



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
JANUARY 18, 2016
7:00 PM**

- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**
 - A. Roll Call**
- 3. Ceremonial Matters**
- 4. Public Participation**
 - A. Public Participation**
- 5. Approval of Minutes**
 - A. Board of Aldermen - Special Meeting - Jun 29, 2015 8:15 AM**
 - B. Board of Aldermen - Special Meeting - Dec 21, 2015 6:00 PM**
 - C. Board of Aldermen - Regular Meeting - Jan 4, 2016 7:00 PM**
- 6. Agenda Items**
 - A. Appointments to Planning & Zoning Commission: Dorothy Young & Shawn Manning**
 - B. Council Bill 006, Second Reading: A Resolution of the Board of Aldermen of Harrisonville, MO authorizing the City Administrator to Sign a Letter of Understanding for City Administrator Recruitment Services with the Austin Peters Group**
 - C. Council Bill 007: A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH WESTFALL GMC FOR THE REPLACEMENT OF THE MOTOR AND DRIVE TRAIN IN MEDIC 2 (AMBULANCE) IN AN AMOUNT NOT TO EXCEED \$22,808.52.**
 - D. Council Bill 008: A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH FELD FIRE FOR THE PURCHASE OF ONE (1) 2016 FORD F450 TYPE - 1 AMBULANCE FOR**

**THE HARRISONVILLE EMERGENCY SERVICES NOT TO EXCEED
\$155,837.00**

- E. Council Bill 009: A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH MAX FORD FOR THE PURCHASE OF ONE (1) POLICE INTERCEPTOR SUV IN AN AMOUNT NOT TO EXCEED \$28,007**
 - F. Council Bill 010: A RESOLUTION TO ACCEPT AMENDMENTS TO THE CITY OF HARRISONVILLE PERSONNEL MANUAL, TECHNOLOGY POLICY**
 - G. Council Bill 011: AN ORDINANCE PROVIDING FOR SUBMISSION OF A PROPOSAL TO DISCONTINUE APPLICATION AND COLLECTION OF THE LOCAL SALES TAX ON THE TITLING OF MOTOR VEHICLES, TRAILERS, BOATS, AND OUTBOARD MOTORS THAT WERE PURCHASED FROM A SOURCE OTHER THAN A LICENSED MISSOURI DEALER TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY OF HARRISONVILLE, MISSOURI ON 5TH, APRIL, 2016.**
 - H. Council Bill 012: An Ordinance Amending Chapter 610, Peddlers, of the City of Harrisonville Code of Ordinances**
 - I. February 15 Board of Aldermen**
- 7. Aldermen and Committee Reports**
 - 8. Report from the City Administrator**
 - 9. Report from the Mayor**
 - 10. Questions from the Media**
 - 11. Adjourn to Executive Session**
 - 12. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 14th day of January 2016

Kim Hubbard, City Clerk

The Board of Aldermen meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (4) minutes. The Board of Aldermen request that concerns be initially addressed at the appropriate action level before coming to the Board of Alderman



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
SPECIAL MEETING
CITY HALL
JUNE 29, 2015
8:15 AM

1. Call to Order

The meeting was called to order at 8:15 AM by Mayor Brian Hasek

Attendee Name	Title	Status	Arrived
Judy Bowman	Board Member	Absent	
Clint Long	Board Member	Present	
Josh Stafford	Board Member	Present	
David Dickerson	Board Member	Absent	
Ivan Stull	Board Member	Absent	
Marcia Milner	Board Member	Present	
Morris Coburn	Board Member	Present	
Stacey Dahlman	Board Member	Absent	
Brian Hasek	Mayor	Present	

Others Present: City Administrator Keith Moody, Finance Director Mike Tholen and City Clerk Kim Hubbard

2. Adjourn to Executive Session-To conduct interviews for the Finance Director Position Personnel Matters, under Section 610.021 (1) RSMo.

Alderman Milner moved to adjourn to Executive Session for the purpose of Section 610.021 (3) Personnel. Alderman Coburn seconded the motion which was approved with the following roll call vote:

Ayes: Aldermen Milner, Stafford, Long and Coburn

Nays: None

Abstain: None

Absent: None

The Board adjourned to Executive Session at 8:27 AM

The Board reconvened to regular session at 2:45 PM

3. Adjourn From Regular Session

Alderman Coburn moved to adjourn the meeting. Alderman Milner seconded the motion and it was approved by a voice vote. The meeting adjourned at 2:45 PM.

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Jun 29, 2015 8:15 AM (Approval of Minutes)



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
SPECIAL MEETING
CITY HALL
DECEMBER 21, 2015
6:00 PM

1. Call to Order

The meeting was called to order at 6:00 PM by Mayor Brian Hasek

Attendee Name	Title	Status	Arrived
Judy Bowman	Board Member	Present	
Clint Long	Board Member	Absent	
Josh Stafford	Board Member	Present	
David Dickerson	Board Member	Present	
Ivan Stull	Board Member	Present	
Marcia Milner	Board Member	Present	
Morris Coburn	Board Member	Present	
Stacey Dahlman	Board Member	Absent	
Brian Hasek	Mayor	Present	

Others Present: Interim City Administrator Mike Tholen and City Clerk Kim Hubbard.

2. Pledge of Allegiance

3. Adjourn to Executive Session

- A. To conduct interviews for City Administrator Recruiter-Personnel Matters, under section 610.021 (1) RSMo.**

Alderman Stull moved to adjourn to Executive Session for the purpose of Section 610.021 (3), Personnel. Alderman Milner seconded the motion which was approved with the following roll call vote:

Ayes: Aldermen Bowman, Coburn, Milner, Dickerson, Stull, and Stafford

Nays: None

Abstain: None

Absent: Alderman Dahlman and Long

The Board adjourned to Executive Session at 6:03 PM

The Board reconvened to regular session at 6:59 PM

4. Adjourn From Regular Session

The meeting reconvened at 6:59 PM

No action was taken during the executive session.

Mr. Tholen reported that the formation of the Love's Transportation Development District (TDD) has been approved and traditionally there has been a city representative serve on the TDD Board. Mr. Tholen also shared that a Board of Directors and Property Owners meeting was planned for the end of December. Aldermen Bowman and Dickerson both said they were interested on serving and Alderman Stafford stated he would serve if needed. Mayor Hasek said he would ask Alderman Long if he was interested in serving.

Alderman Coburn made the motion to adjourn the meeting. Alderman Dickerson seconded and it was approved by a voice vote. The meeting adjourned at 7:06 P.M.

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Dec 21, 2015 6:00 PM (Approval of Minutes)



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
JANUARY 4, 2016
7:00 PM

1. **Call to Order & Pledge of Allegiance**
2. **Roll Call**

Attendee Name	Title	Status	Arrived
Judy Bowman	Board Member	Present	
Clint Long	Board Member	Present	
Josh Stafford	Board Member	Present	
David Dickerson	Board Member	Present	
Ivan Stull	Board Member	Present	
Marcia Milner	Board Member	Present	
Morris Coburn	Board Member	Present	
Stacey Dahlman	Board Member	Present	
Brian Hasek	Mayor	Present	

Others in Attendance: Interim City Administrator Mike Tholen, City Attorney Steve Mauer, Finance Director Marcella McCoy, Police Chief John Hofer, City Clerk Kim Hubbard, Public Information Officer Sheryl Stanley, Emergency Management Services Director Larry Francis, Street Superintendent Rodney Jacobs, Public Works Director Jerry Gibbs, and Assistant Public Works Director Eric Patterson.

3. **Ceremonial Matters**
 - A. **A Service Award honoring Kim Hubbard, City Clerk, for 15 Years of Loyal Service**

Mayor Hasek presented City Clerk Kim Hubbard with a certificate of recognition for her 15 years of service.
4. **Public Participation**
 - A. **Public Participation**

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Approval of Minutes)

Randy Huey, 26704 S. Brookhart Road, asked for clarification of who has jurisdiction of Brookhart Road, Mr. Tholen said that the City is responsible for portions of the road and that there are portions that the county is responsible for. Mr. Huey reported he had been in contact with Mr. Sheffield from Love's by email and that Mr. Sheffield stated that Brookhart Road was not open because the City did not want it open because of work that needed to be done. Mr. Jacobs explained there was a large culvert to be replaced and he spoke to the foreman at the Love's Project informing him that as soon as the asphalt was done then the city needed to do their work. It was noted that the signage, striping, guardrail's and backfilling of curbs would need to be done prior to the road being opened.

There was discussion regarding bridge work and that it would need to be done by MoDOT and at this time it is not high on their priority list.

Jack Cotton, 876 Locust, shared he had seen the Mayor on channel 6 and asked him for his autograph.

Virgil Bulter, 606 N King Terrace, thanked the Mayor for watching the city's tax dollars, reported he had asked for the amount of dollars deducted from the utilities fund to the general fund and commented on the great job Marcella McCoy did in compiling the information. Mr. Butler reported in the last 8 years there has been \$12 million transferred from the electric and water/sewer funds to the general fund, it was noted that the numbers are a result of a formula and not a set percentage of revenue. Mr. Butler gave a breakdown of the \$1.5 million lent to the 291/71 TDD as coming from the following funds-\$425,000 from electric, \$866,000 from water/sewer and \$209,000 from the general fund. Mr. Butler then addressed Interim City Administrator Tholen in which Mr. Tholen responded that this was public participation and not his time to speak. Mr. Butler addressed Alderman Bowman and Attorney Mauer explained that the practice of public participation has been not to engage staff nor the board. Mr. Butler noted that he was unable to get the information on where the dollars came from to pay for the construction of the new police department.

5. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Dec 7, 2015 7:00 PM

Alderman Stull noted that during the aldermen comments at the December 7th meeting that the church was Heart of Life Church not Life Church. Minutes were approved as amended.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	David Dickerson, Board Member
SECONDER:	Stacey Dahlman, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Stull, Milner, Coburn, Dahlman

6. Agenda Items

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Approval of Minutes)

A. Tom Schuler, State Auditor's office

Todd Schuler, State Auditor's office introduced himself and Julie Moulden. Mr. Schuler shared that the petitioned state audit would begin next Monday, January 11 and explained the process. Mr. Schuler also shared contact information.

B. Racing for Rett - 5K

Chief Hofer reviewed the event permit and reported this is the second year for the fundraiser and that staff had no concerns. It was noted that the event was scheduled for June 4th not June 6th as reflected in Chief Hofer's staff report. The event permit was approved.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marcia Milner, Board Member
SECONDER:	Judy Bowman, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Stull, Milner, Coburn, Dahlman

C. A Resolution of the Board of Aldermen of Harrisonville, MO Authorizing the City Administrator to Sign the Attached Estoppel Certificate for Jerry Meiners

City Attorney Mauer read Council Bill 001 by title only. Mr. Mauer explained that Meiner's property was selling and that the certificate reflected what obligations had been met by Meiner's and outlined the obligations for the new property owner.

Council Bill 001 became Resolution 001.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Josh Stafford, Board Member
SECONDER:	Marcia Milner, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Stull, Milner, Coburn, Dahlman

D. A Resolution to Authorize the City Administrator to Execute a Mutual Aid Agreement between the City of Harrisonville, Missouri, and the Forestry Division of the Missouri Department of Natural Resources

City Attorney Mauer read Council Bill 002 by title only. Chief Francis reviewed the mutual aid agreement and explained the renewal process takes place every five (5) years.

Council Bill 002 became Resolution 002.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Dickerson, Board Member
SECONDER:	Morris Coburn, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Stull, Milner, Coburn, Dahlman

E. A Resolution of the Board of Aldermen to Approve Change Order #9 to the Lehman Construction contract with the Highway 71/291 Partners in Progress Transportation Development District in the amount of \$5,434.88

City Attorney Mauer read Council Bill 003 by title only. Mr. Gibbs reviewed the change order and there was discussion regarding the U-Turn, signage and where concrete barriers would be located.

Council Bill 003 became Resolution 003.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ivan Stull, Board Member
SECONDER:	Stacey Dahlman, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Stull, Milner, Coburn, Dahlman

F. An Ordinance Authorizing the City Administrator of the City of Harrisonville to Enter into a Maintenance Agreement with Aeration Works for Eight Years in an Amount not to Exceed \$20,830 per Year.

It was noted that Council 004 was changed from a resolution to an ordinance. City Attorney Mauer read Council Bill 004 by title only. Mr. Gibbs reviewed the maintenance agreement, the cost savings for the city and explained that by having the maintenance agreement in place this would in turn extend the warranty.

Alderman Dickerson moved to suspend the rules and move Council Bill 004 to its second reading. Alderman Milner seconded the motion and it was approved by the following roll call vote:

Ayes: Aldermen Stafford, Stull, Long, Dickerson, Milner, Dahlman, Bowman, and Coburn.

Nays: None

Abstain: None

Absent: None

City Attorney Mauer read Council Bill 004 by title only for a second time.

Council Bill 004 became Ordinance 3348.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Bowman, Long, Stafford, Dickerson, Stull, Milner, Coburn, Dahlman

G. A Resolution Authorizing the City Administrator of the City of Harrisonville to Direct Burns and McDonnell to Purchase Ozone Equipment to be used at the Water Treatment Plant from Pinnacle Ozone Solutions, Inc. at a Cost not to exceed \$569,453.62.

It was noted that there was a revision of Council Bill 005 and copies had been placed at the board's seat prior to the meeting. City Attorney Mauer read Council Bill 005 by title only. Mr. Mauer reviewed this was not an approval of expenditures but that Burns and McDonnell would include in bid packages that Pinnacle Ozone would provide the ozone equipment. It was also noted that expenditures would be brought to the board for approval.

Council Bill 005 became Resolution 004.

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Morris Coburn, Board Member
SECONDER:	David Dickerson, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Stull, Milner, Coburn, Dahlman

H. A Resolution of the Board of Aldermen of Harrisonville, MO authorizing the City Administrator to Sign a Letter of Understanding for City Administrator Recruitment Services with the Austin Peters Group

It was noted that Council Bill 006 was changed from a resolution to an ordinance. City Attorney Mauer read Council Bill 006 by title only. Mayor Hasek announced there were questions regarding the this item and that only first reading would take place tonight.

7. Aldermen and Committee Reports

Alderman Bowman asked for clarification on agenda item 6H. Alderman Bowman reminded everyone of the Town Hall meeting this Saturday and that there would be a presentation on the K-9 Program.

Alderman Coburn wished everyone a Happy New Year.

Alderman Long said he was glad everyone had a happy and safe new year.

Alderman Stafford expressed his appreciation to City Clerk Hubbard.

8. Report from the City Administrator

Mr. Tholen expressed his appreciation to City Clerk Hubbard, reminded everyone of the traffic advisory this Friday through Sunday the closing of the bridge over I-49. Mr. Tholen also gave his apologies to Mr. Butler and explained that in the past it has been the practice that when there is public participation that it is not to engage the staff nor the board and that it is helpful to get the questions prior to a meeting. Mr. Tholen shared that he needed to know what the questions are for agenda item H.

9. Report from the Mayor

Mayor Hasek extended his congratulation to the City Clerk for her years of service, wished a Happy New Year to all, and extended his appreciation to all of those who spoke during public participation and that it is good to hear new ideas.

10. Questions from the Media

None.

11. Adjourn to Executive Session

No executive session.

12. Adjourn From Regular Session

Alderman Coburn moved to adjourn the meeting. Alderman Dickerson seconded the motion and it was approved by a voice vote. The meeting adjourned at 7:58 PM.

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Approval of Minutes)



TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: January 13, 2016
SUBJECT: Appointments to Planning & Zoning Commission

Type of Item: *Appointment*

Mayor Hasek has announced his selection of Dorothy Young and Shawn Manning to fill vacancies on the Planning & Zoning Commission.

A. Action Item (ID # 2100)

Appointments to Planning & Zoning Commission: Dorothy Young & Shawn Manning

Attachments:

D. Young app (PDF)

S. Manning app (PDF)

emailed to board 12/18/15

RECEIVED

DEC 18 2015

CITY OF HARRISONVILLE

Board, Commission and Committee Appointment Application to Serve

Name: Dorothy Young		Date: December 17, 2015	
Home Address: 2105 North Lexington Street Harrisonville, MO 64701			
Email Address: bluffport1@embarqmail.com			
Home Telephone: 816-884-4885		Work Telephone:	
Occupation: Retired		Best Time to Call: 9:00 am - 5:00 pm	
Do you own commercial property and/or operate a business in Harrisonville? If yes, please describe. Yes - jointly own commercial real estate in Harrisonville at 1602 North Commercial Street and previously jointly owned and operated (with family members) Young's Lawn and Garden, Inc. at that address			
Work/Business Name:			
Work/Business Address:			
Length of Residency in Harrisonville: 50 plus years			
Are you now serving, or have you ever served, on a board, commission or committee for the City of Harrisonville or any other community? XX Yes No If yes, please give name of board, commission and/or committee and dates served:			
Previously served as a member of the Harrisonville Board of Aldermen and related committees- most recently 2007-2011			
BOARD, COMMISSION OR COMMITTEE PREFERENCE(S): Please list no more than three boards, commissions or committees in order of preference. (Refer to last page for a list of boards, commissions and committees, if necessary.)			
1	Planning and Zoning Commission	2	Board of Zoning Adjustments
3			

Are you registered to vote? XX Yes No

(Application continued on reverse)

Attachment: D. Young app (2100 : Appointments to Planning & Zoning Commission)

NARRATIVE STATEMENT: Please provide a brief statement indicating why you wish 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 am a life-long resident of Harrisonville. During this time, I have enjoyed many benefits of living in a smaller city and from my exposure to larger communities through my employment with national professional organizations for nurses and physicians. Having served as a member of the Harrisonville Board of Aldermen and as the current co-owner of commercial property and past co-owner of a retail business in Harrisonville, I am experienced in dealing with planning and zoning issues from multiple perspectives. I have been and will continue to be committed to growing our community in ways that benefit both fellow citizens and businesses.

I have the time and energy to dedicate to commission/board activities but more important, the experience needed to deal with the issues considered by the Planning and Zoning Commission and the Board of Zoning Adjustments.

Additionally, my appointment to either of the specified boards will be a positive step in achieving a greater gender balance on those boards

I look forward to serving the citizens and businesses of Harrisonville.

Thank you for your consideration.

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: ____Dorothy Young_____

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 feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- Please notify the City Clerk at 816-380-8918 if you move or no longer wish to be considered for appointment.
- Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E. Pearl, Harrisonville, MO 67401

* Applications must be completely filled out in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

Board, Commission and Committee Appointment Application to Serve

Name: <u>Shawn Manning</u>		Date: <u>5-15-15</u>
Home Address: <u>3006 Twin Pines Dr.</u> <u>Harrisonville, MO 64701</u>		
Email Address: <u>manningshawny@mail.com</u>		
Home Telephone: <u>816-214-0462</u>		Work Telephone: <u>816-214-0462</u>
Occupation: <u>Handyman</u>		Best Time to Call: <u>8:00 am - 5:00 pm</u> am/pm
Do you own commercial property and/or operate a business in Harrisonville? If yes, please describe. <u>I have a Handyman Service and Maintenance Company I operate from my home.</u>		
Work/Business Name: <u>The Handyman Service & Maintenance Co.</u>		
Work/Business Address: <u>3006 Twin Pines Dr.</u> <u>Harrisonville, MO 64701</u>		
Length of Residency in Harrisonville: <u>2009 - Present</u>		
Are you now serving, or have you ever served, on a board, commission or committee for the City of Harrisonville or any other community? Yes ☐ No ☒		
If yes, please give name of board, commission and/or committee and dates served:		
BOARD, COMMISSION OR COMMITTEE PREFERENCE(S): Please list no more than three boards, commissions or committees in order of preference. (Refer to last page for a list of boards, commissions and committees, if necessary.)		
1	<u>Planning & Zoning</u>	2 <u>Board of Zoning Adj.</u> 3 <u>Industrial Dev. Auth.</u>

Are you registered to vote?

☒ Yes

No

(Application continued on reverse)

Attachment: S. Manning app (2100 : Appointments to Planning & Zoning Commission)

NARRATIVE STATEMENT: Please provide a brief statement indicating why you wish 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 have lived in Harrisonville for several years now and believe just living in the community is not enough. I have very strong feelings for this community and want to see it grow and prosper. Therefore, I want to take an active part in making it happen. This is my reasoning for applying for one or more of these boards.

I have a background in law enforcement and education. I currently own my own business in construction and repairs. I have a good sense of looking at things and being able to tell if they will work or what problems may be encountered. I look forward to the possible opportunity of serving the Harrisonville community if appointed.

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: _____

Shawn Manning

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 feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- Please notify the City Clerk at 816-380-8918 if you move or no longer wish to be considered for appointment.
- Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E. Pearl, Harrisonville, MO 67401

* Applications must be completely filled out in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE



TO: Board of Aldermen
FROM: Sheryl Stanley, Deputy City Clerk
DATE: January 12, 2016
SUBJECT: Austin Peters Group

Type of Item: *Approval*

The attached Letter of Understanding from the Austin Peters Group outlines the scope of services to be provided for the recruitment of a new city administrator. The board is asked to authorize the city administrator to sign this document so work can begin.

Council Bill 006 will be read for the second time during the Jan. 18 meeting. Alderman Dickerson asked that item A. (a) Conduct Stakeholder Focus Group, be deleted from the agreement, as the Board has already heard from the City Employees. He will, I assume, offer that as an amendment at the meeting. Mayor Hasek has also submitted an intent to amend the agreement. He, too, would like to delete the focus group, and he also proposes forming a hiring committee of the Mayor, 4 Aldermen, and 2 staff members, with the City Clerk present to keep records. This group would determine and interview the finalists, and submit their preferred candidate to the full Board for a final interview and approval. Once a candidate is approved by the full Board, the Mayor would negotiate a contract, which would go to the full Board for approval.

Mr. Tholen will discuss this item with you during the meeting. If you have questions about these proposed amendments, please contact him at your earliest convenience.

Council Bill No. 006, Second Reading

Ordinance No.

**A Resolution of the Board of Aldermen of Harrisonville, MO authorizing the City
Administrator to Sign a Letter of Understanding for City Administrator
Recruitment Services with the Austin Peters Group**

WHEREAS, the City of Harrisonville wishes to utilize the services of the Austin Peters Group to recruit an individual to fill the position of City Administrator, and

WHEREAS, the Austin Peters Group is willing to provide such services and has submitted the attached Letter of Understanding, outlining their proposed scope of services,

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

Section 1: That the City Administrator of the City of Harrisonville, Missouri is hereby authorized and directed to sign the attached Letter of Understanding between the Austin Peters Group and the city for City Administrator recruitment services.

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

Vote taken as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 4TH DAY OF JANUARY 2016 AND READ FOR A SECOND TIME BY TITLE ONLY ON THE 18TH DAY OF JANUARY 2016 AND PASSED BY THE BOARD OF ALDERMEN THIS 18TH DAY OF JANUARY 2016.

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 18th day of January 2016



OVERLAND PARK, KS OFFICE: P.O. Box 27196, Overland Park, KS 66225 Phone: (913) 851-7530 Fax: (913) 851-7529
 MANHATTAN, KS OFFICE: 509 Edgerton Ave., Manhattan, KS 66502 Phone: (785) 537-1690 Fax: (913) 851-7529
www.austinpeters.com

December 23, 2015

**Letter of Understanding
 between The Austin Peters Group, Inc. and the City of Harrisonville, Missouri,
 for City Administrator Recruitment Services**

This letter shall serve as an agreement between the City of Harrisonville, Missouri, and The Austin Peters Group, Inc. of Overland Park, Kansas, governing the provision of services related to the organization's recruitment of a City Administrator. The Austin Peters Group, Inc. shall provide services in support of City's recruitment as follows:

A. Develop a candidate recruitment profile. The profile is the central document that drives the recruitment process. The approved profile represents the consensus of the governing body on its preferred candidate and is used to help the City put its "best foot forward" in marketing to the most qualified candidates. Getting the details right on the recruitment profile is of utmost importance. The four steps for profile development are:

a. Conduct stakeholder focus group. Focus group participants will be asked by our Recruitment Advisor a series of questions designed to elicit responses about qualifications and qualities that the governing body should seek in the next City Administrator. The format and questions will be approved by the City. A written report summarizing participant responses will be prepared for the Mayor and Aldermen before their interviews in step b below. Focus group participants are selected by the City, and they may be either a representative group of City employees, community members or both.

b. Conduct on-site interviews with the Mayor and individual Aldermen on the following topics:

- The desired qualifications and qualities of the City Administrator
- Community expectations and priorities in selection of the Administrator
- Immediate issues the Administrator will be expected to address
- Procedures and steps for candidate interviews
- Other expectations regarding the recruitment process
- Parameters of the compensation package

c. Prepare recruitment profile for governing body consideration and adoption. Based on information gathered from interviews, a recruitment profile with the following sections will be drafted for governing body review:

- Description of the community and detailed description of municipal organization
- Qualifications for the position of Administrator (minimum and preferred)

- Qualities desired for the position of Administrator
- Job description of City Administrator
- Major issues facing the City
- Recruitment timetable
- Parameters of compensation

d. Format and publish recruitment profile as an on-line brochure. The brochure will include attractive pictures of City facilities and the Harrisonville community (photos provided by the client), and will be formatted so it can be linked to the main page of the City's website. Vacancy announcements will refer prospective candidates to this link. (Service is optional but recommended)

B. Recommend and Implement Position Marketing Strategies and Initiate Affirmative Contacts. Our Recruitment Advisor will offer seasoned advice as to the professional and association-related job boards preferable for marketing the position. We will advise that ad space be purchased sufficient to publish detail to effectively market the organization and community. We will prepare different versions of ad copy to meet the format requirements of chosen media outlets. Ad placement and payment are the responsibility of the City of Harrisonville which is a cost savings to the City, since the City can access these services for no or lower cost fees than our firm.

We will make extensive use of our consultants' networks of professional local government managers to identify current people in the profession who match the City's preferred candidate. We also will tap into the local government management network in Missouri and adjacent states for the same purpose. We will send the Recruitment Profile to these persons and follow up with personal phone calls to encourage their candidacies.

C. Receive, process and screen all resume-related materials. Our Advisor will receive all candidate resume material submissions, and in doing so, offer the City the following assurances:

- During the four-week period in which resumes are solicited, we will regularly update governing body members on the number and characteristics of resumes submitted.
- We will guarantee confidentiality of all candidate information and communication, sharing information only with elected officials and staff designated to participate in the recruitment.
- Our communication with all candidates who inquire about or submit a resume will be timely, professional and project a positive image of the City of Harrisonville.
- We will act solely in the interests of the City; our job is not to promote the interests of any candidates for the position.

Our Advisor will review resumes against the position requirements and preferences published in the Recruitment Profile and identify the candidates who are the closest match. We will screen promising candidates as follows:

- Communicate with candidates to clarify gaps or discrepancies in resume information and solicit additional information for evaluating their candidacies;
- Conduct an on-line research for relevant information about candidates from public sources, especially print and electronic media.

We do not call references at this recruitment stage in order to honor the confidentiality of resume submissions.

D. Conduct informal phone interviews with a short list of candidates who most closely match the Commission's preferred candidate. Interviews can enable preliminary evaluation of candidates' communication and interpersonal skills, leadership styles and ethical standards. Our Advisor has seasoned interview skills that can discern subtle cues that reveal such information.

E. Deliver Candidate Screening Report. Based on the screening steps identified earlier, our Advisor will prepare a confidential Candidate Screening Report that will contain the following information:

- Profile of each recommended candidate, highlighting number of preferred qualifications, work history, relevant experience, strengths and concerns/limitations.
- Candidate resumes and copies of relevant media reports and other information from credible public sources.

Most governing bodies want the names and materials of five to seven candidates who are the closest match to the preferred candidate. The actual length of the report is determined by the strength of the candidate pool. Our Screening Report will also identify alternate candidates in the event that the final candidate pool is reduced by candidates who withdraw their applications or whose interviews are less than satisfactory. Our Advisor will be present in person to deliver the Report, answer questions and receive the governing body's decision on candidates it wishes to interview.

F. Advise on interview process, facilitate development of interview questions and observe candidate interviews. After receiving the Screening Report, the governing body will determine finalists for the position. Once this decision is made, the governing body should determine the process, guidelines and questions for interviewing and selecting a preferred candidate. For example: the interview process may include community and facility tours, forums with employees and/or other stakeholders, and candidate hospitality events, in addition to an interview with the governing body.

Our Advisor can assist the governing body with developing an effective and legally compliant interview process. Our firm's President, Rebecca Crowder, maintains certification in the Society for Human Resource Management Association which enables us to keep up-to-date with evolving case law; her credential allows our firm to offer the most legally current advice. Toward this end we can:

- Work with designated staff to schedule and coordinate interview process for each candidate;
- Provide the Mayor and Aldermen with a menu of interview questions and facilitate agreement on questions to be used, assuring that all questions are legally permissible;
- Observe candidate interviews and be available to offer advice if requested;
- Assist, as requested, with facilitating governing body agreement on a preferred candidate.

G. Assist as requested in negotiating total compensation and employment agreement. Compensation and employment agreement elements may include: base salary, car and

technology allowances, deferred compensation (over general retirement benefits), fees for professional development, relocation expenses, severance provisions, and contract length. We advise that it is in the City's best interests for the governing body to designate one of its own members to negotiate with the candidate who receives the conditional offer of employment. We will be available to provide negotiation advice which will be offered solely with the City's interests in mind. We can provide examples of recent local government employment agreements if needed to assist the governing body and its attorney with development of language.

H. Maintain professional and timely communication with all candidates throughout the process.

During the first half of the recruitment process, we are the only point of contact for prospective and actual candidates. We will insure that all of our interactions convey a positive image of the City of Harrisonville and its officials and staff.

Under this agreement, the City of Harrisonville is responsible as follows:

- a) An employee of the City of Harrisonville who holds the confidence of the governing body will be designated to provide logistical support and clerical assistance to the recruitment process.
- b) Legal counsel will be available to advise the governing body on any legal issues arising in the recruitment process and prepare the employment agreement.
- c) The City of Harrisonville will pay for all direct costs such as reproduction of recruitment-related documents including but not limited to the Recruitment Profile, resumes, all travel and related incidental expenses for candidate interviews, costs to conduct formal candidate background checks, and any other related direct costs.

The City of Harrisonville agrees to compensate The Austin Peters Group, Inc. for performance of the above services, items A - H, a total of \$12,500 which includes all of the firm's related costs including travel. An initial payment of \$4,100 is due upon signature of this letter of agreement (an invoice will be submitted); a second payment of \$4,200 is due when the Candidate Screening Report is delivered; and the balance of \$4,200 due when a candidate is appointed to the position.

If the governing body decides to remarket the position in the event it does not select from among a group of qualified candidates, The Austin Peters Group, Inc. will bill any additional requested services by the governing body at \$100 per hour (hourly rate includes all of the firm's incurred costs).

I. Proposed Recruitment Timetable (approximate)

- January 5: Focus group conducted; findings provided to governing body members
Information needs for Recruitment Profile provided to City staff
- January 6 Individual interviews of Mayor and Aldermen
- January 19: Mayor and Board approve text of City Administrator Recruitment Profile

- January 25 City Administrator Recruitment brochure completed
Announcement of position vacancy posted on job boards
- February 25: Preferred deadline for resume submission reported
- March 9: Consultant delivers confidential Screening Report
- March 16 Mayor and Board confer about Screening Report, determine finalists and invite
them for interviews (meeting in Executive Session with Recruitment Advisor)
- March 29: Mayor and Board interview finalists; Recruitment Advisor presents reference
(week of) reports
- April 3: Mayor and Board determine preferred candidate, make offer; negotiate
(week of) employment agreement
- April 10: Employment agreement approved; new City Administrator announced
(week of)
- May 1: New City Administrator begins work (or as soon thereafter as possible)

This letter of agreement may be amended by mutual written agreement if the Board of Aldermen wishes to expand the scope of recruitment-related services. The Austin Peters Group, Inc. will bill any additional requested services by the Board at \$100 per hour (hourly rate includes all of the firm's incurred costs). If at some point in the first 45 days of the project the Board of Aldermen wish to have Marla Flentje, lead facilitator, replaced with Rebecca Crowder, that request will be honored.

With regard to the services to be performed by The Austin Peters Group, Inc., pursuant to the terms of the agreement, The Austin Peters Group, Inc. shall not be liable to the City of Harrisonville or to anyone who may claim any right due to his relationship with the City of Harrisonville for any amount exceeding the total fee paid to Austin Peters Group, Inc.

If the terms of this agreement meet with your approval, please indicate the same by your signature and returning a copy of this agreement (all pages of this "LETTER OF UNDERSTANDING...") for our firm's files. You may return the signed letter by email via a PDF file (mflentje@austinpeters.com) or via fax, 913-851-7529. Thank you very much.

Accepted by: Rebecca Crowder
President, The Austin Peters Group, Inc.

Date: December 23, 2015

Accepted by: _____
Representative of the City of Harrisonville

Date: _____



STAFF REPORT

TO: Board of Aldermen
FROM: Larry Francis, Director
DATE: December 22, 2015
SUBJECT: Medic 2 Engine Replacement

Type of Item: *Approval*

Action Item: Requesting Board Approval

History: Medic 2 is a 2009 Medtech Type 3 Ambulance with 228,265 miles. This ambulance has served this department very well and has not had a lot of mechanical failures during its service. We are very fortunate that the engine has lasted this long. Medic 1 is currently on its third and Medic 3 is on its second. Medic 2 is currently out of service until the repairs can be made.

I have requested quotes from the two shops that service our ambulances. Westfall GMC has done most of the work on our fleet and we recommend they provide the repairs. Their proposal was for \$22,808.52. This repair would include the replacement of the block, gaskets, seals, and injectors. Also included in this proposal is the replacement of the transmission. We have not had many problems with it, however it is recommended that the transmission should be replaced while the cab is disassembled and the engine is out. This will save time and money when it needs to be replaced. There is no guarantee as to how long the transmission will last, especially with the number of miles on it.

The other shop that does a lot of our repairs is Transwest in Belton. They have provided a bid of \$28,232.03. They advised us that the quote would more than likely be higher than Westfall's since they would order the parts from Westfall.

It is the recommendation of staff to have Medic 2 repaired at Westfall GMC in North Kansas City. We have had service on all of the GMC ambulances there and feel they would offer the quickest turnaround in getting parts and repairs completed.

Council Bill No. 007**Resolution No.****A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO
EXECUTE AN AGREEMENT WITH WESTFALL GMC FOR THE
REPLACEMENT OF THE MOTOR AND DRIVE TRAIN IN MEDIC 2
(AMBULANCE) IN AN AMOUNT NOT TO EXCEED \$22,808.52.**

WHEREAS, the City of Harrisonville has determined that Westfall GMC is able to meet the specifications needed for the repair and replacement of the engine and drivetrain of Medic 2 for the City of Harrisonville Emergency Services; and

WHEREAS, Westfall GMC agrees to provide the needed repair and replacement for the City of Harrisonville Emergency Services;

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

Section 1: That the City Administrator of the City of Harrisonville is hereby authorized and directed to enter into an Agreement with Westfall GMC for the repair and replacement of the engine and drivetrain in Medic 2 in an amount not to exceed \$22,808.52.

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

PASSED AND RESOLVED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville, Missouri this 18th day of January, 2016.

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 18th day of January, 2016.

Transwest Truck-Trailer-Rv

Estimate

17327 S. Hwy 71
 Belton, MO 64012
 (816) 892-5950 Fax (816) 892-5951

Company:

Harrisonville Fire

Phone/email:

Eric

DATE: 12/21/2015

ADVISOR: Jerry

DIRECT PHONE: 816-892-5957

YR	MAKE / MODEL	UNIT #	VIN/SERIAL #	TERMS
2011	GMC C4500			

DESCRIPTION	PARTS PRICE	LABOR \$	AMOUNT
<i>Replace engine with long block</i>	\$9,000.00	\$4,719.60	\$13,719.60
<i>(long block includes heads)</i>			
Replace transmission	\$2,799.86	\$0.00	\$2,799.86
Replace injectors	\$5,957.04	\$0.00	\$5,957.04
Replace Turbocharger	\$2,547.50	\$0.00	\$2,547.50
Fuel Pump	\$949.33	\$0.00	\$949.33
Fuel Pump C1	\$374.00	\$0.00	\$374.00
Balancer	\$1,092.50	\$0.00	\$1,092.50
Engine oil & transmission fluid	\$320.24	\$0.00	\$320.24
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
SHIPPING	\$0.00	\$0.00	\$0.00

This estimate is based on our inspection and does not cover additional parts or labor which may be required after the work has been opened up. Occasionally after work has started, if broken or worn parts are discovered which were not evident on first inspection, additional time and material may be needed.

Authorized & Accepted: You are hereby authorized to
 make the above specified repairs

By Owner or Agent

Date: ; Signature

Print
Name:Company Tax
exempt

Labor Total \$4,719.60

Parts/Freight Total \$23,040.47

Shop Supplies \$471.96

Subtotal \$28,232.03

Tax Rate 8.73%

Tax Amount \$2,052.64

Total \$30,284.67

Deduct - \$2,052.64

Attachment: Transwest Quote - Medic 2 (2080 : Medic 2 Engine Replacement)

REPAIR ESTIMATE BREAKDOWN

CUSTOMER: City of Harrisonville Medic 2 RO: 728825
S#1GBE4V1929F405330

REPAIR: REPLACE ENGINE ASSY-INCLUDES LONG
BLOCK ENGINE, ALL GASKETS AND SEALS
TO INSTALL ENGINE, NEW OIL AND
ANTIFREEZE LABOR: \$4,194.40
PARTS: \$7,719.97
SUBTOTAL: \$11,914.37

REPAIR: REPLACE TRANSMISSION
ALLISON FACTORY REMAN TRANS LABOR: \$749.00
PARTS: \$2,654.92
SUBTOTAL: \$3,403.92

REPAIR: REPLACE FUEL INJECTORS AT TIME OF
ENGINE REPLACEMENT LABOR: \$224.70
PARTS: \$5,718.72
SUBTOTAL: \$5,943.42

REPAIR: LABOR: \$0.00
PARTS: \$0.00
SUBTOTAL: \$0.00

REPAIR: LABOR: \$0.00
PARTS: \$0.00
SUBTOTAL: \$0.00

REPAIR: LABOR: \$0.00
PARTS: \$0.00
SUBTOTAL: \$0.00

REPAIR: LABOR: \$0.00
PARTS: \$0.00
SUBTOTAL: \$0.00

REPAIR: LABOR: \$0.00
PARTS: \$0.00
SUBTOTAL: \$0.00

LABOR: \$5,168.10
PARTS: \$16,093.61
SHOP CHG: \$225.00
TAX: \$1,321.81

APPROVED BY: TOTAL: \$22,808.52

Attachment: Westfall GMC Quote - Medic 2 (2080 : Medic 2 Engine Replacement)

City of
Harrisonville^{est. 1836}
STAFF REPORT

TO: Board of Aldermen
FROM: Larry Francis, Director
DATE: December 18, 2015
SUBJECT: Ambulance Purchase

Type of Item: *Approval*

Action Item: Ambulance Purchase

History: Fleet and History of Purchases
 Sealed Bid Review

Fleet:

Currently Harrisonville Emergency Services operates 4 ambulances. 3 of those are Type 3 and the newest one is a Type 2 (Van). The status of the units is described as follows:

Medic 1 - 2004 Medtec - 296,506 miles and 8099.9 Hours. It is currently in service. This unit is currently on its 3rd engine. In 2013, this unit went under a minor refurbishment. The emergency lights were replaced with LED lights, all of the door hardware, air ride pump, and numerous minor details including some body work and restriping. Currently this unit continues to have a lot of minor repair issues. Currently, we are experiencing internal electrical issues with the patient care module interior lights going on and off intermittently. As of 1-11-2016 it is in the repair shop getting the injectors replaced with an estimated cost of \$11,000. 2015 repairs totaled \$14,428.30 and this unit was out of service for a total of 30 days.

Medic 2 - 2009 AEV - 228,265 miles. This unit is currently out of service with an engine needing to be replaced. This unit has been a fairly reliable ambulance and has not had a lot of major issues. Request for Approval for engine replacement will be on the January 18, 2016 agenda. It is staff's recommendation for approval of engine replacement. 2015 repairs totaled \$10,635.77 and was out of service for a total of 42 days.

Medic 3 - 2004 Medtec - 305,807 miles - 8791.4 hours currently out of service due to the roll-over accident. I received an email on 1-4-2016 stating that the insurance company has determined it to be a total loss. This was the ambulance we were going to rotate out on the purchase of a new one. 2015 repairs totaled \$10,557.20 and was out of service for a total of 14 days.

On 1-6-2016, I received an email from the insurance company and they have offered \$17,668.05 as a settlement for this ambulance.

Medic 4 - 2014 Wheeled Coach - 18,611 miles. This unit is currently in service. This unit was purchased to do non-emergency transports from medical facilities. With the shortage of two ambulances, this has allowed this unit to be evaluated for service within the department. This unit is not designed to run emergency calls as per our responsibilities and duties we provide. We have also evaluated the number of transfers from medical facilities and on numerous occasions we have swapped out ambulances due to the size of the patient and the amount of equipment needed for the transport. Another key component in this evaluation is the ability to provide complete access to the patient. We basically do not have access to the right side of the patient and limited access to the equipment on their right side as well. One other major concern is the inability to provide adequate CPR in this ambulance due to the confined space.

Critical Failures:

A critical failure is determined when any apparatus is responding to a call for service as well as transporting a patient and becomes incapacitated and unable to continue the response. In 2015, there were 8 critical failures and 1 of the critical failures had a critical patient from a motor vehicle crash and CPR was in progress. In 2014 there were 2. It may seem insignificant, but there is another component to a critical failure to the staff members. This tears down morale as well as the embarrassment of the staff when these happen. We understand mechanical failures happen, however frequently weighs on the staff.

Maintenance:

Annual maintenance of the ambulances has increased over the life of the ambulances. All of our apparatus undergoes preventative maintenance as required. The age of the ambulances has taken a toll on the maintenance budget for the last few years and severely over spent in this line item. Projects and much needed equipment have been delayed due to the excessive amount of maintenance costs for the ambulances.

Present and Future Needs:

During the budget process for the 2016 budget, a few members and I sat down and took a look at the patient care modules to see if there were any modifications that could be made to the new unit. During these conversations, it was determined that due to the current objectives and responsibilities we perform, the size of the patient care module are important. The layout of the compartments is also important with the equipment and medicals supplies that need to be carried. Part of our responsibilities is fire suppression and we carry our turnout gear and self-contained breathing apparatus on the ambulances as well as the required medical supplies. Medical Supply requirements are set by our Medical Director and the State of Missouri.

Another key component is the ability to remount the ambulance one time during its life cycle. It is forecasted that the chassis will be replaced after 5 years. At the end of the following 5 years, and the age of the patient care module is 10 years old, the ambulance would be replaced at that point. There would be greater resale and / or trade in value at this time as well.

Sealed Bids:

When the 2016 budget was approved by the Board of Aldermen in 2015 as set of specifications were developed, reviewed by city administration, and approved to proceed with the bidding process. In December of 2015, the specifications were sent to four manufacturers for a request to provide sealed bids on a new ambulance. The request was sent out to Wheeled Coach, American Emergency Vehicles (AEV), Osage Ambulance, and Braun Ambulances.

The bids were due on December 30, 2015 by 1400 hours. All 4 manufacturers responded to the request. The sealed bids were opened and the bids were evaluated for pricing, availability, delivery date, and chassis rebates. Please see the attached Bid summary.

Possible Costs Increases:

In 2016, the federal regulations governing the manufacture and safety of ambulances is known as "KKK-A-1822" (Triple K) and NFPA 1901 made changes to the patient cots and how they are secured to the ambulance and patient care module. The new federal regulations require a system to ensure the patient cot does not become disengaged during a crash or roll-over from the locking mechanism. With these changes, there are usually increases to the ambulance prices as well.

Fortunately, HES has been proactive in safety regarding the cot mounting device and has been using a system known as the stat track since 2004. This systems effectiveness was proven when Medic 3 rolled-over and the cot stayed in place.

Another cost increase is the reduction of the Ford Incentives that are normally attached to the purchase of the chassis. It is noted on the Alternate Bid from Feld Equipment shows a \$4400.00 incentive and the main bids show only a \$3800.00 Ford Incentive.

Staff Recommendation:

During the review of the bids by staff and I, it was determined that all of the manufactures are well qualified and met the basic intent of the bid specifications. All of the exceptions were noted with the proposals from the manufacturers.

After the review was completed, it is recommended to use the alternate bid from Feld Equipment for the purchase of the Demo Wheeled Coach Type 1 Ambulance for the following reasons:

1. This Demo unit meets the intent of the ambulance bid specifications.
2. Cost - The cost of this Demo unit is \$155,837
3. Delivery date is expected in mid to late February
4. Proceeds from Medic 3 would cover the cost since all of the bids were over budget.
5. Currently own a Wheeled Coach and happy with the manufacturer as well as the service from Feld Equipment
6. Service is located within the metro area and they have a mobile service unit if necessary.

The main reason for this recommendation is that this unit is on the production line at the factory and could be completed and delivered by the 29th of February. There are other companies that have "demo" units, however they already have been used and have an unknown number of miles on them. The "demo" from Feld will only have miles as they are driven from Florida.

If you have any questions, please let me know. Thank you for your consideration and support.

Council Bill No. 008**Resolution No.**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO
EXECUTE AN AGREEMENT WITH FELD FIRE FOR THE PURCHASE OF
ONE (1) 2016 FORD F450 TYPE - 1 AMBULANCE FOR THE HARRISONVILLE
EMERGENCY SERVICES NOT TO EXCEED \$155,837.00**

WHEREAS, the City of Harrisonville has determined that Feld Fire is competent to perform services for the City of Harrisonville; and

WHEREAS, Feld Fire agrees to perform services for the City of Harrisonville;

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

Section 1: That the City Administrator of the City of Harrisonville is hereby authorized and directed to enter into an Agreement with for the purchase of one (1) Type - 1 Ambulance for the Harrisonville Emergency Services in an amount not to exceed \$155,837.00.

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

PASSED AND RESOLVED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville, Missouri this 18th day of January, 2016

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 18th day of January, 2016



Harrisonville Emergency Services
903 S. Commercial
Harrisonville, MO 64701
816-380-8925

BID OPENING SUMMARY
12-30-2015

1. Feld Fire Equipment – Wheeled Coach:

2016 Ford F-450 4X4 Type I Custom Ambulance **\$165,821.00**

120 day delivery from Ocala Florida

Alternate Bid: Demo Unit

2016 Ford F-450 4x4 Type I Custom Ambulance \$150,899.00

Add graphics package \$1938.00

Total **\$155,837.00**

Currently in production and completion in February

No trade in allowances given

2. Emergency Services Supply – Osage Ambulance:

2016 Ford F-450 4X4 Type I Ambulance **\$172,405.00**

Delivery date in October 2016 from Linn, Missouri

No alternate bids or trade in allowances given

3. American Response Vehicles – American Emergency Vehicles:

2016 Ford F-450 4X4 Type I Ambulance **\$173,154.00**

Alternate Bid:

2016 Ford F-550 4X4 Type I Ambulance **\$184,773.00**

Delivery date of at least 120 to 210 days from Jefferson, NC

Trade in Allowance:

2014 Type II Ford E-350 Ambulance **\$35,000**

2004 Type III GMC C4500 Ambulance **\$4,000**



Harrisonville Emergency Services
903 S. Commercial
Harrisonville, MO 64701
816-380-8925

4. Pinnacle Emergency Vehicles – Braun Industries

Justin Jarvis, owner sent a letter stating that he was not going to submit a bid know that our budget would not allow for the purchase of a Braun Ambulance.

Letter is attached.

There were only 4 bidders for the project.



December 28, 2015

Larry Francis, Emergency Services Director
Harrisonville Emergency Services
903 S. Commercial
Harrisonville, MO 64701

Chief Francis,

Thank you for your interest in Braun ambulances and Pinnacle Emergency Vehicles. I appreciated the time you took on December 16th to meet with me and see the Braun demonstrator unit.

After careful review of your published Bid Specifications, unfortunately we have determined that we will be unable to provide a proposal for this project. While Braun is fully capable of building a premium-quality unit that would not only meet, but far exceed the design-intent and quality of the specifications, there are many factors in the specifications that will preclude us from providing a price-competitive proposal.

In addition, due to the relatively short turn-around time for a custom ambulance bid, along with the Christmas holiday, I was unable to acquire the necessary pricing and drawings from the factory as required.

While we are unable to bid at this time, please include us in future ambulance bidding opportunities. If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Justin Jarvis'.

Justin Jarvis, President/Sales Manager
Pinnacle Emergency Vehicles, LLC
(417) 540-0600
justin@pinnacle-ev.com



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: January 11, 2016
SUBJECT: Purchase of New Patrol Vehicle

Type of Item: *Purchase*

Type of Item: *Action item*

Issue: Authorization to purchase replacement (patrol) vehicle for the Police Department.

Background: The 2016 City of Harrisonville annual budget contains \$34,680.00 for the replacement of one (1) patrol vehicle SUV for the police department. This budget also contains funds to purchase needed emergency equipment to equip this vehicle. In 2015 the State of Missouri awarded the state contract to Lou Fusz Ford of Chesterfield, Missouri for Ford Patrol vehicles. The state contract price, equipped as needed, for a delivered 2016 Ford Police Interceptor (SUV) is \$27,585.50. As stated, this is a delivered vehicle to Harrisonville at a rate of approximately \$350 (\$1.50 per mile). A local price quote was obtained for comparison from Max Ford, Harrisonville, Missouri, where the same equipped vehicle can be purchased for \$28,007.00.

If you recall, we are purchasing an SUV this year in anticipation of beginning a canine program at the department. The proposed vehicle is equipped with the same equipment we have purchased for our patrol units for the past several years. However, with this being a canine vehicle some of the additional equipment will be modified. We anticipate that all needed canine equipment for this vehicle will be purchased without the use of city funds.

Recommendation: Staff recommends that Max Ford's price quote of \$28,007.00 for the Police Interceptor SUV be accepted.

The remaining budget balance will be used to purchase the vehicles needed emergency equipment. This equipment includes, but is not limited to the following: light bar, siren and speaker, radio console, security screen, headlight flashers, antennas, scanner, vehicle markings, and installation expenses. We anticipate 10 to 12 weeks for delivery. If you have any questions or concerns please feel free to contact me at the office.

The 2016 budget also includes a replacement administrative vehicle for the police department which will be brought forward at a later date.

Please feel free to contact me at the office with any questions or concerns.

Council Bill No. 009**Resolution No.**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO
EXECUTE AN AGREEMENT WITH MAX FORD FOR THE PURCHASE OF
ONE (1) POLICE INTERCEPTOR SUV IN AN AMOUNT NOT TO EXCEED
\$28,007**

WHEREAS, the City of Harrisonville has determined that Max Ford is competent to perform services for the City of Harrisonville; and

WHEREAS, Max Ford agrees to perform services for the City of Harrisonville;

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

Section 1: That the City Administrator of the City of Harrisonville is hereby authorized and directed to enter into an Agreement with Max Ford for the purchase of one (1) Police Interceptor SUV in an amount not to exceed \$28,007.

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

PASSED AND RESOLVED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville, Missouri this 18th day of January, 2016.

Brian Hasek, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 18th day of January 2016



TO: Board of Aldermen
FROM: Kim Hubbard, City Clerk
DATE: December 7, 2015
SUBJECT: Amend Section XII Technology Policy

Type of Item: *Amendment*

Emergency Services Director Francis has requested the attached radio policy be included in the City's Personnel Manual. The policy sets forth the expectations of employees who have use of or access to a city radio. Each employee will be required to complete "Security Awareness Training" and sign a form acknowledging the policy. The police department will provide the needed training.

Due to the sensitive information that is shared over the radio has made the need for this policy necessary.

This policy will be included in our technology policy section E and is included with your packet for your review.

Council Bill No. 010

Resolution No.

**A RESOLUTION TO ACCEPT AMENDMENTS TO THE CITY OF
HARRISONVILLE PERSONNEL MANUAL, TECHNOLOGY POLICY**

WHEREAS, the City wishes to amend the Personnel Manual to reflect changes to the Technology Policy regarding employees who have use of or access to a city radio

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

Section 1: That the Harrisonville Board of Aldermen accepts the amendments to the Harrisonville Personnel Manual

Section 2: That a red-line version of the amendments is attached to this resolution and becomes a part thereof

Section 3: That this resolution shall become effective immediately for the City of Harrisonville.

PASSED AND RESOLVED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Harrisonville, Missouri, this 18th day of January 2016.

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 18th day of January 2016

E Radio Communication

Radio communications is a tool that has been provided to employees that work in the field to better communicate with other staff and to provide another resource to contact dispatch in an emergency.

With the current configuration of the radios, the likelihood of hearing sensitive information is very possible. The police department as well as the emergency services department will sensitive information frequently across their talk groups. This information cannot be repeated by those not involved in the incident.

There are federal laws that prohibit the dissemination of these types of sensitive information. Under no circumstances shall privileged or sensitive information or investigations information be discussed with any unauthorized person. If the information is in question, then it will be considered privileged or sensitive and not disclosed. The information shall not be written down or recorded by non-essential personnel.

The individual assigned a radio or has access to a portable, mobile, or desk top radio shall be required to be trained on its proper use and handling of the information that comes across the radio.

Radio Procedures: Non-Fire / EMS and non-Police Department Radios

1. Radios shall not be turned to the police or fire talk groups unless it is needed for emergency communications.
2. Information heard across these talk groups shall not be disclosed or disseminated in any fashion. This includes the following information:
 - a. Location of an incident
 - b. Type of Incident
 - c. Names
 - d. Personal Information
3. Personnel shall refrain from traveling through an area that has been identified as an emergency, unless your department has been called to assist in the mitigation of the incident.

Due to the sensitive nature of these two radio talk groups, all personnel associated with the radio usage shall be fingerprinted by Harrisonville Police Department **and complete "Security Awareness Training"**. Those employees shall also sign a form indicating their acknowledgement of the policy regarding the radios and their usage.



STAFF REPORT

TO: Board of Aldermen
FROM: Marcella McCoy, Supervisor
DATE: January 13, 2016
SUBJECT: Ballot Ordinance

Type of Item: *Approval*

INTRODUCTION

The purpose of this memo is recommendation to place on the April 5, 2016 ballot a question to continue to receive vehicle sales tax on sales from out-of-state dealer and individual sales.

DISCUSSION

On January 4, 2016 at the Board of Aldermen Work Session, I presented the need to place a question before the qualified voters of Harrisonville to continue collection of vehicle sales tax from out-of-state and individual sales. General consensus was to bring forth the ordinance calling for the question to be placed on the April 5, 2016 ballot.

You may recall my statement that many communities across the State are looking to place a question on the ballot to continue to receive the current level of revenue from vehicle sales taxes. I have spoken with Pleasant Hill, Belton and Raymore about when they plan to place this on the ballot in their communities. I understood that Pleasant Hill and Belton is planning to place it on the April 2016 ballot. Raymore is participating in a group effort from Eastern Jackson County to place a use tax and vehicle sales tax question on the August 2016 ballot. Kansas City and Peculiar are the only two communities in Cass County that will not be looking at this issue. They both have a use tax in place.

To maintain our current level of annual revenue from vehicle sales tax, staff recommends passage of the ordinance to place the question on the April 5, 2016 ballot. The ordinance is drafted from the Missouri Municipal League sample, taken directly out of State Statute and has been reviewed by Mr. Mauer. The ordinance requires execution in order to meet the January 26, 2016 certification requirement to the election authority.

ACTION REQUIRED/RECOMMENDATION

Staff recommends Board waive the rules and consider on first reading approval of the ordinance authorizing the question to place on the April 5, 2016 ballot as presented.

Council Bill No. 011

Ordinance No.

AN ORDINANCE PROVIDING FOR SUBMISSION OF A PROPOSAL TO DISCONTINUE APPLICATION AND COLLECTION OF THE LOCAL SALES TAX ON THE TITLING OF MOTOR VEHICLES, TRAILERS, BOATS, AND OUTBOARD MOTORS THAT WERE PURCHASED FROM A SOURCE OTHER THAN A LICENSED MISSOURI DEALER TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY OF HARRISONVILLE, MISSOURI ON 5TH, APRIL, 2016.

WHEREAS, the City of Harrisonville has not previously approved and imposed a local use tax under Section 144.757 RSMo; and

WHEREAS, the City of Harrisonville is required under the provisions of Section 32.087 RSMo to submit to the qualified voters of the City the question of repealing the application of the local sales tax to the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer; and

WHEREAS, the City of Harrisonville is required to submit the question to its voters no later than the general election in November 2016;

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

Section 1. Pursuant to the provisions of Sections 32.087 RSMo, the Board of Aldermen has determined that it would be appropriate to submit the determination of the issue of whether to repeal application of the local sales tax to the titling of motor vehicles, trailers, boats, and outboard motors that are subject to state sales tax under section 144.020 and purchased from a source other than a licensed Missouri dealer to the voters.

Section 2. This proposition shall be submitted to the qualified voters of the City of Harrisonville, Missouri, for their approval, as required by the provisions of Section 32.087 RSMo, at the election hereby called and to be held in the City on Tuesday, the 5th day of April, 2016. The ballot of submission shall contain substantially the following language:

Shall the City of Harrisonville, Missouri discontinue applying and collecting the local sales tax on the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer?

Approval of this measure will result in a reduction of local revenue to provide for vital services for the City of Harrisonville and it will place Missouri dealers of motor vehicles, outboard motors, boats, and trailers at a competitive disadvantage to non-Missouri dealers of motor vehicles, outboard motors, boats, and trailers.

☐ YES ☐ NO

If you are in favor of the question, place an "X" in the box opposite "YES". If you are opposed to the question, place an "X" in the box opposite "NO".

Section 3. If the ballot question set forth in Section (2) of this ordinance receives a majority of the votes cast in favor of the proposal, the local sales tax shall cease to apply to the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer. The effective date of the cessation shall be the first day of the second calendar quarter after the election. If a majority of the votes cast are opposed to the ballot question then the local sales tax shall continue to apply to the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer.

Section 4. Within ten (10) days after the approval or disapproval of the proposition by the qualified voters of the City of Harrisonville, Missouri, the City Clerk shall forward to the Director of Revenue of the State of Missouri by United States registered mail or certified mail, a certified copy of this ordinance together with certifications of the election returns and accompanied by a map of the City clearly showing the boundaries thereof.

Section 5. This Ordinance shall be in full force and effect from and after the date of its passage and approval.

FIRST READ by the Board of Aldermen this 18th day of January, 2016

SECOND READ AND PASSED by the Board of Aldermen, January 18, 2016

Vote taken as follows:

Ayes:

Nays:

Absent:

Abstain:

Brian Hasek, Mayor

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this 18th day of January, 2016

Brian Hasek, Mayor



TO: Board of Aldermen
FROM: Kim Hubbard, City Clerk
DATE: January 13, 2016
SUBJECT: Peddler Permits-Chapter 610 Amendment

Type of Item: *Amendment*

The proposed amendments for chapter 610 of the city code has been a combined effort of the city clerk's office and the police department. The peddlers permits were maintained in the city clerk's office until 2011 and at the time there were job duties that were distributed to other departments. The police department offered to maintain the peddler permits.

Since then there has been conversation regarding the need to update this section of the code and that the police department is no longer able to conduct background checks on those that apply for a permit. I believe the changes that are being proposed will streamline the process and assist the police department in managing those who apply for these permits.

In 2015 there were seven (7) permits issued.

Council Bill No. 012**Ordinance No.****An Ordinance Amending Chapter 610, Peddlers, of the City of Harrisonville Code of Ordinances**

WHEREAS, the City wishes to amend Chapter 610, Peddlers, of the City of Harrisonville Code of Ordinances

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

Section 1: That the Harrisonville Board of Aldermen accepts the amendments to Chapter 610, Peddlers, of the City of Harrisonville Code of Ordinances as presented

Section 2: That a red-line version of the amendments is attached to this ordinance and becomes a part thereof

Section 3: That this ordinance shall become effective immediately for the City of Harrisonville.

Section 4: Severability: If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

READ TWO TIMES BY TITLE ONLY ON JANUARY 18, 2016 AND PASSED BY THE BOARD OF ALDERMEN THIS 18th DAY OF JANUARY 2016

Brian Hasek, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this 18th day of January 2016



HARRISONVILLE POLICE DEPARTMENT

Peddler Permit Application

Applicant Name: _____

Home Address: _____

City, State, Zip: _____

Telephone Number: _____ Sex: Male/Female

Driver's License number: _____ Date of Birth: _____

Employer: _____

Employer address: _____

Product or Service to be sold: _____

Have you ever been convicted of any felony? ☐ Yes ☐ No

Have you ever been convicted of any felony or non-felony charge related to peddling or soliciting?
☐ Yes ☐ No

Have you ever had a peddler's or solicitor's permit or identification card suspended or revoked, either by the City of Harrisonville or another jurisdiction? ☐ Yes ☐ No

By signing below, I certify that all answers given above are true and complete. I authorize investigation of all information contained in this application as may be necessary in connection with the issuance of a City of Harrisonville Peddler's Identification card.

Applicant Signature: _____ Date: _____

Printed Name: _____

For internal use only:

☐ Approved

☐ Denied Reason: _____

Signed: _____ Date: _____
Chief of Police (or designee)

Attachment: Peddler Permit Application (2099 : Peddler Permits-Chapter 610 Amendment)

Chapter 610. Peddlers

Article I. In General

Section 610.010. Definitions.

As used in this Chapter, the following words have the meaning indicated:

CANVASSEER

~~A person who attempts to make personal contact with a resident at his/her residence, without prior specific invitation or appointment from the resident, for the primary purpose of (1) attempting to enlist support for or against a particular religion, philosophy, ideology, political party, issue or candidate, even if incidental to such purpose the canvasser accepts the donation of money for or against such cause, or (2) distributing a handbill or flyer advertising a non-commercial event or service.~~

PEDDLER

~~A person who attempts to make personal~~Peddler shall mean a person who attempts to make personal contact with a resident at his/her residence, without prior specific invitation or appointment from the resident, for the primary purpose of attempting to sell a good or service, for profit to himself or his principal, or seeks a donation for any cause of a profit-making or commercial character. ~~-.A "peddler" does not include a person who distributes handbills or flyers for a commercial purpose, advertising an event, activity, good or service that is offered to the resident for purchase at a location away from the residence or at a time different from the time of visit. Such a person is a "solicitor".~~

SOLICITOR

~~A person who attempts to make personal contact with a resident at his/her residence, without prior specific invitation or appointment from the resident, for the primary purpose of (1) attempting to obtain a donation to a particular patriotic, philanthropic, social service, welfare, benevolent, educational, civic, fraternal, charitable, political or religious purpose, even if incidental to such purpose there is the sale of some good or service, or (2) distributing a handbill or flyer advertising a commercial event or service.~~

Section 610.020. Exceptions To Chapter.

This Chapter shall not apply to a Federal, State or local government employee or a public utility employee in the performance of his/her duty for his/her employer. The provisions of this Chapter shall not apply to solicitations, sales or distributions made by charitable, educational or religious organizations which have their principal place of activity in the City.

Article II. Permit

Section 610.030. Identification Card Required For Peddlers ~~and Solicitors, Available For Canvassers.~~

A.

No person shall ~~act as a peddler or as a attempt to make personal contact with a resident at his/her residence with prior specific invitation or appointment from the resident unless that person obtains from the Chief of Police an identification card in accordance with the provisions of this article.~~ ~~solicitor within the City without first obtaining an identification card in accordance with this Chapter.~~

B.

~~Applications for peddler's identification cards may be filled out at the Police Department, on forms provided by the Police Department.~~

A.

~~Any person or organization (formal or informal) may apply for one (1) or more identification cards by completing an application form at the office of the issuing officer during regular office hours. The identification cards for peddlers required by this article are in addition to and not in lieu of any business license such persons may be required to obtain under the provisions of this Code.~~

Section 610.060. ~~Contents of Application~~ Issuance; Grounds for Denial

~~Five (5) working days after the application, or sooner if reasonably possible, the requested peddler's or solicitor's identification card shall be issued; unless:~~

~~A. The application fee is incomplete~~

~~B. The required fee has not been paid~~

~~C. The applicant for whom a card is requested has been convicted of any felonies or any conviction, including non-felony convictions, resulting from a change related to peddling or soliciting~~

~~D. Any statement upon the application is false~~

~~E. The applicant for who an identification card is requested has had a previous identification card revoked~~

~~The applicant (person or organization) shall provide the following information:~~

~~Section 610.070, Fee~~

~~Any person desiring a peddler's identification card shall pay a twenty-five dollar (\$25) nonrefundable application fee.~~

Section 610.080. ~~Investigation~~ Notification of Denial

~~If the Chief of Police denies a peddler's or solicitor's identification card to any person, he shall promptly notify the applicant.~~

~~During the period of time following the application for one (1) or more identification cards and its issuance, the City shall investigate as to the truth and accuracy of the information contained in the application. If the City has not completed this investigation within the sixteen (16) business hours provided in Section **610.070**, the identification card will nonetheless be issued, subject, however, to administrative revocation upon completion of the investigation. If a canvasser requests an identification card, the investigation will proceed as described above, but if the City refuses to issue the identification card (or revokes it after issuance), the canvasser will be advised that the failure to procure an identification card does not prevent him/her from canvassing the residents of the City.~~

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Section 610.090. ~~Application Fee~~Hearing After Denial.

If an identification card is denied to an applicant, the applicant may, within ten (10) days of the denial, make application to the City Clerk for a hearing thereon before the Board of Aldermen. In such cases, the hearing shall be held at the next regular meeting of the Board of Aldermen.

At the time of filing the application, a fee of five dollars (\$5.00) shall be paid to the City Clerk to cover the cost of investigation of the facts stated therein.

Section 610.100. ~~False Information~~Display

Each identification card shall be worn on the outer clothing of the peddler when the individual for whom it was issued is acting as a peddler, so as to be reasonably visible to any person who might be approached by said peddler or solicitor.

It shall be unlawful for any person to give any false or misleading information in connection with his/her application for a permit required by this Article.
At the time of making application for a permit required by this Article, the applicant shall submit to fingerprinting by the Chief of Police. An identification card shall be valid within the meaning of the article for a period of thirty (30) days from the date of its issuance, and thereafter it shall expire.

Section 610.120. ~~Fee~~Revocation

A. Any identification card granted pursuant to this article may be revoked by the Chief of Police after the finding of:

1. Any violation of this article by the applicant or the person for whom the particular card was issued; or
2. Fraud, misrepresentation or incorrect statement made in the course of carrying on the activity; or
3. Conviction of a crime of moral turpitude; or
4. Conducting the activity in such a manner as to constitute a reach of the peace or a menace to the health, safety or general welfare of the public.

B. The holder of such identification card may appeal such revocation as provided in section 610.150.

Before any permit shall be issued under the provisions of this Article, the applicant therefor shall pay a fee of twenty dollars (\$20.00).

Section 610.130. ~~Bond~~Transfer

No person having a peddler's identification card shall loan, transfer, or allow in any manner another person to use his card.

A.

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No person shall engage in acts as a peddler within the City limits except from 9:00 a.m. until 8:00 p.m. Monday through Friday, and from 10:00 a.m. until 8:00 p.m. on Saturday and Sunday.

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If the issuing officer denies (or upon completion of an investigation revokes) the identification card to one (1) or more persons, he/she shall immediately convey the decision to the applicant orally and shall within sixteen (16) working hours after the denial prepare a written report of the reason for the denial which shall be immediately made available to the applicant. Upon receipt of the oral notification, and even before the preparation of the written report, the applicant shall have at his/her option an appeal of the denial of his/her application before the Board of Aldermen at its next regular meeting, or if the next regular meeting is more than ten (10) days from the denial of the application, at a special meeting to be held within that ten (10) day period, due notice of which is to be given to the public and the applicant.

Section 610.150. ~~Hearing On Appeal.~~ Prohibited Actions

No person having a peddler's identification card shall:

A. Enter or remain on private property where they have reason to believe that the residents thereof have indicated the solicitor, peddler, or canvasser is not welcome.

B. Make an uninvited entry into a resident's home.

C. Refuse to discontinue their message when requested by a hearer to do so, when on private property occupied by the hearer; or

D. Enter upon any private property, knowing or having reason to believe that the owner or occupants do not desire to receive messages from any solicitor, peddler, or canvasser either by a posted sign or otherwise.

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If the applicant requests a hearing under Section ~~610.140~~, the hearing shall be held in accordance with the Administrative Procedure Act of the State of Missouri, and review from the decision (on the record of the hearing) shall be had to the Circuit Court of Cass County. The hearing shall also be subject to the Missouri Open Meetings and Records law.

Chapter 610. Peddlers

Article I. In General

Section 610.010. Definitions.

As used in this Chapter, the following words have the meaning indicated:

PEDDLER

Peddler shall mean a person who attempts to make personal contact with a resident at his/her residence, without prior specific invitation or appointment from the resident, for the primary purpose of attempting to sell a good or service, for profit to himself or his principal, or seeks a donation for any cause of a profit-making or commercial character.

Section 610.020. Exceptions To Chapter.

This Chapter shall not apply to a Federal, State or local government employee or a public utility employee in the performance of his/her duty for his/her employer. The provisions of this Chapter shall not apply to solicitations, sales or distributions made by charitable, educational or religious organizations which have their principal place of activity in the City.

Article II. Permit

Section 610.030. Identification Card Required For Peddlers

A.

No person shall, as a peddler or attempt to make personal contact with a resident at his/her residence with prior specific invitation or appointment from the resident unless that person obtains from the Chief of Police an identification card in accordance with the provisions of this article.

Section 610.040. Application For Identification Card

Applications for peddler's identification cards may be filled out at the Police Department, on forms provided by the Police Department.

Section 610.050. Card in Addition to Business License.

The identification cards for peddlers required by this article are in addition to and not in lieu of any business license such persons may be required to obtain under the provisions of this Code.

Section 610.060. Issuance; Grounds for Denial

Five (5) working days after the application, or sooner if reasonably possible, the requested peddler's or solicitor's identification card shall be issued; unless:

A. The application fee is incomplete

- B. The required fee has not been paid
- C. The applicant for whom a card is requested has been convicted of any felonies or any conviction, including non-felony convictions, resulting from a change related to peddling or soliciting
- D. Any statement upon the application is false
- E. The applicant for who an identification card is requested has had a previous identification card revoked

Section 610.070, Fee

Any person desiring a peddler's identification card shall pay a twenty-five dollar (\$25) nonrefundable application fee.

Section 610.080. Notification of Denial

If the Chief of Police denies a peddler's or solicitor's identification card to any person, he shall promptly notify the applicant.

Section 610.090. Hearing After Denial.

If an identification card is denied to an applicant, the applicant may, within ten (10) days of the denial, make application to the City Clerk for a hearing thereon before the Board of Aldermen. In such cases, the hearing shall be held at the next regular meeting of the Board of Aldermen.

Section 610.100. Display

Each identification card shall be worn on the outer clothing of the peddler when the individual for whom it was issued is acting as a peddler, so as to be reasonably visible to any person who might be approached by said peddler or solicitor.

Section 610.110. Validity

An identification card shall be valid within the meaning of the article for a period of thirty (30) days from the date of its issuance, and thereafter it shall expire.

Section 610.120. Revocation

A Any identification card granted pursuant to this article may be revoked by the Chief of Police after the finding of:

1. Any violation of this article by the applicant or the person for whom the particular card was issued; or
2. Fraud, misrepresentation or incorrect statement made in the course of carrying on the activity; or
3. Conviction of a crime of moral turpitude; or
4. Conducting the activity in such a manner as to constitute a reach of the peace or a menace to the health, safety or general welfare of the public.

B. The holder of such identification card may appeal such revocation as provided in section 610.150.

Section 610.130. Transfer

No person having a peddler's identification card shall loan, transfer, or allow in any manner another person to use his card.

Section 610.140. Time Restrictions

No person shall engage in acts as a peddler within the City limits except from 9:00 a.m. until 8:00 p.m. Monday through Friday, and from 10:00 a.m. until 8:00 p.m. on Saturday and Sunday.

Section 610.150. Prohibited Actions

No person having a peddler's identification card shall:

A. Enter or remain on private property where they have reason to believe that the residents thereof have indicated the solicitor, peddler, or canvasser is not welcome.

B. Make an uninvited entry into a resident's home.

C. Refuse to discontinue their message when requested by a hearer to do so, when on private property occupied by the hearer; or

D. Enter upon any private property, knowing or having reason to believe that the owner or occupants do not desire to receive messages from any solicitor, peddler, or canvasser either by a posted sign or otherwise.



TO: Board of Aldermen
FROM: Kim Hubbard, City Clerk
DATE: January 13, 2016
SUBJECT: February 15 Board of Aldermen

Type of Item: *Approval*

The second regular board meeting in February should be scheduled for February 15 but this is President's Day and city offices will be closed. Staff needs direction whether to reschedule this meeting for Tuesday, February 16 or Monday February 22. At this time I do not know of any other meetings or events that would conflict with either date.

I. Action Item (ID # 2101)

February 15 Board of Aldermen