

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
JULY 11, 2017
REGULAR SESSION NO. 6
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133

OPENING SESSION
7:00 P.M.

Invocation
Pledge of Allegiance
Roll Call

Public Comments

Communication from the Mayor

Communication from the City Administrator

Committee Reports

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular June 20, 2017 Board of Aldermen meeting minutes.

R-2997-17: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JOSH MORALES TO THE BOARD OF ZONING ADJUSTMENT. Point of Contact: Teresa Henry, City Clerk

R-2998-17: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF THOMAS MURRAY TO THE BOARD OF ZONING ADJUSTMENT. Point of Contact: Teresa Henry, City Clerk

R-2999-17: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF DEE ANN STOCK TO THE PLANNING & ZONING COMMISSION. Point of Contact: Teresa Henry, City Clerk

R-3000-17: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF GEORGE MITCHELL TO THE RAYTOWN PARK BOARD. Point of Contact: Teresa Henry, City Clerk

R-3001-17: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JANETTE GUENTHER TO THE RAYTOWN PARK BOARD. Point of Contact: Teresa Henry, City Clerk

R-3002-17: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF KIMBERLY MONTSDEOCA TO THE RAYTOWN PARK BOARD. Point of Contact: Teresa Henry, City Clerk

REGULAR AGENDA

NEW BUSINESS

2. **FIRST READING: Bill No. 6445-17, Section IV-A. AN ORDINANCE** ESTABLISHING A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS IN THE CITY OF RAYTOWN, MISSOURI. Point of Contact: Teresa Henry, City Clerk.
3. **R-3003-17: A RESOLUTION** AUTHORIZING AND APPROVING A CONTRACT WITH DEW FARMS, LLC SERVICES FOR MOWING AND NUISANCE ABATEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$36,000.00 FOR FISCAL YEAR 2016-2017. Point of Contact: Ray Haydaripoor, Community Development Director.

CLOSED SESSION

Notice is hereby given that the Mayor and Board of Aldermen may conduct a closed session, pursuant to the following statutory provisions:

- 610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys;

ADJOURNMENT

Next Ordinance No.: 5576-17

DRAFT
TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
JUNE 20, 2017
REGULAR SESSION NO. 5
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133

OPENING SESSION
7:00 P.M.

Mayor Michael McDonough called the June 20, 2017 Board of Aldermen meeting to order at 7:01 p.m. Reverend Jackson of Blue Ridge Presbyterian provided the invocation and led the pledge of allegiance.

Roll Call

Roll was called by Teresa Henry, City Clerk, and the attendance was as follows:

Present: Alderman Frank Hunt, Alderman Karen Black, Alderman Jason Greene, Alderman Jim Aziere, Alderman Mark Moore, Alderman Ryan Myers, Alderman Bill Van Buskirk, Alderman Steve Meyers, Alderman Eric Teeman, Alderman Bonnaye Mims

Public Comments

Allie Lueke, 8830 E 52 Terrace, spoke regarding Super Splash on behalf of former employees and the public.

Mae Leslie, 5728 Lane Ave, spoke regarding the Neighborhood Services' documentation of the parties involved in a complaint and its response.

Communication from the Mayor

The Mayor participated in Operation Handshake with Missy Wilson and Alderman Meyers.

June 10, an apartment fire displaced many residents at 7402 Overton.

June 15, attended the 100th Anniversary of the Jackson County Election Commission.

June 15, attended the annual Safety Fair at Kenagy Park

June 16, helped with the 9th annual Three Trails Kiwanis/Raytown Schools Joe Herndon Memorial Golf Tournament.

Communication from the City Administrator

Thank you to the Public Works department for its timely and effective response to the past weekend's storms. Welcome to Damon Hodges, Public Works director.

Committee Reports

Alderman Greene announced Poets in Autumn, a Christian poetry event August 4, 7:00 p.m., at Graceway Church.

Alderman Meyers, looks forward to continuing Operation Handshake and will report more in the future. The Joe Herndon Memorial Golf Tournament was successful and brought together many members of the community.

Alderman Teeman, reported that the Parks Department is working to maintain the Kenagy pond retaining wall. Raytown Christian Church is sponsoring the Free Summer Lunch program being held at Kenagy,

Colman-Livengood, and Kritser parks July 5 – August 11. The Raytown Arts and Music Festival committee is seeking event sponsors. Movies in the park will be held in Kenagy park June 23, July 21 and August 18. The Parks Department office has discounted tickets to Worlds of Fun, Oceans of Fun, Silver Dollar City and Schlitterbahn Water Park. Little Libraries in the Parks have been established in Colman-Livengood and Kenagy.

Alderman Van Buskirk attended the Police Departments Public Safety Fair. The Raytown Amateur Radio Club, KØGQ, will hold their annual field day event June 23-25 behind the Police Department.

Alderman Mims attended the Police Departments Public Safety Fair. The recent Budget Committee meeting was productive. Saturday, 10 a.m. – 2 p.m., Heaven Sent Community Baptist Church is holding a health and wellness fair. Representative Brandon Ellington is being contacted to speak about his Body-Worn Camera Bill, HB 1516.

STUDY SESSION

Data-Driven Approaches to Crime and Traffic Safety
(DDACTS)
Kyle Stoker, Crime Analyst

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular June 6, 2017 Board of Aldermen meeting minutes.

R-2980-17: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JANET EMERSON TO THE PLANNING & ZONING COMMISSION. Point of Contact: Teresa Henry, City Clerk

Teresa Henry, City Clerk, remained available for any discussion.

Janet Emerson was thanked for serving as a member of the Planning & Zoning Commission.

Alderman Mims, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Mims, Moore, Myers, Black, Meyers, Greene, Hunt, Van Buskirk, Aziere, Teeman
Nays: None

REGULAR AGENDA

NEW BUSINESS

- BILL NO. 6444-17, SECTION IV-C-8: AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE III, DIVISION 1, OFFICERS AND EMPLOYEES, SECTION 2-105, RELATING TO THE ADOPTION OF PERSONNEL MANUAL.** Point of Contact: Teresa Henry, City Clerk.

The ordinance was read by title only by Teresa Henry, City Clerk.

Teresa Henry, City Clerk, stated that this Bill clarifies that the Personnel Manual is no longer a part of the City's code of ordinances and remained available for discussion.

Alderman Van Buskirk, seconded by Alderman Mims, made a motion to amend Bill No. 6444-17 with additional language stating that “the personnel manual may be amended from time to time, and such amendment of the personnel manual shall be approved by a three-fourths vote of the entire elected board”.

Further discussion included that a three-fourths vote is proposed because it will require more than a simple majority and shows that the board is unified in their support of the City’s personnel policies.

The motion was approved by a vote of 10-0.

Ayes: Aldermen Van Buskirk, Mims, Meyers, Greene, Myers, Moore, Aziere, Hunt, Black, Teeman
Nays: None

Alderman Teeman, seconded by Alderman Mims, made a motion to suspend the rules and have an immediate second reading of Bill 6444-17. The motion was approved by vote of 10-0.

Ayes: Aldermen Teeman, Black, Moore, Aziere, Hunt, Mims, Van Buskirk, Meyers, Greene, Myers
Nays: None

The ordinance was read by title only for a second time by Teresa Henry, City Clerk.

Alderman Van Buskirk, seconded by Alderman Black, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Van Buskirk, Black, Greene, Hunt, Meyers, Aziere, Mims, Moore, Myers, Teeman
Nays: None

Became Ordinance 5576-17

3. **R-2981-17: A RESOLUTION** AUTHORIZING AND APPROVING AN AGREEMENT WITH DUKE’S ROOT CONTROL, INC. UTILIZING THE HOUSTON-GALVESTON AREA COOPERATIVE CONTRACT IN AN AMOUNT NOT TO EXCEED \$18,000.00 FOR FISCAL YEAR 2016-2017. Point of Contact: Jason Hanson, Interim Public Works Director.

The resolution was read by title only by Teresa Henry, City Clerk.

Damon Hodges thanked the Board and the City for his appointment. He also thanked Jason Hanson for his work as interim Director of Public Works and for presenting the Public Works items on the night’s agenda.

Jason Hanson, interim Public Works Director, remained available for any discussion.

Discussion included that this purchasing cooperative is part of the MARC system of purchasing cooperatives. The targeted locations for this program are identified through observations during the routine sewer maintenance program.

Alderman Jason Greene, seconded by Alderman Mims, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Greene, Mims, Hunt, Teeman, Moore, Van Buskirk, Meyers, Aziere, Black, Myers
Nays: None

4. **R-2982-17: A RESOLUTION** AUTHORIZING AND APPROVING AN AGREEMENT WITH INDEPENDENT SALT COMPANY FOR THE PURCHASE OF SALT FOR THE PURPOSE OF TREATING ROADS AND BRIDGES IN INCLEMENT WEATHER. Point of Contact: Jason Hanson, Interim Public Works Director

The resolution was read by title only by Teresa Henry, City Clerk.

Jason Hanson, Interim Public Works Director, remained available for any discussion

Discussion detailed that this resolution is for approval to enter into a guaranteed-price contract with Independent Salt Company, and another resolution will be brought before the Board in the Fall regarding an actual purchase.

Alderman Mims, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Mims, Moore, Teeman, Aziere, Hunt, Van Buskirk, Black, Meyers, Greene, Myers
Nays: None

5. **R-2983-17: A RESOLUTION** AUTHORIZING AND APPROVING THE PROFESSIONAL SERVICES OF SANITARY SEWER INFRASTRUCTURE REPAIR IN THE CITY OF RAYTOWN, MISSOURI FROM WIEDENMANN, INC. UTILIZING THE CITY OF LEE'S SUMMIT, MISSOURI COOPERATIVE PURCHASE CONTRACT AND APPROVING PROJECT EXPENSES FOR 9404 AND 9406 E. 82ND STREET IN AN AMOUNT NOT TO EXCEED \$20,548.00. Point of Contact: Jason Hanson, Interim Public Works Director

The resolution was read by title only by Teresa Henry, City Clerk.

Jason Hanson, Interim Public Works Director, remained available for any discussion.

Alderman Mims, seconded by Alderman Aziere, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Mims, Aziere, Greene, Van Buskirk, Hunt, Meyers, Black, Moore, Myers, Teeman
Nays: None

6. **R-2984-17: A RESOLUTION** AUTHORIZING AND APPROVING THE PROFESSIONAL SERVICES OF STORM WATER INFRASTRUCTURE REPAIR IN THE CITY OF RAYTOWN, MISSOURI FROM WIEDENMANN, INC. UTILIZING THE CITY OF LEE'S SUMMIT, MISSOURI COOPERATIVE PURCHASE CONTRACT AND APPROVING PROJECT EXPENSES FOR 5736 AND 5802 MANNING IN AN AMOUNT NOT TO EXCEED \$52,130.00. Point of Contact: Jason Hanson, Interim Public Works Director.

The resolution was read by title only by Teresa Henry, City Clerk.

Jason Hanson, Interim Public Works Director, remained available for any discussion.

Discussion included that currently there are three Storm Water Fund projects, one completed and two planned.

Alderman Teeman, seconded by Alderman Greene, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Teeman, Greene, Van Buskirk, Hunt, Mims, Moore, Aziere, Black, Meyers, Myers
Nays: None

Recess

Following a recess, the Mayor called the meeting to order at 8:27 p.m.

7. **R-2985-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO SECTION 1-IN GENERAL. Point of Contact: Tom Cole, City Administrator.

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Greene, seconded by Alderman Moore, made a motion to adopt.

Further discussion included that most of the amendments are acceptable but the MOU line of section 1-5 should be removed because it would enable a single department to operate separately from the rest of the City and this defies the Personnel Manual's principle of uniformity. Any departmental manuals will remain in effect, but should be subservient to the City's Personnel Manual.

Alderman Teeman, seconded by Alderman Van Buskirk, made a motion to remove the MOU line of section 1-5. The motion was approved by a vote of 10-0.

Ayes: Aldermen Teeman, Van Buskirk, Black, Hunt, Aziere, Greene, Myers, Moore, Meyers, Mims
Nays: None

Alderman Greene's motion to adopt, seconded by Alderman Moore, was approved by a vote of 10-0.

Ayes: Aldermen Greene, Moore, Meyers, Van Buskirk, Myers, Mims, Aziere, Hunt, Black, Teeman
Nays: None

8. **R-2986-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 2-PROVISIONS APPLICABLE TO ALL OFFICERS AND EMPLOYEES. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Discussion included that Section 6, Article 7 of the Missouri Constitution includes a nepotism clause that some cities have cited in their personnel codes. No current personnel have been transferred, hired, and promoted in contradiction to the City's current personnel code adopted in December 2016. The policy adopted in the current Personnel Manual was reviewed by Ensz & Jester, P.C.

Alderman Van Buskirk, seconded by Alderman Teeman, made a motion to table the resolution indefinitely. The motion was approved by a vote of 10-0.

Ayes: Aldermen Van Buskirk, Teeman, Mims, Hunt, Moore, Greene, Black, Aziere, Meyers, Myers
Nays: None

9. **R-2987-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 3- PROVISIONS APPLICABLE TO UNCLASSIFIED EMPLOYEES. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Van Buskirk made a motion to table the resolution indefinitely.

Discussion included that it is important to ensure employees as well as their supervisors and department heads have an equal right to receive performance reviews and consideration for merit-based raises.

Alderman Van Buskirk withdrew the motion to table the resolution indefinitely.

Further discussion included that evaluation forms will be created at a later date.

Alderman Teeman, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Teeman, Moore, Black, Hunt, Aziere, Greene, Myers, Van Buskirk, Mims

Nays: Alderman Meyers

10. **R-2988-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 4- PROVISIONS APPLICABLE TO CLASSIFIED EMPLOYEES. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Van Buskirk, seconded by Alderman Mims, made a motion to approve only amendments to 4-19 and 4-40 of the resolution.

Discussion clarified that the Police Department has a separate policy and handles all complaints directly through Internal Affairs investigations. The Police Department adheres to the City's Personnel Manual and is free to follow their own policies so long as, at a minimum, those Police Department policies satisfy the policies detailed by the Personnel Manual.

In 4-17 number 2, if an employee has accrued more than the maximum number of hours of sick and vacation leave, their accrual will halt until their hours drop below the allowed maximum.

Currently the Police Department does not have a, explicit policy dictating that the City Administrator be made aware of all complaints against the Police Department, but this remains an unwritten practice between the Chief of Police and the City Administrator.

Alderman Teeman, made a motion to table the resolution to a date certain of July 11, 2017.

Further discussion clarified that employees can accrue 12 days of sick leave per year and the cap for accrued sick leave of 1040 hours is based on FMLA regulations. All sick leave can be sold back to the City at a reduced percentage rate.

Alderman Mims withdrew her second to Alderman Van Buskirk's motion to amend the resolution.

Final discussion included a detailed list of the approved and rejected amendments to resolution 2988-17.

Alderman Teeman withdrew his motion to table the resolution to a date certain of July 11, 2017.

Alderman Van Buskirk's motion to approve only items 4-19 and 4-40 did not receive a second.

Alderman Mims, seconded by Alderman Myers, made a motion to adopt R-2988-17 with the approved and rejected changes made during discussion of the resolution's amendments. The motion was approved by a vote of 10-0.

Ayes: Aldermen Mims, Myers, Greene, Hunt, Meyers, Aziere, Black, Moore, Teeman, Van Buskirk
Nays: None

Alderman Greene, seconded by Alderman Aziere, made a motion to carry over items 11-18 to a date certain of July 18, 2017.

Discussion of this motion clarified that the amendments to the Personnel Manual will stand in effect while they are sent for review by Ensz & Jester, P.C.

Alderman Greene's motion to carry over items 11-18 to a date certain of July 18, 2018, seconded by Alderman Aziere, was approved by a vote of 6-5.

Ayes: Aldermen Greene, Aziere, Moore, Hunt, Black, Mayor McDonough
Nays: Teeman, Mims, Van Buskirk, Meyers, Myers

11. **R-2989-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 5-COMPENSATION AND CLASSIFICATION PLAN. Point of Contact: Tom Cole, City Administrator
12. **R-2990-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 6-VIOLENCE IN THE WORKPLACE. Point of Contact: Tom Cole, City Administrator
13. **R-2991-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 7-SUBSTANCE ABUSE. Point of Contact: Tom Cole, City Administrator
14. **R-2992-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO THE ON CALL POLICY. Point of Contact: Tom Cole, City Administrator
15. **R-2993-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO AN ON CALL POLICY-POLICE DEPARTMENT. Point of Contact: Tom Cole, City Administrator
16. **R-2994-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO THE TAKE HOME CITY OWNED VEHICLES POLICY. Point of Contact: Tom Cole, City Administrator
17. **R-2995-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO THE TIME CLOCK POLICY. Point of Contact: Tom Cole, City Administrator

18. **R-2996-17: A RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO THE TUITION REIMBURSEMENT POLICY. Point of Contact: Tom Cole, City Administrator

CLOSED SESSION

Notice is hereby given that the Mayor and Board of Aldermen may conduct a closed session, pursuant to the following statutory provisions:

- 610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys;
- 610.021 (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore;
- 610.021(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information relating to the performance or merit of an individual employee is discussed or recorded; and/or
- 610.021(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Alderman Black, seconded by Alderman Moore, made a motion to move to a closed session. The motion was approved by a majority of those present.

ADJOURNMENT

The meeting adjourned at 10:58 p.m.

Teresa M. Henry, MRCC
City Clerk

Next Ordinance No.: 5576-17

CITY OF RAYTOWN
Request for Board Action

Date: July 6, 2017
To: Mayor and Board of Aldermen
From: Teresa Henry, City Clerk

Resolution No.: R-2997-17

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Approve a resolution appointing Joshua Morales to the Board of Zoning Adjustment with a term expiring June 1, 2021.

Analysis: The Raytown Zoning Ordinance calls for the City to have a Board of Zoning Adjustment that has the following powers:

1. To hear and decide on applications seeking a variance to a regulation or requirement specified in the Zoning Ordinance.
2. To hear and decide on applications seeking a Home Occupation Accessory Use Permit.
3. To hear and decide on applications seeking an exception to the zoning regulations for the construction of a dwelling and / or accessory structures on a substandard sized lot.
4. To hear and decide appeals from property owners where it is alleged there is an error in any order, requirement, decision or determination by the City in the enforcement of the Zoning Ordinance.

The Board of Zoning Adjustment consists of five (5) regular members and three (3) alternate members all of whom must be residents of Raytown. Each of the members of the Board of Zoning Adjustment are appointed by the Mayor and approved by the Board of Aldermen. Regular and alternate members serve staggered five-year terms. Alternate members may serve at meetings of the Board of Zoning Adjustment in the absence of or disqualification of a regular member.

Joshua Morales has submitted an application, a copy of which is attached, expressing his interest in being appointed.

Alternatives: Appoint someone else.

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JOSHUA MORALES TO THE BOARD OF ZONING ADJUSTMENT

WHEREAS, City of Raytown Zoning Code, Section 24 provides for appointment of a Board of Zoning Adjustment (BZA) within the City of Raytown; and

WHEREAS, the BZA consists of five (5) regular members appointed by the Mayor and approved by the Board of Aldermen to staggered 5-year terms plus three (3) alternate members who may be appointed to serve in the absence of or disqualification of the regular members; and

WHEREAS, members of the BZA are required to be residents of the City; and

WHEREAS, the Mayor desires to appoint Joshua Morales to the BZA to a currently expired 5-year term expiring June 1, 2021 or until a successor is duly appointed; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such appointment;

NOW THEREFORE, be it resolved by the Board of Aldermen of the City of Raytown, Missouri as follows:

THAT the appointment of Joshua Morales, 9712 E. 81st Street, Raytown, Missouri; as a member of the Board of Zoning Adjustment to an expired staggered 5-year term ending June 1, 2021, or until such time as a successor is duly appointed, is hereby approved; and

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 11th day of July, 2017.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

Date: 5/21/17

Last Name: Morales

First Name: Joshua

Middle Name: Daniel

Address: 9712 E. 81st Street

Raytown, MO 64138

Phone: Day: 913-906-5206

Phone: Evening: 8162255771

Cell Phone Number: 8162255771

Fax No.:

Email Address: joshmorales80@gmail.com

Which board would you like to serve on?: Economic Development

Because: I have a 15+ year track record of managing organizational leadership and volunteers to boost performance and achieve goals in underachieving areas.

At the Boy Scouts of America I served as an Executive Director assigned to areas that were declining in membership and fundraised dollars and tasked with turning them around in 18-24 months. This was accomplished via the restructuring of manpower, campaigns and development of business relationships in local communities. I have partnered with business leadership and municipalities in 6 counties.

At Merrill Lynch, I work as an advisor and strategist on a team that specializes in high net worth families and business owners. My role is to develop strategies that improve short term efficiency and overall (growing) net worth via improved cash flow, efficient lending, lower taxes, predictably growing investments, etc. Additionally, I serve as their manager of marketing and business operations.

Additionally, I have been a member of the Raytown community my entire life. I went to school, scouts and church here. My wife is a Raytown Educator and we are residents. Raytown is my home and it has been my intention of engaging in public service for a long time. My life circumstances have finally granted me an opportunity. It was also suggested by the mayor that this committee would be a good fit.

My strength(s) on this Board/Commission will be:: I am a process oriented, "big picture thinker". I am experienced and team development and leadership.

I have built a career managing large-scale projects from start to finish. My role has been operational leadership and business development. I am consistently successful at achieving the goals of large operations as both the leader and member of teams.

I would welcome the opportunity to learn from those with experience in the community and contributing my own experiences toward the continued success of Raytown.

Education: High School/City/State/Date: Rockhurst High School; Kansas City, MO/ 1994-1998

Trade/College/University/Degree/Date: Rockhurst University / Business Management / Philosophy 1998-2002

Post Graduate/College/Degree/Date:

Current: Employer/Address/Position: Merrill Lynch / 3401 College Blvd. Leawood, KS / Financial Advisor

Past Employer/Address/Position/Dates: Boy Scouts of America, 10210 Holmes Rd. KCMO Executive Director, 2006 - 2015

Past Employer/Address/Position/Dates:

Catholic Diocese Our Lady of Lourdes, St. Regis, St. Bernadette Youth Director: 2002 - 2006

Organization/Leadership Position(s)/Membership Dates (s): Rotary Club Board -2008

Boy Scouts of America - Council Committee - Current GKCF - Board Member - Current Our Lady of Lourdes - School Board - 2011 - 2013 Diocese KCSJ - Youth Leadership Committee - 2003 - 2006 Eagle Scout – 1994

Do you have business or property interest that might [place you in a conflict of interest situation should you be appointed to this Board/Commission? If so, please explain.: No

Do you anticipate that there will be times when you will not be able to attend the Board/Commission meeting? If yes, how often do you anticipate this would occur?: Only if clients require a last minute meeting. I don't anticipate this happening very often. For the most part, I control my schedule

CITY OF RAYTOWN
Request for Board Action

Date: July 6, 2017
To: Mayor and Board of Aldermen
From: Teresa Henry, City Clerk

Resolution No.: R- 2998-17

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Approve a resolution appointing Thomas Murray to the Board of Zoning Adjustment with a term expiring June 1, 2019.

Analysis: The Raytown Zoning Ordinance calls for the City to have a Board of Zoning Adjustment that has the following powers:

1. To hear and decide on applications seeking a variance to a regulation or requirement specified in the Zoning Ordinance.
2. To hear and decide on applications seeking a Home Occupation Accessory Use Permit.
3. To hear and decide on applications seeking an exception to the zoning regulations for the construction of a dwelling and / or accessory structures on a substandard sized lot.
4. To hear and decide appeals from property owners where it is alleged there is an error in any order, requirement, decision or determination by the City in the enforcement of the Zoning Ordinance.

The Board of Zoning Adjustment consists of five (5) regular members and three (3) alternate members all of whom must be residents of Raytown. Each of the members of the Board of Zoning Adjustment are appointed by the Mayor and approved by the Board of Aldermen. Regular and alternate members serve staggered five-year terms. Alternate members may serve at meetings of the Board of Zoning Adjustment in the absence of or disqualification of a regular member.

Thomas Murray has submitted an application, a copy of which is attached, expressing his interest in being appointed.

Alternatives: Appoint someone else.

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF THOMAS MURRAY TO THE BOARD OF ZONING ADJUSTMENT

WHEREAS, City of Raytown Zoning Code, Section 24 provides for appointment of a Board of Zoning Adjustment (BZA) within the City of Raytown; and

WHEREAS, the BZA consists of five (5) regular members appointed by the Mayor and approved by the Board of Aldermen to staggered 5-year terms plus three (3) alternate members who may be appointed to serve in the absence of or disqualification of the regular members; and

WHEREAS, members of the BZA are required to be residents of the City; and

WHEREAS, the Mayor desires to appoint Thomas Murray to the BZA to a 5-year term expiring June 1, 2021 or until a successor is duly appointed to an unexpired term; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such appointment;

NOW THEREFORE, be it resolved by the Board of Aldermen of the City of Raytown, Missouri as follows:

THAT the appointment of Thomas Murray, 9801 E. 73rd Street, Raytown, Missouri; as a member of the Board of Zoning Adjustment to an unexpired staggered 5-year term ending June 1, 2021 or until such time as a successor is duly appointed, is hereby approved; and

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 11th day of July, 2017.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

Date: April 25, 2017

Last Name: Murray
First Name: Thomas
Middle Name: Martin
Address: 9801 E. 73rd Street Apt E
Raytown MO 64133
Phone: Day: 816 325-9137
Phone: Evening: 913 486 3654
Cell Phone Number: 9134863654
Fax No.: 8163258625
Email Address: tmmbackman@gmail.com

Which board would you like to serve on?: Police Wage or Retirement Board

Because: I am strong supporter of our law enforcement personnel and officers.

My strength(s) on this Board/Commission will be: Consensus building abilities.

Education: High School/City/State/Date: Memorial High School Tulsa OK
Trade/College/University/Degree/Date: Tulsa Community College Univ of South Carolina US Marine Corps - multiple training courses.
Hertz Corporation - Advanced Management Training Courses Circle K Corporation - Store Mgmt Courses

Post Graduate/College/Degree/Date: Doctorate Doctor of Chiropractic

Current: Employer/Address/Position: Self 10803B East 350 Highway Raytown MO 64138 (Start 2012)

Past Employer/Address/Position/Dates:
Multiple US Marine Corps 1973-1984
Hertz Corporation 1985 – 1984
Circle K Corp 1991-1985
Romero Health Services 200-2006
Cleveland Chiropractic College 2006-2012 Doctoral Candidate

Past Employer/Address/Position/Dates:

Phoenix AZ Tulsa OK USMC Worldwide Kansas City/Overland Park

Organization/Leadership Position(s)/Membership Dates (s): Commander Chapter 10 Disabled American Veterans 2014-2015 DAV Life Member 2003 - Present

Do you have business or property interest that might [place you in a conflict of interest situation should you be appointed to this Board/Commission? If so, please explain.: No

Do you anticipate that there will be times when you will not be able to attend the Board/Commission meeting? If yes, how often do you anticipate this would occur?: No.

CITY OF RAYTOWN
Request for Board Action

Date: July 7, 2017

Resolution No.: R-2999-17

To: Mayor and Board of Aldermen

From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Reappointment of Dee Ann Stock to the City of Raytown Planning & Zoning Commission.

Recommendation: Approve the reappointment.

Analysis: The Raytown Planning & Zoning Commission was established pursuant to Ordinance No. 139, Section XIII of the Raytown Code of Ordinances and provided for by Missouri Statutes, which provides for the appointment of members to the Planning & Zoning Commission by the Mayor with the approval of the Board of Aldermen.

The term of the members is for four years and, as such, the term of Dee Ann Stock will expire on July 1, 2021.

Alternatives: Reject the reappointment.

A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF DEE ANN STOCK TO THE PLANNING & ZONING COMMISSION

WHEREAS, the Raytown Planning & Zoning Commission was established pursuant to Ordinance 139 which provides for the appointment of seven (7) Planning & Zoning Commission members appointed by the Mayor with the approval of the Board of Aldermen; and

WHEREAS, Dee Ann Stock was originally appointed to the Planning & Zoning Commission on February 7, and the Mayor desires to reappoint DeeAnn Stock to a 4-year term on the Planning & Zoning Commission, expiring July 1, 2021 or until a successor is duly appointed; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such appointments as proposed by the Mayor;

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

THAT Dee Ann Stock, 6125 Manning, Raytown Missouri; is hereby reappointed as a member of the Planning & Zoning Commission to a 4-year term ending July 1, 2021, or until a successor is duly appointed; and

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 11th day of July, 2017.

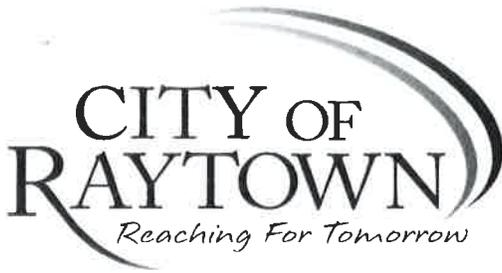
Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney



City of Raytown

Boards and Commissions Application

Thank you for your interest in serving on one of the City of Raytown Boards and Commissions. Volunteers like you are essential to ensuring that your city government is responsive to the needs of the community.

Please help us place you in the most appropriate Board/Commission by completing this questionnaire.

Date: 6-13-17

Name: Stock, Dee Ann

Address: 6125 Manning Ave, Raytown, MO 64133-3786

Contact Information: DEEANN@SOUTHEASTENTERPRISES.ORG, (816) 353-2704, (816) 356-6634, (816) 353-3475, DEEANN@COMCAST.NET

I want to serve on the Planning + Zoning Board/Commission

Because: I like to stay involved in the process.

My strength(s) on this Board/Commission will be:

I know a lot about the history / development of creating quality places, 350 Hwy, + downtown guidelines. I try to analyze the facts to

Education: Wm. Chrisman High School, Independence, MO 1966

University of Mo - Columbia, Rolla, MO, BA 1975

Post Graduate: College/University, Degree, Date

Employment (Maximum 10 years):

Current: SOUTHEAST ENTERPRISES KC, MO 64133 EXEC. DIR. 6701 BOOTH 41 YEARS
 Employer Address Position

Past: NA
 Employer Address Position Dates

Past: NA
 Employer Address Position Dates

Community Involvement:

Organization	Leadership Position(s)	Membership Date(s)
1. <u>RAYTOWN ROTARY</u>	<u>CURRENT - INTERNATIONAL + GRANT PAST - PRG. TREASURER, VOCATIONAL</u>	<u>24 YEARS</u>
2. <u>RAYTOWN CHAMBER</u>	<u>PAST - BOARD MEMBER CHAIR - GOVT. RELATIONS</u>	<u>6 YEARS 2 YEARS</u>
3. <u>RAYTOWN CITY HALL</u>	<u>PAST - CREATIVE QUALITY PLACES - CHAIR CHARTER COMMISSION MEMBER</u>	<u>3 YEARS LATE '90S</u>
4. _____	<u>NUMEROUS PLANNING COMMITTEES</u>	
5. _____		

Do you have business or property interests that might place you in a conflict of interest situation should you be appointed to this Board/Commission? If so, please explain.

No

Do you anticipate that there will be times when you will not be able to attend the Board/Commission meeting? If yes, how often do you anticipate this would occur?

YES - SOMETIMES WHEN MY HUSBAND HAS OUT OF TOWN SOFTBALL
" WHEN MEETING DATES CHANGE

Mail to: Mayor's Office, 10000 East 59th Street, Raytown, MO 64133; or FAX: 816-737-6097.

CITY OF RAYTOWN
Request for Board Action

Date: July 7, 2017

Resolution No.: R-3000-17

To: Mayor and Board of Aldermen

From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____



Action Requested: Reappointment of George Mitchell to the Raytown Park Board.

Recommendation: Approve the reappointment.

Analysis: The Raytown Park Board was established pursuant to Ordinance 109, which provides for the appointment of nine (9) Park Board Directors appointed by the Mayor with the approval of the Board of Aldermen. The term of the members is for three years and the terms are supposed to be staggered to provide consistent and experienced leadership.

The Raytown Park Board has recommended that George Mitchell be reappointed with a term ending on June 1, 2020.

Alternatives: Appoint someone else.

A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF GEORGE MITCHELL TO THE RAYTOWN PARK BOARD

WHEREAS, the Raytown Park Board was established pursuant to Ordinance 109 which provides for the appointment of nine (9) Park Board Directors appointed by the Mayor with the approval of the Board of Aldermen; and

WHEREAS, George Mitchell was originally appointed to the Raytown Park Board on January 15, 2008 and the Mayor desires to reappoint George Mitchell to a 3-year term expiring June 1, 2020 or until a successor is duly appointed; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such appointments as proposed by the Mayor;

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

THAT George Mitchell, 7621 Harvard, Raytown, Missouri, is hereby reappointed as a member of the Raytown Park Board to a 3-year term expiring June 1, 2020, or until a successor is duly appointed; and

FURTHER THAT, this resolution shall be in full force and effect from and after the date of its passage and approval and any resolution in conflict herewith are hereby superseded.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 11th day of July, 2017

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney



City of Raytown

Boards and Commissions Application

Thank you for your interest in serving on one of the City of Raytown Boards and Commissions. Volunteers like you are essential to ensuring that your city government is responsive to the needs of the community.

Please help us place you in the most appropriate Board/Commission by completing this questionnaire.

Date: 5/7/17

Name: MITCHELL JR. GEORGE —
 Last First Middle
 Address: 7621 HARVARD RAYTOWN MO 64138
 Street City Zip Code

Contact Information:

(816) 235-7458 (816) 536-1939 gmitchell4@sbcglobal.net
 Phone: Day Evening Cell Fax E-Mail Address

I want to serve on the PARK BOARD Board/Commission

Because: family has been a HUGE proponent of the park system of Raytown which we enjoy. I would like to serve for the other families of the city so that they will be able to enjoy them as much as we do.

My strength(s) on this Board/Commission will be:

Continued knowledge of the Park system as it fits into the City's plans; ability to see & understand both sides of an issue & find mutual common ground;

Education: North Chicago No. Chicago, IL 06/90
 High School City/State Date
MCC-KC ADN 5/2014
 Trade/College/University Degree Date

Post Graduate: _____
 College/University Degree Date

CITY OF RAYTOWN
Request for Board Action

Date: July 7, 2017

Resolution No.: R-3001-17

To: Mayor and Board of Aldermen

From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____



Action Requested: Appointment of Janette Guenther to the Raytown Park Board.

Recommendation: Approve the appointment.

Analysis: The Raytown Park Board was established pursuant to Ordinance 109, which provides for the appointment of nine (9) Park Board Directors appointed by the Mayor with the approval of the Board of Aldermen. The term of the members is for three years and the terms are supposed to be staggered to provide consistent and experienced leadership.

The Mayor has recommended that Janette Guenther be appointed to replace Pat Jackson (who resigned) and serve the remainder of her term which expires June 1, 2019.

Alternatives: Reject the appointment.

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JANETTE GUNTHER TO THE RAYTOWN PARK BOARD

WHEREAS, the Raytown Park Board was established pursuant to Ordinance 109 which provides for the appointment of nine (9) Park Board Directors appointed by the Mayor with the approval of the Board of Aldermen; and

WHEREAS, a vacancy currently exists on the Raytown Park Board and the Mayor has recommended and desires to appoint Janette Guenther to fill a vacancy and fulfill the remainder of a 3-year term expiring June 1, 2019 or until a successor is duly appointed; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such appointment as proposed by the Mayor;

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

THAT Janette Guenther, 11705 E. 71st Court, Raytown, Missouri is hereby appointed as a member of the Raytown Park Board to fill a vacancy and fulfill the remainder of a 3-year term expiring June 1, 2019, or until a successor is duly appointed;

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 11th day of July, 2017.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Joe Willerth, City Attorney

Date: July 27, 2016

Last Name: Guenther

First Name: Janette

Middle Name: Jean

Address: 11705 E 71st Court

Raytown, MO 64133

Phone: Day: 8165561142

Phone: Evening: 8163562369

Cell Phone Number: 8163652662

Fax No.: 8165315409

Email Address: janguen@gmail.com

Which board would you like to serve on?: Parks & Recreation

Because: I would like to help strengthen and further the Parks and Recreation mission of setting goals and establish services that will meet the present and future needs of the citizens in my community.

My strength(s) on this Board/Commission will be: I have an attitude of cooperation, open-mindedness and objectivity. I am also dedicated, organized, honest, transparent and a good listener.

Education: High School/City/State/Date: Lewis Central High School Council Bluffs, IA (5/73)

Trade/College/University/Degree/Date: Longview Community College (No degree obtained, have about 30 college credits toward a degree in Accounting).

Post Graduate/College/Degree/Date:

Current: Employer/Address/Position: Colliers International, The Winbury Group, Assistant Controller - 27 years

Past Employer/Address/Position/Dates:

Past Employer/Address/Position/Dates:

Organization/Leadership Position(s)/Membership Dates (s): River Church Family, Finance Director, 2001 to Present Raytown Main Street Assoc - Member River of Refuge - Gala Chairman for Silent Auction 2014 & 2015, Raytown Soccer Club, Treasurer (more than 10 yrs ago) and Boy Scout Pack 145, Treasurer (more than 10 yrs ago)

Do you have business or property interest that might [place you in a conflict of interest situation should you be appointed to this Board/Commission? If so, please explain.: No

Do you anticipate that there will be times when you will not be able to attend the Board/Commission meeting? If yes, how often do you anticipate this would occur?: No.

CITY OF RAYTOWN
Request for Board Action

Date: July 7, 2017

Resolution No.: R-3002-17

To: Mayor and Board of Aldermen

From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____



Action Requested: Appointment of Kimberly Montsdeoca to the Raytown Park Board.

Recommendation: Approve the appointment.

Analysis: The Raytown Park Board was established pursuant to Ordinance 109, which provides for the appointment of nine (9) Park Board Directors appointed by the Mayor with the approval of the Board of Aldermen. The term of the members is for three years and the terms are supposed to be staggered to provide consistent and experienced leadership.

The Mayor has recommended that Kimberly Montsdeoca be appointed to replace Nancy Nail (who resigned) and serve the remainder of her term which expires June 1, 2018.

Alternatives: Reject the appointment.

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF KIMBERLY MONTSDEOCA TO THE RAYTOWN PARK BOARD

WHEREAS, the Raytown Park Board was established pursuant to Ordinance 109 which provides for the appointment of nine (9) Park Board Directors appointed by the Mayor with the approval of the Board of Aldermen; and

WHEREAS, a vacancy currently exists on the Raytown Park Board and the Mayor has recommended and desires to appoint Kimberly Montsdeoca to fill a vacancy and fulfill the remainder of a 3-year term expiring June 1, 2018 or until a successor is duly appointed; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such appointment as proposed by the Mayor;

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

THAT Kimberly Montsdeoca, 11401 E. 67th Terrace, Raytown, Missouri is hereby appointed as a member of the Raytown Park Board to fill a vacancy and fulfill the remainder of a 3-year term expiring June 1, 2018, or until a successor is duly appointed;

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 11th day of July, 2017.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Joe Willerth, City Attorney

Date: 5/22/2017

Last Name: MontsDeOca
First Name: Kimberly
Middle Name: MontsDeOca
Address: 11401 E 67th Trr
Phone: Day: 8168538768
Phone: Evening: 8168538768
Cell Phone Number: 8168538768
Fax No.:
Email Address: deocakim@gmail.com

Which board would you like to serve on?: Parks and Recreation

Because: I care about my community and want to be a part of it.

My strength(s) on this Board/Commission will be: I am very organized and passionate about whatever I am involved in.

Education: High School/City/State/Date: DeLaSalle Kansas City, MO
Trade/College/University/Degree/Date: Penn Valley Accounting
1995

Post Graduate/College/Degree/Date:

Current: Employer/Address/Position: Royal Creations Independence, MO Admin Assistant

Past Employer/Address/Position/Dates: InfraSource Construction, Admins Assistant / HR Coordinator
2016

Past Employer/Address/Position/Dates:

Organization/Leadership Position(s)/Membership Dates (s):

Do you have business or property interest that might [place you in a conflict of interest situation should you be appointed to this Board/Commission? If so, please explain.: No

Do you anticipate that there will be times when you will not be able to attend the Board/Commission meeting? If yes, how often do you anticipate this would occur?: No.

CITY OF RAYTOWN
Request for Board Action

Date: July 6, 2017
To: Mayor and Board of Aldermen
From: Teresa Henry, City Clerk

Bill No. 6445-17
Section No. IV-A

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Adopt the Ordinance.

Recommendation: Adopt the Ordinance.

Analysis: In 1991, the Missouri General Assembly adopted an ethics and personal financial disclosure law, which applied to all municipalities with an annual operating budget in excess of \$1 million. Under the law, municipalities were allowed to adopt their own simplified personal financial disclosure requirements by ordinance (commonly known as “short form” reporting). The financial disclosure reporting requirements apply to each elected official, the City Administrator (as the Chief Administrative Officer and Chief Purchasing Officer), the Director of Finance (as the Chief Financial Officer), the City Clerk, the full-time General Counsel, the Park Board, and the Parks and Recreation Director.

Each political subdivision desiring to use the “short form” is required to readopt the ordinance authorizing “short form” reporting every two years. However, in order to avoid the significant consequences of the failure to readopt the ordinance the recommended best practice is to adopt the ordinance annually.

The ordinance must be adopted by September 15 and a copy must be provided to the Missouri Ethics Commission.

Alternatives: Alternative is to not adopt and require “long form” reporting by officials of the City of Raytown.

AN ORDINANCE ESTABLISHING A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS IN THE CITY OF RAYTOWN, MISSOURI

WHEREAS, the proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government; and

WHEREAS, in recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City; and

WHEREAS, State law requires that the procedure for disclosure of such interests be adopted by each public subdivision every two years and that a copy of the ordinance be provided to the Missouri Ethics Commission on or before September 15; and

WHEREAS, the City of Raytown has determined it is in the best interest of the citizens of the City to reaffirm its commitment to disclose such interests and adopt such procedures annually;

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

SECTION 1 – RE-ADOPTION OF CITY CODE SECTION 2-131. That Chapter 2, Administration, Article III, Officers and Employees, Division 2, Ethical Standards, Section 2-131, Disclosure reports, of the City Code is hereby adopted to read as follows:

Sec. 2-131. Disclosure reports.

Each elected official, the City Administrator (as the Chief Administrative Officer and Purchasing Officer), the Director of Finance (as the Chief Financial Officer), the City Clerk, the full-time General Counsel, the Park Board, and the Parks and Recreation Director, shall disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

- (1) For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in the excess of five hundred dollars (\$500.00), if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
- (2) The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

- (3) The City Administrator (as Chief Administrative Officer and Chief Purchasing Officer) shall also disclose by May 1 for the previous calendar year the following information:
- a. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement.
 - b. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten (10) per cent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests.
 - c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

SECTION 2 – RE-ADOPTION OF CITY CODE SECTION 2-132. That Chapter 2, Administration, Article III, Officers and Employees, Division 2, Ethical Standards, Section 2-132, Filing of disclosure reports, of the City Code is hereby adopted to read as follows:

Sec. 2-132. Filing of disclosure reports.

The disclosure report shall be filed at the following times, but no person is required to file more than one (1) report in any calendar year:

- (1) Each person appointed to office who is required to report under section 2-131 shall file the report within thirty (30) days of such appointment or employment.
- (2) Every other person required to file a report shall file the same annually no later than May 1 and the report shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board of Aldermen may supplement the report to disclose additional interests acquired after December 31 of the covered year until the date of filing the report.
- (3) The reports shall be filed with the City Clerk and the Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

SECTION 3 – CITY CLERK TO NOTIFY MISSOURI ETHICS COMMISSION. The City Clerk is hereby directed to provide a copy of this ordinance to the Missouri Ethics Commission on or before September 15, 2017.

SECTION 4 – REPEAL OF ORDINANCES IN CONFLICT. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5 – EFFECTIVE DATE. That this ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED AND ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this _____ day of July, 2017.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

CITY OF RAYTOWN
Request for Board Action

Date: July 7, 2017

Resolution No.: R-3003-17

To: Mayor and Board of Aldermen

From: Ray Haydaripoor, Director of Community Development

Department Head Approval: _____

Finance Director Approval: _____

City Administrator Approval: _____

Action Requested: Approval from the Board of Aldermen of the resolution authorizing an agreement between the City and DEW Farms, LLC to provide Nuisance Abatement Services for the Neighborhood Services Division of the Community Development Department. Total purchases to exceed \$15,000.00, but not to exceed budgeted fiscal year 2016 - 2017 amount.

Recommendation: Staff recommends approval.

Analysis: The City of Raytown accepted a bid from DEW Farms, LLC to provide the City with services for nuisance abatement and mowing related to the city's code enforcement activities. Through the contract, DEW Farms, LLC provides abatement of various property maintenance violations such as junk, trash and debris; brush and branch removal, and mowing of weeds and grass in excess of eight (8) inches in length. Fiscal Year 2016 - 2017 budgeted amounts for these services is \$36,000.00.

Alternatives: Not approve the expenditure and direct staff to cease providing nuisance abatement and mowing services as part of the city's code enforcement activities.

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Amount: \$36,000.00
Department: Community Development
Fund: 101.82.00.100.52250

Additional Reports Attached: Agreement with DEW Farms, LLC for Nuisance Abatement & Mowing Services.

A RESOLUTION AUTHORIZING AND APPROVING A CONTRACT WITH DEW FARMS, LLC SERVICES FOR MOWING AND NUISANCE ABATEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$36,000.00 FOR FISCAL YEAR 2016-2017

WHEREAS, the City of Raytown (the "City") issued an invitation to bid for mowing and nuisance abatement services to the City of Raytown on April 24, 2017; and

WHEREAS, the Community Development Department received one (1) bid in response to the invitation and has determine that the bid submitted by DEW Farms, LLC to be the lowest and best bidder qualified to provide such services; and

WHEREAS, the City desires to enter into an agreement with DEW Farms, LLC for moving and nuisance abatement services in an amount not to exceed \$36,000.00; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to authorize and approve a contract with DEW Farms, LLC for such purposes in an amount not to exceed \$36,000.00 for fiscal year 2016-2017;

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

THAT a contract for mowing and nuisance abatement services with DEW Farms, LLC as set forth in "Exhibit A" for such purposes in an amount not to exceed \$36,000.00 for fiscal year 2016-2017 is hereby authorized and approved;

FURTHER THAT the City Administrator is hereby authorized to execute all documents necessary and to take any and all actions necessary to effectuate the terms of the contract and the City Clerk is authorized to attest to the same.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 11th day of July, 2017.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

CONTRACT FOR NUISANCE ABATEMENT SERVICES

THIS AGREEMENT made and entered into this _____ day of _____, 2017 by and between the City of Raytown, a Missouri municipal corporation, hereinafter referred to as the “City” and DEW Farms, LLC, hereinafter referred to as the “Contractor”.

WITNESSETH:

WHEREAS, the accomplishment of the work and services described in this Contract is necessary and essential to the operation of the City; and

WHEREAS, the City desires to engage the Contractor to render services as described in this Contract, and the Contractor is willing to perform such services;

NOW, THEREFORE, in consideration of the promises and covenants hereinafter contained, the parties hereto hereby agree as follows:

ARTICLE I DESCRIPTION OF PROJECT

The Contractor shall mow of residential and commercial properties; remove overgrown vegetation and brush from residential and commercial property; remove junk, trash, and debris from residential and commercial properties; board up abandoned properties; and remove standing water from swimming pools and rank ponds as directed by City of Raytown Neighborhood Services.

ARTICLE II CONTRACTOR’S SCOPE OF SERVICES

The Contractor shall perform services relevant to the Contract in accordance with the terms and conditions set forth herein, and as provided in Request for Bids, attached hereto and incorporated by reference herein.

The Contractor hereby agrees that, immediately upon the execution of this Contract and upon receipt of notification by the City, the Contractor will enter upon the duties herein prescribed. The City is not liable and will not pay the Contractor for any services rendered before written authorization is received by the Contractor from the City.

The Contractor shall mow residential and commercial property. Residential property may be fenced with a thirty-size (36) inch gate opening. Commercial property may be large fields with grass up to four (4) feet tall. All grass shall be cut to a height not to exceed three (3) inches, except vacant lots or open fields, which shall be to a height not to exceed four (4) inches. Vegetation must be cut up to the street pavement, including any adjacent ditch area or right-of-way. This includes any area between the property line and the curb or street pavement line whether improved or unimproved. Cut vegetation in the ditch as low as possible. Trimming should be done around any structure including trees, poles, shrub beds, walkways, lawn statuary, etc. Special care shall be given when trimming around trees as to not inflict damage to the tree bark, limbs or trunk. Grass clippings must be removed from all residential and commercial property after mowing. Raking is not required if firm is using a high quality mulching mower.

Grass clippings may not be thrown into city streets or drainage ways. Large clumps of cut vegetation must be removed from the yard. Mowing in residential areas shall be completed during the hours of 7:00 AM to 7:00 PM.

The Contractor shall remove and/or trim overgrown vegetation such as vines, tall grass, ground cover, brush, etc. on residential or commercial property.

The Contractor shall remove (load and transport) junk, trash and debris on residential or commercial property. Contractor must dispose of all junk, trash and debris to an off-site location.

The Contractor shall board up abandoned buildings to prevent entry.

The Contractor shall remove standing water in abandoned swimming pools or rank ponds.

Contractor shall be able to receive work orders via fax and limit the services to those specified in the work order issued by Neighborhood Services. Contractor shall complete work assigned by the City within three calendar days of work order being issued. It is the responsibility of the Contractor to notify the Neighborhood Services Department if the work order cannot be completed in consecutive days due to equipment failure. Failure to comply with required response time can be grounds for termination of the contract. If mowing is interrupted by inclement weather, the Contractor shall give top priority to completing the job at the earliest possible date.

The contractor agrees to employ, train and supervise adequate personnel with appropriate qualifications and experience to provide the services outlined herein. The Contractor will observe established standards of safety and shall take all necessary safety precautions to protect the general public, Contractor's employees, and City employees and facilities from injury or damage. The Contractor shall immediately notify the City of any accident or incidents which occur as a result of the Contractor's activities on the premises.

Contractor shall take extra care when trimming around trees or other lawn items. Trees will be inspected by a City representative for damages caused by the Contractor. Any damages found shall be documented to the Community Development Director and the Contractor. The Contractor agrees to repair or replace at own expense any damages to trees or other lawn items.

The Contractor shall be courteous and tactful when in contact with the public. The Contractor will not tolerate any type of workplace violence committed by or against its employees. The Contractor will prohibit its employees from making threats, carrying concealed weapons or engaging violent activities, or in connection with City property or the services to be provided under this Contract.

In the event that a nuisance is not abated correctly or sufficiently by the Contractor or is not, the Contractor agrees to return to the designated sight within 24 hours of notification by the City.

**ARTICLE III
CHANGES IN SCOPE**

If changes occur either in the Contractor's Scope of Services or the Description of the Project, a supplemental agreement may be negotiated at the request of either party. All modifications to this Contract must be in writing and signed by the parties hereto.

**ARTICLE IV
CONTRACTOR'S FEE**

Contractor shall submit invoices for payment to City of Raytown, Neighborhood Services Department at 10000 East 59th Street, Raytown, MO 64133. Invoices may be emailed to Chuck@raytown.mo.us. Each invoice shall include the following information:

- A. Work Order Number
- B. Date Work Order Issued
- C. Date Work Order Started
- D. Date Work Order Completed
- E. Type of Service(s) Rendered
- F. Itemized Cost per Type of Service Provided and Unit Price
- G. Before and After Photos of Services Provided (time and date stamped)
- H. Copy of Receipts for Disposal of Trash and/or Debris (if applicable)

Contractor must take photographs of all property before AND after any nuisance abatement work is completed. The photographs should clearly identify the property; clearly show the nuisance to be abated; be signed and dated by the firm; and be of a quality to be used as evidence in municipal court if necessary. The photographs should accompany the Contractor's invoice for work completed and will become property of the City.

The City and its agencies are exempt from State and Local Sales taxes. All transactions resulting from an executed agreement shall be deemed to have been accomplished within the State of Missouri.

**ARTICLE V
COMPLIANCE WITH LAW**

The Contractor agrees to comply with all federal, state, and local regulations related to the performance of the Contract. Specifically the Contractor shall obtain a City of Raytown Occupational License during the term of the Contract.

**ARTICLE VI
TERMINATION**

This contract may be terminated by either party upon thirty (30) days in advance written notice to either party; but if any work or services hereunder is in progress, but not completed as of the notice of termination, then the said contract may be extended upon written approval of the City until the work and/or services are completed and accepted by the City.

In the event that the contract is terminated or cancelled for the convenience by the City, without the required thirty (30) days in advanced written notice, then the City shall negotiate reasonable termination costs if applicable.

In the event that this contract is terminated for cause by the City, termination will be preceded by a fourteen (14) day correction period effective upon delivery to the Contractor receiving written notification from the City. In the event of termination for cause by the City, compensation for services rendered by the Contractor up to the date of written termination shall be offset by the City's reasonable cost to mitigate or correct the effects of such termination.

When funds are not appropriated or otherwise made available to support continuation of the contract in any fiscal year or project funding is not available at any time during the project, the agreement will be terminated by the City upon delivery to the firm of a written notice at least fourteen (14) days prior to the expiration of funding.

ARTICLE VII ASSIGNMENT

This Contract shall not be assignable except at the written consent of the parties hereto, and if so assigned shall extend to and be binding upon the successors and assigns of the parties hereto.

ARTICLE VII DISCLOSURE

The contractor hereby affirms that it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person or any of the person's immediate family, having the duty to recommend, the right to vote upon, or any other direct influence on the selection of Contractors to provide services to the City within two years preceding the execution of this Contract.

ARTICLE IX INDEMNITY

The Contractor agrees to indemnify, and hold harmless the City and its officers, agents, and employees from and against all suites, actions, attorney fees, costs, expenses or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any acts, error, or omission of the Contractor or its agents or employees, The indemnity required hereunder shall not be limited by reason of the specification of any particular insurance coverage in this Contract.

**ARTICLE X
INSURANCE**

The Contractor agrees to procure and maintain at its expense insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of Missouri, covering all operations under this Contract, whether performed by it or its agents. Before commencing work, the contractor shall furnish to the City a certificate or certificates in a form satisfactory to the City showing that it has complied with this paragraph, naming the City as an additional insured on said policies. All certificates shall provide that the policy shall not be changed or canceled until at least thirty (30) days prior written notice shall have been given to the City. The firm shall provide evidence to the City that subconsultants, if any, shall maintain comprehensive general liability, automobile liability, workers' compensation, and professional liability insurance for not less than the amounts outlined for the submitting firm. Kinds and amounts of insurance required are as follows:

A. Workmen's Compensation Insurance. Workmen's Compensation Insurance for Contractor's employees in accordance with the provisions of the Workmen's Compensation Act of the State of Missouri.

B. Liability Insurance. .

a. Professional Liability – Professional Liability, or Errors and Omission Insurance protection in the minimum amount of \$1,000,000.00 per claim and annual aggregate.

b. Commercial General Liability –

i. Each Occurrence.....\$2,500,000.00

ii. Personal and Advertising Injury.....\$1,000,000.00

iii. Products-Completed/Operations Aggregate.....\$1,000,000.00

iv. General Aggregate.....\$1,000,000.00

v. Fire Damage.....\$50,000.00

vi. Medical Expense.....\$5,000.00

vii. Policy must include the following conditions:

1. Contractual Liability
2. Products/Completed Operations
3. Personnel/Advertising Injury
4. Independent Contractors

viii. Additional Insured: City of Raytown, Missouri

**ARTICLE XI
DISCRIMINATION PROHIBITED**

In performing the services required hereunder, the Contractor shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age, disability or any other basis protected by state, federal or local law. The Contractor agrees to comply with applicable immigration laws, including the Immigration Reform & Control Act of 1990.

**ARTICLE XII
ADMINISTRATION OF AGREEMENT**

The City Administrator or his authorized representative shall administer this Contract for the City.

IN WITNESS WHEREOF, the parties hereto have executed this Contract to bind themselves, their partners, as successors, and legal representative of the day and year first above written.

Contractor: DEW Farms, LLC

The City of Raytown, Missouri

By: Doyle E. Weeks, Owner

By: Tom Cole, City Administrator

Attest:

Teresa Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney