



**AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
JUNE 1, 2022
12:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Approval of Minutes**
 - A. Historic Preservation Commission - Regular Meeting - Mar 2, 2022 12:00 PM**
- 3. Discussion Items**
 - A. Training--Preservation, Restoration, Demolition: What Are the Proper Tasks?**
 - B. Handbook for Boards and Commissions**
- 4. Adjourn**

Posted on City Hall Bulletin Board this 24th day of May, 2022.

Daniel Barnett , City Clerk



DRAFT
MINUTES
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
MARCH 2, 2022
12:00 PM

1. Call to Order

The meeting was called to order at 12:06 PM by Chair David Atkinson

Attendee Name	Organization	Title	Status	Arrived
David Atkinson	Harrisonville	Chair	Present	
Julie Cooper	Harrisonville		Absent	
Bill Woods	Harrisonville		Absent	
Robert Wiseman	Harrisonville	Board Member	Present	
Michael Weaver	Harrisonville		Present	
Gary Davidson	Harrisonville	Board Liaison	Absent	
Donna Hotchkiss	Harrisonville		Absent	
April McLaughlin	Harrisonville	Vice-Chair	Present	

Also in attendance were Jim Clarke, Economic Development Director; and Jamie Martin, Recording Secretary.

2. Approval of Minutes

A. Historic Preservation Commission - Regular Meeting - Sep 15, 2021 12:00 PM

Due to not having a quorum for a vote, the minutes from the September 15, 2021, meeting will be on the next meeting agenda.

3. Discussion Items

A. Presentation/Discussion of 2021 Historic Preservation Plan

Before the presentation, Michael Weaver announced his resignation from the Commission as he will be moving to L.A. to be close to family.

Jim Clarke presented the bound, Historic Preservation Plan. He explained the process of the City Comprehensive plan and how the Historic plan fits into that. He discussed the meetings that were held with different partners in the community.

Minutes Acceptance: Minutes of Mar 2, 2022 12:00 PM (Approval of Minutes)

There was discussion about buildings that have recently been purchased on the square and new business's that will be opening in the near future.

4. Adjourn

With nothing further to come before the Commission, April McLaughlin made a motion to adjourn. Robert Wiseman seconded. The meeting was adjourned at 12:48PM.

Jamie Martin, Recording Secretary

Minutes Acceptance: Minutes of Mar 2, 2022 12:00 PM (Approval of Minutes)



TO: Historic Preservation Commission
FROM: Christina Stanton,
DATE: May 23, 2022
SUBJECT: Training--Preservation, Restoration, Demolition: What Are the Proper Tasks?

Type of Item: *Presentation*

A. Action Item (ID # 4206)

Training--Preservation, Restoration, Demolition: What Are the Proper Tasks?

Historic preservation training from the 2021 CLG (Certified Local Governments) Forum.
Approx. 41 minutes.



TO: Historic Preservation Commission
FROM: Christina Stanton,
DATE: May 23, 2022
SUBJECT: Handbook for Boards and Commissions

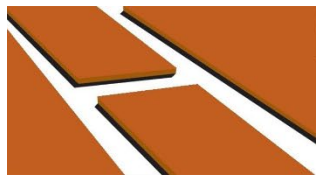
Type of Item: *Discussion*

B. Action Item (ID # 4205)

Handbook for Boards and Commissions

Attachments:

Boards and Commissions Handbook final 2022 (PDF)



City of

Harrisonville

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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 to 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 ^a 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



City of

Harrisonville

est.
1836

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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