDED BY THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR
THE DEMOLITION OF THE OLD WATER/ELECTRIC BUILDING.**

Whereas,

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO OPEN A CHECKING ACCOUNT WITH COMMERCE BANK TO HOUSE FUNDS AWARDED BY THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE DEMOLITION OF THE OLD WATER/ELECTRIC BUILDING.

WHEREAS, the City was awarded Missouri Department of Economic Development Community Development Block Grant funding for the demolition of the old water/electric building in July of 2022; and

WHEREAS, the CBDG program requires the City to establish a separate checking account for the awarded funds; and

WHEREAS, the employees listed below will be authorized signatures for the account:

- Kim Hubbard, Finance Manager
- Jeremy Smith, Director of Administrative Services
- Courtney Calkins, Accounting Specialist

WHEREAS, the account will be opened with Commerce Bank and remain open until the project is complete.

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

Section 1. The City Administrator is authorized to open a checking account with Commerce Bank to house funds awarded by the Community Development Block Grant for the demolition of the old water/electric building.

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 ON THIS 17TH DAY OF JULY 2023.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

EXCUSED:

Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 17th day of July 2023..

STAFF REPORT

TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: June 16, 2023
SUBJECT: Subsidized Housing Cap Ordinance

Type of Item: *Approval*

C. Action Item (ID # 4568)

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI ESTABLISHING A MAXIMUM ALLOWABLE PERCENTAGE OF AFFORDABLE HOUSING UNITS

History:

06/20/23 Board of Aldermen SCHEDULED

The ordinance was read for the first time only and advanced to a second reading.

Mayor Zaring spoke about the potential that approving the ordinance as it is currently written will limit the amount of senior housing development within the community.

Zaring said he felt that, based on the current population of individuals living within senior housing being primarily not originally from Harrisonville, the 12-percent cap is appropriate.

Alderman Doerhoff voiced concern regarding the City opening itself up to be challenged legally, if an exception was made for senior housing.

City Attorney Felzien said all action being considered at this time would be legally defensible and appropriate.

Alderman Davidson asked if there is a way to vet out who a senior housing development in Harrisonville will serve, and make sure that seniors from Harrisonville are able to have priority.

City Administrator Ratliff spoke about the desire to serve the seniors of Harrisonville and spoke about the challenges of guaranteeing that Harrisonville seniors get priority.

Discussion was held regarding how the cap would impact properties that had already been deemed blighted.

Attachments:

Affordable Housing Units Ordinance final (DOCX)

Council Bill No. ____

Ordinance No. ____

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI ESTABLISHING A MAXIMUM ALLOWABLE
PERCENTAGE OF AFFORDABLE HOUSING UNITS**

WHEREAS, the City of Harrisonville currently has adequate affordable housing within the City and additional affordable housing may adversely affect the quality and the availability of market-rate rental properties; and

WHEREAS, the American Community Survey determined the percentage of Harrisonville citizens living in poverty is 10.7%, while the percentage of Cass County, Missouri citizens living in poverty is 6.4%; and

WHEREAS, the City of Harrisonville conducted a year-long housing study that showed the City currently has a disproportionate amount of rental housing compared to single family housing and the overall rental rates were depressed due to competition in the community caused by subsidized housing; and

WHEREAS, depressed rental rates lead to lower quality and inadequately maintained rental housing; and

WHEREAS, the City of Harrisonville consultant advised the City that too much rental housing can stagnate a city's growth; and

WHEREAS, the City of Harrisonville desires to establish a maximum allowable percentage of affordable housing units in all new multi-family housing developments.

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

Section 1: Section 405.574 of the Code is hereby established to read as follows:

“Maximum Allowable Affordable Housing Units.

All new multi-family housing developments shall not maintain more than twelve percent (12.00%) of the total number of housing units as “affordable units.” Affordable units are defined as units rented to those with a state, or federal, government housing subsidy or voucher. If a property and/or building is deemed blighted by the Community Development Department, then a majority of the Board of Aldermen may amend the percentage requirement in this Section to a different percentage requirement.”

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

Read for the first time by title only on the 20th day of June 2023. Read for the second time by title only on the 17th day of July 2023.

Attachment: Affordable Housing Units Ordinance final (Subsidized Housing Cap Ordinance)

Mike Zaring, Mayor

ATTEST:

Daniel Barnett, City Clerk

APPROVED by the Mayor this 17th day of July 2023.

Attachment: Affordable Housing Units Ordinance final (Subsidized Housing Cap Ordinance)