COUNCIL AGENDA
February 16, 2016
6:00 P.M., Council Chambers

1. **Call To Order**
   Invocation
   Pledge of Allegiance of the United States of America

2. **Roll Call**

3. **Presentations**

   1. Proclamation Recognizing March As Multiple Sclerosis Awareness Month. Requested By Kathy McCane, Missouri's MSF Ambassador For MS.

   2. Deb Ollis, Chairman Of The Women's Auxiliary Veterans Of Foreign Wars Post 534, Joplin, To Present Patriotism Award To The City Of Joplin For Flying The American Flag.

4. **Finalization Of Consent Agenda**

5. **Reports And Communications**

6. **Citizen Requests And Petitions**

7. **Public Hearings**

   1. PUBLIC HEARING PROCEDURES

   2. Public Hearing For Jon Buck To Operate A Vehicle For Hire Business In The City Of Joplin.

8. **Consent Agenda**

   1. Minutes Of The February 1, 2016 Joplin City Council Meeting

      Documents: FEB 1 2016.PDF

   2. COUNCIL BILL NO. 2016-254
      AN ORDINANCE amending Ordinance No. 2004-256, passed by the Council of the City of Joplin, Missouri, November 15, 2004, by removing from District R-1 and including in District C-1-PD property as described below and located at 1820 South St. Louis Avenue in the City of Joplin, Jasper County, Missouri.

      Documents: SUMMARY SHEET CB 2016-254 .PDF, COUNCIL BILL 2016-254.PDF, SUPPLEMENTAL CB 2016-254.PDF

   3. COUNCIL BILL NO. 2016-255
      AN ORDINANCE providing for the vacation of a 20-foot wide public utility easement located at the southeast corner of 20th Street and Arizona Avenue in the City of Joplin, Jasper County, Missouri.

      Documents: SUMMARY SHEET CB 2016-255.PDF, COUNCIL BILL 2016-255.PDF, SUPPLEMENTAL CB 2016-255.PDF

9. **Resolutions**

   1. RESOLUTION NO. 2016-002
      A RESOLUTION authorizing a request for Emergency Watershed Protection Funding through the Natural Resources Conservation Service, Streambank

Stabilization Program, authorizing the Director of Public Works to execute the appropriate documents;

Documents: SUMMARY 2016-002 EWP.PDF, RS 2016- 002 EWP ASST.PDF, RESOLUTION2016-002 MAP.PDF

10. Ordinances - Emergency

1. COUNCIL BILL NO. 2016 – 358
AN ORDINANCE approving the contract by and between the City of Joplin and Big Johns for the demolition of the structure(s) and clearing of lot area located at 815 ½ S. Pennsylvania. in the City of Joplin, Missouri, for the amount of Three Thousand and 00/100 Dollar (3,000.00); providing how the cost thereof shall be paid; how the assessment thereof shall be made; and containing an emergency clause.

   Documents: 2016-358 BID.PDF, 2016-358 SUMMARY.PDF, CB 2016-358.PDF, POWERPOINT TEMPLATE.PDF

2. COUNCIL BILL NO. 2016-359
AN ORDINANCE approving the contract by and between the City of Joplin and B & D Yardbuilders for the demolition of the structure(s) and clearing of lot area located at 2631 E. 5TH St. in the City of Joplin, Missouri, for the amount of Two Thousand Four Hundred and 00/100 Dollars (2,400.00); providing how the cost thereof shall be paid; how the assessment thereof shall be made; and containing an emergency clause.

   Documents: 2016-359 BID.PDF, 2016-359 PICTURES.PDF, 2016-359 SUMMARY.PDF, CB 2016-359.PDF

3. COUNCIL BILL NO. 2016-501
AN ORDINANCE amending the Annual Budget of the City of Joplin for the Fiscal Year 2015-2016 as adopted by Ordinance 2015-168 on October 19, 2015, to adjust appropriations in various funds and containing an emergency clause.

   Documents: CB 2016-501 SUMMARY FY 2016 BUDGET AMENDMENT.PDF, CB 2016-501 ORDINANCE FY 2016 BUDGET AMENDMENT.PDF, SCHEDULE A FY 2016 BUDGET AMENDMENT FEB 2016.PDF

11. Ordinances - First Reading

1. COUNCIL BILL NO. 2016-005
AN ORDINANCE amending Chapter 114, Traffic, Article II, Administration and Enforcement. In general, amending Section 114-121 of the Joplin City Code.

   Documents: AMENDING CHAPTER 114-SEC 114-121_NEW TICKET_CB2016-005.PDF, CB2016-005 SUMMARY SHEET.PDF

12. Ordinances - Second Reading And Third Reading

1. COUNCIL BILL NO. 2016-253
AN ORDINANCE providing for the vacation of a public street right-of-way located at the northeast corner of Broadway Street and Buchanan Road, in the City of Joplin, Jasper County, Missouri.

   Documents: SUMMARY SHEET CB 2016-253.PDF, COUNCIL BILL 2016-253.PDF, SUPPLEMENTAL CB 2016-253.PDF

2. COUNCIL BILL NO. 2016-601
Amending the Classification and Pay Plan adopted by Ordinance No. 2012-

173 and authorizing new classification titles for the Parks and Recreation Department.

Documents: CB 2016-601 SUMMARY.PDF, CB 2016-601 COUNCIL BILL.PDF, CB 2016-601 SUPPLEMENTAL.PDF

13. **Unfinished Business**

14. **New Business**

    1. APPOINTMENTS/REAPPOINTMENTS TO BOARDS AND COMMISSIONS

    2. NEWS FROM THE PIO

    3. CLOSED SESSION
       Vote to go into closed session to discuss 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, and to discuss Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor, pursuant to state law; as set forth in Section 610.021 (1) (2) RSMo, as amended, 2015. This meeting, record, and vote be closed. Council shall adjourn at the end of the session.

Anyone wishing to address the Council should step to the podium and state his/her name and address. If the matter is not a Public Hearing, a request to speak to the Council should be prepared prior to the meeting. Speaking time will be limited to five (5) minutes.

Sound enhancement units are available for hearing impaired customers who provide a form of identification as security, which will be returned to the customer upon the return of the unit.

Those in need of disability-related auxiliary aids or services should contact the City Clerk's office at (417) 624-0820, ext. 220 no later than 48 hours prior to the meeting.

Notice posted at ____ p.m. on this the __ day of ____, ____. (RSMo 610.020)

CITY OF JOPLIN
CITY COUNCIL MEETING
MINUTES February 1, 2016

CALL TO ORDER
The regular meeting for the Joplin City Council was called to order at 6:00 p.m.by Mayor Michael Seibert.

INVOCATION - read by City Clerk Barbara Hogelin

PLEDGE OF ALLEGIANCE to the United States of America –led by Council Member Glaze.

ROLL CALL – Answering Roll Call were: Melodee Colbert-Kean; Morris Glaze, Miranda Lewis; Dan McCreary, Benjamin Rosenberg; William Scearce; Gary Shaw; Ryan Stanley and Mayor Michael Seibert. Also in attendance were City Manager Sam Anselm and City Attorney Peter Edwards.

PRESENTATIONS
Update from Joplin Proud Committee by Terry Wachter

FINALIZATION OF CONSENT AGENDA - There being no further business to come before the Council, the Consent Agenda was finalized.

REPORTS AND COMMUNICATIONS

CITIZEN REQUESTS AND PETITIONS
Request to address Council from Jill Cornet, Executive Director of the Harry S. Truman Coordinating Council – to introduce herself to Council as the Executive Director.
City Clerk, Barbara Hogelin noted to Council that after the printed Agenda had been prepared and posted six additional requests had been received in her office to address Council. Mayor Seibert asked that their names be read. Motion by Mr. Scearce, Second by Mr. Shaw, to allow the additional requests to be heard for five minutes with the exception that one of them, Mr. Stinnett, being a former member of Council be refrained from the time limit. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Stanley and Shaw 9. Nays: 0. Citizens were Amber Duncan, 1202 Northport Dr., Joplin, MO., Drew Kimble 122 S. Main Street, Joplin, Jennifer Fagan, 1715 E. Front St. Galena, KS., Phil Stinnett, 220 E. 10th St, Joplin MO, Lloyd E. Buehner, 507 E. 34th St., all addressed council regarding trash and curbside recycling.

PUBLIC HEARINGS
Public Hearing Procedures – read by City Clerk Barbara Hogelin

PUBLIC HEARING FOR COUNCIL BILL NO. 2016-253-AN ORDINANCE providing for the vacation of a public street right-of-way located at the northeast corner of Broadway Street and

Buchanan Road, in the City of Joplin, Jasper County, Missouri.

Mayor Seibert opened the Public Hearing

Jon Bolte, 216 S. Main, appeared in favor of this item.

No one appeared in opposition of this request.

The public hearing was closed.

Mr. Shaw introduced Council Bill No. 2016-253. Motion by Mr. Shaw, Second by Mr. Glaze, that Council Bill No. 2015-253 be Placed on First Reading and Advanced to Second Reading and Third Reading. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Seibert, Shaw, Stanley 8. Nays: 1, Scearce. The Bill was read as **Council Bill No. 2016-253.**

PUBLIC HEARING FOR COUNCIL BILL NO. 2016-254- AN ORDINANCE amending Ordinance No. 2004-256, passed by the Council of the City of Joplin, Missouri, November 15, 2004, by removing from District R-1 and including in District C-1-PD property as described below and located at 1820 South St. Louis Avenue in the City of Joplin, Jasper County, Missouri.
Mayor Seibert opened the Public Hearing

Kurt Higgins, Allgeier Martin appeared in favor of this request.
John Klute and Deron Barron, Peoples' Bank of Seneca, appeared in favor of this request.

No one appeared in opposition to this item.

The public hearing was closed.

Mr. Scearce introduced Council Bill No. 2016-254. Motion by Mr. Scearce, Second by Mr. Shaw, that Council Bill No. 2016-254 be placed on First Reading and Advanced to Second Reading and Third Reading. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Shaw, Stanley 9. Nays: 0. The Bill was read as **Council Bill No. 2016-254.**

PUBLIC HEARING FOR COUNCIL BILL NO. 2016-255 - AN ORDINANCE amending Ordinance No. 2004-256, passed by the Council of the City of Joplin, Missouri, November 15, 2004, by removing from District C-3 and including in District R-1 property as described below and located at 2930 West 13th Street in the City of Joplin, Jasper County, Missouri.

Mayor Seibert opened the Public Hearing

Wayne Stevenson, Anderson Engineering, appeared in favor of this item.

No one appeared in opposition of this item.

The public hearing was closed.

Mr. Shaw introduced Council Bill No. 2016-255. Motion by Mr. Shaw, Second by Mrs. Lewis,

that Council Bill No. 2016-255 be Placed on First Reading and Advanced to Second Reading and Third Reading. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Shaw, and Stanley, 9. Nays: 0. The Bill was read as **Council Bill No. 2016-255.**

CONSENT AGENDA – Motion by Mr. Glaze, Second by Mrs. Lewis to approve the Consent Agenda. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Stanley and Shaw, 9. Nays: 0.

Minutes of the January 14, 2016 Special Council Meeting

Minutes of the January 19, 2016 Council Meeting

RESOLUTIONS

ORDINANCES - EMERGENCIES
Mr. Stanley introduced COUNCIL BILL NO. 2016-102-AN ORDINANCE approving the acceptance of surplus right of way from the State of Missouri by and through the Missouri Highways and Transportation Commission for the extension of 37th Street, authorizing the City Manager to execute the appropriate documents; and containing an emergency clause. Motion by Mr. Stanley, Second by Ms. Colbert-Kean that Council Bill No. 2016-102 be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Stanley and Shaw, 9. Nays: 0. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-017**

Mr. Shaw introduced COUNCIL BILL NO. 2016-103-- AN ORDINANCE approving a contract for solid waste and single-stream recycling collection, disposal, and processing services for single-family and duplex residential living units, as well as for City owned buildings, facilities, and operations; and dealing generally with the residential trash service established by Ordinance in 2004; and adding City facilities to said contract/agreement; and authorizing the Director of Public Works to execute the same by and on behalf of the City of Joplin; and containing an emergency clause.
Motion by Mr. Scearce, to reject the bid did not receive a second.
Motion by Dr. Rosenberg, Second by Mrs. Lewis to reject the bid and renegotiate the bid project through the Public Works Director. Voting in favor were Council Members: Colbert-Kean, Lewis, and Rosenberg, 3. Nays: Glaze, McCreary, Scearce, Seibert, Stanley and Shaw, 6. Motion failed.

Mr. Scearce left the council Chambers at 8:50pm.
Mr. Stanley introduced COUNCIL BILL NO. 2016-104-AN ORDINANCE approving an agreement for Anderson Engineering for Two Hundred Sixty Seven Thousand Seven and no/100 Dollars ($267,007.00) for Engineering Services Associated with continued design of infrastructure projects in the recovery area and containing an emergency clause. Motion by Mr. Stanley, Second by Mr. Shaw that Council Bill No. 2016-100 be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Seibert, Stanley and Shaw, 8. Nays: 0. Absence: 1, Scearce. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-018**

Mr. Scearce reentered the council Chambers at 9:10pm

Mr. Shaw introduced COUNCIL BILL NO. 2016-105-AN ORDINANCE authorization to accept an Agreement by and between the City of Joplin and Missouri Highways and Transportation Commission, for Air Traffic Control Tower Operating Assistance Grant Agreement for Air Traffic Control Services by the City of Joplin; and containing an emergency clause.
Motion by Mr. Shaw, Second by Mrs. Lewis that Council Bill No. 2016-105 be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Stanley and Shaw, 9. Nays: 0. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-019**

Mrs. Lewis introduced COUNCIL BILL NO. 2016-401-AN ORDINANCE authorizing the City of Joplin to enter into a Sub-Recipient Agreement with Jasper County Juvenile Detention Center in the amount of Two Hundred Seventy-Nine Thousand Eight Hundred and Forty dollars ($279,840.00) to pay salaries for staff to provide skills training as well as mental health, educational and skill services to juveniles in the City of Joplin who suffer from conditions related to the May 2011 tornado, authorizing the Director of Planning, Development and Neighborhood Services of the City of Joplin, Missouri to execute said Agreement; and containing an emergency clause.
Motion by Mrs. Lewis, Second by Mr. Scearce that Council Bill No. 2016-401 be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Shaw and Stanley 9. Nays: 0. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-020**

Mr. Scearce introduced COUNCIL BILL NO. 2016-402-AN ORDINANCE approving the City of Joplin to execute Change Order Number 2 to Work Authorization Number 2 of the Master Services Agreement for Professional Administrative Consulting Services with Deloitte & Touche, LLP to provide implementation and administrative activities, not to exceed Two Hundred Forty Eight Thousand Three Hundred and Thirty Eight Dollars ($248,338.00) and authorizing the Director of Planning, Development and Neighborhood Services to execute said Agreement; and containing an emergency clause.
Motion by Mr. Scearce, Second by Mr. Stanley that Council Bill No. 2016-402 be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Shaw and Stanley 9. Nays: 0. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-021**

Mr. Glaze introduced COUNCIL BILL NO. 2016-403-AN ORDINANCE approving the City of Joplin to execute Amendment Number 6 to the Professional Services Agreement for Professional Administrative Consulting Services with Deloitte Financial Advisory Services to provide implementation and administrative activities, not to exceed Two Hundred and Forty Two Thousand Dollars ($242,000.00) and authorizing the Director of Planning, Development and Neighborhood Services to execute said Agreement; and containing an emergency clause.
Motion by Mr. Glaze, Second by Mrs. Lewis that Council Bill No. 2016-403 be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Shaw and Stanley 9. Nays: 0. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-022**

Mr. Stanley introduced COUNCIL BILL NO. 2016-500-AN ORDINANCE amending the Annual Budget of the City of Joplin for the Fiscal Year 2014-2015 as adopted by Ordinance 2014-177 on October 20, 2014, to adjust appropriations in various funds and containing an emergency clause.

Motion by Mr. Stanley, Second by Mr. Shaw that Council Bill No. 2016-Shaw be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Shaw and Stanley 9. Nays: 0. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-023**

Mr. Stanley introduced COUNCIL BILL NO. 2016-600 - AN ORDINANCE authorizing the City of Joplin to enter into a five year lease agreement with VGM Financial Services, a division of TCF National Bank, for the leasing of golf course equipment to the City of Joplin in the amount of One Hundred Thirty Nine Thousand Eight Hundred Thirty One and 00/100 Dollars ($139,831.00); authorizing the City Manager to execute said Agreement by and on behalf of the City of Joplin, Missouri; and containing an emergency clause.
Motion by Mr. Stanley, Second by Mr. Glaze that Council Bill No. 2016-355 be approved on an emergency basis. Voting in favor were Council Members: Colbert-Kean, Lewis, Glaze, Rosenberg, Scearce, Shaw and Stanley 7. Nays: 2, Seibert, McCreary. The Council Bill was declared Adopted and entitled **Ordinance No. 2016-024**

ORDINANCES – FIRST READING
Mr. Scearce introduced COUNCIL BILL NO. 2016-601-AN ORDINANCE amending the Classification and Pay Plan adopted by Ordinance No. 2012-173 and authorizing new classification titles for the Parks and Recreation Department. Motion by Mr. Scearce to Pass Council Bill No. 2016-601 on First Reading, Advance to Second and Third Reading. Voting in favor were Council Members: Colbert-Kean, Lewis, Glaze, McCreary. Rosenberg, Scearce, Shaw and Stanley 8. Nays: 1, Seibert. The Bill was read as being **Council Bill No. 2016-601**.

ORDINANCES – SECOND AND THIRD READING

UNFINISHED BUSINESS

NEW BUSINESS:
Discussion on the waiver of the residency requirement for police chief.
Motion by Mr. Scearce, Second by Mr. Stanley to raise the waiver of the residency requirement for police chief greater than 12 miles. Voting in favor were Council Members: Colbert-Kean, Glaze, Lewis, McCreary, Rosenberg, Scearce, Seibert, Shaw and Stanley 9. Nays: 0.

News from the PIO

Be Prepared – many of us know this as the Scout motto. With this theme in mind, the City is hosting several sessions for residents to help with pre-disaster planning. The one-hour presentation is free and helpful for those who want to develop a plan for their peace of mind, if a disaster should affect them. Offered through the St. Bernard Project, the organization that partnered with Rebuild Joplin to repair homes for over 180 families after the 2011 tornado.

Topics in the emergency planning presentation discusses gathering and storing important documents needed following disaster, working with your insurance agent to ensure adequate coverage, and things to do to prevent or reduce property damage.

Sessions are free and open to the public, and are offered at 1 p.m. February 2nd and 17th; and at 6 pm on February 17th and 18th. All sessions will be held here in Council Chambers. This information is also listed on the City's website at joplinmo.org.

This warmer weather reminds us that spring is just around the corner, and the Annual Weather Spotter Class has been scheduled for Tuesday, February 9. It will be held from 6:30 PM to approximately 9:00 PM in the Anderson Criminal Justice Center Auditorium on Missouri Southern University's campus. The class will be taught by a meteorologist from the Springfield, MO Office of the National Weather Service
The class is free to all and there is not an age limit. Registration is not required. If interested, you are welcome to attend.

There being no further business the meeting adjourned at 11:10p.m.

Submitted,

Barbara L. Hogelin, MMC/MPCC, City Clerk

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: February 1, 2016

Item: COUNCIL BILL NO. 2016-254
Originating Department: PLANNING & COMMUNITY DEVELOPMENT

Attachments: 1) Copy of Council Bill
2) Planning Report
3) Commission Minutes

Planning/Community Development Manager: Troy Bolander
City Attorney: Peter C. Edwards
City Manager: Samuel L. Anselm
Board or Commission: Planning and Zoning Commission Date: 1/11/2016

Recommended Action: Planning and Zoning Commission recommended approval by a vote of "5 in favor, 2 absent"

SUMMARY/REQUEST:
Case 002-16: 1820 South St. Louis Avenue – A request to rezone from R-1 (Single-Family Residential) to C-1-PD (Planned Neighborhood Commercial District) for the construction of a parking lot – People's Bank of Seneca.

STAFF SUMMARY:
This property is a residential lot just off of 20th Street and St. Louis Avenue. 20th Street is one of Joplin's Planned Development Corridors identified during the 2012 comprehensive planning process in which design standards are considered for any new development. Therefore, approving this rezoning also requires a site plan approval.

This corridor is a mixture of low to moderate density residential and commercial development. While there is single family residential to the east, there is also a duplex and commercial development to the west. This zoning change would be appropriate for this commercial corridor.

Staff recommends approval of Case 002-16.

PLANNING & ZONING COMMISSION TESTIMONY:
Mr. John Klute and Mr. Darrin Burr appeared representing People's Bank of Seneca. Mr. Kurt Higgins, Allgeier-Martin and Associates, appeared to speak on behalf of People's Bank regarding a lot north of property they currently owns at 20th Street and St. Louis Avenue.

People's Bank previously purchased three lots along the west side of St. Louis Avenue from 20th Street going north. They had those lots rezoned, with a fourth lot becoming available just to the north of that property. They weren't really sure they needed the fourth lot, but Allgeier-Martin

advised them to purchase that lot. Only a small portion of the lot is being used for parking, with the lot being used mostly for stormwater control, water quality, and a detention basin.

Mr. Higgins visited with Carol Greenlee, the property owner to the north, and showed her the site plan. She expressed concern about having a wall next to her property. She has a six-foot beige vinyl privacy fence along her yard and requested matching her fence instead of erecting a wall.

Mr. Higgins also met with the Joplin Housing Authority, the property owner to the west, who would prefer a landscaped buffer versus a fence or a wall.

Mr. Higgins is meeting all the requirements of the City's Public Works Department regarding traffic control and the three entrances that are proposed. The parking lot was set back much further than what is required to provide space for a future sidewalk and future widening of 20th Street. The front of the bank building will line up with the new commercial building to the east.

Mr. Duncan asked Mr. Higgins if the north driveway is partly on the piece of land being rezoned. He replied the north entrance isn't, but half of the parking aisle is located on the lot.

Mr. Duncan asked about using the same fencing as the homeowner to the north, and using the same landscaping buffer as is being planned adjoining the property owner to the west. Mr. Higgins would actually connect to Ms. Greenlee's fence corner and just extend it on to St. Louis Avenue; however, he understood the City Code doesn't allow a six-foot fence in the front yard.

Mr. Bolander explained that between commercial and residential property, a six-foot fence is allowed, but the area within 15 feet of the front property line must be open to provide for sight distance. He is looking for flexibility to accommodate the adjacent property owners since the new design guidelines ask for a more permanent type of structure such as a wall.

Mr. Duncan asked about approving the request, and Mr. Bolander asked for approval for what meets the intent of the design guidelines adopted by this commission and the City Council.

Mr. Ramsour asked if only the rezoning is being requested at this particular hearing, but Mr. Bolander replied this is part of a planned district with the plan being adopted at this time. For the plan to meet the intent or the requirements of the code, it must be approved. The plan must meet the intent of the code that was adopted by this commission and the City Council.

Mr. Brown asked Mr. Higgins if an entrance from 20th Street was considered. He trying to control access on 20th Street. The City engineers want to limit access on 20th Street, with traffic control is better suited off of St. Louis Avenue versus 20th Street.

Mr. Bolander expressed concern about having too many driveways and access points on 20th Street. It is always better to have a common entrance points instead of having a multitude of driveways if all this property develops commercially in the future.

PUBLIC COMMENT:
Carol Greenlee, 1810 South St. Louis Avenue, Joplin, is not opposed to the rezoning request but had issues regarding buffering and fencing.

P & Z Case 002-16
People's Bank of Seneca
(P & Z Recommended Approval)

COUNCIL BILL NO. 2016-254 ORDINANCE NO.

AN ORDINANCE amending Ordinance No. 2004-256, passed by the Council of the City of Joplin, Missouri, November 15, 2004, by removing from District R-1 and including in District C-1-PD property as described below and located at 1820 South St. Louis Avenue in the City of Joplin, Jasper County, Missouri.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. Having referred the subject matter of this ordinance to the City Planning and Zoning Commission and having given at least fifteen days' notice of time and place of hearing on same by publication in the Joplin Globe, Ordinance No. 2004-256 is hereby amended by removing the following described property from District R-1 and including same in District C-1-PD:

BANKER'S THIRD ADDITION BEGINNING 200 FEET SOUTH OF THE NORTHWEST CORNER OF LOT 29; THENCE SOUTH 100 FEET; THENCE EAST 130 FEET; THENCE NORTH 100 FEET; THENCE WEST 130 FEEET TO THE POINT OF BEGINNING, CONTAINING 13,000 SQUARE FEET MORE OF LESS.

Section 2. That the City Clerk is hereby ordered to file this ordinance with the Zoning District Map maintained in her office and to note the changes herein provided for thereon.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this the _____ day of _____, 2016, by a vote of _____.

_____
Michael L. Seibert, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney

Z&P Meeting: January 11, 2016
City Council Meeting: February 1, 2016

STAFF PLANNING REPORT
Rezoning

CASE 002-16: A request to rezone from R-1 (Single-Family Residential) and to C-1-PD (Planned Neighborhood Commercial Development).

LOCATION: 1820 South St. Louis Avenue

APPLICANT: People's Bank of Seneca

EXISTING CONDITIONS:

Zoning	Land Use	Property Size
R-1 Single-Family Residential	Undeveloped	13,000 sq ft

SITE CONTEXT:

	North	East	South	West
Existing Zoning	R-1	R-1	C-1-PD	R-2-PD
Land Use	Residential	Residential	Undeveloped	Residential Duplexes

FUTURE LAND USE:

The City of Joplin's future land use map classifies this area as Retail/Commercial.

TRANSPORTATION:

Streets with access	Classification	Right-of-way width
20th Street	Arterial	70'
St. Louis Avenue	Secondary	60'

UTILITIES: N/A

FLOOD PLAIN: N/A

STAFF ANALYSIS:

CONSISTENT WITH DEVELOPMENT POLICIES OF THE COMPREHENSIVE PLAN?

Yes.

THE SUITABILITY OF THE SUBJECT PROPERTY FOR THE USES TO WHICH IT HAS BEEN

REZONING APPLICATION FORM

RECEIVED 12-3-15

Return Form to:
Planning / Community Development Specialist.
Joplin City Hall
602 South Main Street
Joplin, Missouri 64801
417-624-0820 Ext. 511
FAX 417-625-4738

For Office Use Only

Case No.: 2016-002
Filing Fee: $ 350.00
Date Advertised: 12-27-15
Date Notices Sent
Public Hearing Date: 1-11-16

APPLICANT: Deron Burr PHONE: (417) 578-9000
ADDRESS: 5034 Highway 43 Joplin, MO ZIP: 64804
OWNER: People's Bank of Seneca PHONE: (417) 578-9000
ADDRESS: 5034 Highway 43 Joplin, MO ZIP: 64804
LOCATION OF PROPERTY: 1820 South St. Louis Avenue
LEGAL DESCRIPTION:
BANKER'S 3RD BEG SW COR LOT 29 N 50' E 130' S 100' W 130' N TO BEG BEING PART LOTS 28 & 29

Present Zoning R1 Requested Zoning: C1-PD Acreage: 0.30
Present Use of Property: Empty Lot

SURROUNDING LAND USE AND ZONING:

	Land Use	Zoning
North	Residential Housing	R1
South	Future Location of Bank	C1-PD
East	Residential Housing	R1
West	Residential Housing	R2-PD

CHARACTER OF THE NEIGHBORHOOD: Residential/ Commercial

RELATIONSHIP TO EXISTING ZONING PATTERN:

1. Would proposed change create a small, isolated district unrelated to surrounding districts?
   No
2. Are there substantial reasons why the property cannot be used in accord with existing zoning?
   If yes, explain: Lot is currently R1 and cannot be used for a parking lot.

CONFORMANCE WITH COMPREHENSIVE PLAN:

1. Consistent with Development Policies? Yes
2. Consistent with Future Land Use Map? Yes

THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description of the property proposed to be rezoned.
2. One copy of a statement describing the reasoning for the rezoning, the impact of the proposed change, including any traffic conditions that may result; any danger from fire hazards; how the proposed change may effect the character of the surrounding properties; and how the proposed change will benefit the City of Joplin.
3. Owner Affidavit, if applicant applying for the rezoning is not the owner of the property be rezoned

TRAFFIC CONDITIONS:

1. Street(s) with Access to Property: St. Louis Avenue
2. Classification of Street(s):
   Arterial _____ Collector St. Louis Avenue Local _____
3. Right-of-Way Width: 60'
4. Will turning movements caused by the proposed use create an undue traffic hazard?
   No

IS PLATTING OR REPLATTING REQUIRED TO PROVIDE FOR:

1. Appropriately Sized Lots? No
2. Properly Sized Street Right-of-Way? No
3. Drainage Easements? No
4. Utility Easements:
   - Electricity? No
   - Gas? No
   - Sewers? No
   - Water? NO
5. Additional Comments: _____

UNIQUE CHARACTERISTIC OF PROPERTY AND ADDITIONAL COMMENT:

SIGNATURE: Kurt Higgins DATE: 12-2-15

BY: Kurt Higgins, P.E.

TITLE: Vice President, Allgeier Martin and Assoc., Inc.

RESTRICTED

Currently, this site is zoned R-1 (Single-Family Residential) and cannot accommodate a parking lot without a Special Use Permit or a Zoning District Change.

THE EXTENT THAT THE ZONING CHANGE WILL DETRIMENTALLY AFFECT NEARBY PROPERTY

This zoning change would not detrimentally affect nearby property.

DISCUSSION

This property is a residential lot just off of 20th Street and St. Louis Avenue. 20th Street is one of Joplin's Planned Development Corridors identified during the 2012 comprehensive planning process in which design standards are considered for any new development. Therefore, approving this rezoning also requires a site plan approval.

This corridor is a mixture of low to moderate density residential and commercial development. While there is single family residential to the east, there is also a duplex and commercial development to the west. This zoning change would be appropriate for this commercial corridor.

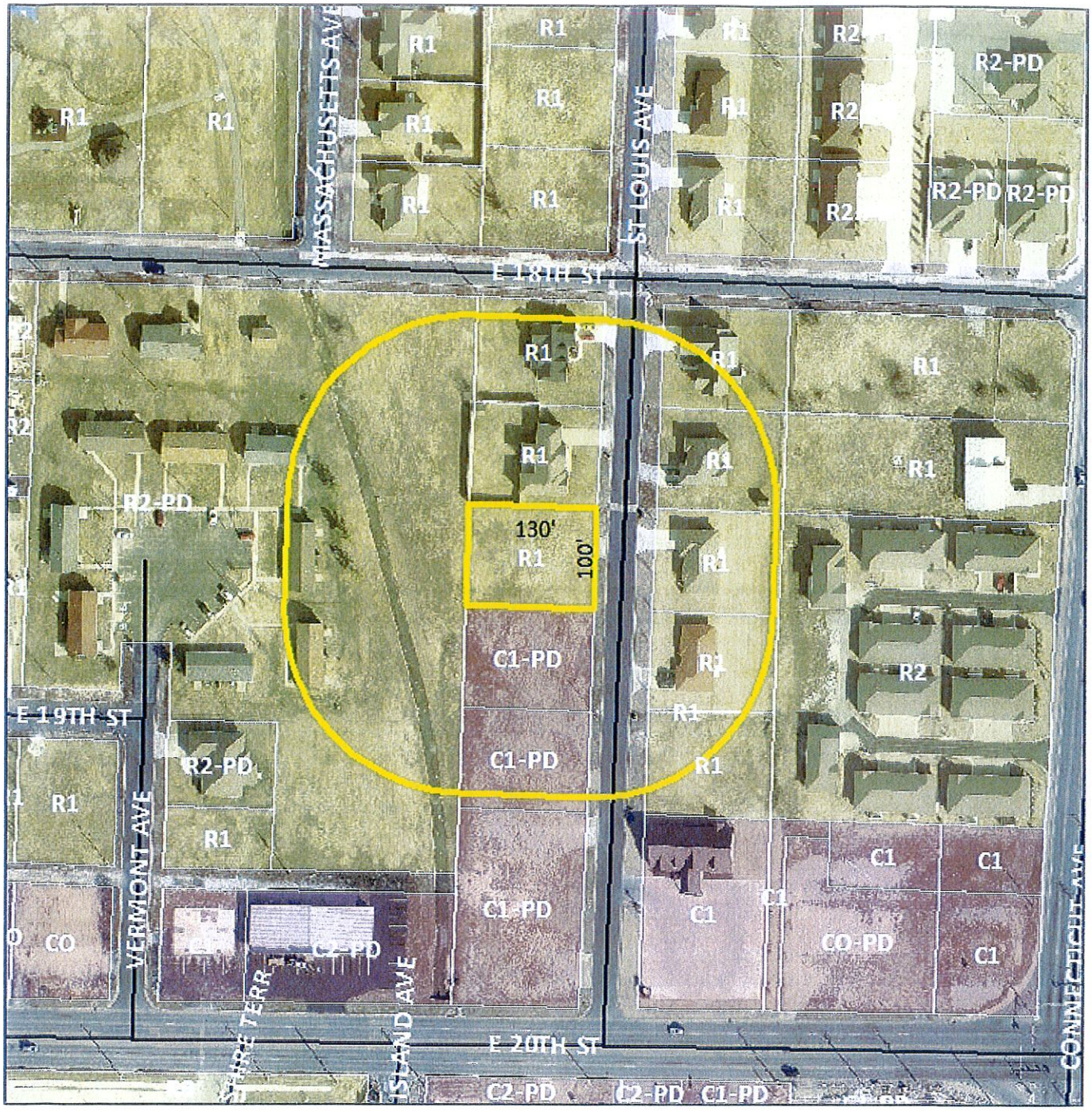
Staff recommends approval of Case 002-16.

ENCLOSURES:

Map

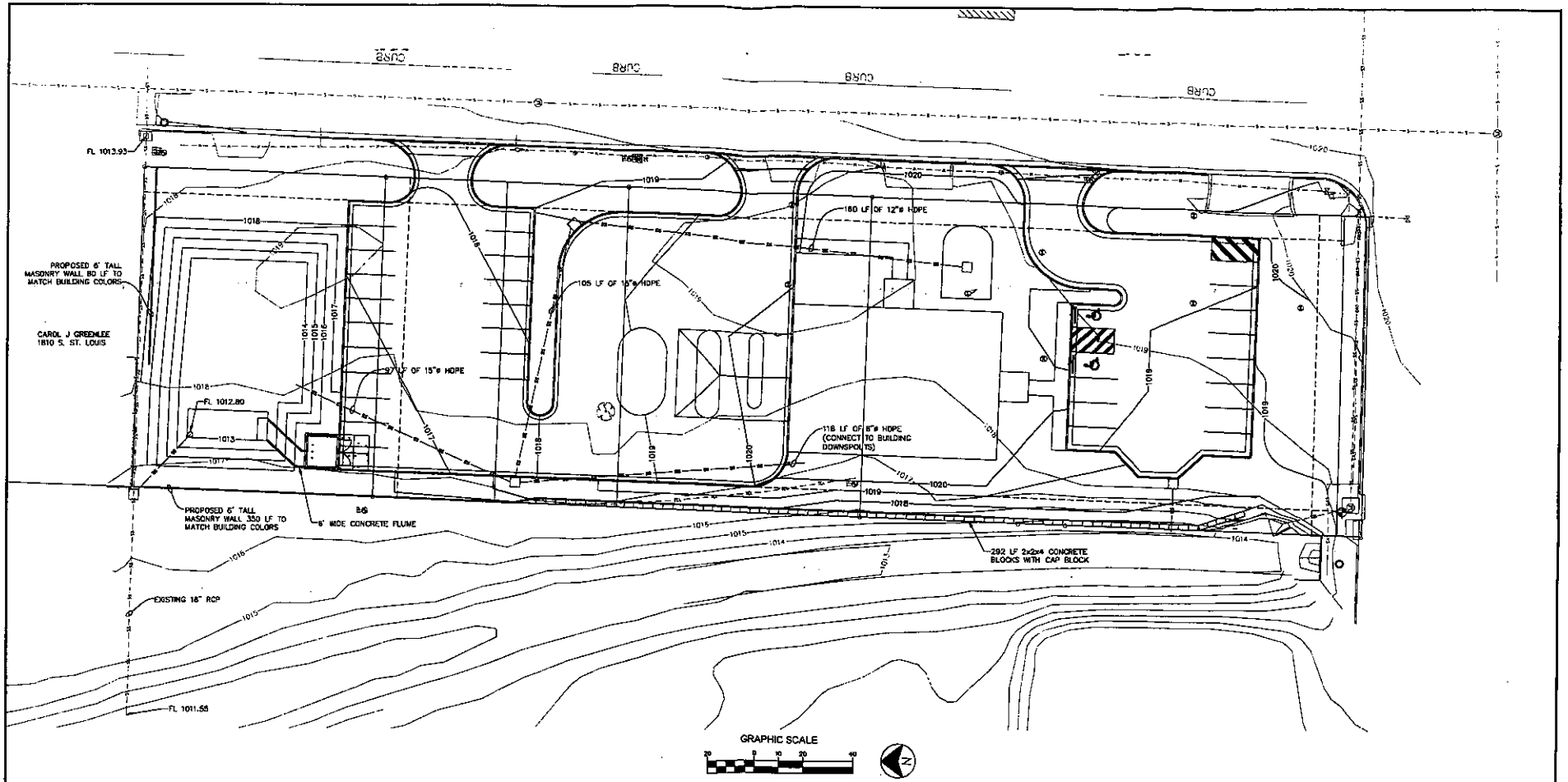
Application

Site Plan



Case 002-16: 1820 South St. Louis Avenue - A request to rezone from R-1 (Single-Family Residential) to C-1-PD (Planned Neighborhood Commercial Development) - People's Bank of Seneca.

N



NOT FOR CONSTRUCTION

Case 002-16

ALLGEIER, MARTIN and ASSOCIATES, INC.
CONSULTING ENGINEERS and SURVEYORS
7231 EAST 24th STREET JOPLIN, MISSOURI 64804 (417) 680 - 7200

CERTIFICATE OF AUTHORITY MISSOURI NO. 000427

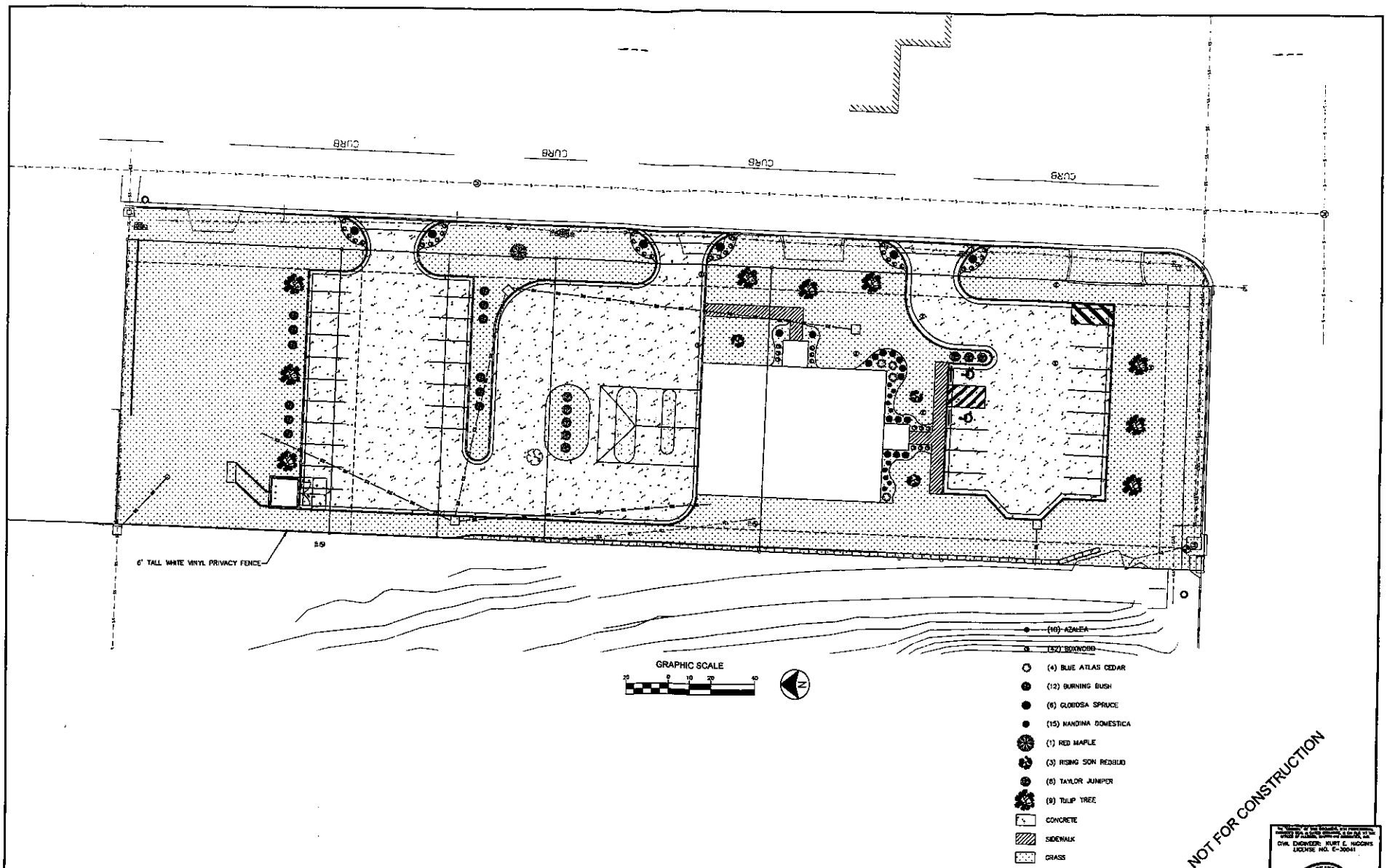
DATE	REVISION

DWN. BY:	BRM
CKD. BY:	KEH
APPD. BY:	KEH
DATE:	DEC., 2015

GRADING PLAN
PEOPLE'S BANK OF SENECA
JOPLIN, MISSOURI

DWG. NO. C3

CIVIL ENGINEER: KURT E. HIGGINS
LICENSE NO. E-30041



ALLGEIER, MARTIN and ASSOCIATES, INC.
CONSULTING ENGINEERS and SURVEYORS
7231 EAST 24th STREET JOPLIN, MISSOURI 64804 (417) 680 - 7200

CERTIFICATE OF AUTHORITY MISSOURI NO. 000027

DATE	REVISION

DWN. BY:	BRM
CKD. BY:	KEH
APPD. BY:	KEH
DATE:	DEC., 2015

LANDSCAPE PLAN
PEOPLE'S BANK OF SENECA
JOPLIN, MISSOURI

DWG. NO. C4

CIVIL ENGINEER: KURT E. HIGGINS
LICENSE NO. E-30041

Case 002-16: 1820 South St. Louis Avenue – A request to rezone from R-1 (Single-Family Residential) to C-1-PD (Planned Neighborhood Commercial District) for the construction of a parking lot – People's Bank of Seneca.

Mr. Smith opened the public hearing for Case 002-16.

Mr. John Klute and Mr. Deron Burr appeared representing People's Bank of Seneca. Mr. Kurt Higgins, Allgeier-Martin and Associates, appeared to speak on behalf of People's Bank regarding a lot north of property they currently owns at 20th Street and St. Louis Avenue.

Mr. Higgins stated People's Bank previously purchased three lots along the west side of St. Louis Avenue from 20th Street going north. They had those lots rezoned, with a fourth lot becoming available just to the north of that property. After doing some preliminary site plan work, they weren't really sure they needed the fourth lot, but Allgeier-Martin advised People's Bank to purchase that lot. Only a small portion of the lot is being used for parking, with the lot being used mostly for stormwater control, water quality, and a detention basin.

Mr. Higgins visited with Carol Greenlee, the property owner to the north, and showed her the site plan and asked her for comments. She stated the City of Joplin has been recently asking commercial properties to erect a wall versus a fence when adjoining residential properties. She expressed concern about having a wall next to her property. She currently has a six-foot beige vinyl privacy fence along her yard and requested matching her fence instead of erecting a wall.

Mr. Higgins also met with the Joplin Housing Authority, the property owner to the west, who would prefer a landscaped buffer versus a fence or a wall.

Mr. Higgins is meeting all the requirements of the City's Public Works Department regarding traffic control and the three entrances that are proposed. The parking lot was set back much further than what is required to provide space for a future sidewalk and the future widening of 20th Street. The front of the bank building will line up with the new commercial building to the east.

Mr. Duncan asked Mr. Higgins if the north driveway is partly on the piece of land being rezoned in this request. He replied the north entrance isn't, but half of the parking aisle is located on the lot.

Mr. Duncan asked about using the same fencing as the homeowner to the north, and using the same landscaping buffer as is being planned adjoining the property owner to the west. Mr. Higgins would actually connect to Ms. Greenlee's fence corner and just extend it on to St. Louis Avenue; however, he understood the City Code doesn't allow a six-foot fence in the front yard.

Mr. Bolander explained that between commercial and residential property, a six-foot fence is allowed, but the area within 15 feet of the front property line must be open to provide for sight distance. He is looking for flexibility in the code to allow a fence since the new design guidelines ask for a more permanent type of structure such as a wall. He is looking for some flexibility to accommodate the adjacent property owners.

Mr. Duncan asked about approving the request, and Mr. Bolander asked for approval for what meets the intent of the design guidelines adopted by this commission and the City Council. Mr. Higgins stated Ms. Greenlee did not like seeing 20th Street and would prefer the fence.

Mr. Duncan asked if Ms. Greenlee's fence does not currently come up to the front, and Mr. Higgins replied her fence stops at the back of the house.

Mr. Ramsour asked if only the rezoning is being requested at this particular hearing, but Mr. Bolander replied this is part of a planned district with the plan being adopted at this time. For the plan to meet the intent or the requirements of the code, it must be approved. He recommended that the plan meet the intent of the code that was adopted by this commission and the City Council. He hopes to find some flexibility to accommodate the adjacent property owners.

Mr. Brown asked Mr. Higgins if an entrance from 20th Street was considered. He replied People's Bank would like to have an entrance from 20th Street, but from an engineering standpoint, he is trying to control access on 20th Street. The City engineers want to limit access on 20th Street, with traffic control is better suited off of St. Louis Avenue versus 20th Street.

Mr. Bolander expressed concern about having too many driveways and access points on 20th Street. It is always better to have a common entrance points instead of having a multitude of driveways if all this property develops commercially in the future. He discussed the conflicts on Range Line Road with the number of driveways.

Mr. Smith asked for comments from the commissioners and the audience. Mr. Higgins introduced Carol Greenlee, the neighbor to the north, who was present in the audience. She is not opposed to the rezoning request but had issues regarding buffering and fencing.

Mr. Smith then closed the public hearing for Case 003-16.

MR. DUNCAN MOVED, SECONDED BY MR. BROWN, THAT CASE 002-16 BE FORWARDED TO THE CITY COUNCIL WITH RECOMMENDATION FOR APPROVAL WITH ADJACENT PROPERTY OWNERS BEING ACCOMMODATED WITH REGARD TO BUFFERING, BASED ON THE COMMENTS RECEIVED IN THE PLANNING REPORT AND DURING THE PUBLIC HEARING. THE MOTION CARRIED, WITH MR. BROWN, MR. DERMOTT, MR. DUNCAN, MR. RAMSOUR, AND MR. SMITH VOTING "AYE"; AND WITH MR. CORTEZ AND MR. EASTMAN BEING ABSENT (5 IN FAVOR, 2 ABSENT).

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: February 1, 2016

Item: COUNCIL BILL NO. 2016-255
Originating Department: PLANNING & COMMUNITY DEVELOPMENT

Attachments: 1) Copy of Council Bill
2) Planning Report
3) Commission Minutes

Planning/Community Development Manager: Troy Bolander
City Attorney: Peter C. Edwards
City Manager: Samuel L. Anselm
Board or Commission: Planning and Zoning Commission Date: 1/11/2016

Recommended Action: Planning and Zoning Commission recommended approval by a vote of "4 in favor, 1 opposed, and 2 absent"

SUMMARY/REQUEST:
Case 003-16: Southeast corner of 20th Street and Arizona Avenue – A request for the vacation of a twenty-foot wide utility easement – Dr. Richard Joseph.

STAFF SUMMARY:
Although this site is currently zoned R-1 (Single-Family Residential), the owner intends to rezone for commercial development. The commercial structure would need to be constructed on top of the current easement. Missouri American Water and Empire Electric Company currently have utilities in this easement but have reached an agreement with the owner for relocation. This site is appropriate for commercial development as a future land use.

This site will need to be rezoned for commercial development before any building permit can be issued.

Staff recommends approval of Case 003-16.

PLANNING & ZONING COMMISSION TESTIMONY:
Mr. Bolander received a request to vacate a utility easement to make the property easier to develop. Confirmation has been received from all the utility companies that as long as the utilities can be relocated, they are acceptable to this request.

Mr. Brown asked why this request is being made before a rezoning request is being presented. Mr. Bolander replied either way is fine, but he typically likes to receive the rezoning request first since there is no reason to vacate the easement if the property cannot be rezoned. In this instance, Dr. Joseph has requested that the easement be vacated first before they request rezoning.

Mr. Duncan asked if the easement must be put back together if the rezoning request wasn't approved and the property remains residential. Mr. Bolander stated it would be difficult to build a house that close to 20th Street, with the future land use plan recommending a commercial designation at this location.

Mr. Duncan asked where Dr. Joseph will pick up the utilities from, and Mr. Bolander replied from 20th Street or from Arizona Avenue or Highview Avenue. He thought another easement would be dedicated in the rear of this property to service that commercial development, or the utilities may be extended from 20th Street.

PUBLIC COMMENT:
None.

P & Z Case 003-16
Dr. Richard Joseph
(P & Z Recommended Approval)

COUNCIL BILL NO. 2016-255 ORDINANCE NO.

AN ORDINANCE providing for the vacation of a 20-foot wide public utility easement located at the southeast corner of 20th Street and Arizona Avenue in the City of Joplin, Jasper County, Missouri.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That all that part of a 20-foot wide public utility easement located at the southeast corner of 20th Street and Arizona Avenue in the City of Joplin, Jasper County, Missouri, described as follows is hereby vacated, conveyed, relinquished, and reverted to the owners of the abutting lots and land:

THE WEST TEN (10) FEET OF LOTS NUMBERED ONE (1), TWO (2), AND THREE (3) AND THE EAST TEN (10) FEET OF LOTS NUMBERED THIRTY (30), THIRTY-ONE (31), AND THIRTY-TWO (32) IN KINDRED'S REPLAT, A REPLAT OF A PART OF KINDRED'S SUBDIVISION AND A PART OF KINDRED'S SECOND ADDITION TO THE CITY OF JOPLIN, JASPER COUNTY, MISSOURI, AS PER THE RECORDED PLAT THEREOF.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2016, by a vote of _____.

_____
Michael L. Seibert, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney

Z&P Meeting: January 11, 2016
City Council Meeting: February 1, 2016

STAFF PLANNING REPORT

Vacation

CASE 003-16 A request for the vacation of a portion of a 20' utility easement

APPLICANT Dr. Richard Joseph

REPRESENTATIVE Anderson Engineering

LOCATION The Southeast corner of 20th Street and Arizona Avenue

EXISTING CONDITIONS

Easement Type(s)	Easement Size
Utility	20x265 ft

REASON FOR VACATION

Dr. Richard Joseph would like to vacate this utility easement so that a commercial building can be constructed at this site.

UTILITIES CURRENTLY LOCATED IN THE EASEMENT? Yes – water and electricity.

UTILITIES PLANNED TO LOCATE IN THE EASEMENT? No.

DISCUSSION

Although this site is currently zoned R-1 (Single-Family Residential), the owner intends to rezone for commercial development. The commercial structure would need to be constructed on top of the current easement. Missouri American Water and Empire Electric Company currently have utilities in this easement but have reached an agreement with the owner for relocation. This site is appropriate for commercial development as a future land use.

This site will need to be rezoned for commercial development before any building permit can be issued.

Staff recommends approval of Case 003-16.

ENCLOSURES

Application

Survey

Concept Sketch

CITY OF JOPLIN

RECEIVED 12-18-15 waiting for Check

APPLICATION FOR VACATION OF STREET OR RESERVATION

Return Form to:
Planning / Community Development Specialist.
Joplin City Hall
602 South Main Street
Joplin, Missouri 64801
417-624-0820 Ext. 511
FAX 417-625-4738

For Office Use Only

Case No.:
Filing Fee: $ 350.00
Date Advertised: 12-27-15
Date Notices Sent
Public Hearing Date: 1-11-16

I. Applicant Name: Dr. Richard Joseph Phone: 417-782-1500

If more than one property applicant, please submit additional names, address and phone numbers on attached sheet(s)

Address: 2001 S. Arizona Ave., 2005 S. Arizona Ave., 2011 S. Arizona Ave., 2002 S. Highview Ave. 2006 S. Highview Ave., 2010 S. Highview Ave. Zip: 64801

II. Type of vacation requested (check one):

Street Vacation_____

Alley Vacation_____

Utility vacation X

Other (Please specify)_____

III. Legal Description of area requested to be vacated: the West Ten (10) feet of Lots Numbered One (1), Two (2), and Three (3) and the East Ten (10) feet of Lots Numbered Thirty (30), Thirty-one (31), and Thirty-two (32) in Kindred's Replat, a replat of a part of Kindred's Subdivision and a part of Kindred's Second Addition to the City of Joplin, Jasper County, Missouri as per the recorded plat thereof.

IV. Please indicate below the extent to which the following standards are met, in the applicant's opinion.

1. Private rights will not be injured or endangered by the vacation. All lots located within the vacation description are owned by the applicant. Consent of utilities has been agreed to including any removal, replacement, or restructuring of utilities that may affect other private rights.

2. The vacation will not cause the public to suffer a loss or inconvenience. All lots located within the vacation description are owned by the applicant. Consent of utilities has been agreed to including any removal, replacement, or restructuring of utilities that may affect other private rights.

3. In justice to the applicant(s) the vacation should be granted. Vacation will help remove any encumbrance for the development of the site by the applicant.

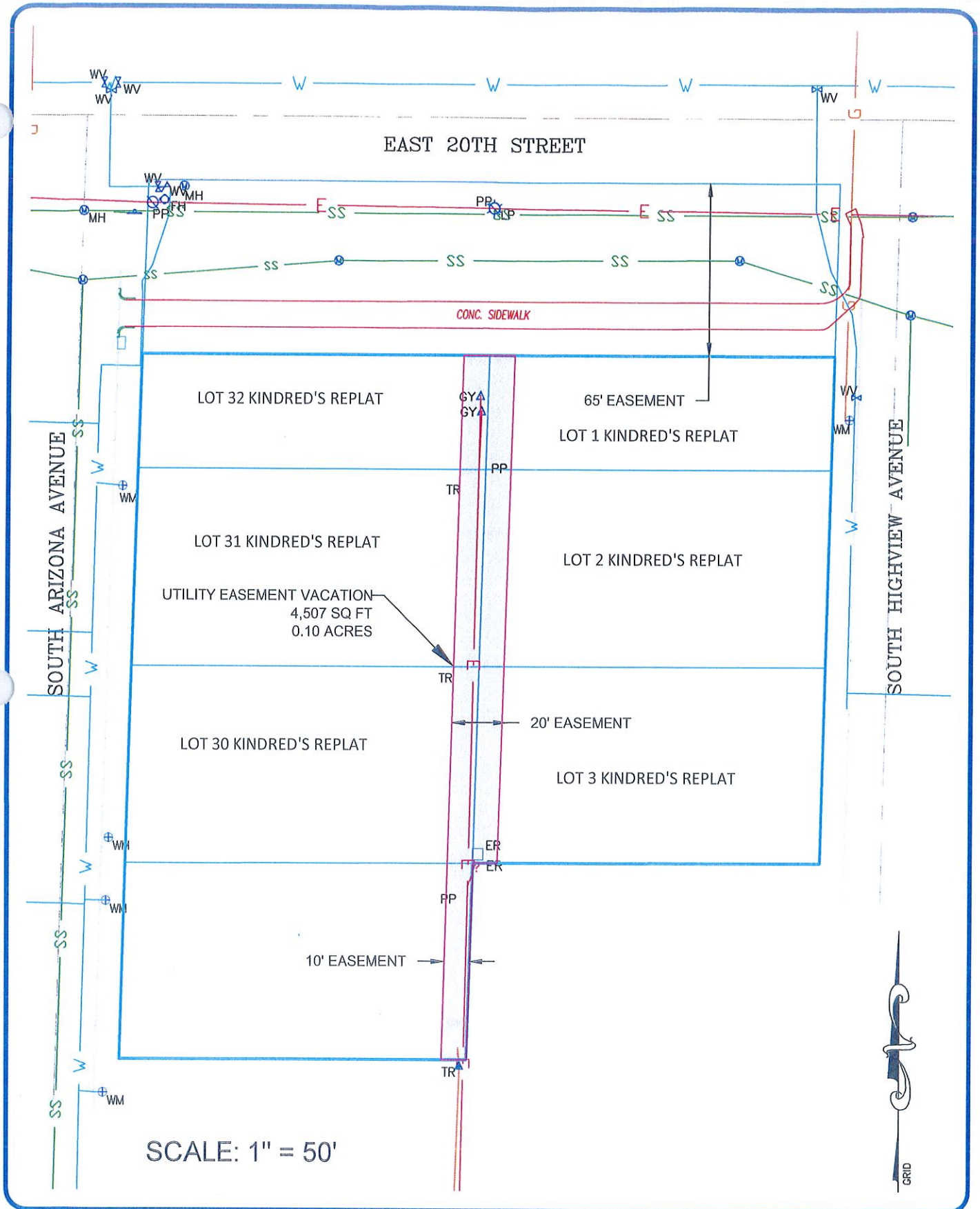
V. Required Attachments:

1. Affidavit(s) from each owner of land adjoining said area that is proposed to be vacated, whom are not listed as an applicant, indicating their consent to the vacation.

2. Survey or such other drawing acceptable to the Planning / Community Development Manager depicting the street, alley or public reservation sought to be vacated and the properties and property ownerships surrounding said street, alley or public reservation.

3. Affidavit(s) from the following private utility companies indicating their consent to vacate the easement. The following private companies must be contacted and consent to the vacation before the Public Hearing can take place.

a.) MGE Missouri Gas Energy	(800) 582-1234
b.) Empire District Electric Company	(417) 624-0300
c.) Cable One	(417) 624-6340
d.) MO American Water Company	(800) 256-6426
e.) AT&T	(800) 464-7928
f.) Republic Services (Trash)	(800) 431-1507



DRAWING NUMBER: JOP-100-3831

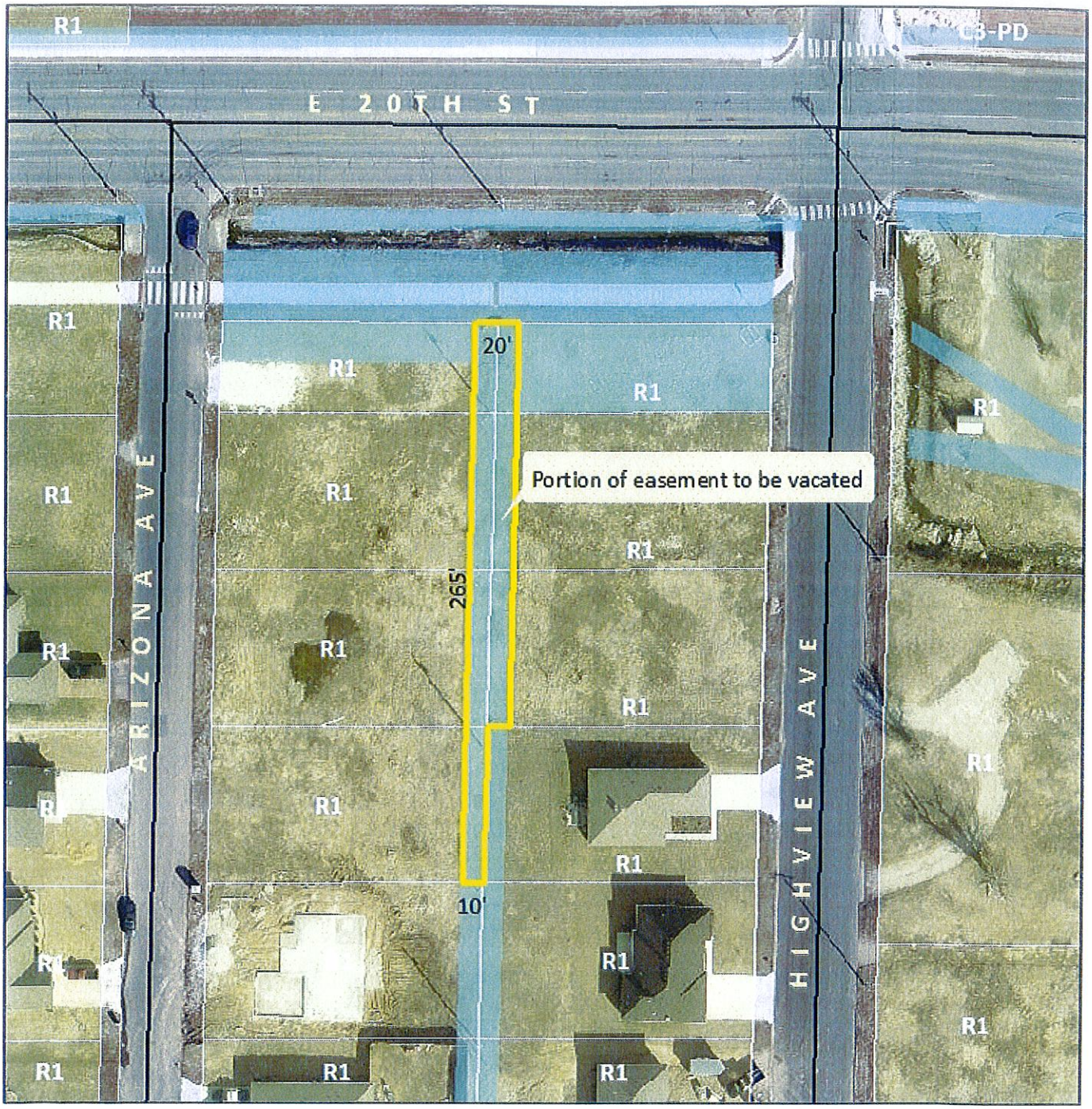
ANDERSON ENGINEERING, INC
ENGINEERS • SURVEYORS • LABORATORIES • DRILLING
811 E. 3RD STREET • JOPLIN, MISSOURI 64801 • PHONE (417) 782-7399

CEDAR TREE MANAGEMENT

EASEMENT VACTATION

20TH STREET & HIGHVIEW AVE.
JOPLIN, JASPER COUNTY, MISSOURI

DRAWN BY: BG
DATE: MARCH 2015
JOB NUMBER: 70005-15



Case 003-16: Southeast Corner of 20th Street and Arizona Avenue - A request to vacate a portion of a 20' utility easement - Dr. Richard Joseph.

N

Case 003-16: Southeast corner of 20th Street and Arizona Avenue – A request for the vacation of a twenty-foot wide utility easement – Dr. Richard Joseph.

Mr. Smith opened the public hearing for Case 003-16.

Mr. Bolander received a request to vacate a utility easement to make the property easier to develop. Confirmation has been received from all the utility companies that as long as the utilities can be relocated, they are acceptable to this request.

Mr. Brown asked why this request is being made before a rezoning request is being presented. Mr. Bolander replied either way is fine, but he typically likes to receive the rezoning request first since there is no reason to vacate the easement if the property cannot be rezoned. In this instance, Dr. Joseph has requested that the easement be vacated first before they request rezoning.

Mr. Duncan asked if the easement must be put back together if the rezoning request wasn't approved and the property remains residential. Mr. Bolander stated it would be difficult to build a house that close to 20th Street, with the future land use plan recommending a commercial designation at this location.

Mr. Duncan asked where Dr. Joseph will pick up the utilities from, and Mr. Bolander replied from 20th Street or from Arizona Avenue or Highview Avenue. He thought another easement would be dedicated in the rear of this property to service that commercial development, or the utilities may be extended from 20th Street.

Mr. Smith asked for comments from the commissioners and the audience, and none were received. He then closed the public hearing for Case 003-16.

MR. DUNCAN MOVED, SECONDED BY MR. BROWN, THAT CASE 003-16 BE FORWARDED TO THE CITY COUNCIL WITH RECOMMENDATION FOR APPROVAL, BASED ON THE COMMENTS RECEIVED IN THE PLANNING REPORT AND DURING THE PUBLIC HEARING. THE MOTION CARRIED, WITH MR. BROWN, MR. DERMOTT, MR. DUNCAN, AND MR. SMITH VOTING "AYE"; WITH MR. RAMSOUR VOTING "NAY"; AND WITH MR. CORTEZ AND MR. EASTMAN BEING ABSENT (4 IN FAVOR, 1 OPPOSED, AND 2 ABSENT).

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: February 16, 2016

Item: RESOLUTION 2016-002 Authorization to Request Emergency Watershed Protection Funding
Originating Department: Public Works – Engineering

Attachments: 1) Location Map
2) Copy of Resolution 2016-002

Department Head: Nicholas A. Heatherly	Date:
Engineering: Dan Salisbury	Date:
Finance Department: Leslie Haase	Date:
City Attorney: Peter C. Edwards	Date:
City Manager: Samuel L. Anselm	Date:

Recommended Action: Authorization to submit a request for emergency watershed protection funding through the Streambank Stabilization Program provided through the Natural Resources Conservation Service.

Background: Joplin Creek has a watershed area of approximately 6.75 square miles and runs diagonally across Joplin. Joplin creek crosses 20th & Rangeline Road, 7th & Illinois Avenue, 4th & Murphy Boulevard before passing under north Main Street just west of the Little League Fields by Landreth Park. Extreme rainfall events have caused stream bank erosion on Joplin Creek west of Main Street. The existing Works Progress Administration (WPA) era rock wall built to stabilize the south bank has collapsed in some places and allowed floodwaters to erode the soil behind. The north bank on the Park side of the stream has also eroded toward an existing trail. Recently funding has been made available for Streambank Stabilization through the Natural Resources Conservation Service.

Discussion: If awarded funds through the program, the City of Joplin will be required to pay for at least 25 percent of the cost of construction work. The City's 25% of cost would come from the Parks & Stormwater Sales Tax fund which has accounts for annual maintenance projects. We estimate the construction will cost between $230,000 and $300,000 for approximately 800 feet of streambank repair and stabilization.

Recommendation: It is recommended that the City apply for these funds.

RESOLUTION NO. 2016-002

A RESOLUTION authorizing a request for Emergency Watershed Protection Funding through the Natural Resources Conservation Service, Streambank Stabilization Program, authorizing the Director of Public Works to execute the appropriate documents;

BE IT RESOLVED by the Council of the City of Joplin, Missouri, as follows:

Section 1. That the City of Joplin shall submit a request for Streambank Stabilization funding to the Natural Resources Conservation Service, Emergency Watershed Protection Program, for cleanup and repairs.

Section 2. That the City of Joplin, Missouri, understands that such funds, if granted, require a 25 percent construction cost match.

Section 3. That the Director of Public Works is hereby authorized and directed to execute said request on behalf of the City of Joplin, Missouri, and to submit said documents to the Natural Resources Conservation Service.

Passed by the Council of the City of Joplin, Missouri, this _____ day of

_____, 2016, by a _____ vote.

_____
Michael L. Siebert, Mayor

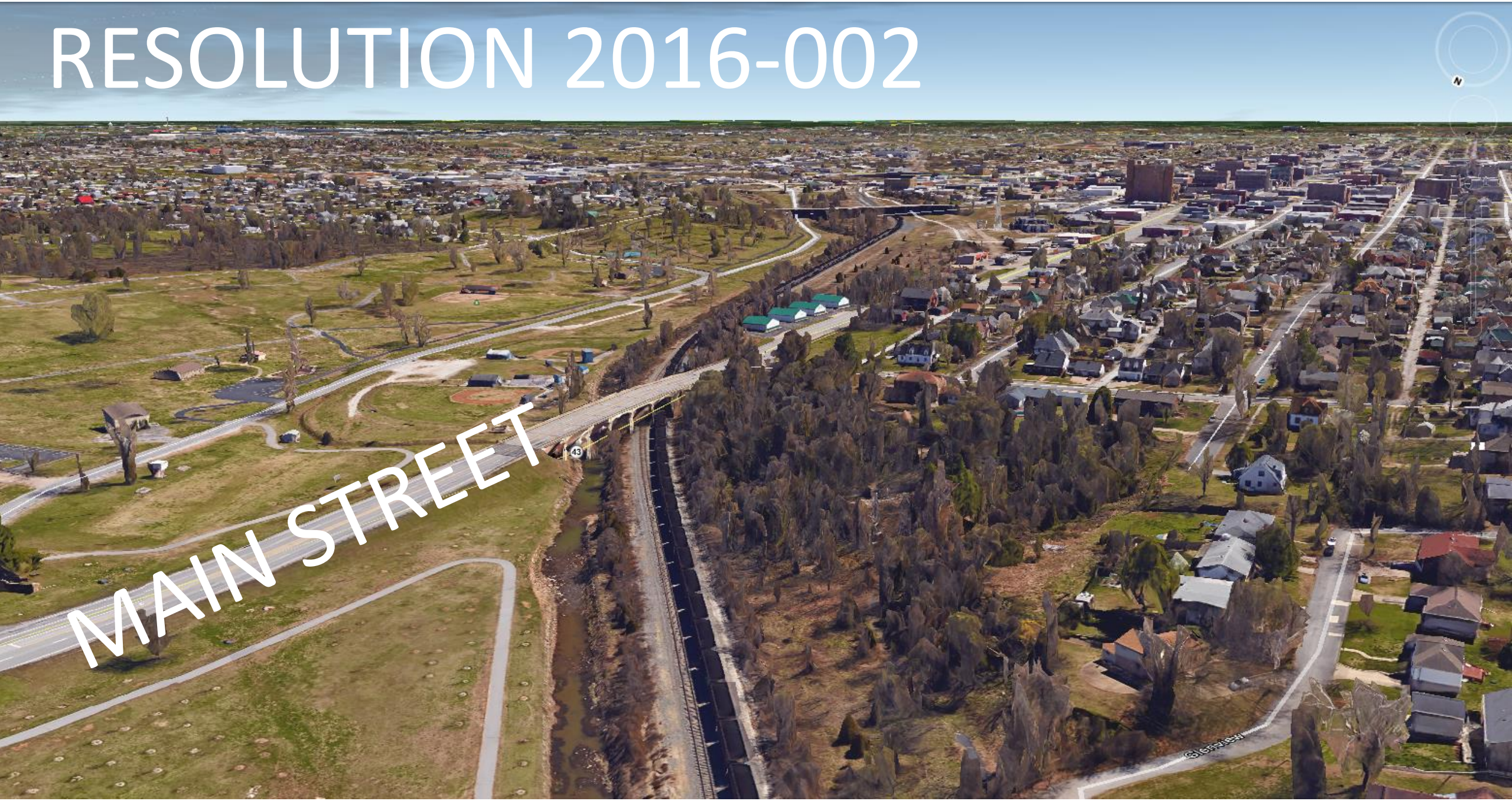
ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney

RESOLUTION 2016-002



CLOSING DATE:	29-Jan-2016	DEPT:	Public Works
STARTING TIME	10:00 AM		
CLOSING TIME:	10:20 AM	BID OPENED BY:	Jeff Oliver, Kim Newhouse
Demolition		LOCATION:	815-1/2 S. Pennsylvania Ave

COMPANY	BIDS
B & D Yardbuilders	$5,600.00
Big John's	**$3,000.00**
Wheelers Excavating	$4,750.00

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date February 16, 2016

Item: COUNCIL BILL NO. 2016-358
Originating Department: BUILDING REGULATIONS

Attachments: 1) Council Bill No. 2016- 358
2) Photograph of Property
3) Bid Tabulation

Building Regulations: Brian Wicklund
Planning and Community Development Manager: Troy Bolander
Finance Department: Leslie Haase
City Attorney: Peter C. Edwards
City Manager: Samuel L. Anselm

Recommended Action: Approval of Contract with Big Johns to remove the structures and any remaining debris including foundation and footings located at 815 ½ S. Pennsylvania.

Summary: The above listed address was "tagged" as a dangerous building on August 13, 2015. The structure was determined to be dangerous under sub sections of the Dangerous Building Code (Section 26-612, Joplin City Code). On January 15, 2016. An advertisement for bids was published in the Joplin Globe with bids being received on January 29, 2015. At that time bids were received as follows:

Big Johns	$ 3,000.00
B & D Yard builders	$ 5,600.00
Wheeler Excavation	$ 4,750.00

A Special Tax Bill will be issued after the demolition is completed. The Special Tax Bill acts as a lien against the property until it is paid, with the owner having five years to pay off the assessment. The bill also is a personal debt of the owner.

Recommendation: City Staff recommends that the demolition contract be awarded to Big Johns for the amount of $ 3,000.00 and that it be approved on an emergency basis within the meaning of section 2.12 (1) for the immediate preservation of public health and welfare.

COUNCIL BILL NO. 2016 – 358 ORDINANCE NO.

AN ORDINANCE approving the contract by and between the City of Joplin and Big Johns for the demolition of the structure(s) and clearing of lot area located at 815 ½ S. Pennsylvania. in the City of Joplin, Missouri, for the amount of Three Thousand and 00/100 Dollar (3,000.00); providing how the cost thereof shall be paid; how the assessment thereof shall be made; and containing an emergency clause.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That the contract with Big Johns in the amount of Three Thousand 00/100 Dollars ($3,000.00) is hereby approved for the demolition of the structure(s) and clearing of lot area located at 815 ½ S. Pennsylvania.

Section 2. The contractor will be paid in cash for the portion of the work performed by him, and this amount will be appropriated from the Revolving Public Improvement Fund, and will be evidenced by a special tax bill made and levied against 815 ½ S. Pennsylvania. And legally described as:

ALL OF MISCELLANIOUS TRACT TWELVE (12) IN SECTION 11, TOWNSHIP 27, RANGE 33, IN THE CITY OF JOPLIN, JASPER COUNTY, MISSOURI. EXCEPT ANY PART TAKEN THEROF, DEEDED OR USED FOR ROAD PURPOSES.

Section 3: That the City of Joplin declares that this ordinance an emergency pursuant to Section 2.12 (1) of the Home Rule Charter in that it is an ordinance for the immediate preservation of the public peace, property, health, safety or morals. Specifically, this ordinance approves the award of contract to a demolition contractor for the demolition and removal of a structure determined to be dangerous by the Joplin Building Board, and because this structure has been deemed dangerous and a nuisance, its immediate removal is required to preserve public safety and health. The City Council herby declares that this ordinance shall be in full force and effect from after its passage.

Passed by the Council of the City of Joplin, Missouri, this _____ day of _____, 2016, by a _____ vote.

_____

ATTEST: Michael L. Seibert – Mayor

_____

Barbara Hogelin – City Clerk

APPROVED AS TO FORM

:_____

Peter C. Edwards, City Attorney


COUNCIL BILL 2016- 358
815 ½ S. PENNSYLVANIA







CLOSING DATE:	29-Jan-2016	DEPT:	Public Works
STARTING TIME	10:00 AM		
CLOSING TIME:	10:20 AM	BID OPENED BY:	Jeff Oliver, Kim Newhouse
Demolition		LOCATION:	2631 E. 5th Street

COMPANY	BIDS
B & D Yardbuilders	**$2,400.00**
Big John's	$2,890.00
Nelson's Enterprises	$2,449.00
Wheelers Excavating	$2,750.00





COUNCIL BILL 2016-359
2631 E. 5th ST.





City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date February 16, 2016

Item: COUNCIL BILL NO. 2016-359
Originating Department: BUILDING REGULATIONS

Attachments: 1) Council Bill No. 2016- 359
2) Photograph of Property
3) Bid Tabulation

Building Regulations: Brian Wicklund
Planning and Community Development Manager: Troy Bolander
Finance Department: Leslie Haase
City Attorney: Peter C. Edwards
City Manager: Samuel L. Anselm

Recommended Action: Approval of Contract with B & D Yardbuilders to remove the structures and any remaining debris including foundation and footings located at 2631 E. 5TH St.

Summary: The above listed address was "tagged" as a dangerous building on September 17, 2015. The structure was determined to be dangerous under sub sections of the Dangerous Building Code (Section 26-612, Joplin City Code). On January 15, 2016. An advertisement for bids was published in the Joplin Globe with bids being received on January 29, 2015. At that time bids were received as follows:

Big Johns	$ 2,890.00
B & D Yard builders	$ 2,400.00
Wheeler Excavation	$ 2,750.00
Nelson Demolition	$ 2,449.00

A Special Tax Bill will be issued after the demolition is completed. The Special Tax Bill acts as a lien against the property until it is paid, with the owner having five years to pay off the assessment. The bill also is a personal debt of the owner.

Recommendation: City Staff recommends that the demolition contract be awarded to B & D Yardbuilders for the amount of $ 2,400.00 and that it be approved on an emergency basis within the meaning of section 2.12 (1) for the immediate preservation of public health and welfare.

COUNCIL BILL NO. 2016 – 359 ORDINANCE NO.

AN ORDINANCE approving the contract by and between the City of Joplin and B & D Yardbuilders for the demolition of the structure(s) and clearing of lot area located at 2631 E. 5TH St. in the City of Joplin, Missouri, for the amount of Two Thousand Four Hundred and 00/100 Dollars (2,400.00); providing how the cost thereof shall be paid; how the assessment thereof shall be made; and containing an emergency clause.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That the contract with B & D Yardbuilders in the amount of Two Thousand Four Hundred 00/100 Dollars ($2,400.00) is hereby approved for the demolition of the structure(s) and clearing of lot area located at 2631 E. 5TH ST.

Section 2. The contractor will be paid in cash for the portion of the work performed by him, and this amount will be appropriated from the Revolving Public Improvement Fund, and will be evidenced by a special tax bill made and levied against 2631 E. 5TH ST. And legally described as:

ALL OF LOT NUMBERED TWENTY-TWO (22) IN JAMES T. TURK'S ADDITION TO THE CITY OF JOPLIN, JASPER COUNTY, MISSOURI. ACCORDING TO THE RECORDED PLAT THEROF

Section 3: That the City of Joplin declares that this ordinance an emergency pursuant to Section 2.12 (1) of the Home Rule Charter in that it is an ordinance for the immediate preservation of the public peace, property, health, safety or morals. Specifically, this ordinance approves the award of contract to a demolition contractor for the demolition and removal of a structure determined to be dangerous by the Joplin Building Board, and because this structure has been deemed dangerous and a nuisance, its immediate removal is required to preserve public safety and health. The City Council herby declares that this ordinance shall be in full force and effect from after its passage.

Passed by the Council of the City of Joplin, Missouri, this _____ day of_____, 2016, by a _____ vote.

_____

ATTEST: Michael L. Seibert – Mayor

_____

Barbara Hogelin – City Clerk

APPROVED AS TO FORM:

_____

Peter C. Edwards, City Attorney

City of Joplin City Council Agenda Item

REQUESTED COUNCIL MEETING DATE: FEBRUARY 16, 2016

ITEM: COUNCIL BILL NO. 2016-501
ORIGINATING DEPARTMENT: FINANCE DEPARTMENT
ATTACHMENTS: 1) Copy of Council Bill with attached Schedule A

Department Head: Leslie Haase
City Attorney: Peter Edwards
City Manager: Sam Anselm

INTRODUCTION:
This Council Bill amends the adopted 2015-2016 Budget of the City of Joplin.

DISCUSSION:
In compliance with Charter regulations and accounting principles, the proposed adjustment is required to ensure that department expenditures do not exceed approved budget appropriations.

Here is the explanation for the items in Schedule A:

- Amending the budget for the cost of the lobbyist.
- Increasing the general fund subsidy to the parks fund to cover the additional costs for electric charges at Memorial Hall that wasn't budgeted accurately.
- Increasing the facility rental fees for the usage of Memorial Hall as indicated by the parks department.
- Increasing the concession income for the usage of Memorial Hall as indicated by the parks department.
- Increasing the subsidy to the parks fund from the general fund to cover the additional costs for electric charges at Memorial Hall that wasn't budgeted accurately.
- Amending the budget for electric charges at Memorial Hall.
- Amending the budget to finish the voter-approved upgrades to the Turkey Creek and Shoal Creek Treatment Plants. At the time the budget was compiled, staff believed the remaining work would be under a purchase order before the end of the fiscal year, so the amount was not re-budgeted in fiscal year 2016. However, the purchase orders were not issued prior to the end of the fiscal year and a budget amendment is required. The voters approved the issuance of bonds up to $35 million from the State Revolving Loan Program to be used for renovations and upgrades to the two treatment plants. Therefore, there are no revenues to offset this item, rather the bonds to pay for these upgrades are on the balance sheet.

The purpose of the budget amendment is to recognize changes that have occurred since the annual budget was adopted. This budget amendment increases revenues by

$94,000.00 and increases expenditures by $4,170,000.00.

RECOMMENDATION:
City Staff recommends this Council Bill be approved on an emergency basis.

COUNCIL BILL NO. 2016-501 **ORDINANCE NO.**

AN ORDINANCE amending the Annual Budget of the City of Joplin for the Fiscal Year 2015-2016 as adopted by Ordinance 2015-168 on October 19, 2015, to adjust appropriations in various funds and containing an emergency clause.

WHEREAS, the City of Joplin, Missouri passed Ordinance 2015-168 on October 19, 2015, which estimated revenues and appropriated funds for the fiscal year 2015-2016, and

WHEREAS, the Council of the City of Joplin has previously approved the programs and projects which require additional appropriations for completion.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That fiscal year 2015-2016 budgeted appropriations as adopted by Ordinance 2015-168 be amended by increasing revenues by the total amount of Ninety-Four Thousand Dollars and No Cents ($94,000.00) and by amending appropriations by the total amount of Four Million One Hundred Seventy Thousand Dollars and No Cents ($4,170,000.00) for the purposes and amounts as shown in Schedule A attached hereto.

Section 2. That the Director of Finance is hereby directed to make all necessary entries on the City records to show the increase in revenues and increase in appropriations.

Section 3. This Ordinance is declared by the City Council to be an emergency within this meaning of Section 2.12 (4), of the Home Rule Charter of the City of Joplin, Missouri, in order to continue the day-to-day operations of the City and as such shall become effective immediately upon its passage.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day

of _____, 2016, by a _____vote.

_____
Michael L. Seibert, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney

SCHEDULE A

CITY OF JOPLIN
BUDGET AMENDMENT
2015-2016 ADOPTED BUDGET
8-Feb-16

FUND	ACTIVITY	ACCOUNT	DESCRIPTION		REVENUES	EXPENDITURES
001	General Fund					
	City Council	001-0101-500-5010	Consulting Fees	$		18,000
	Subsidy	001-9003-500-9015	Parks Fund Subsidy			58,000
	Total General Fund			$	-	76,000
115	Parks Fund					
	Parks	115-0000-430-0501	Facility Rental Fees	$	16,000	-
	Parks	115-0000-430-0802	Concession Income		20,000	-
	Parks Subsidy	115-0000-460-0201	General Fund Subsidy		58,000	
	Parks Memorial Hall	115-6513-560-3005	Electric Charges			94,000
	Total Parks Fund			$	94,000	94,000
415	Sanitary Sewer Fund					
	Sewer Treatment	415-4541-540-8015	Facility Improvements	$		4,000,000
	Total Sanitary Sewer Fund			$	-	4,000,000
	Grand Total			$	94,000	4,170,000

COUNCIL BILL NO. 2016-005 ORDINANCE NO.

AN ORDINANCE amending Chapter 114, Traffic, Article II, Administration and Enforcement. In general, amending Section 114-121 of the Joplin City Code.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

WHEREAS, the City's Code of Ordinances currently specifies that the municipal court shall provide uniform traffic tickets; and

WHEREAS, by amending the ordinance specific to ticket books, the process of obtaining and inventory control of uniform traffic tickets will be streamlined and be more consistent with the Revised Statutes of the State of Missouri; and

WHEREAS, the Municipal Court Administrator and City of Joplin Police Chief are in agreement with this proposed change.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That Section 114-121, Ticket books, shall be amended as follows:

"Sec. 114-121-Ticket books.

(a) The municipality shall provide books containing uniform traffic tickets as prescribed by Supreme Court Rule No. 37.46. Said books shall include serially numbered sets of citations in quadruplicate in the form prescribed by Supreme Court Rule.
(b) Such books shall be issued to the chief of police or his duly authorized agent, a record shall be maintained of every book so issued and a written receipt shall be required for every book. The judge or judges hearing municipal ordinance violation cases may require that a copy of such record and receipts be filed with the court.
(c) The chief of police shall be responsible for the issuance of such books to individual members of the police department. The chief of police shall require a written receipt for every book so issued and shall maintain a record of every such book and each set of citations contained therein."

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2016, by a vote of _____.

_____
Michael L. Seibert, Mayor

ATTEST:

_____

Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____

Peter C. Edwards, City Attorney

CITY OF JOPLIN CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE: February 16, 2016

ITEM: Council Bill No. 2016-005 amending Chapter 114, Traffic, Article II, Administration and Enforcement; authorizing the Joplin Police Department to obtain, store, and track uniform traffic tickets.

ORIGINATING DEPARTMENT: Legal
ATTACHMENTS: Council Bill No. 2016-005

DEPARTMENT HEAD:	Peter C. Edwards
CITY MANAGER:	Samuel L. Anselm
POLICE CHIEF:	Jason Burns
COURT ADMINISTRATOR:	Lamonte Ratcliff

INTRODUCTION:

This Council Bill amends Chapter 114, Traffic, Article II, Administration and Enforcement. Specifically, the bill amends the ordinance to allow the Joplin Police Department to buy, store, and track uniform traffic tickets, a responsibility currently assigned to the Municipal Court.

DISCUSSION:

The City's Code of Ordinances currently stipulates that the Municipal Court is responsible for obtaining and storing ticket books. This practice is fairly unique in the industry, as most cities allow their police departments to order, store, and track ticket books. By amending the ordinance, this process can be assigned to the Joplin Police Department and streamlined; the tracking of the tickets, which is required by statute, will also be centralized and more accurate.

RECOMMENDATION:

Staff recommends that this Council Bill be passed on First Reading and advanced to Second and Third Reading.

JLP:ab
attachment

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: February 1, 2016

Item: COUNCIL BILL NO. 2016-253
Originating Department: PLANNING & COMMUNITY DEVELOPMENT

Attachments: 1) Copy of Council Bill
2) Planning Report
3) Commission Minutes

Planning/Community Development Manager: Troy Bolander
City Attorney: Peter C. Edwards
City Manager: Samuel L. Anselm
Board or Commission: Planning and Zoning Commission Date: 1/11/2016

Recommended Action: Planning and Zoning Commission recommended approval by a vote of "5 in favor, 2 absent"

SUMMARY/REQUEST:
Case 001-16: Northeast Corner of Broadway Street and Buchanan Road – A request for the vacation of a portion of a street easement – Rick Benson.

STAFF SUMMARY:
This site was approved for rezoning at the January 4, 2016 City Council meeting at the recommendation of the Planning and Zoning Commission. There are not any utilities located within this portion of the easement. Before construction, Mr. Benson will also need to submit a preliminary and final plat. The vacation of this easement will not have any detrimental effect on nearby property.

Staff recommends approval of Case 001-16.

PLANNING & ZONING COMMISSION TESTIMONY:
Mr. John Bolte, Small Arrow Engineering, appeared representing Mr. Benson for the vacation of an easement adjoining property that was rezoned last month. Mr. Bolte is requesting the vacation of a small pie-shaped piece at the intersection of Broadway Street and Buchanan Road where Buchanan formerly connected to Broadway. Buchanan has since been redirected and connected onto Patterson Avenue, leaving a small piece of street right-of-way that needs to connect to the duplex development.

Mr. Smith asked if the easement lies on the east side of the roadway, and Mr. Bolte replied on the east side of Patterson and the north side of Broadway where a City trolley stop is located.

Mr. Bolte notified all the utility companies and stated Empire District Electric has an overhead line that parallels along Patterson running north and south. A 50-foot parkway will remain on the east side of Patterson for the Empire District line and the trolley stop. The easement to be vacated contains approximately 3,500 square feet.

Mr. Duncan asked Mr. Bolte if the section that was re-routed is Patterson and Broadway or Buchanan and Broadway. He replied it is now Patterson and Broadway since Buchanan tied back in directly to Patterson to the north of Broadway. The right-of-way to be vacated is actually Buchanan Road right-of-way.

Mr. Ramsour asked if Mr. Benson owns Lot 5, and Mr. Bolte replied yes. All of the property is now contiguous with the property that Mr. Benson has acquired.

Mr. Ramsour stated that normally when a street or alley is vacated, the owners on each side receive half of the easement. He understood Mr. Benson will receive all the easement since he owns the property on both sides. Mr. Bolte stated that is correct.

PUBLIC COMMENT:
None.

P & Z Case 001-16
Rick Benson
(P & Z Recommended Approval)

COUNCIL BILL NO. 2016-253 ORDINANCE NO.

AN ORDINANCE providing for the vacation of a public street right-of-way located at the northeast corner of Broadway Street and Buchanan Road, in the City of Joplin, Jasper County, Missouri.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That all that part of a public street right-of-way located at the northeast corner of Broadway Street and Buchanan Road, in the City of Joplin, Jasper County, Missouri, described as follows are hereby vacated, conveyed, relinquished, and reverted to the owners of the abutting lots and land:

> ALL THAT PART OF LOT TWENTY-ONE (21) AND TWENTY-TWO (22) IN BLOCK TWENTY-FIVE (25) IN COLLEGE HILL ADDITION TO THE CITY OF JOPLIN, JASPER COUNTY, MISSOURI, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT SIXTEEN (16) THENCE N89°19'25"W ALONG THE NORTH LINE OF BROADWAY AVENUE A DISTANCE OF 328.19 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N89°19'25"W A DISTANCE OF 1.81 FEET; THENCE N01°53'25"E A DISTANCE OF 84.50 FEET; THENCE S89°21'45"E A DISTANCE OF 20.61 FEET TO A NON TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 64.68 FEET AND A CHORD BEARING AND DISTANCE OF N58°56'10"E, 69.23 FEET; THENCE ALONG SAID NON-TANGENT CURVE TO THE LEFT AN ARC DISTANCE OF 73.05 FEET; THENCE N29°30'18"E A DISTANCE OF 2.42 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF BUCHANAN AVENUE; THENCE S21°47'32"W A DISTANCE OF 16.50 FEET TO A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 277.00 FEET AND A CHORD BEARING AND DISTANCE OF S35°26'05"W, 131.02 FEET; THENCE ALONG SAID NON-TANGENT CURVE TO THE RIGHT A DISTANCE OF 132.27 FEET TO THE POINT OF BEGINNING.EXCEPT ANY PART TAKEN OR DEEDED FOR ROAD RIGHT-OF-WAY. SUBJECT TO ANY EASEMENTS OR RESTRICTIONS OF RECORD. CONTAINING 3520 SQUARE FEET MORE OR LESS.

Section 2. That this vacation of the portion of the street and utility easement hereby vacated shall not affect or derogate from the existing rights of way or other easements of public utility companies now having installations in the portion of the street hereby vacated. Such utility companies shall have the right to maintain, repair and replace any such installations now on the vacated portion of said street and shall be subject to the rights of the City of Joplin for sewer construction and maintenance.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2016, by a vote of _____.

_____

Michael L. Seibert, Mayor

ATTEST:

_____

Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____

Peter C. Edwards, City Attorney

Z&P Meeting: January 11, 2016
City Council Meeting: February 1, 2016

STAFF PLANNING REPORT

Vacation

CASE 001-16 A request for the vacation of a portion of a street easement

APPLICANT Rick Benson

REPRESENTATIVE Small Arrow Engineering

LOCATION The Northeast corner of Broadway Street and Buchanan Road

EXISTING CONDITIONS

Easement Type(s)	Easement Size
Street	3600 sq ft

REASON FOR VACATION

Mr. Benson would like a portion of this street easement vacated in order to construct residential duplexes on the site. Without the easement vacation, Mr. Benson would not have enough room to comply with the zoning code's setback requirements.

UTILITIES CURRENTLY LOCATED IN THE EASEMENT? No.

UTILITIES PLANNED TO LOCATE IN THE EASEMENT? No.

DISCUSSION

This site was approved for rezoning at the January 4, 2016 City Council meeting at the recommendation of the Planning and Zoning Commission. There are not any utilities located within this portion of the easement. Before construction, Mr. Benson will also need to submit a preliminary and final plat. The vacation of this easement will not have any detrimental effect on nearby property.

Staff recommends approval of Case 001-16.

ENCLOSURES

Application

Survey

Concept Sketch

CITY OF JOPLIN

APPLICATION FOR VACATION OF STREET OR RESERVATION

Return Form to:

Planning / Community Development Specialist.
Joplin City Hall
602 South Main Street
Joplin, Missouri 64801
417-624-0820 Ext. 511
FAX 417-625-4738

For Office Use Only

Case No.: 2016-001
Filing Fee: $ 350.00
Date Advertised: 12-27-15
Date Notices Sent
Public Hearing Date: 1-11-16

I. Applicant Name: Rick Benson c/o RBC Enterprises Ltd., Inc. Phone: 417.850.1781

If more than one property applicant, please submit additional names, address and phone numbers on attached sheet(s)

Address: P.O. Box 2283 Joplin, MO Zip: 64803

Email:
rick@rickbensonconstruction.com

II. Type of vacation requested (check all that apply):

Street Vacation X

Alley Vacation

Utility vacation

Other (Please specify)

III. Legal Description of area requested to be vacated:

That portion of Buchanan Road lying North of Broadway Street, East of Patterson Avenue and South of Relocated Buchanan Road comprising 3600 SF in area (0.08 Acre).

IV. Please indicate below the extent to which the following standards are met, in the applicant's opinion.

1. Private rights will not be injured or endangered by the vacation.

   This portion of Buchanan Road is a remnant remaining from the extension of Broadway Street east to Florida Ave. and the relocation of the northern portion of Buchanan Road now connected to Patterson Ave.

2. The vacation will not cause the public to suffer a loss or inconvenience.

   This segment of Buchanan Road has already been demolished and removed from service with the relocation of the street and connection directly onto Patterson Ave.

3. In justice to the applicant(s) the vacation should be granted.

   RBC Enterprises will incorporate this remnant into a new plat for 7 Duplex units on the adjacent undeveloped parcel. This remnant will provide space to allow for the addition of a new Duplex along the remaining section of Buchanan Road.

V. Required Attachments:

1. Affidavit(s) from each owner of land adjoining said area that is proposed to be vacated, whom are not listed as an applicant, indicating their consent to the vacation.

2. Survey or such other drawing acceptable to the Planning / Community Development Manager depicting the street, alley or public reservation sought to be vacated and the properties and property ownerships surrounding said street, alley or public reservation.

3. Affidavit(s) from the following private utility companies indicating their consent to vacate the easement(s). The following private companies must be contacted and consent to the vacation before the request can be advertised for public hearing.

a.) MGE Missouri Gas Energy	(800) 582-1234
b.) Empire District Electric Company	(417) 624-0300
c.) Cable One	(417) 624-6340
d.) MO American Water Company	(800) 256-6426
e.) AT&T	(800) 464-7928
f.) Republic Services (Trash)	(800) 431-1507

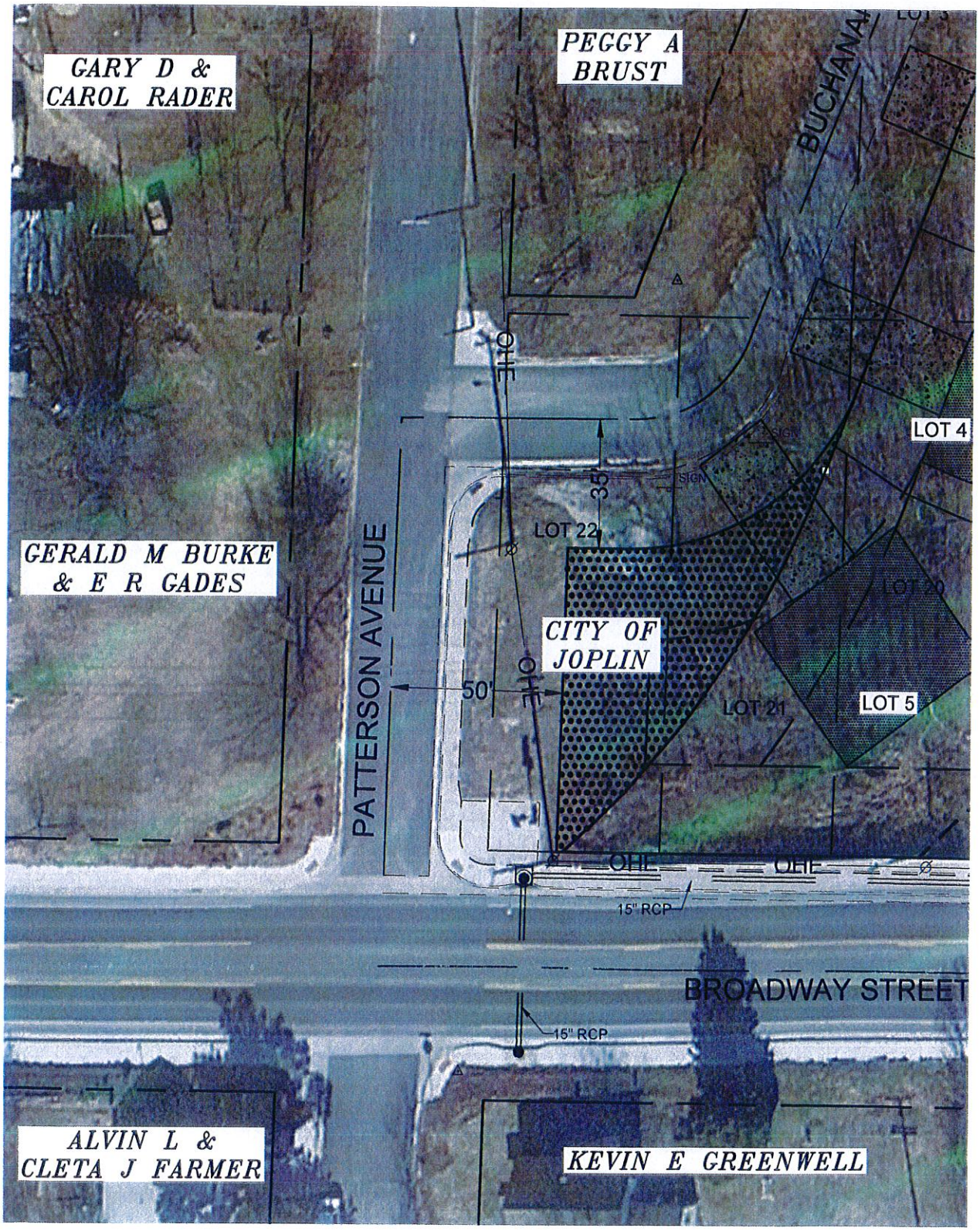
SIGNATURE: _____ DATE: 11/5/2015

BY: Rick Benson

TITLE: President, RBC Enterprises, Ltd., Inc.

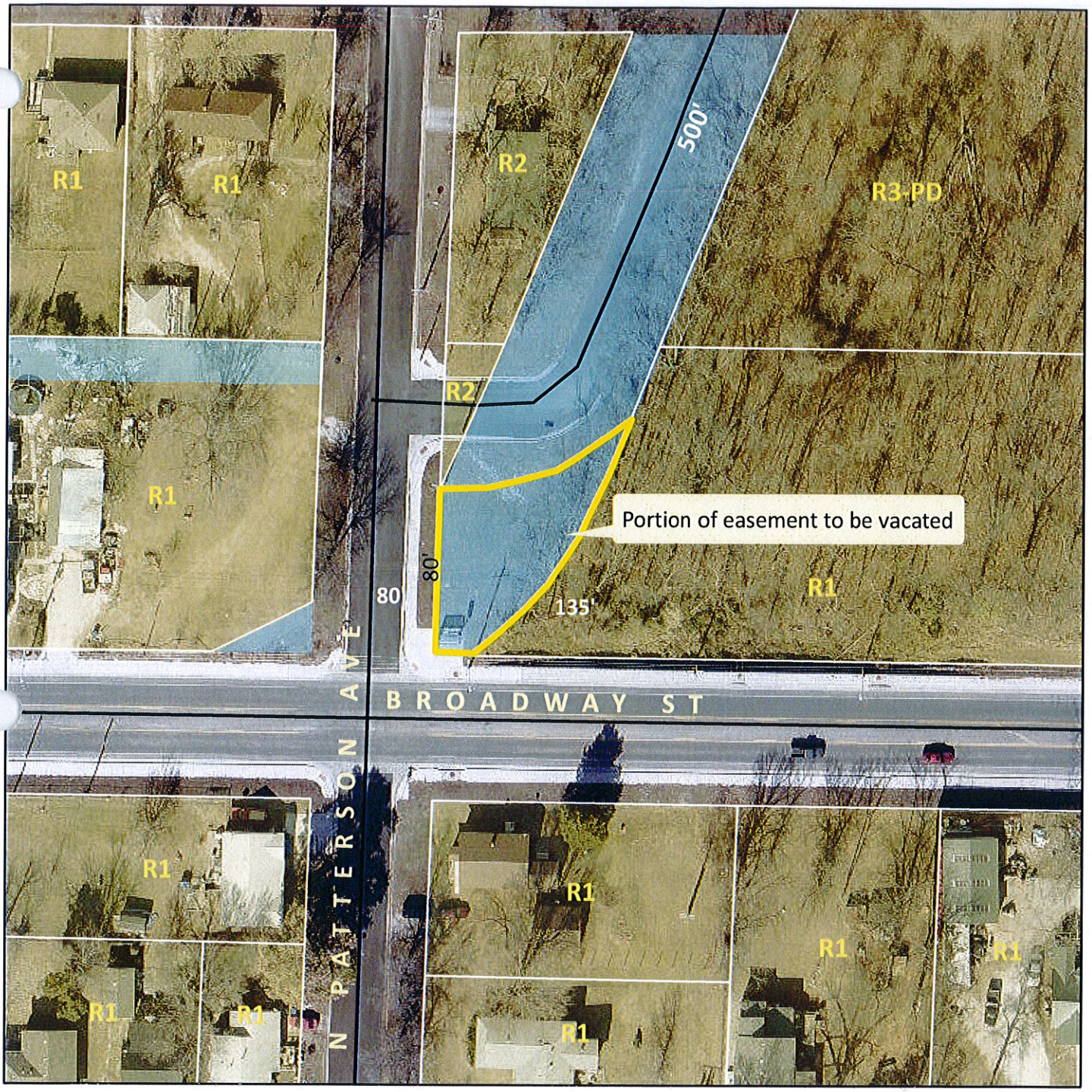
CASE 045-15

STREET VACATION EXHIBIT



FOR: RICK BENSON

SMALL ARROW ENGINEERING, LLC
216 S. MAIN STREET
PO BOX 1538
JOPLIN, MISSOURI 64802
TEL: 417.624.2333
FAX: 417.624.2441
www.smallarrow.com



Case 001-16: Northeast Corner of Broadway St. and Buchanan Rd. - A request to vacate a 3500 sq ft portion of a street right-of-way easement - Rick Benson.

N

Case 001-16: Northeast Corner of Broadway Street and Buchanan Road – A request for the vacation of a portion of a street easement – Rick Benson.

Mr. Smith opened the public hearing for Case 001-16.

Mr. John Bolte, Small Arrow Engineering, 216 South Main Street, Joplin, appeared representing Mr. Benson for the vacation of an easement adjoining property that was rezoned last month. Mr. Bolte is requesting the vacation of a small pie-shaped piece at the intersection of Broadway Street and Buchanan Road where Buchanan formerly connected to Broadway. Buchanan has since been redirected and connected onto Patterson Avenue, leaving a small piece of street right-of-way that needs to connect to the duplex development.

Mr. Smith asked if the easement lies on the east side of the roadway, and Mr. Bolte replied on the east side of Patterson and the north side of Broadway where a City trolley stop is located.

Mr. Bolte notified all the utility companies and stated Empire District Electric has an overhead line that parallels along Patterson running north and south. A 50-foot parkway will remain on the east side of Patterson for the Empire District line and the trolley stop. The easement to be vacated contains approximately 3,500 square feet.

Mr. Duncan asked Mr. Bolte if the section that was re-routed is Patterson and Broadway or Buchanan and Broadway. He replied it is now Patterson and Broadway since Buchanan tied back in directly to Patterson to the north of Broadway. The right-of-way to be vacated is actually Buchanan Road right-of-way.

Mr. Ramsour asked if Mr. Benson owns Lot 5, and Mr. Bolte replied yes. All of the property is now contiguous with the property that Mr. Benson has acquired.

Mr. Ramsour stated that normally when a street or alley is vacated, the owners on each side receive half of the easement. He understood Mr. Benson will receive all the easement since he owns the property on both sides. Mr. Bolte stated that is correct.

Mr. Smith asked for comments from the commissioners and the audience, and none were received. He then closed the public hearing for Case 001-16.

MR. DERMOTT MOVED, SECONDED BY MR. RAMSOUR, THAT CASE 001-16 BE FORWARDED TO THE CITY COUNCIL WITH RECOMMENDATION FOR APPROVAL, BASED ON THE COMMENTS RECEIVED IN THE PLANNING REPORT AND DURING THE PUBLIC HEARING. THE MOTION CARRIED, WITH MR. BROWN, MR. DERMOTT, MR. DUNCAN, MR. RAMSOUR, AND MR. SMITH VOTING "AYE"; AND WITH MR. CORTEZ AND MR. EASTMAN BEING ABSENT (5 IN FAVOR, 2 ABSENT).

City of Joplin **City Council Agenda Item**

REQUESTED COUNCIL MEETING DATE: February 1, 2016
ITEM: Council Bill 2016-601 amending the Classification and Pay Plan adopted by Ordinance No. 2012-173 and authorizing the updating of certain classifications presently in use by the City and containing an emergency clause.

ORIGINATING DEPARTMENT: Parks and Recreation

ATTACHMENTS: Council Bill No. 2016-601, Summary Sheets, Job Descriptions, updated salary admin plan and updated org chart for Parks and Rec.

DEPARTMENT HEAD:	Scott Garrie
CITY MANAGER:	Sam Anselm
CITY ATTORNEY:	Peter Edwards
HUMAN RESOURCES DIRECTOR:	Dave Allgood

SUMMARY:

This Council Bill approves updating classifications and reorganization for Departments within the City of Joplin Classification and Pay System.

DISCUSSION:

The purpose of this council bill is a request to reorganize/realign the parks and recreation department. The goals of reorganizing the department are met by understanding the set of decisions that are critical to the success of the department's strategy and to determine the organizational level at which those decisions should be made and executed to create the most value. If we can align the department's structure with its decisions, then the structure will work better, and the department performance will improve.

The purpose of the new structure is to support and smooth the progress of decisions that will lead to increased efficiency and performance. The changes to the structure and the added position(s) are designed to not negatively impact the budget over time when combined with an anticipated increase in offsetting revenues, and by using untapped Parks/Stormwater Tax dollars that are specifically earmarked for Parks and Recreation personnel. It should also be noted that this reorganization is also made possible by downgrading positions within the department in order to provide additional positions at lower pay levels. Furthermore, the added positions will provide additional access and choice for citizens and expand our program offerings, and improve the quality of service that Joplin Citizens have come to expect.

Items for Council's consideration:

- Prior to adding any new positions, there is a net savings to the department budget of approximately $19,183 with the restructuring of the department.

- With Council approval, the Parks Department would request the addition of a Lead Parks Caretaker, by utilizing the $675,000 of untapped Parks/Stormwater Tax funds that are specifically earmarked for the sole purpose for Parks and Recreation Maintenance. These funds have gone untouched as we are starting year 4 with the P/S Tax.
- With Council approval, the Parks Department would then request the addition of a Recreation Coordinator. This position would be funded by capitalizing on the increased demand via increased revenues by offering additional services and through increase marketing and sponsorship efforts of the Business Development Manager. A few examples of this increased customer demand include the fact that the Parks and Recreation Department exceeded Rec Program revenue budget by $30,867 last fiscal year, and our programs such as soccer have increase in participation by 200% in the past two years.

Attached is an organization chart showing the changes and the financial impact.

RECOMMENDATION:

The Park Board reviewed and recommended these changes at the park board meeting that occurred on October 13, 2015. The Personnel Board approved these changes on January 12, 2016. The Parks and Recreation Director and the City Manager both recommend these changes as well.

COUNCIL BILL NO. 2016-601 **ORDINANCE NO.**

AN ORDINANCE amending the Classification and Pay Plan adopted by Ordinance No. 2012-173 and authorizing new classification titles for the Parks and Recreation Department.

WHEREAS, the City Council of the City of Joplin, Missouri, approved and implemented a new Classification and Salary Administration Plan effective November 1, 2012; and

WHEREAS, the City Manager has reviewed the new titles for the Parks and Recreation Department, requesting changes in job descriptions and pay ranges as outlined on the attached spreadsheet as part of a reorganization of the department; and

WHEREAS, the Parks Board and the Personnel Board have reviewed and approved the new classification titles and duties, and have recommended approval of the reorganization of the department; and

WHEREAS, the City Manager has reviewed the Classification and Pay Plan revisions and is recommending these to the Council as stated above; now

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That the Classification and Pay Plan adopted by the Council of the City of Joplin, Missouri, on August 20, 2012 is hereby amended.

Section 2. That the classifications as attached hereto and indicated in the attached "Summary Sheet" are hereby established.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this ___ day Of _____, 2016.

_____
Michael L Seibert, Mayor

ATTEST:

Council Bill NO. 2016-601 (continued)

_____

Barbara Hogelin, City Clerk

APPROVED AS TO FORM:

_____

Peter Edwards, City Attorney

City of Joplin
Council bill 2016-601
1/19/2016

Parks and Recreation Departmental Updated Structure -
SUMMARY SHEET OF CHANGES

Department	Old Position	New Position	Reason for Change	Old pay range	New pay range
Parks and Recreation	Golf/Athletic Field Maintenance Supervisor	**Athletic Faclities Superintendent**	Restructure and realign of the Parks and Recreation department management team to provide a clean and transparent process, allowing all parties to have goals and objectives that focuse on the overall goal of the Department and City. This position supervises a core funcition of the parks and rec department. Also will provide for the position to meet the decison making level and clearly align objectives and duties.	200	**320**
Parks and Recreation	Parks Maintenance Supervisor	**Parks Maintenance Superintendent**	Restructure and realign of the Parks and Recreation department management team to provide a clean and transparent process, allowing all parties to have goals and objectives that focuse on the overall goal of the Department and City. This position supervises a core funcition of the parks and rec department. Also will provide for the position to meet the decison making level and clearly align objectives and duties.	320	**Same**
Parks and Recreation	Parks Facilities Maintenance Supervisor	**Cemeteries Superintendent**	Restructure and realign of the Parks and Recreation department management team to provide a clean and transparent process, allowing all parties to have goals and objectives that focuse on the overall goal of the Department and City. This position supervises a core funcition of the parks and rec department. Also will provide for the position to meet the decison making level and clearly align objectives and duties.	310	**320**
Parks and Recreation	Senior Clerk	**Accounting Specialist**	Restructure - changing from Senior Clerk to Accounting Specialist to Accounting Specialst to meet the dceison making level to clearly align objectives and duties. This position controls and handles many centeral processes related to accounting and finance procedures and practices. The Senior Clerk has been perroming many tasks and carriess many responsiblies that exceed the senior clerk position.	130	**160**
Parks and Recreation	Recreation Supervisor	**Business Development Manager**	Restructure - reclassify position from Recreation Superviosr to Business Development Manager to improve business and revenue generation. This position will focus on creating value for the depamrtment and the Ctiy. This position will handle the departmental accounting, budget and daily business operatins (including RecTrack).	300	**Same**

CITY OF JOPLIN
FINANCIAL IMPACT OF PROPOSED PARKS CHANGES
25-Jan-16

Old Job Title	New Job Title	Change in Pay Range?	YEAR ONE FINANCIAL IMPACT
Previous Changes in Adopted Budget			
Recreation Supervisor	Business Development Manager	Yes, down 30%	(20,602)
Senior Clerk	Recreation Leader	No	-
Athletic Manager	Recreation Coordinator	Yes, Down 46%	(20,348)
Parks Director-Unfilled	Parks Director-Filled	No, but cost down 4%	(943)
Assistant Parks Director-Previous	Assistant Parks Director-Repl	No	4,252
Sub-Total Changes for Adopted Budget			**(37,641)**
Proposed Changes after Reorganization:			
Parks Facilities Maintenance Supervisor	Cemetery Superintendent	Yes, up 4%	3,022
Parks Maintenance Supervisor	Parks Superintendent	No	-
Golf/Athletic Field Maintenance Supervisor	Athletic Facilities Superintendent	Yes, up 21%	9,485
Senior Clerk	Accounting Specialist	Yes, up 12%	4,153
Recreation Leader	Recreation Coordinator	Yes, up 5%	1,798
New Position	Recreation Coordinator	New, use revenues	44,282
Additional Position	Lead Parks Caretaker	New, use P/S Tax	49,840
Sub-Total Proposed Changes			**112,580**
TOTAL FINANCIAL IMPACT OF PROPOSED AND ACTUAL CHANGES			**74,939**

JOB DESCRIPTION
CITY OF JOPLIN
ACCOUNTING SPECIALIST

TITLE: ACCOUNTING SPECIALIST

DEPARTMENT: FINANCE, PUBLIC WORKS, PARKS & RECREATION

DESCRIPTION:

Performs a variety of specialized or technical accounting and bookkeeping functions under general direction. Positions will have the same title and will have an area of expertise so all requirements are itemized below. Reports to their immediate department.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

Provide customer service as necessary. Provide clerical assistance to department members as necessary.

ACCOUNTS PAYABLE

- Prepare all accounts payable payments for the City.
- Review invoices for propriety before payment is issued; including recalculation for mathematical accuracy, adequacy of documentation, appropriateness of items being purchased, accuracy of account coding, sales tax or shipping charges assessed, and presence of proper authorization.
- Match invoices with approved purchase order and receiving documents prior to issuing payment.
- Monitor scheduled invoice payment dates to ensure payment terms are met and cash flow for the City is maintained.
- Enter payment information into accounts payable system for preparation of checks.
- Investigate open, past due invoices and reconcile monthly vendor statements.
- Assist City staff with questions regarding expenditures charged against department budgets.
- Enter positive pay for accounts payable in the electronic banking system.

ACCOUNTS RECEIVABLE

- Prepare all accounts receivable billings and collection of all accounts due to the City.
- Maintain all accounting records and aged listing of delinquent receivables.
- Prepare accounts receivable work paper analysis for management review.
- Monitor delinquent accounts and coordinate collection efforts for all City delinquent fees.
- Document collection efforts and recommend bad debt write-offs to management.
- Review daily cash receipts postings to verify accurate accounts receivable records.
- Print and affix signatures on payroll checks.
- Distribute payroll checks.
- Insure accounts receivable balances are collected in a timely manner.
- Prepare appropriate documentation and file liens against property for delinquent fees as prescribed by City ordinances.
- Maintain records for Special Tax Bills and Special Assessments.
- Prepare daily cash deposit and coordinate delivery to the bank.

CENTRAL CASHIER

- Responsible for central cashiering function for the City.
- Responsible for the collection of monies due to the City, the issuance of receipts for payments received, and to maintain cash receipts files.
- Collect all payments or licenses, fees, and permits.
- Assist with the collection of payments for City programs and activities.
- Verify, balance and post all funds collected by outside City departments.
- Review accuracy of account coding for cash receipts and sufficiency of documentation.
- Handle and respond to all inquiries and complaints from citizens or other outside customers.
- Assist with business license renewals.
- Assist with the collection of delinquent accounts.
- Print and affix signatures and verify backup documentation on accounts payable checks.
- Distribute accounts payable checks.
- Coordinate collection of insufficient fund checks.
- Maintain petty cash fund.
- Responsible for procurement of supplies on behalf of the Finance Department.
- Maintain accounts payable paid invoice files.
- Responsible for Cab Coupon Program sales and record maintenance.

LICENSING & OFFICE SERVICES

- Responsible for the issuance of all business licenses required by the City.
- Responsible for all mail services for the City.
- Insure that all businesses are properly inspected and licensed.
- Coordinate all business license renewals and verifies all requirements have been met prior to issuance of a license.
- Monitor continuing bond and insurance requirements.
- Handle customer complaints about businesses.
- Coordinate distribution of incoming mail.
- Coordinate processing of outgoing mail and other delivery services (UPS, Fed Ex, etc.)
- Accept delivery of certified mail, UPS packages, Federal Express packages and other shipping service deliveries.

PAYROLL CLERK

- Responsible for processing of all wages and benefit payments in compliance with applicable payroll laws, regulations and accounting procedures.
- Insure timely payment of employee wages, timely remittance of employee withholdings, and accurate preparation of required governmental payroll reporting.
- Accountable for maintenance of proper payroll documentation.
- Audit employee timesheets for accuracy and enter employee time and absence data into the payroll system for preparation of biweekly payroll checks.
- Update employee master file for changes in employee deductions, withholdings, address information, garnishments, and account code adjustments.
- Insure all remittances of withholdings and deductions are made in a timely manner and have been reconciled to the general ledger.
- Reconcile payroll reports to the general ledger and prepare payroll work papers for management. Maintain employee payroll files.
- Respond to employee inquiries regarding payroll information.

- Coordinate direct deposit of employee payroll with bank depository.
- Assist the Finance Director with the Policemen's and Firemen's Pension Plan.
- Coordinates initiation of retirement benefits and refunding of contributions for the Policemen's and Firemen's Pension Plan.
- Assists with preparing information for the annual actuarial valuation for the Policemen's and Firemen's Pension Plan.

PURCHASING & GRANTS

- Responsible for grant requests and draw-downs in compliance with the Grant Policy and Procedures.
- Maintain grant and project accounting records.
- Insure the City is in compliance with amounts appropriated and with all provisions of grant agreements, contracts and proper accounting procedures.
- Prepare periodic reports for management relating to the status of grant projects, capital projects, and approved capital outlay.
- Maintain records of expenditures against all City grants, contracts, and projects and insure funds disbursed have appropriate approval, are within approved expenditure limits and are properly accounted for in the general ledger.
- Coordinate the documentation of bids, preparation of purchase orders and insures all procurement is accomplished following all applicable laws, pronouncements and commonly accepted purchasing practices.
- Responsible for the issuance of bid control numbers and placement of published bid advertisements.
- Assist departments in preparation, solicitation, receipt and review of bids.
- Maintain all purchasing, bid and contract files for the City.
- Review all purchase requisitions and purchase orders for accuracy of account coding, availability of budgeted funds, appropriateness of expenditure and presence of approved authorizations.
- Process purchase orders on a daily basis.
- Review open purchase order listing and investigate questionable open items.
- Approve and set up new vendors in the master file after confirming the presence of required data.

UTILITY BILLING

- Responsible for billing and collecting all sewer and trash bills for the City.
- Coordinate information from the water company, including customer account information and water readings.
- Maintain all accounting records and aged listing of delinquent receivables.
- Research location changes of customers to help maintain accurate billing information.
- Prepare utility billing work paper analysis for management review.
- Monitor delinquent accounts and coordinate water shut-offs for non-payment.
- Document collection efforts and recommend bad debt write-offs to management.
- Insure utility balances are collected in a timely manner.
- Handle and respond to all inquiries and complaints from citizens or other outside customers.
- Responsible for the collection of utility payments due to the City and the issuance of receipts for payments received.
- Coordinate online payments with customers and the third-party vendor.
- Process all mail and drop box payments on a daily basis.
- Calculate and bill industrial sewer charges.

PARKS AND RECREATION

- Responsible for maintaining A/R and A/P accounting procedures and records of the Parks and Recreation Department including monitoring of all expenditures and revenue budget items, purchase order tracking, and petty cash management.
- Responsible for department financial procedures and records which includes the:
  - Operation and utilization of the department's software accounting/registration system known as RecTrac.
  - Maintenance of Department invoices.
  - Account posting, maintenance of cash disbursements records and reports, cash receipts, accounts payable, and accounts receivable summaries.
  - Preparing reports that include accounts payable reconciliation, accounts receivable reconciliation, and cash flow reports for the Department.
  - Assures that all financial controls, policies and procedures are consistently applied in facility admissions, memberships and rentals.
- Monitors Department revenues and expenditures. Support the overall process of management decision making.
- Assists the department with controlling operating objectives; works with department managers by providing supporting budget requests and financial estimates for each cost center and the divisions.
- Aid in the preparation of the yearly operations budget.
- Actively engage the general public and facility users/members. Respond to inquiries and resolve difficult customer service issues. Conduct surveys and gather feedback to ensure facilities meet community needs and enhance effectiveness.
- Working with the Director and other Division Managers to ensure citizens and guests are adequately informed of the activities and programs of the department while encouraging their participation.
- Maintaining sound relationships between staff and citizens, giving proper consideration to citizen/user complaints and suggestions.
- Serving as liaison with local civic organizations to establish and maintain cordial community relations.
- Advise and consult with Director on potential opportunities and impact on department's business.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in both verbal and written communication.
- Skill in interacting with city staff, vendors, businesses and co-workers.

MATHEMATICAL ABILITY

- Knowledge of generally accepted accounting principles and budgeting practices.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Skill in maintaining and reconciling accounting and financial records.

PHYSICAL REQUIREMENTS

- Requires long periods of sitting and standing.

- Manual dexterity sufficient to operate essential job related equipment such as computers, typewriters, calculators, FAX machines, copiers and telephones and varying other keypads.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of accounting, bookkeeping and payroll practices and principles.

GENERAL QUALIFICATIONS:

- Graduation from high school or GED and two to four years' related accounting or bookkeeping experience.
- OR, Associate's degree in Business Administration or related field AND one year of related accounting experience.
- Experience with data entry into an automated administrative system required.
- Must take and pass a test for entering data (typing) rapidly. (40 words per minute net)
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
ATHLETIC FACILITIES SUPERINTENDENT

TITLE: ATHLETIC FACILITIES SUPERINTENDENT

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general supervision of the Director of Parks and Recreation or designee: plans, organizes and supervises the staff and operations of the athletic facilities work crews; supervises regular maintenance of athletic facilities, sports turf, swimming pools, golf course, grounds, and other cultivated areas in the City; assures that safe and clean park facilities are provided for residents. Supervises the construction, maintenance and scheduling of sports fields and facilities; Oversees the purchasing, maintenance and repair of equipment used on sports fields and the specifying and purchasing of all products and services; Rendering professional advice, opinions, assistance and services to the employer and user groups, as required; Participates in all master planning meetings for Parks and Recreation; Assures that safe and clean athletic facilities are provided for users and residents.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- The Athletic Facilities Superintendent assumes responsibility for managing and maintaining sports fields and facilities, which may include:
    - Athletic fields (natural grass and synthetic surfaces).
    - Field management equipment.
    - Irrigation systems.
    - Sports field lighting and sound systems.
    - Facility grounds, landscaping/ornamentals and xeriscaping.
    - Tree inventory and management.
    - Stadiums, field houses, aquatic centers, historic sites.
    - Tennis courts, running tracks, and other sports and recreational facilities.
    - Parking lots and special game day parking areas.
    - Open spaces, wooded areas, and unused acreage.
    - Lakes, ponds and other water features.
    - Sod farm, nursery and greenhouses.
    - Other properties as specified in writing by the Director or Director's designee.
- Manages construction, renovation and/or reconstruction of sports facilities, whether performed in-house or by outside contractors.
- Prepares the annual budgets for the maintenance and capital improvement of sports facilities in accordance with master plans and defined maintenance standards.
- Interviews, hires, trains, directs and supervises a staff of employees for the purpose of maintaining the sports facilities and other properties.
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, chemical applications, etc.
- Plans maintenance and project work to achieve the agreed-upon maintenance standards and

master plan to comply with ADA requirements, and oversees the training, scheduling and deploying of personnel to accomplish the work in compliance with Local, State, and Federal Laws.
- Develops and implements plans to reduce impacts on the environment including recycling, storm water management, waste management and erosion control, achieve LEED certification, and improve the overall sustainability of the facilities;
- Manages maintenance needs for non-athletic related events.
- Implements snow and ice removal on natural and synthetic fields, and in general areas such as parking lots, bleachers, and walkways.
- Oversees asphalt and concrete construction, repairs and maintenance.
- Manages maintenance and mechanical operation of all city swimming pools.
- Specifies, purchases (or leases) equipment and necessary supplies/materials to maintain the sports facilities and properties.
- Manages inventory and oversees the preventive equipment maintenance and replacement programs.
- Approves all expenditures and exercises cost control measures to keep operating and capital expenses in line with the approved budgets.
- Develops and implements disaster planning, and security measures for events and teams.
- Communicate with users of the field (coaches, players, parents, spectators) if necessary.
- Communicates regularly with other members of the parks and recreation management team to discuss activities, goals, plans and user input.
- Baseball Specific: Manages infield skin, mound and home plate areas, grass to skin transition.
- Participation in continuing education opportunities such as seminars, workshops, web-based training courses, field days and trade shows.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in establishing and maintaining effective working relationships with staff, other departments, and the public.
- Excellent oral and written communications skills.

MATHEMATICAL ABILITY

- Skill in analyzing work volume and efficiently utilizing staff and available resources to accomplish unit objectives.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of horticultural, grounds keeping, and landscaping principles and practices.
- Knowledge of safe methods and techniques for applying a variety of insecticides, herbicides, and fertilizers.
- Knowledge of current federal, state and local laws and regulations affecting the management and operations of sports fields and facilities (including, but not limited to employment, safety and environmental standards, laws and regulations).
- A high degree of administrative and executive ability, especially in terms of problem solving and decision making.

PHYSICAL REQUIREMENTS

- Requires high levels of standing, bending, twisting, squatting, and carrying.
- Medium to heavy lifting may be required.
- Manual dexterity to such a degree as to allow proper assembly, operation, and maintenance of specialized essential job related equipment.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.
- Must be mobile in order to move about on uneven ground and surfaces and able to ascend and descend stairs.
- Requires operation of varying keypads, such as computer keyboard, calculator, telephone, etc.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of principles and practices of supervision, including employee training and evaluation.
- Knowledge of methods, principles, practices, and equipment used in grounds keeping and landscaping.
- Skill in understanding and interpreting complex rules, regulations, policies, and guidelines.
- Landscape and irrigation design and maintenance practices and standards.
- Federal, state and City safety rules and regulations.
- Occupational hazards and safety precautions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals, pesticides, herbicides and cleaning compounds.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Advanced knowledge of agronomy and environmental turf grass management practices including pest/disease/weed management; an understanding of soil chemistry; a working knowledge of sports field construction principles, practices and methods; and a thorough understanding of the sport's governing bodies' requirements for field layout and marking.

GENERAL QUALIFICATIONS:

- High School Diploma or GED equivalent; AND five years' experience in the maintenance and repair of athletic facility grounds and facilities, *or*
- Bachelors' degree with three years direct experience with athletic facility maintenance, or
- Any equivalent combination of education and related work experience.
- Five years of experience in a lead or supervisory capacity is highly desirable.
- Certified Pool Operators license or Aquatic Facility Operator's license is required within 1 year of employment.
- Certification as a Certified Sports Field Manager (CSFM), and current state certification or licensing as a pesticide applicator is highly desirable.
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____
Employee Name (Please Print) Date

_____
Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
BUSINESS DEVELOPMENT MANAGER

TITLE: BUSINESS DEVELOPMENT MANAGER

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general supervision of the Director of Parks and Recreation or designee: manage the Parks and Recreation Department's business affairs, coordinate and administer and develop marketing efforts, and manage guest service operations by providing difficult and complex technical and administrative support functions in the areas of: financial reporting and record keeping, accounting, computer software, accounts receivable and payables, purchases, and payroll. This position will supervise the Guest Services Staff that includes all Front Desk, Office, and Rental personnel.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

Business

- Responsible for all department financial procedures and records of the Parks and Recreation Department, including monitoring of all expenditures and revenue budget items, purchasing, billing, and petty cash management.
- Responsible for all internal department financial procedures and records for customers/patrons which includes, but is not limited to:
    - Maintenance of customer accounts including checking accounts, credit card accounts, and invoices, and ensures that PCI compliance.
    - Account posting, maintenance of cash disbursements records and reports, cash receipts, accounts payable, and accounts receivable summaries.
    - Preparing monthly reports for the Director and Department that include accounts payable reconciliation, accounts receivable reconciliation, and cash flow reports.
    - Develops and implements fiscal and cash handling controls and procedures and insures the Department abides by all city financial policies and procedures.
- Support the overall process of management decision making as it relates to cost recovery, to maximize the department's short, medium and long term profitability. Analyzes strategic opportunities and challenges for the department in collaboration with colleagues within the department.
- Monitors Department expenditures and budget. Monitors budget performance and prepares financial management reports, analyze market and internal data to identify shifts in market trends: recommends corrective actions for resolution of budget performance issues.
- Coordinates the development, training, and effective use of department computer system and interfaces with technology services vendor. Maintain membership software and web software within the Department.
- Maintains automated registration, rental, and point of sale programs.
- Maintains communication with the management team regarding marketing strategy, financial and operational plans, and acts as liaison to City Finance Department.
- Prepares, submits, audits and verifies payroll information, including contracts with program instructors and vendors.
- Assists in the development, identification and internal management of alternate funding sources, grants, partnerships, and donations to ensure accounting, reporting requirements and regulations are met.

- Coordinates Department purchasing. Develops bids for office equipment, computer systems, and software.
- Assists with the development and preparation of Department budget.
- Manages Department records in accordance with City policies and procedures.
- Recruit, select, train, schedule, supervise and evaluate section personnel. Insure adequate staffing of front desk operations and facility rentals at the Athletic Complex and other facilities as designated.

Marketing/Development

- Assist in the development, strategy, and administration of marketing deliverables including increasing brand awareness, bringing in new customers, and coordinating public relations efforts.
- Strategize, write, edit and manage Department's marketing communications, including presentations, membership, and Department activities and program offerings, website content, blogs, monthly newsletters, tradeshow and conference pieces, etc., by coordinating and facilitating all department communications via print, email and social media.
- Coordination of overall marketing/communication efforts across the department to ensure clean, consistent, clear concise department wide message is communicated to the public.
- Work with the Director and other division managers to ensure citizens and guests are adequately informed of the activities and programs of the Department while encouraging their participation.
- Implement and maintain a comprehensive guest services and facility rental program for all Department facilities, including the Athletic Complex, Joe Becker Stadium, Memorial Hall, and Schifferdecker Golf Course; as well as outdoor aquatic centers, other athletic complexes and facilities, shelters/pavilions/gazebos and other City parks and facilities.
- Actively engage the general public and facility users/members. Respond to inquiries and resolve difficult customer service issues. Conduct surveys and gather feedback to ensure facilities meet community needs and enhance effectiveness.
- Oversee all guest services programming and assist with special event programming and coordination, including Membership Drives, Member Appreciation Events, Concessions/Vending, Tot Drop, Corporate Memberships, Member Retention and special promotions of Department facilities.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- Provides information to the public, vendors, auditors, and City staff requiring explanation of department policies, rules, and/or procedures.
- Answers telephone and handles customer inquiries.
- Opens and closes facilities as assigned.
- Prepares requisitions and maintains inventory of office equipment, parts and supplies.
- May act as Director in absence of Parks & Recreation Director as designated.

GENERAL PHYSICAL REQUIREMENTS:

Language Ability and Interpersonal Communication

- Requires the ability to perform complex data analysis including the ability to classify, categorize, prioritize, rank, investigate and diagnose figures, computations, statistics, technical reports, statutes, guidelines and/or written information. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, departments and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and technical data and information such as financial reports, spreadsheets, regulations, payroll reports, payment records, collection reports, journal

entries, balance sheets, invoices, billing statements, insurance forms, purchase orders, accounts payable reports, computer software operating manuals, accounting principles and correspondence.
- Requires an exceptional ability to communicate orally and in written correspondence.
- Requires demonstrable ability to provide first line supervision. Ability to persuade, convince, orientate and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Mathematical Ability
- Requires the ability to perform complex addition, subtraction, multiplication, division and algebra. Must be able to calculate percentages, discounts, and interest and have the ability to perform high level mathematical operations using large numbers, fractions and computer formulas.

Judgment and Situational Reasoning Ability
- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise sound judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Requirements
- Requires the ability to operate a variety of office equipment such as computer terminal, word processor, telephone, fax machine, calculator/adding machine, camera, cash register, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some combination of lifting, sitting, and carrying of objects weighing twenty-five pounds. Tasks may involve extended periods of time at a keyboard or workstation.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability
- Tasks are generally performed in safe and comfortable office surroundings. May experience exposure to adverse environmental conditions that include exposure to environmental factors such as temperature variations and extremes, violence, humidity, disease and/or dust.

GENERAL QUALIFICATIONS:
- Degree from an accredited college or university with major work in business administration, accounting, finance, marketing, office management or a closely related field and two years of direct experience in accounting or financial office support, marketing, or equivalent education and work experience. Experience must provide sufficient professional accounting and computer system experience, to demonstrate possession of the required knowledge and abilities. Requires exceptional knowledge of practices and techniques of automated accounting and financial record keeping and report preparation. Knowledge of the principles and practices of community recreation planning.

- Exceptional computer skills and **experience with RecTrac/WebTrac Recreation Software is highly desired.**
- Experience executing great marketing communications in the digital marketing/technology space with extensive knowledge and familiarity of internet technologies, online media, and social media tools (e.g. LinkedIn, Facebook, Twitter, and Google Plus).
- Knowledge of the methods of publicity and public relations.
- Knowledge of planning, preparing and working with an effective budget.
- Knowledge of social media and other forms of communication.
- Strong communication/writing skills.
- Skill in establishing and maintaining effective working relationships with other staff and members of the public.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
CEMETERY SUPERINTENDENT

TITLE: CEMETERY SUPERINTENDENT

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general direction of the Parks and Recreation Director, oversees several crews engaged in maintenance work requiring a high degree of skill. Exercises independent judgment and makes decisions within the scope of the assignments. Supervision is exercised over Labor Crew Leaders, Maintenance Workers, and others. Assignments are received in oral and written form and the work is subject to general review and inspection by the various division heads or other supervisors. Daily customer service interactions with grieving citizens. Sales of various services and items to the general public. Precise record-keeping.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Supervises the work of crews in the maintenance cemetery buildings/grounds, snow removal, grave site preparation, and turf maintenance activities.
- Takes work orders; visits job sites; determines job priorities and makes and adjusts work assignments accordingly.
- Inspects work in progress to assure conformance with instructions and regulations.
- Requisitions necessary equipment and materials.
- Trains, instructs and evaluates subordinates' work.
- Maintains accurate records of work performed, other cemetery activities, and responsibilities.
- Investigates and takes corrective action on citizen complaints.
- Provides safety information to work unit; recommends means of improving safety.
- Trains staff on proper operation of equipment and use of materials, interprets policies to workers, and enforces safety regulations.
- Maintain regular and punctual attendance at work.
- Establish and maintain effective working relationships with fellow employees, City officials, general public, and regulatory personnel.
- Promotes and sells cemetery lots and services to prospective purchasers.
- Explains cemetery rules and regulations to the public.
- Supervises crews as to when and where graves shall be dug and funerals serviced.
- Lays out graves and monument foundations.
- Supervises the secretary, maintenance workers and laborers. Hires and trains new employees, evaluates work; disciplines employees as needed; assigns work to employees.
- Assists in drafting the annual budget; researches budget requirements; negotiates budget.
- Inventories departmental supplies; orders necessary supplies; handles client complaints.

- Responsible to see that accurate records are kept on all lots to include receipts for money, perpetual care and accounts for plots that are being purchased.
- Assists the public with purchase of grave plots; arranges for burials with families; locates graves for families and monument companies.
- Conducts market research and develops marketing and advertising for cemeteries.
- Prepares grave sites for burial; digs grave; puts vault and imitation grass in place; fills graves; places flowers on graves.
- Maintains cemetery grounds; repairs graves that have settled, applies fertilizers and weed killers; installs and repairs sprinkler system; clears snow in the winter.
- Operates a variety of equipment, including backhoe, dump truck and tractor; perform maintenance and repairs on equipment.
- Thorough knowledge of cemetery grounds maintenance, irrigation system maintenance, installation, and repair; working knowledge of maintenance and repair on light equipment and small engines.
- Use mobile radio, phone, and personal computer including word processing and other software, copy and fax machine.
- Performs other related duties as required.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to direct the work of others.
- Ability to relate in an appropriate manner to the families of the deceased.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Thorough knowledge of cemetery practices, procedures, and equipment operations.
- Extensive knowledge of cemetery layout; working knowledge of record keeping procedures; thorough knowledge of the proper use and application of insecticides and herbicides.

PHYSICAL REQUIREMENTS

- The employee frequently is required to stand, sit, walk and talk or hear.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

ENVIRONMENTAL ADAPTABILITY

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions and vibration.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.
- Ability to work outside in all kinds of weather.

GENERAL QUALIFICATIONS:

- Graduation from high school plus five (5) years grounds maintenance and cemetery management experience OR
- Any equivalent combination of education and experience.
- Two (2) years of related supervisory experience.
- A non-commercial pesticide applicators certificate is suggested but not required.
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____
Employee Name (Please Print) Date

_____
Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
PARKS MAINTENANCE SUPERINTENDENT

TITLE: PARKS MAINTENANCE SUPERINTENDENT

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general supervision, plans, organizes and supervises the staff and operations of the parks maintenance work crews; supervises regular maintenance of City Parks, park facilities, lawns, grounds, and other cultivated areas in the City; assures that safe and clean park facilities are provided for residents.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, recreation centers, municipal facilities, and playgrounds, including inspection, maintenance, management and improvement of City parks.
- Evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities.
- Coordinates the daily activities of assigned parks maintenance unit.
- Coordinates and assigns staff, vehicles and equipment.
- Reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Establishes and enforces work methods, procedures and standards.
- Assures that maintenance activities are in compliance with all laws, regulations, policies and safety standards.
- Supervises staff through appropriate work delegation.
- Meets regularly with staff to discuss and resolve special projects and workload issues.
- Provides assistance and training in technical issues and responsibilities.
- Works with employees to correct performance deficiencies.
- Supervises maintenance operations and resource allocations.
- Prioritizes projects and inspects jobsites to assure quality work products and effective use of resources.
- Oversees the maintenance of irrigation systems, inspects systems and repairs.
- Plans and directs the application of pesticides, herbicides and fertilizers, and oversees work to assure the safe and effective application of materials.
- Supervises special projects.
- Identifies problem areas and implements solutions.
- Orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.
- Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports.
- Maintains inventories and assures that adequate materials, supplies, and tools are available.

- Reports and resolves safety conditions and security issues.
- Processes and responds to work requests and complaints.
- Supervises setup and teardown and other tasks for special City events as directed.
- Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition.
- Recognizes and reports unsafe acts, conditions, accidents and injuries.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Establishing and maintaining effective working relations with co-workers.
- Effective verbal and written communication.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- City policies and procedures.
- Principles and practices of pesticide/herbicide application and plant disease identification and treatment.
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Using initiative and independent judgment within established procedural guidelines.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Troubleshooting repairs on irrigation systems and equipment.

PHYSICAL REQUIREMENTS

- Work is performed outdoors.
- Required to perform moderate physical work, and lift and carry up to 50 pounds.

ENVIRONMENTAL ADAPTABILITY

- Methods, materials, tools and equipment used in parks maintenance.
- Landscape and irrigation design and maintenance practices and standards.
- Federal, state and City safety rules and regulations.
- Occupational hazards and safety precautions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals, pesticides, herbicides and cleaning compounds.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.

GENERAL QUALIFICATIONS:

- High School Diploma or HST equivalent; AND five years' experience in the maintenance and repair of park grounds and facilities, *or*

- Bachelors' degree with three years direct experience with park facility maintenance, or any equivalent combination of education and related work experience. Five years of experience in a lead or supervisory capacity is highly desirable.
- Must possess a valid Missouri Commercial Driver's License.
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

CITY OF JOPLIN

SALARY ADMINISTRATION PLAN

EFFECTIVE DECEMBER 15,2014 - Updated 8.5.15

* - unclassified position according to city charter (E) - exempt according to FLSA

Range	Position	Hourly Min	Hourly Mid	Hourly Max	Annual Min	Annual Mid	Annual Max
100	Clerk Cook	$ 9.2500	$ 11.3360	$ 13.4220	$19,240	$23,579	$27,918
110	Custodian Laborer I Utility Worker WIC Certifier	$ 10.1980	$ 12.4980	$ 14.7980	$21,212	$25,996	$30,780
120	Airport Operations Worker Court Assistant I Transit Dispatcher Transit Driver I	$ 10.7080	$ 13.1230	$ 15.5380	$22,273	$27,296	$32,319
130	Automotive Service Worker Laborer II Parking Enforcement Officer Recreation Leader Senior Clerk Small Engine Mechanic Transit Driver II Wastewater Laboratory Assistant Wastewater Plant Utility Worker	$ 11.2430	$ 13.7790	$ 16.3150	$23,385	$28,660	$33,935
140	Community Development Assistant Compliance Officer I Detention Officer Engineering Assistant Equipment Operator Human Resources Assistant Parks Caretaker Utility Locator	$ 11.8050	$ 14.4680	$ 17.1310	$24,554	$30,093	$35,632

150	Animal Control Officer Court Assistant II CVB Tourism & Events Specialist Licensed Practical Nurse Parks Facilities Maintenance Technician Recreation Coordinator Traffic Markings and Sign Technician Transit Driver Supervisor	$ 12.3960	$ 15.1915	$ 17.9870	$25,784	$31,598	$37,413
160	Accounting Specialist Airport Operations Supervisor Automotive Mechanic I Compliance Officer II Evidence Technician Heavy Equipment Operator Human Resources/ Safety Specialist Legal Specialist Police Officer Trainee Public Safety Communications Operator Systems Operator Wastewater Plant Operator	$ 13.6660	$ 16.7485	$ 19.8310	$28,425	$34,837	$41,248
170	Assistant City Clerk Chief Wastewater Plant Operator I Crime Analyst/Accreditation Coordinator Engineering Technician * Executive Assistant/Sec to City Manager Firefighter/EMT Jail Shift Supervisor Lead Cemetery Caretaker Lead Parks Caretaker Neighborhood Improvement Officer Police Officer I Traffic Signal Technician Wastewater Laboratory Technician	$ 14.3500 $ 10.2497	$ 17.5860 $ 12.5614	$ 20.8220 $ 14.8731	$29,848 $29,847	$36,579 $36,579	$43,310 $43,310

180	Automotive Mechanic II Building Maintenance Technician Neighborhood Services Coordinator Nutritionist I (E) Recycling Coordinator (E) Wastewater Plant Technician Wastewater Pretreatment Technician	$ 15.0670	$ 18.4650	$ 21.8630	$31,339	$38,407	$45,475
190	Building Inspector Chief Wastewater Plant Operator II Construction Inspector Environmental Public Health Specialist I (E) Fire Driver/Engineer GIS Technician Police Officer II Property Negotiator/Appraiser	$ 15.8200 $ 11.3005	$ 19.3885 $ 13.8491	$ 22.9570 $ 16.3977	$32,906 $32,907	$40,328 $40,329	$47,751 $47,750
200	Community Health Planner/Educator (E) Golf Course Maintenance Supervisor (E) Nutritionist II (E) Planner (E) Police Corporal Public Safety Communications Supervisor	$ 16.6110	$ 20.3575	$ 24.1040	$34,551	$42,344	$50,136
210	Building Maintenance Supervisor (E) Chief Wastewater Plant Technician Communications Technician Director of Sales/CVB (E) Environmental Public Health Specialist II (E) Facility & Events Manager (E) Fire Apparatus Fleet Manager IT Analyst Land Surveyor (E) Public Safety Communications Manager (E)	$ 17.4420	$ 21.3760	$ 25.3100	$36,279	$44,462	$52,645

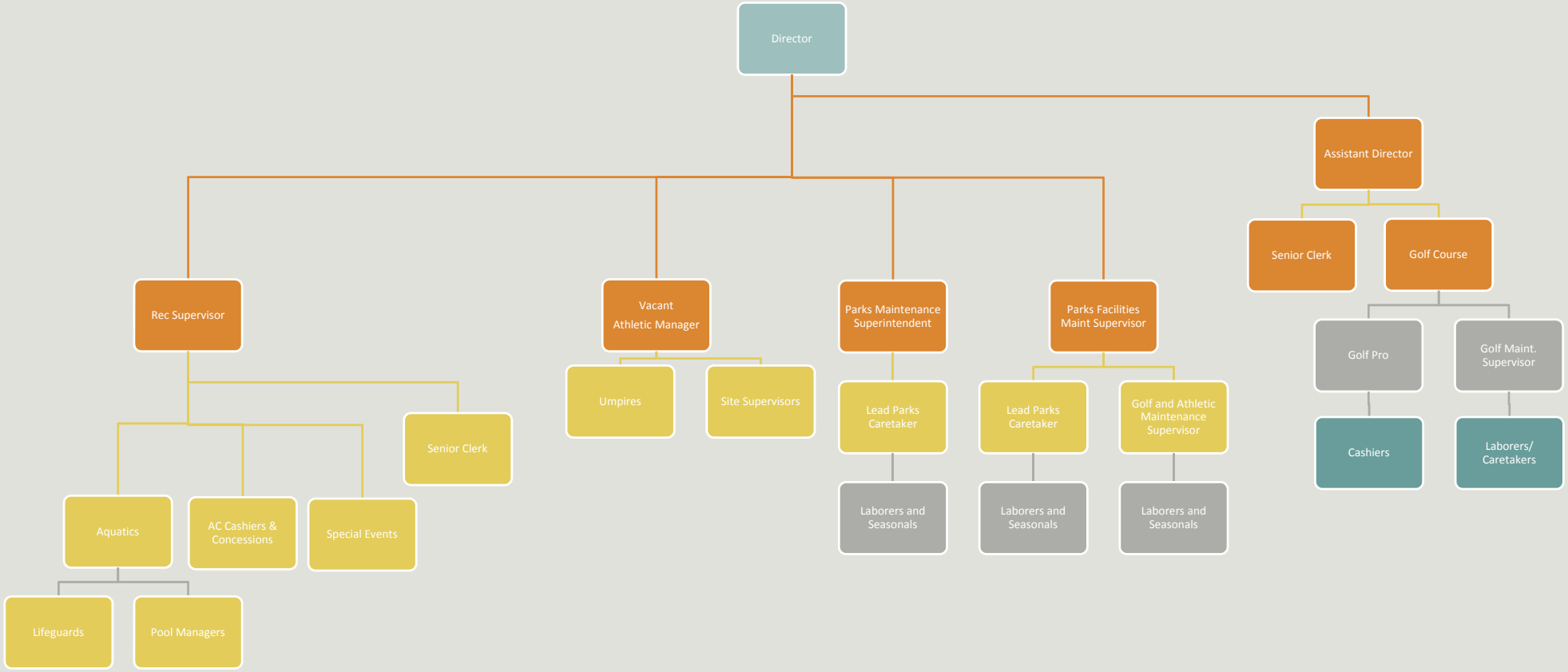
300	Arborist (E)	$ 18.3140	$ 22.9595	$ 27.6050	$38,093	$47,756	$57,418
	Assistant to the City Manager (E)						
	Fleet Maintenance Supervisor (E)						
	Golf Course Professional (E)						
	Infrastructure Maintenance Supervisor (E)						
	Plans Reviewer						
	Business Development Manager (E)						
	Wastewater Laboratory Supervisor						
	Wastewater Pretreatment Inspector						
310	Communications Technician Manager (E)	$ 19.2300	$ 24.1075	$ 28.9850	$39,998	$50,144	$60,289
	Community Health Nurse (E)						
	Emergency Management Coordinator (E)						
	Fire Captain	$ 13.7356	$ 17.2198	$ 20.7039	$39,998	$50,144	$60,290
	Fire Marshal (E)						
	Jail Administrator (E)						
	Neighborhood Services Supervisor (E)						
	Police Sergeant						
	Public Information Officer (E)						
	Regional Response Planner (E)						
	Senior Accountant (E)						
	Transportation Coordinator (E)						
	WIC Services Coordinator (E)						
320	* Assistant Director of Human Resources (E)	$ 20.1910	$ 25.3130	$ 30.4350	$41,997	$52,651	$63,305
	Athletic Facility Superintendent (E)						
	Cemetery Superintendent (E)						
	Financial Analyst (E)						
	Medical Services Coordinator (E)						
	Parks Maintenance Superintendent (E)						
	* Public Defender (E)						
330	Airport Manager (E)	$ 21.2010	$ 26.5790	$ 31.9570	$44,098	$55,284	$66,471
	* Assistant City Prosecutor (E)						
	* City Clerk (E)						
	Civil Engineer I (E)						
	Fire Training Chief (E)						

	* Municipal Court Administrator (E)						
340	Battalion Chief (E)	$ 15.9007	$ 19.9341	$ 23.9674	$46,303	$58,048	$69,793
	Capital Improvement Project Manager (E)	$ 22.2610	$ 27.9075	$ 33.5540	$46,303	$58,048	$69,792
	CDBG Project Manager (E)						
	Chief Building Official (E)						
	* City Prosecutor (E)						
	Infrastructure Superintendent (E)						
	Network Manager						
	Police Captain (E)						
	Wastewater Plant Superintendent (E)						
350	* Assistant City Attorney (E)	$ 23.3740	$ 29.3030	$ 35.2320	$48,618	$60,950	$73,283
	* Assistant Director of Health & Env/Epid Coordinator (E)						
	* Assistant Director of Parks and Recreation (E)						
	* Assistant Director of Planning, Development and Neighborhood Services (E)						
	Civil Engineer II (E)						
	* CVB Director (E)						
360	* Assistant Director of Public Works/Operations (E)	$ 24.5430	$ 30.7685	$ 36.9940	$51,049	$63,998	$76,948
	* Assistant Finance Director (E)						
	* Assistant Police Chief (E)						
	* Deputy Fire Chief (E)						
370	* Human Resources Director/Risk Mgmt (E)	$ 28.4110	$ 35.6180	$ 42.8250	$59,095	$74,085	$89,076
380	* Assistant Director of Public Works/Engineering (E)	$ 29.8320	$ 37.3990	$ 44.9660	$62,051	$77,790	$93,529
	* Community Health Director (E)						
	* Director of Planning, Development and Neighborhood Services (E)						
	* Municipal Judge (E)						
	* Parks & Recreation Director (E)						
390	* Director of Information Services (E)	$ 31.3230	$ 39.2685	$ 47.2140	$65,152	$81,678	$98,205
	* Finance Director (E)						
400	* Fire Chief (E)	$ 32.8900	$ 41.2325	$ 49.5750	$68,411	$85,764	$103,116
	* Police Chief (E)						
410	* Assistant City Manager (E)	$ 34.5340	$ 43.2940	$ 52.0540	$71,831	$90,052	$108,272
	* City Attorney (E)						
	* Public Works Director (E)						

REGULAR Part-Time Hourly		Step 1- Hr	Step 2 - Hr.	Step 3- Hr.
530	Peer Counselor	$9.620	$10.005	$10.405
555	Interpreter/Translator	$10.161	$10.567	$10.990
570	Lead Peer Counselor	$11.540	$12.002	$12.482

SEASONAL Part -Time Hourly		Step 1- Hr.	Step 2 - Hr.	Step 3 - Hr.
500	Cashiers - Golf Course/ Athletic Complex	$8.250	$8.580	$8.923
502	Clerk	$8.663	$9.010	$9.370
505	Recreation Instructor	$9.075	$9.438	$9.816
520	Laborer	$9.438	$9.816	$10.209
540	School Crossing Guard	$9.816	$10.209	$10.617
555	Police Reserve Officer	$10.161	$10.567	$10.990
560	School Crossing Guard Coordinator	$10.617	$11.042	$11.484
570	Engineering Aid	$11.540	$12.002	$12.482
580	Court Bailiff	$15.000	$15.600	$16.224
600	Cashier - Pools Lifeguard	$8.250	$8.580	$8.923
610	Pool Operator	$9.438	$9.816	$10.209
620	Aquatic Supervisor Day Camp Director	$10.209	$10.617	$11.042

Org Chart – Parks and Recreation - Previous



Org Chart – Parks and Recreation - Proposed

