



Notes: At 5:30 p.m. an executive session will be held to discuss personnel matters pursuant to 610.021(3).

BOARD OF ALDERMEN
Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, May 5, 2015 7:00 pm
City Hall Boardroom

Next numbers: Bill No. 2837 / Ord. No. 2807

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. CITIZEN INPUT

3. MAYOR'S REPORT

- A. Approve reappointments to the Planning and Zoning Commission
- B. Approve reappointments to the Community Land and Recreation Board

4. CONSENT AGENDA

- A. Approve the minutes for the April 21, 2015 regular meeting
- B. Receive and file the March sewer report
- C. Approve an agreement with Kansas City Power and Light for the M-Power Program for June 1, 2015 through September 30, 2015, at the Wastewater Treatment Plant
- D. Approve Resolution No. 05-01-15 employing Wayne Frazier as a part-time Nature Sanctuary Assistant Director
- E. Approve Resolution No. 05-02-15 employing Emily Crook as a full-time Department Assistant/Billing Clerk
- F. Approve accounts payable from April 15 to April 29, 2015

Please Note: All matters listed under "Consent Agenda" are considered to be routine by the Board of Aldermen and will be enacted upon under one motion without discussion. Any member of the Board of Aldermen may be allowed to request an item be pulled from the Consent Agenda for consideration under the regular agenda if debate and a separate motion are desired. Any member of the Board of Aldermen may be allowed to question or comment on an item on the Consent Agenda without a separate motion under the regular agenda. Items not removed from the Consent Agenda will stand approved upon motion of any Alderman, followed by a second and a majority voice vote to "Approve the consent agenda and recommended motions for each item as presented".

5. ACTION AGENDA

- A. Presentation of the public management analysis of the Old Parkville Cemetery by the Park University Master of Public Affairs Program (Administration)
- B. Appoint an alderman as Acting President of the Board of Aldermen through April 19, 2016 (Administration)
- C. Approve the investment renewal and public services agreement for 2015 with the Parkville Economic Development Council (Administration)
- D. Approve Change Order No. 1 to the 2015 concrete curb and sidewalk contract with McAnany Construction (Public Works)

- E. Applications for southeast corner of highways 45 and 9 – Quick Trip Corporation, applicant (Community Development)

Note: Public comment will be accepted for this item for up to thirty minutes.

- 1. Approve an ordinance amending Chapter 405 of the Parkville Zoning Code to rezone approximately 2.653 acres from “B-4” Planned Business District with restrictions for a shopping center to “B-4” Planned Business District – Case PZ15-07
 - 2. Approve an application for a preliminary development plan for a QuikTrip gas and convenience store on 2.653 acres zoned “B-4” Planned Business District – Case PZ15-10
- F. Approve an ordinance for replat of lots 508-510 of West Shore Estates at Riss Lake – Case PZ15-09; Don Julian Builders, applicant (Community Development)

6. STAFF UPDATES ON ACTIVITIES

- A. Community Development
 - 1. Upcoming Applications

7. COMMITTEE REPORTS & MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN

General Agenda Notes:

This agenda closed at noon on Thursday, April 30, 2015. With the exception of emergencies or other urgent matters, any item requested after the agenda was closed will be placed on the next board meeting agenda. Emergencies and urgent matters may be placed on an amended agenda only upon the vote of the Board of Aldermen.

CITY OF PARKVILLE
Policy Report

Date: Monday, April 27, 2015

Prepared By:
Melissa McChesney
City Clerk

Reviewed By:
Lauren Palmer
City Administrator

On Behalf of:
Nan Johnston
Mayor

ISSUE:
Approve reappointments to the Planning & Zoning Commission.

BACKGROUND:
Parkville Municipal Code Section 110.140 states the Mayor, with the consent of the Board of Aldermen, shall make appointments to City commissions, committees and boards. The mayor is nominating the following for reappointment to the Planning and Zoning Commission:

Dean Katerndahl – through May 2018	Bryant Lamer – through May 2019
R. Douglas Krtek – through May 2019	John Delich – through May 2019

The Mayor verified that each appointee is interested in serving for another term.

BUDGET IMPACT:
There is no impact to the budget.

ALTERNATIVES:

1. Accept the Mayor's nomination by voice vote.
2. Reject the Mayor's nomination and request alternative nominations.
3. Postpone action.

POLICY:
Parkville Municipal Code Section 110.140 states the Mayor, with consent and approval of the Board of Aldermen, shall make appointments to City commissions, committees and boards.

SUGGESTED MOTION:
I move to approve the reappointments of Dean Katerndahl through May 2018 and Bryant Lamer, R. Douglas Krtek and John Delich through May 2019 to the Planning and Zoning Commission.

CITY OF PARKVILLE

Policy Report

Date: Monday, April 27, 2015

Prepared By:
Melissa McChesney
City Clerk

Reviewed By:
Lauren Palmer
City Administrator

On Behalf of:
Nan Johnston
Mayor

ISSUE:
Approve reappointments to the Community Land and Recreation Board through May 2018.

BACKGROUND:
Parkville Municipal Code Section 110.140 states the Mayor, with the consent of the Board of Aldermen, shall make appointments to City commissions, committees and boards. The mayor is nominating the following for reappointment to CLARB through May 2018:

- Linda Arnold
- Bill Gresham
- Laura Ozenberger
- Adam Zink

Staff verified that each appointee is interested in being reappointed for another three-year term.

BUDGET IMPACT:
There is no impact to the budget.

ALTERNATIVES:

1. Accept the Mayor's nomination by voice vote.
2. Reject the Mayor's nomination and request alternative nominations.
3. Postpone action.

POLICY:
Parkville Municipal Code Section 110.140 states the Mayor, with consent and approval of the Board of Aldermen, shall make appointments to City commissions, committees and boards.

SUGGESTED MOTION:
I move to approve the reappointments of Linda Arnold, Bill Gresham, Laura Ozenberger and Adam Zink to the Community Land and Recreation Board through May 2018.

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, April 21, 2015, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Kari Lamer	- absent with prior notice
Ward 1 Alderman Diane Driver	- present
Ward 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- present
Ward 3 Alderman Robert Lock	- present
Ward 4 Alderman Marc Sportsman	- present
Ward 4 Alderman Greg Plumb	- present

A quorum of the Board of Aldermen was present.

The following staff was also present: Lauren Palmer, City Administrator
Sean Ackerson, Assistant City Administrator/Community Development Director
Alysen Abel, Public Works Director
Kevin Chrisman, Police Chief
Tim Blakeslee, Assistant to the City Administrator
Steve Chinn, City Attorney

Mayor Johnston led the Board in the Pledge of Allegiance to the Flag of the United States of America.

2. MUNICIPAL ELECTION RESULTS

A. Approve an ordinance to canvass the election returns for the April 7, 2015, general municipal election

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2835, AN ORDINANCE CANVASSING THE ELECTION RETURNS OF THE APRIL 7, 2015, GENERAL MUNICIPAL ELECTION, BE APPROVED ON FIRST READING. ALL AYES; MOTION CARRIED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2835 BE APPROVED ON FIRST READING AND PASSED TO SECOND READING BY TITLE ONLY. ALL AYES; MOTION CARRIED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2835 BE APPROVED ON SECOND READING TO BECOME ORDINANCE NO. 2805. ALL AYES BY ROLL CALL VOTE: PLUMB, LOCK, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

Bill No. 2835 was posted April 17, 2015.

Mayor Johnston changed the order of the agenda to recognize Bob Lock for his service as Ward 3 alderman.

C. Recognize outgoing Ward 3 Alderman Bob Lock

Mayor Johnston explained that Bob Lock was appointed in January to fill a vacancy for Ward 3 alderman previously held by Kendall Welch. She added he was a member of an ad-hoc miscellaneous expense policy committee, was active on the Finance Committee, and offered to review policies after his departure. She presented him with a gift and certificate of recognition.

B. Present Certificates of Election and Administer Oaths of Office

The City Clerk presented certificates of election and administered the oaths of office to aldermen-elect Diane Driver, Jim Werner, Douglas Wylie and Greg Plumb.

3. CITIZEN INPUT

4. MAYOR'S REPORT

A. Proclaim April 24, 2015 as Arbor Day

Mayor Johnston read the proclamation and noted a tree dedication would be held on April 24 at the Platte Landing Park dog park.

B. Appoint Captain Jon Jordan as Director of the Parkville Emergency Management Agency

Police Chief Kevin Chrisman said Captain Jordan transferred to the position in January. He noted that Captain Jordan was hired in January 1991 and became a full-time officer in May 1993 and worked during several emergencies and volunteered twice to help with Hurricane Katrina.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE APPOINTMENT OF CAPTAIN JON JORDAN AS DIRECTOR OF THE PARKVILLE EMERGENCY MANAGEMENT AGENCY. ALL AYES; MOTION PASSED 7-0.

C. Appoint Bob Lock to the Planning and Zoning Commission through May 2017

Mayor Johnston said Bob Lock was a resident of Parkville since 2003 and previously served on the Planning and Zoning Commission since 2009 prior to becoming an alderman in January 2015. The Mayor added she was grateful for his contributions to the Board and looked forward to his participation on the Commission.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE APPOINTMENT OF ROBERT LOCK TO THE PLANNING & ZONING COMMISSION THROUGH MAY 2017. ALL AYES; MOTION PASSED 7-0.

D. Appoint Michael Wright to the Planning and Zoning Commission through May 2018

Mayor Johnston stated that Michael Wright was a resident since 2002, had 37 years of experience in the architectural field and was licensed as an architect in 45 states.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE APPOINTMENT OF MICHAEL WRIGHT TO THE PLANNING & ZONING COMMISSION THROUGH MAY 2018. ALL AYES; MOTION PASSED 7-0.

5. CONSENT AGENDA

- A. Approve the minutes for the April 7, 2015 regular meeting
- B. Receive and file the crime statistics from January through February 2015
- C. Receive and file the financial report for the month ending March 31, 2015
- D. Authorize the City Clerk to correct a scrivener's error on Ordinance No. 2804 to correct the repeal of Ordinance No. 1151 and instead repeal Ordinance No. 1152
- E. Approve a memorandum of understanding with the Platte County Health Department related to cooperative efforts during a public health emergency

- F. Approve Resolution No. 04-02-15 employing Tim Jordan as a full-time seasonal laborer for the Parks Division of the Public Works Department
- G. Approve naming the trail in the Sullivan Nature Sanctuary in honor of Maria Ewing
- H. Approve accounts payable from April 2 to April 15, 2015

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED. ALL AYES, MOTION PASSED 7-0.

6. ACTION AGENDA

- A. **Approve the rezoning of 5.02 acres located on the east side of Highway 9 east of Clark Avenue from "B-4" Planned Business District to "R-5" Planned Multi-Family Residential District for Lake Pointe Lodge – Case No. PZ15-02; Kevin Green on behalf of KGH Building Group LLC, owner**

Assistant City Administrator/Community Development Director Sean Ackerson explained that the property included three parcels and the request proposed rezoning from B-4 Planned Business District to R-5 Planned Multi-Family Residential District. An application was submitted to the Planning and Zoning Commission on March 31. Staff presented findings that concluded the application met the purpose of an R-5 District, was not out of character with the surrounding zoning and did not adversely affect the health and welfare of the public. Ackerson added that traffic impacts were expected to be less than in a B-4 zoning district and rezoning was not consistent with the Parkville Master Plan but could meet several parts of the plan.

Ackerson said at the public hearing the request was compared to the application that was approved in 2003 for the B-4 zoning district and the applicant demonstrated the proposed site plan covered less of the site. He added that the Planning and Zoning Commission heard public comment and several spoke in opposition of the application, citing concerns about the development impacts and that traffic was not adequately address. The Commission recommended denial by a vote of 5-3. Ackerson said that following the recommendation for denial, residents of the Pinecrest subdivision filed a protest petition and staff confirmed 30 percent or more of the property was within 185 feet and as a result approval would require a super-majority vote of six aldermen. The protest petition is on file with the City Clerk.

Mayor Johnston stated that she learned of the neighborhood meeting the prior week on Facebook and would have attended if she had been aware of the meeting.

Mayor Johnston explained a public hearing was held during the Planning and Zoning Commission meeting and noted the Board of Aldermen meeting agenda item was not a public hearing, but public comment would be accepted even though it was not required. She further outlined rules for public comment.

John Roe, attorney for the applicant, provided an overview of the proposed R-5 rezoning, noting it was a more restrictive district than the existing B-4 zoning. He also reviewed the purpose of the R-5 zoning district according to the Parkville Municipal Code and added the plan originally approved for office buildings in 2003 (under the existing B-4 zoning) had expired.

Kevin Green, KGH Building Group, LLC, shared his career history in the development industry and of the application approved in 2003 for office buildings. He added that he though the best transition for the neighborhood and the city was an apartment development as presented. He shared his intent to retain ownership of the apartments through a holding company.

David Eickman, Olsson Associates, completed the preliminary storm water study that addressed on-site detention and preliminary routing. He provided an overview of the proposed system. Mr. Roe provided conclusions from the storm water report.

Tom Fulton, George Butler Associates, provided an overview of the traffic impact study, noting there would be less traffic from an apartment building than from office buildings. Mr. Roe provided conclusions from the traffic study.

Bill Prelogar, NSPJ Architects, reviewed the property and proposed development and compared the application to the previously approved office buildings.

Pete Burgess, real estate appraiser, explained that there was more need for an apartment building than for office space in the current market.

The Mayor opened the floor to public comments. Patricia Breuer, 6203 NW Pine Ridge Circle, represented the Pinecrest subdivision, noting there were 69 homes and 57 residents who signed a petition in opposition. A copy of the petition is on file with the City Clerk. She provided a history of the subdivision and felt the proposed site plan did not fit the overall vision of the Parkville Master Plan, and would permanently degrade the value of homes in the neighborhood. Alderman Plumb asked her what type of development she would prefer in the location and Ms. Breuer responded she would like to see it become parkland. Mayor Johnston explained that the applicant had the right to develop the property if it met the city's requirements and asked the public if they had considered what would occur if the property were to remain in the B-4 zoning district.

Matt Dunnery, 8405 NW 62nd Street, felt that quality, single-family homes would be most appropriate at the location and any development should fit into the Parkville Master Plan.

Spencer Keesee, 6128 NW Pine Ridge Circle, previously served on the Planning and Zoning Commission and commented that a five-story apartment building was too big and the property should have buildings that more fit into the area and preferred townhomes or residences where an investment was made in Parkville.

Ackerson explained the request was to rezone the property to R-5 but did not include approval of the site plan. The R-5 district allowed a variety of uses and the applicant requested one specific use to fit the requested zoning. He provided an overview of the Parkville Master Plan. Ackerson explained that the Board could approve the zoning but not allow a five-story apartment building and instead consider other uses under the requested zoning. City Attorney Steve Chinn added the decision had to be reasonable in light of the circumstances with consideration by the Planning and Zoning Commission and final approval by the Board of Aldermen; the previously requested R-4 zoning district only required Planning and Zoning Commission approval.

Ackerson said the Planning and Zoning Commission recommended denying the rezoning and therefore did not act on the site plan application. If approved by the Board the applicant would be required to submit a site plan to the Commission.

Doug Bias, Jr., 8515 NW 62nd Terrace, said that lighting was a concern for residents and suggested smaller residential homes which would be less impactful to home values.

Jeff Brocker, 6125 NW Pine Ridge Circle, stated he felt restaurants should be placed on the property and the B-4 zoning was appropriate.

Linda Arnold, 8500 Highridge Drive, stated she served as an alderman during the 2003 application and voted against the application.

Alderman Sportsman provided a history of the decision for the B-4 zoning approved in 2003 which intrigued some of the aldermen because there could be transition from commercial on the west side of Highway 9.

John Mesa, 8501 NW 62nd Street, said he felt the main concept throughout the Master Plan was to maintain the character of the city. He added the land was tough to develop and it was hard for residents to recommend what should be developed on the property.

Alderman Jones, Werner, Plumb, Wylie, Driver and Sportsman stated reasons why they would not support the rezoning application.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **DENY THE APPLICATION TO REZONE 5.02 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF 9 HIGHWAY EAST OF CLARK AVENUE, FROM “B-4” PLANNED BUSINESS DISTRICT TO “R-5” PLANNED MULTI-FAMILY RESIDENTIAL DISTRICT.** ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **RECESS THE MEETING AT 10:46 P.M.** ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **RECONVENE THE MEETING AT 10:56 P.M.** ALL AYES; MOTION PASSED 7-0.

B. Approve removing a portion of Klamm Road in Parkville and authorize staff to approve associated construction drawings and a development agreement subject to conditions

Assistant City Administrator/Community Development Director Sean Ackerson explained a portion of Klamm Road was in Parkville and the remainder in Kansas City. He noted that the City of Kansas City approved plans to construct a 291 unit apartment building and authorized relocating Klamm Road to Kansas City. The plans submitted by Olsson Associates showed removing the existing Klamm Road pavement, re-grading and stormwater modifications and also proposed a privacy wall within the City’s right-of-way. Since there would no longer be a transportation function of the City’s right-of-way, staff recommended vacating that portion of Klamm Road right-of-way where the road would be removed.

Regarding the wall, Ackerson said that during discussions about the apartment project neighbors expressed a desire for a definitive buffer. He stated that staff did not recommend the City accept the proposed wall. Instead he recommended that the wall be allowed only if it were to be accepted and maintained by the Riss Lake Home Owner’s Association, abutting neighbors or other party.

Ackerson noted the request, if approved, would remove a portion of the road and authorize staff to approve associated construction drawings with final approval by Public Works Director Alysen Abel. The applicant would reimburse the City for fees and conditions were outlined in the development agreement to implement the conditions.

Patricia Jenson spoke on behalf of the applicant and requested approval of the vacation of Klamm Road.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE REMOVING A PORTION OF KLAMM ROAD IN PARKVILLE; AND AUTHORIZE STAFF TO APPROVE ASSOCIATED CONSTRUCTION DRAWINGS AND A DEVELOPMENT AGREEMENT SUBJECT TO THE CONDITIONS OUTLINED IN THE POLICY REPORT.** ALL AYES, MOTION PASSED 7-0.

C. Approve an ordinance accepting the public street and storm sewer improvements and associated maintenance bonds for Thousand Oaks 13th Plat, Phase B

Public Works Director Alysen Abel stated that Thousand Oaks 13th Plat, Phase B, was completed on April 1 and the developer submitted a maintenance bond that covered repairs for two years after the date of acceptance. Abel explained that inspection procedures changed since the improvements started in 2014 and staff had concerns with the subgrade due to lack of records to

verify it was installed properly. The City contracted with a professional engineer to inspect the final subgrade and street construction and determined the specifications were equal to those required by the City. Abel added staff felt the maintenance period was sufficient and did not need to be extended past two year.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2836, AN ORDINANCE **ACCEPTING THE PUBLIC STREET AND STORM SEWER IMPROVEMENTS AND THE ASSOCIATED MAINTENANCE BONDS FOR THOUSAND OAKS 13TH PLAT, PHASE B**, BE APPROVED ON FIRST READING. ALL AYES; MOTION CARRIED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2836 BE APPROVED ON FIRST READING AND PASSED TO SECOND READING BY TITLE ONLY. ALL AYES; MOTION CARRIED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER THAT BILL NO. 2836 BE APPROVED ON SECOND READING TO BECOME ORDINANCE NO. 2806. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

Bill No. 2836 was posted April 17, 2015.

D. Approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the Street Division of the Public Works Department

Public Works Director Alysen Abel said that the Board of Aldermen approved the purchase of two trucks for the Public Works Department on February 17. A bid was released for snow equipment for the two trucks and one response was received. Abel added the City had previously worked with the vendor and provided good service. She said staff was aware of two other local companies that provided the same service and notified each of the bid but they declined to respond because the equipment was not an exact match for the specifications outlined in the bid. She also added that staff researched the Missouri Statewide Purchasing Contract website and the Kansas City Regional Planning Cooperative and neither had the equipment needed. Two of the department's older trucks and one salt spreader would be sold at auction with the proceeds going to the Transportation Fund. The purchase was within the budgeted amount and was approved by the Finance Committee on April 13.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE PURCHASE OF TRUCK EQUIPMENT FROM KRANZ OF KANSAS CITY, INC. FOR TWO FORD F-350 4X4 SUPER DUTY TRUCKS FOR A TOTAL AMOUNT OF \$52,308**. ALL AYES, MOTION PASSED 7-0.

E. Adopt the Parkville Parks Donation Program

Assistant to the City Administrator Tim Blakeslee stated staff worked with the Community Land and Recreation Board (CLARB) to develop the parks donation plan with four areas of focus. He provided an overview of the cost for each donation item and noted information was provided online and in a brochure. CLARB recommended approval of the program at its April 8 meeting.

City Administrator Lauren Palmer said that Mr. Blakeslee worked with CLARB to overhaul the special events policy in the park so they would not have to approve every event which allowed them more time for other projects like the proposed donation program.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **ADOPT THE PARKVILLE PARKS DONATION PROGRAM**. ALL AYES, MOTION PASSED 7-0.

7. STAFF UPDATES ON ACTIVITIES

Police Chief Kevin Chrisman updated the Board on the speed trailer that was placed at Platte Landing Park from March 28 through April 1. He noted the trailer was set up for five days and the average speed was 16.35 miles per hour.

8. COMMITTEE REPORTS & MISCELLANEOUS ITEMS FROM THE BOARD

Alderman Driver noted that the Farmers Market opening day and Microbrew Fest were scheduled for April 25. Alderman Plumb reminded the Board that the Northland Recycling Extravaganza was also scheduled on April 25.

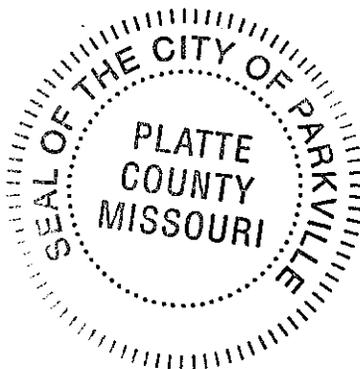
9. ADJOURN

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **ADJOURN THE APRIL 21, 2015, REGULAR BOARD MEETING AT 11:25 P.M. ALL AYE; MOTION PASSED 7-0.**

The minutes for Tuesday, April 21, 2015, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the fifth day of May 2015.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney



OPERATIONS REPORT – PARKVILLE DIVISION

March 2015 Report to the City of Parkville

OPERATING DIVISIONS

MISSOURI

Atchison County
Wholesale Water
Commission

Bonne Terre
Boonville
Bowling Green
Buchanan County #1
Cameron
Cape Girardeau
Craig
East Central Missouri
Water & Sewer
Authority

Elsberry
Fayette
Franklin County #1
Franklin County #3
Henry County
Water Company

Henry County #3
Lake Ozark/
Osage Beach

Lincoln County #1
Nevada
Parkville
Phelps County #2
Platte County #C-1
Ralls County #1
Russellville
St. Charles County #2
Ste. Genevieve
Sedalia
Versailles

IOWA

Maquoketa
Tipton

TENNESSEE

Dyersburg Welcome
Center

Waste Water Treatment Plant Operations

- 1.35" of precipitation fell during the month.
- The plant performed well this month with 97.8% removal efficiency for B.O.D. and 93.7% for TSS.
- An average of 421,548 gallons of wastewater was treated each day during the month.

Waste Water Laboratory Analysis

- Staff performed 294 recorded lab tests.
- The following samples were delivered to Keystone Labs for analysis: Oil & Grease (5), NH₃-N (5) and Sludge 503 (1).
- Monthly and daily laboratory equipment maintenance and calibrations were performed according to manufacturers' guidelines.

Waste Water Treatment Plant Maintenance

- Staff cleaned east and west clarifier.
- LDO basins probes 1a, 1b, 2a, and 2b were cleaned.
- Routine P.M.s were done in accordance with all manufacturer recommendations.
- FTC returned RAS pump to the WWTF and pump is back in service.
- Staff made adjustments to the east clarifier scraper arm.
- Keller Fire & Safety performed annual fire extinguisher inspections.

Collection System Operations

- Robin 4000 odor control chemical continues to be fed from the Riss Lake site at approximately 25 gallons per day.
- Staff continues to monitor for H₂S at manhole B-16 on a weekly basis.
- Staff continues to monitor pressure gauge on force main at River Chase subdivision three times per week.
- Staff performed 2 grinder pump inspections at 6149 S. Lake Dr. and 8175 Shoreline Dr. in Riss Lake subdivision.

Collection System Maintenance

- Each pump station was checked on Mondays, Wednesdays, and Fridays. Maintenance notes recorded in the Antero program.
- Ace Pipe Cleaning started CCTV sewer line in Pinecrest subdivision.

OPERATIONS REPORT – PARKVILLE DIVISION

- Had a power outage at River Hills pump station, due to a squirrel tripping a fuse on power line. KCP&L was call to fix fuse and power was restored.
- Pinecrest Pump Station experienced several issues: due to a higher than normal wet well level, H & H Septic was called to pump down the wet well, allowing staff to pull and inspect pumps. During this inspection process, staff found several rocks measuring between 3” – 4” inside the pump impellers. One pump was returned to service and FTC was contacted to troubleshoot why pumps were not operating at peak efficiency. Upon inspection, the remaining pump had a piece of the impeller broken and the other pump was taken back to FTC shop. Staff is waiting for FTC to provide information concerning costs of repairs to both pumps vs the purchase of two new pumps. The remaining pump continues to maintain the flow and, staff monitors the situation on a daily basis.

Bio-solids

- Staff land applied 2.6 dry ton of sludge during the month of March.

Safety

- 3/27/15: Back/Lifting Safety and Crane safety.

Recommendations

- Staff has no recommendations at this time.

OPERATIONS REPORT – PARKVILLE DIVISION

Loading

Hydraulic	421,548 gallons per day
Organic	326 mg/L of BOD ₅ per day

NPDES Effluent Permit Parameters

Parameter	Monthly Average	Permit Limit
pH	6.5 Min. and 7.0 Max	6.5 - 9.0
TSS	10.0 mg/L	30 mg/L
BOD ₅	4 mg/L	25 mg/L
NH ₃ -N	0.38 mg/L	3.5 mg/L
O & G	4.0 mg/L	10.0 mg/l
Fecal Coliform	8.86 #/100mL	400 #/100mL

Removal Efficiency

Parameter	Monthly Average	Permit Limit
Organic	97.8%	85 %
Solids	93.7 %	85 %

Biosolids

	Report Period	Year to Date
Quantity Applied	2.6 dry tons	2.6 dry tons
Acres Applied	10 acres	10 acres

OPERATIONAL CONTROL PARAMETERS												
DATE	AB #1					AB#2					SLUDGE DRY TONS	WEATHER
	PH UNITS	TEMP. °C	DO mg/l	MLSS mg/l	Settled Solids	PH UNITS	TEMP. °C	DO mg/l	MLSS mg/l	Settled Solids		
1												O
2	6.5	12.3	0.2	5140	800	6.4	12.8	1.0	5050	700		PC
3	6.4	14.0	0.2	4710	650	6.3	13.7	0.8	4710	575		R
4	6.4	12.5	0.2	5350	800	6.3	12.6	1.4	5240	750		O
5	6.4	12.7	0.2	6620	0	6.3	12.9	1.1	5140	720		C
6	6.2	13.6	0.2	5430	900	6.2	13.1	1.3	5240	650		C
7												C
8												PC
9	6.5	13.6	0.2	6030	0	6.4	14.0	1.1	5430	690		C
10	6.4	14.3	0.2	6210	0	6.4	14.9	1.1	5260	780		PC
11	6.3	15.1	0.3	5800	0	6.3	15.5	1.0	5210	680		C
12	6.3	14.4	0.6	5530	850	6.2	15.4	1.7	5270	700		C
13	6.2	15.6	1.4	5560	950	6.2	15.7	1.0	4860	675		C
14												PC
15												C
16	6.3	14.8	0.3	6230	0	6.3	14.8	1.0	5550	780		C
17	6.4	14.9	0.4	6170	0	6.3	15.2	1.4	5410	770		C
18	6.1	15.5	0.4	5650	800	6.1	15.6	1.4	5190	700		O
19	6.0	15.7	1.8	7060	950	6.0	15.6	1.4	5130	750		R
20	6.1	15.5	1.7	5580	850	6.0	15.3	1.5	5020	750		C
21												C
22												C
23	6.5	15.3	0.2	6360	0	6.5	16.2	1.6	5280	770		C
24	6.4	15.2	0.2	6630	0	6.5	15.4	1.1	5440	790		R
25	6.4	16.2	0.3	5530	850	6.3	16.3	1.4	5320	780		R
26	6.4	16.1	0.3	5590	890	6.3	16.2	1.3	5360	800		R
27	6.4	16.3	0.3	5850	900	6.4	16.5	1.6	5270	760		PC
28												O
29												R
30	6.5	15.1	0.2	5650	0	6.4	15.2	1.2	5330	810		C
31	6.5	16.4	0.3	5550	900	6.4	16.7	1.2	5780	800	3	C

1. Fill out one copy of report each month and mail in monthly for each treatment facility.
2. Mail one copy of report to the appropriate DNR regional office as noted in your permit and keep one copy in your files.
3. Reports must be signed by whoever performed tests and by an appropriate official.
4. In the weather column, use the following symbols: R-rain, S-snow, C-clear, P.C.-partly cloudy and O-overcast.
5. Use grab sample for pH, Temp. and D.O. Use grab samples for all operational control test.
6. Use 24 hr. composite (proportional) samples for B.O.D. 5, and Suspended Solids tests unless NPDES permit indicates otherwise. Use "Standard Methods" or an approved equal for all parameters.
7. Treatment plant flow measurements may be made on either influent or effluent. Lagoon influent flow measurements need be only at the time of composite sampling of the influent. All tests must be performed in accordance with NPDES Permit Conditions and Operational Control Regulation 10.CSFS 20-9.010. Review your permit for specific requirements.
8. Unusual conditions, significantly affecting operations must be reported immediately to the Department of Natural Resources.
9. Representative sludge samples should be taken either before entering digesters and/or holding tanks or after removal from digesters or holding tanks.

Tests Performed by: <i>Paul Naher</i>	Title: Maint. Worker	Phone #: 816-891-0003	Date: 4-22-15
Report Approved by: <i>C. Richard Wilson</i>	Title: Local Manager	Phone #: 816-891-0003	Date: 4/22/15

CITY OF PARKVILLE

Policy Report

Date: April 28, 2015

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Request to approve the agreement with Kansas City Power and Light (KCP&L) for the M-Power program for the period of June 1, 2015 through September 30, 2015, at the Wastewater Treatment Plant.

BACKGROUND:

The KCP&L M-Power program offers customers a financial incentive to reduce electrical usage during periods of peak demand from June 1 through September 30. The City has previously contracted with KCP&L to participate in this program at the Wastewater Treatment Plant (WWTP). During the summer peak demand days, also known as curtailment events, the City will reduce the electrical consumption by transferring to generator power. There will be no more than 10 curtailment events during the designated time period.

After the curtailment event, the City will receive a credit on its electrical bill at a rate of \$0.35 per KW-Hour multiplied by the difference in peak demand and curtailment. In addition, the City receives an overall participation payment of \$45.00 per kilowatt of Curtailable Load. When the WWTP uses its generator during curtailment events, the power demand from KCP&L drops to zero, since the sewer plant relies entirely on the back-up generator for power.

BUDGET IMPACT:

The approximate fuel cost to run a generator is \$31.36 per hour with maximum load on the generator. The City has participated in this program since 2010. Assuming no events, KCP&L will credit the City with the base amount of \$1,845.00. The estimated cost in fuel for the maximum of 10 events in 2015 would be \$1,881.60, which would be offset by curtailment credits of \$2,706.00. Based on past experiences, there are typically 3 to 4 curtailment events during the summer peak demand, each lasting about 6 hours each.

ALTERNATIVES:

1. Approve the agreement with KCP&L for the M-Power Program.
2. Direct staff to negotiate changes to meet the desires of the Board.
3. Do not approve the agreement.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the agreement with KCP&L for the M-Power Program.

POLICY:

Although it is anticipated that the City will benefit financially from this arrangement with KCP&L, approval is requested from the Board of Aldermen because the number of curtailment events is uncertain. There is some limited risk that the generator operation costs will outweigh the curtailment credits.

ITEM 4C
For 05-05-15
Board of Aldermen Meeting

SUGGESTED MOTION:

I move to approve the agreement with Kansas City Power and Light (KCP&L) for the M-Power program for the period of June 1, 2015 through September 30, 2015, at the Wastewater Treatment Plant.

ATTACHMENT:

1. M-Power Agreement

**DEMAND RESPONSE INCENTIVE (MPOWER)
Schedule MP**

**KANSAS CITY POWER & LIGHT COMPANY
KCP&L GREATER MISSOURI OPERATIONS COMPANY
MPOWER RIDER
FORM OF AGREEMENT (MISSOURI)**

This AGREEMENT, made _____, by and between
(CHECK ONE)

KANSAS CITY POWER & LIGHT COMPANY
KCP&L GREATER MISSOURI OPERATIONS COMPANY ,
hereinafter referred to as the "Company" and

Customer Name:	City of Parkville	Account Number:	3363473538
Street Address:	12301 NW Hwy FF	SAID:	7604758916
City:	Parkville	Meter #	4642102737310
State:	MO	SPID:	0206645896
Zip:	64152-5337	Rate:	1MGAE

Customer Contact: Richard Wilson

Fax:(816) 741-0013 **Telephone:** (816) 891-0003 **Mobile Telephone:**()

Email: rwilson@alliancewater.com

hereinafter referred to as the "Customer."

WITNESSETH:

Whereas, the Company has on file with the Public Service Commission of the State of Missouri ("Commission") a certain MPower Rider, Schedule MP (Rider); and

Whereas, the Customer has furnished sufficient information to the Company to demonstrate that its facilities satisfy the Availability provisions of the Rider; and

Whereas, the Customer wishes to take electric service from the Company, and the Company agrees to furnish electric service to the Customer under this Rider and pursuant to all other applicable tariffs of the Company;

The Company and Customer agree as follows:

1. The Company shall provide electric service to the Customer's facility, which is located at **12301 NW Hwy FF**, pursuant to this Agreement, the Rider, all other applicable tariffs, and the Company's General Rules and Regulations Applying to Electric Service, as may be in effect from time to time and filed with the Commission.
2. The Customer acknowledges that the Firm Power Level (FPL), which is the maximum demand level to be drawn during a Curtailment Event, shall be set at least 25 kW less than the Customer's Estimated Peak Demand as established by the Company from time to time pursuant to the Rider. The FPL is set at **0 kW** resulting in a payment/bill credit for a Curtailable Load of **41 kW**, with an Estimated Peak Demand of **41 kW**. The Customer further acknowledges that any equipment required, except metering equipment necessary to ensure compliance under the Rider, shall be the obligation of the Customer.
3. Service under this Agreement shall commence on **June 1, 2015**. Program Participation Payments shall begin with the first billing period following the first month of participation during the Curtailment Season. This Agreement shall be for a term of **1 year**.
4. The allowable Curtailment Season during which a Curtailment Event may be requested shall extend from June 1 through September 30 of each year during the term of this Agreement. The Company may call on the Customer to participate in no more than **10 Curtailment Events** during each Curtailment Season. The

Company reserves the right to request participation by the Customer in Additional Voluntary Events throughout the term of this Agreement.

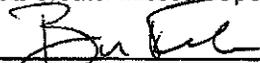
5. The Company shall notify the Customer of a Curtailment Event no less than four (4) hours before the start time of each Curtailment Event using the agreed upon communication method (see Exhibit A). The Customer may change the notification method at any time by providing a new Exhibit A to the Company.
6. As consideration for participation in the MPower program, Customer shall receive from the Company a Program Participation Payment of **\$45.00** per kilowatt of Curtailable Load per Curtailment Season payable either at the end of each Curtailment Season or with a bill credit in equal payments each month over the course of the Curtailment Season. Customer will also receive a Curtailment Occurrence Payment in the amount of \$0.35 per kilowatt of Curtailable Load for each Curtailment Hour during which the Customer's metered demand is less than or equal to the Customer's FPL. Curtailment Occurrence Payments will be paid in the form of either a payment or a bill credit. If the Program Participation Payment, or an Initial Payment, as defined by the Rider, is made as a bill credit, the credit shall be applied before any applicable taxes. If the Program Participation Payment, or an Initial Payment, as defined by the Rider, is made as a payment by check, there are no applicable tax benefits. All other billing, operational, and related provisions of other applicable rate schedules shall remain in effect. A decrease in Curtailable Load will require the Customer to refund to the Company part or all of payments received. With a multi-year contract, a decrease in Curtailable Load, or early termination of the Agreement, will require the Customer to refund to the Company, the difference between payments received in the multi-year contract and the amount that would have been paid in the shorter-term contract, plus interest on the excess of incentives at a rate of 8.25% per annum. Refunds for a fractional year will be prorated.
7. The Customer acknowledges the Company has made the Customer aware of Environmental Protection Agency ("EPA") regulations (summarized at www.epa.gov/tn/atw/icengines/comply.html) that affect the use of reciprocating internal combustion engines to participate in peak shaving programs. The Customer further acknowledges it is aware that non-compliant generators can no longer be used for peak shaving programs (such as the Company's Demand Response / MPower programs) effective May 14, 2014. By executing this Agreement, the Customer certifies that it has reviewed the EPA regulations pertaining to its specific generating equipment and it hereby represents and warrants that it is in compliance with all of the currently-applicable regulations.

Initial Here: NJ

8. The Customer further acknowledges that this Agreement is not assignable voluntarily by Customer, but shall nevertheless inure to the benefit of and be binding upon the Customer's successors by operation of law.
9. The Customer acknowledges that all information provided to the Company for the purpose of determining whether the Customer is eligible for service under the Rider shall be retained by the Company, and shall be subject to inspection and disclosure under Chapters 386 and 393, RSMo, as amended from time to time. Should the Customer designate any such information as proprietary or confidential, Company shall notify Customer of any request for inspection or disclosure, and shall use good faith efforts to secure an agreement or Commission order protecting the proprietary or confidential nature of such information.
10. This Agreement shall be governed in all respects by the laws of the State of Missouri, without regard to its conflict of laws provisions, and by the orders, rules and regulations of the Commission, as they may exist from time to time. Nothing contained herein shall be construed as divesting, or attempting to divest, the Commission of any rights, jurisdiction, power or authority vested in it by law.
11. Any regulation or law prohibiting the execution of this Agreement or its continuing execution will cancel the Agreement in place without penalty to either party.
12. This Agreement is subject to the Customer gaining the necessary permits, and to the Commission approving the required tariff and/or this Agreement.
13. In the event of modifications to the Rider, the parties will meet and discuss such changes. This Agreement may be replaced by a new agreement with full-term under the Rider with at least the same Curtailable Load.

In witness whereof, the parties have signed this Agreement as of the date first written above.

Kansas City Power & Light Company or
KCP&L Greater Missouri Operations Company

By: 
Name: Brian File
Title: Sr. Manager Products and Services

Customer Company Name

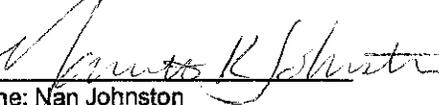
By: 
Name: Nan Johnston
Title: Mayor



Exhibit A

The Company will notify the Customer of a Curtailment Event per each of the following methods. (Customer should only provide information for those channels by which he or she wishes to be contacted.)

Contact #1:

Name: Richard Wilson
Title: Local manager
Phone: 816-891-0003
Call to Cell: 816-315-5640
Fax: _____
Email: rwilson@alliancewater.com
Text: _____

Contact #2:

Name: Dwayne Kuffman
Title: Field Maintenance Mechanic
Phone: _____
Call to Cell: 816-215-4617
Fax: _____
Email: _____
Text: _____

Contact #3:

Name: Paul Naher
Title: Maintenance Worker
Phone: _____
Call to Cell: 816-315-2452
Fax: _____
Email: _____
Text: _____

CITY OF PARKVILLE
Policy Report

Date: April 28, 2015

PREPARED BY:

Alysen Abel
Public Works Director

REVIEWED BY:

Matthew Chapman
Finance/Human Resources Director

ISSUE:

Approve a resolution to hire Wayne Frazier as a part-time Nature Sanctuary Assistant Director.

BACKGROUND:

The Nature Sanctuary is a natural treasure to the City of Parkville and its residents. The work performed at the Nature Sanctuary is primarily done by volunteers however the City funds two part-time positions for a Nature Sanctuary Director and Assistant Director.

The Nature Sanctuary Assistant Director position has been vacant since Patricia Harris assumed the Director position on May 31, 2013. Nature Sanctuary Director Bob Fluchel recommends hiring Wayne Frazier to fill the vacant position. Wayne has served as a volunteer for the Nature Sanctuary for about 10 years. He resides near Parkville and is retired from the airline industry. His knowledge and experience will help him in his role as Nature Sanctuary Assistant Director.

BUDGET IMPACT:

The total budget for salaries for the staff of the Nature Sanctuary is \$18,000. The recommended hourly rate for the Assistant position is \$13.00 per hour. Previously the Assistant Director received a monthly stipend. The City Attorney advised that, in order to comply with the Fair Labor Standards Act, an hourly rate must be established for compensation for this position. Incidentally, a similar change will be recommended for the Nature Sanctuary Director position on May 19, 2015. Because Mr. Fluchel was hired by ordinance, a subsequent ordinance must be prepared and recommended to alter his compensation.

ALTERNATIVES:

1. Approve Resolution No. 05-01-15 to hire Wayne Frazier as a part-time Nature Sanctuary Assistant Director.
2. Do not approve the hiring of Wayne Frazier.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of Resolution No. 05-01-15 to hire Wayne Frazier as the part-time Nature Sanctuary Assistant Director, effective May 6, 2015.

POLICY:

The City of Parkville's Personnel Manual requires the Board of Aldermen to approve all hiring.

SUGGESTED MOTION:

I move to approve Resolution No. 05-01-15 employing Wayne Frazier as a part-time Nature Sanctuary Assistant Director, effective May 6, 2015.

ATTACHMENT:

1. Resolution No. 05-01-15



CITY OF PARKVILLE - 8880 Clark Avenue - Parkville, MO 64152 - (816) 741-7676 - FAX (816) 741-0013

**CITY OF PARKVILLE, MO
RESOLUTION NO. 05-01-15**

A RESOLUTION EMPLOYING WAYNE FRAZIER AS A PART-TIME NATURE SANCTUARY ASSISTANT DIRECTOR

WHEREAS, the City of Parkville has a vacancy in the position of part-time Nature Sanctuary Assistant Director.

WHEREAS, Wayne Frazier meet the minimum qualifications of the position and was recommended for hire by the Public Works Director following a recommendation by the Nature Sanctuary Director.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN FOR THE CITY OF PARKVILLE AS FOLLOWS:

SECTION 1. That Wayne Frazier is hired as Part-Time Nature Sanctuary Assistant Director with a starting hourly pay of \$13.00 per hour, effective as of May 6, 2015.

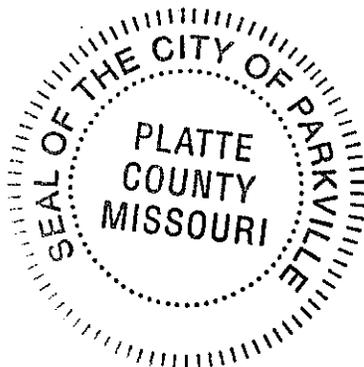
SECTION 2. That Mr. Frazier shall be subject to and shall receive all other benefits as applicable to a part-time employee in accordance with the City's adopted personnel manual, as may be amended by the Board.

SECTION 3. That Mr. Frazier shall serve at the will of the Board and their employment may be terminated at any time with or without cause.

IN TESTIMONY WHEREOF, I have hereto set my hand, in the City of Parkville this 5th day of May, 2015.

ATTESTED:

Melissa McChesney
City Clerk Melissa McChesney



Nanette K. Johnston
Mayor Nanette K. Johnston

CITY OF PARKVILLE Policy Report

Date: Thursday, April 30, 2015

PREPARED BY:
Matthew Chapman
Finance/HR Director

REVIEWED BY:
Sean Ackerson
Assistant City Administrator

ISSUE:

Approve a resolution employing Emily Crook as a full-time Department Assistant/Billing Clerk.

BACKGROUND:

The City advertised the positions of part-time Utility Billing Clerk in March and Department Assistant (Community Development) in January. The City received 22 applications for the Utility Billing Clerk position and 21 applications for the Department Assistant position. Qualified applicants for both positions were interviewed concurrently to determine if candidate interest and qualifications aligned with one or both positions. Emily Crook was selected as the best candidate for both positions. Therefore, staff recommends reclassifying both part-time positions into a single full-time position.

Until July 2013, the City employed a full-time Department Assistant who split time providing support functions to the Community Development and Public Works Departments. Following staff vacancies, a determination was made to divide the position into two part-time positions to recruit employees with skills that better aligned with the unique needs of each department. While that arrangement has worked relatively well, both positions have experienced higher turnover due to employees seeking permanent, full-time employment. When two part-time positions became available, staff evaluated various scenarios to reorganize personnel to best meet organizational needs. Based on the qualifications of applicants and the needs of both positions, staff recommends reinstating a full-time position to combine sewer billing and department assistant duties. Although a full-time position will require slightly higher personnel costs for the provision of benefits, the investment should result in greater stability for the position. In addition, the arrangement will improve customer service by having a full-time position that is available during regular working hours to address sewer customer inquiries and handle front counter service for development issues.

Ms. Crook is recommended for hire based on her previous relevant experience. In addition to her bachelor's degree, Ms. Crook has secretarial experience through her position at Park University and customer service and organizational experience through her position with the Mid-Continent Public Library. This related experience will be a valuable asset to the City. Ms. Crook has demonstrated the necessary skills and capability to execute the essential functions of the position and has successfully completed all necessary requirements for consideration for hire.

BUDGET IMPACT:

The salary ordinance classifies the Department Assistant position with an hourly range of \$13.25 to \$19.10. The Sewer Billing Clerk is classified with a range of \$12.65 to \$18.17. Based on the estimated time assigned to each function, staff recommends classifying the new combined position with a blended range of \$13.03 to \$18.75. The starting hourly wage will be set at \$13.03.

ITEM 4E

05-05-15

Board of Aldermen Meeting

The 2015 budget (Sewer Fund and General Fund) includes \$30,381 for salaries for both part-time positions. The total annual compensation for the new position is \$34,341. Staff estimates that the partial-year overage for 2015 can be absorbed within the current budget based on savings from the current staff vacancy in Community Development. Additional funds will need to be budgeted for 2016 and beyond if the position is converted to full-time, and costs may fluctuate based on future employee benefits enrollment.

ALTERNATIVES:

1. Approve the hiring resolution for Emily Crook as a full-time Department Assistant/Billing Clerk.
2. Approve the hiring of Emily Crook as a part-time Utility Billing Clerk at a starting wage of \$12.65, and direct staff to continue recruitment for a part-time Department Assistant.
3. Do not approve the hiring of Emily Crook.
4. Postpone the item.

STAFF RECOMMENDATION:

Approve the attached resolution and hiring of Emily Crook as a full-time Department Assistant/Billing Clerk, effective May 6, 2015.

POLICY:

The City of Parkville's Personnel Manual requires the Board of Aldermen to approve all hiring.

SUGGESTED MOTION:

I move to approve Resolution No. 05-02-15 employing Emily Crook as a full-time Department Assistant/Billing Clerk, effective May 6, 2015.

ATTACHMENTS:

1. Resolution No. 05-02-15
2. Job Description



CITY OF PARKVILLE • 8890 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**CITY OF PARKVILLE, MO
RESOLUTION NO. 05-02-15**

**A RESOLUTION EMPLOYING EMILY CROOK AS A FULL-TIME DEPARTMENT
ASSISTANT/BILLING CLERK**

WHEREAS, the City of Parkville has a vacancy in two part-time positions – Sewer Utility Clerk and Community Development Department Assistant; and

WHEREAS, the positions were advertised in local newspapers and through the City of Parkville webpage as individual part-time positions or a combined full-time position; and

WHEREAS, after thorough assessment, it is recommended the two part-time positions be combined into a full-time position to the mutual benefit of the Community Development Department, Sewer Utility and the citizens of Parkville.

WHEREAS, after interviewing shortlisted candidates and evaluating job related skills assessments, Emily Crook was recommended for hire by the Assistant City Administrator / Community Development Director, City Treasurer and Finance / Human Resources Director; and

WHEREAS, Ms. Crook meets the minimum qualifications of the positions and has passed all required checks and screening.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN FOR THE CITY OF PARKVILLE AS FOLLOWS:

SECTION 1. That Emily Crook is hired as a full-time Department Assistant / Billing Clerk with a starting hourly wage of \$13.03, effective as of Wednesday, May 6, 2015, with performance and compensation to be reviewed annually thereafter in accordance with the City’s adopted personnel policy, as may be amended by the Board.

SECTION 2. That Ms. Crook shall be subject to and shall receive all other benefits as applicable to full-time employees in accordance with the City’s adopted personnel manual, as may be amended by the Board.

SECTION 3. That Ms. Crook shall serve at the will of the Board and her employment may be terminated at any time with or without cause.

IN TESTIMONY WHEREOF, I have hereto set my hand, in the City of Parkville this 5th day of May, 2015.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney



CITY OF PARKVILLE JOB DESCRIPTION
Department Assistant/Billing Clerk

Title: Department Assistant/Billing Clerk

Department: Community Development (62.5%)
Administration (37.5%)

Supervisor: Community Development Director

FLSA Status: Full-Time Hourly, Non-Exempt

Salary Range: \$13.03 - \$18.75 per hour

Schedule: 40 hours per week scheduled between 8:00 am – 5:00 pm, Monday – Friday, with hours outside these times as needed. Must attend an evening meeting the second Tuesday of each month with others as needed.

This description represents a body of work typically performed in this position, but does not necessarily represent all of the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties: The position will have its time split with approximately 25 hours per week in Community Development and 15 hours per week in Utility Billing. These ratios are subject to change with the needs of the City. The Department Assistant/Billing Clerk (DA/BC) serves as the primary customer service contact for the Community Development Department (the Department). The DA/BC provides primary clerical and administrative assistance to the Community Development Director (the Director). The DA/BC provides administrative staff support and acts as the secretary to the Planning and Zoning Commission and the Board of Adjustment. The DA/BC also serves as the primary customer service contact for sewer utility billing. The DA/BC is responsible to prepare and submit monthly utility billings, process payments, and handle penalties for delinquent accounts.

Minimum Qualifications: The DA/BC shall have a high school diploma, or equivalent, with experience in Microsoft Word, Excel and Outlook and ability to type at least 40 words per minute. The DA/BC must be: self-motivated; highly organized; have an ability to learn quickly; have excellent clerical, written and verbal communication and customer service skills; be capable of managing multiple responsibilities and deadlines; and have excellent follow through. Some college or a college degree and prior relevant experience preferred.

Essential Job Functions:

1. Answer department phone calls and answer basic questions or direct the call to the appropriate staff (daily)
2. Check and distribute department mail (daily)
3. File and maintain electronic and printed records (daily)
4. Provide general clerical assistance, including typing, proof-reading, copying, scanning, corresponding and similar to the Director (daily)
5. Communicate progress with the Director (daily)
6. Meet with the Director to coordinate schedules and duties (weekly)
7. Process applications and permits prior to and post approval (weekly)
8. Assist the Director with scheduling, billing, contract compliance and similar duties (weekly)

9. Coordinate Planning and Zoning Commission and Board of Adjustment meetings agendas and related packet materials (monthly)
10. Take roll and minutes at Planning and Zoning Commission and Board of Adjustment meetings (monthly)
11. Research topics and issues and prepare summaries as directed. (as needed)
12. Coordinate, setup for and clean up after department meetings (as needed)
13. Attend department meetings and take notes or minutes (as needed)
14. Maintain official records for the department; Planning and Zoning Commission; and Board of Adjustment (monthly)
15. Assist with drafting policy reports, ordinances and minutes (as needed)
16. Assist the City Clerk with Board of Aldermen packet preparation, taking meeting minutes and other related duties (as needed)
17. Update departmental information the City's website and social media platforms (as needed)
18. Process receivables by receipting payments in cash, check, electronic and credit card payments (daily)
19. Maintain and submit Automated Clearing House (ACH) files (daily)
20. Prepare monthly billing records (monthly)
21. Submit addresses monthly to post office for certification (monthly)
22. Print, prepare and mail approximately 1,700 sewer billings (monthly)
23. Maintain 30, 60, and 90 day logs for delinquent accounts (daily)
24. Prepare and mail 30-day and 60-day delinquency notices to customers (monthly)
25. Research addresses and mail notices to landlords (monthly)
26. Determine and prepare files for water service disconnects and reconnects (weekly)
27. File liens on selected customer properties per city policy (monthly)
28. Prepare month end reports (monthly)
29. Back up front desk on phones, water bills, park reservations and pedestrian traffic (daily)
30. Perform other related duties as assigned (as needed)

Primary Responsibilities:

- Answer phones and serve as the primary customer service contact for the Community Development Department and sewer billing
- Perform general clerical duties and assist the Director with scheduling, correspondence, reports, research, filing and general organization
- Communicate effectively with the Director, department employees, members of Planning and Zoning Commission, Board of Adjustment, sewer customers, and members of the public
- Prepare meeting agendas and packets of related information and maintain minutes of all meetings of the Planning and Zoning Commission and Board of Adjustment
- Assist with requests for public information
- Collaborate with the Director and department staff to assist in the development and implementation of goals, objectives, policies and priorities
- Process sewer receivables
- Prepare and mail sewer billings
- Prepare and mail delinquency notices
- Determine and prepare disconnects and reconnects
- Prepare month end reports
- Perform related work and special assignments at the direction of the Director.

Required Knowledge, Skills and Abilities:

- Knowledge of record keeping best practices.

- Ability to provide excellent customer service.
- Knowledge of modern office procedures, including skill in the use of office equipment and technology.
- Strong writing skills. Ability to produce grammatically correct and factual written reports, records and correspondence.
- Skill in researching, analyzing and interpreting written material.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness with the public, department employees and other City officials.
- Ability to multi-task and perform with evolving priorities.

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

City Administrator Signature/Date

CITY OF PARKVILLE
Policy Report

Date: April 30, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Matthew Chapman
Finance/Human Resources Director

ISSUE:

Approval of Accounts Payable Invoices, Insurance Payments, 1st of the Month Checks, Electronic Funds Transfer (EFT) Payments, Credit and Debit Card Processing Fees, and Payroll Expenditures from 4/15/2015 – 4/30/2015.

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from April 15, 2015, through April 30, 2015. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of city funds.

BUDGET IMPACT:

Accounts Payable	\$132,943.37
Insurance Payments	\$0.00
1 st of the Month	\$0.00
EFT Payments	\$0.00
Processing Fees	\$0.00
Payroll	\$49,991.17
TOTAL	\$182,934.54

ALTERNATIVES:

1. Approve the release of funds.
2. Deny the release of funds and provide further direction to City Administration.
3. Deny any portion of the release of funds and provide further direction to City Administration.

STAFF RECOMMENDATION:

Staff recommends the release of funds as summarized in the attached statements.

SUGGESTED MOTION:

I move to appropriate \$182,934.54 of city funds to pay salaries and accounts.

ATTACHMENTS:

1. Accounts Payable
2. Payroll
3. Credit Card Purchases
4. P&G Purchases

PACKET: 05159 Federal Withholdings - 4/17/15
VENDOR SET: 01
BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00044	Park Bank							
	I-T1 201504164091	Federal Withholding	D	4/17/2015		7,335.77CR	000000	
	I-T3 201504164091	FICA W/H	D	4/17/2015		8,312.10CR	000000	
	I-T4 201504164091	Medicare W/H	D	4/17/2015		1,943.98CR	000000	17,591.85

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	17,591.85	17,591.85
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	17,591.85	17,591.85

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05161 Regular Payments 4/21/15
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00979	KCMO Department of Water Services I-11914	Jan-Mar-2015-SW	R	4/22/2015		15,986.86	033706	15,986.86

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	15,986.86	15,986.86
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	15,986.86	15,986.86

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 05163 Regular Payments 4/29/15

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01614	KCPL I-Due 5/4/15	Due 5/4/15	D	5/04/2015		2,378.37CR	000000	2,378.37
00160	Missouri Gas Energy I-Due 5/18/15	Due 5/18/15	D	5/05/2015		121.40CR	000000	121.40
00274	Ricoh USA, Inc. I-5035592017	Police Copier-PD	D	5/05/2015		95.06CR	000000	95.06
01614	KCPL I-Due 5/5/15 I-Due 5/8/15	Due 5/5/15 Due 5/8/15	D D	5/05/2015 5/05/2015		28.11CR 2,216.60CR	000000 000000	2,244.71
02140	Commerce Bank - Commercial Cards I-Stmt 4/20/15	Stmt 4/20/15	D	5/05/2015		6,887.37CR	000000	6,887.37
02018	Ace ImageWear I-0405179	Shop Rags, Towels, Etc-ST	R	5/05/2015		72.82CR	033722	72.82
00483	ADH Rental & Sales I-104132	Dingo Rental-PK	R	5/05/2015		176.00CR	033723	176.00
00006	Alamar Uniforms I-475806	Uniforms-PD	R	5/05/2015		83.73CR	033724	83.73
00020	Ball Power & Equipment I-36882	Lwn mower repair-SW	R	5/05/2015		161.27CR	033725	161.27
02196	Benjamin Cassell I-4/23/15 Exp Report	4/23/15 Exp Report	R	5/05/2015		7.96CR	033726	7.96
01993	Blacksher Trash Service I-4/13/15	Trash April-June-AD	R	5/05/2015		75.00CR	033727	75.00
00378	Damon Pursell Const. I-184268	Rock-PK	R	5/05/2015		456.50CR	033728	456.50
00156	Dave's Foreign Car Repair LLC I-131643	Oil Change-PD	R	5/05/2015		35.00CR	033729	35.00
01061	Ed Roehr Safety Products I-428197	Training-81	R	5/05/2015		272.06CR	033730	272.06

PACKET: 05163 Regular Payments 4/29/15
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02328	Eliabeth Neland I-04-22-2015	Blood Draw-PD	R	5/05/2015		225.00CR	033731	225.00
02175	eNet I-4138 I-4146	IT Services-IT Spam Blocker-IT	R	5/05/2015		1,105.00CR 1,410.00CR	033732 033732	2,515.00
02322	First Responder Bike Training and Consulting I-04-20-2015	First Res Bike Training-PD	R	5/05/2015		210.00CR	033733	210.00
01016	FTC Equipment I-8302	Pump Repair-SW	R	5/05/2015		760.00CR	033734	760.00
01485	George Butler Associates I-45602	Traffic Services-PW	R	5/05/2015		790.00CR	033735	790.00
00052	Glen's Automotive Service Center, Inc I-93852	Truck Repair-TP	R	5/05/2015		134.96CR	033736	134.96
00053	Grass Pad Warehouse I-402998 I-402999	Sod-TP Seed-TP	R	5/05/2015		14.89CR 5.96CR	033737 033737	20.85
00496	Gunter Pest Management, Inc. I-1128010	Pest Control-AD	R	5/05/2015		50.00CR	033738	50.00
00055	H&H Septic Service, Inc. I-35888P I-35915	Pinecrest Pumping-SW Hydro Jetter-SW	R	5/05/2015		1,730.00CR 670.00CR	033739 033739	2,400.00
01349	K & R's GT Muffler & Brake LLC I-03574	Truck Brakes-PK	R	5/05/2015		364.82CR	033740	364.82
02021	KAT Nurseries I-3509 I-3510 I-826 I-NL3402	Trees-PK Trees-PK Cobbles-PK Tree-PK	R	5/05/2015		334.50CR 390.00CR 219.00CR 147.25CR	033741 033741 033741 033741	1,090.75
01235	Landmark Newspaper, The I-22667	Jod Ad-PK	R	5/05/2015		16.30CR	033742	16.30

PACKET: 05163 Regular Payments 4/29/15

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00232	Martin Marietta							
	I-14981595	Lime Dust-PK	R	5/05/2015		78.75CR	033743	
	I-T#1340276	Crushed Rock-TP	R	5/05/2015		37.38CR	033743	
	I-T#1340376	Crushed Rock-NS	R	5/05/2015		69.12CR	033743	185.25
00202	McGuire Lock and Safe							
	I-113194	Safe Repair-CT	R	5/05/2015		120.00CR	033744	
	I-116895	Truck Key-NS	R	5/05/2015		65.00CR	033744	185.00
02228	Metro Rolloff Container Services LLC							
	I-2820	NRE Dumpsters-ST	R	5/05/2015		300.00CR	033745	300.00
02207	Mission Communications							
	I-40028477	Pump Station Service-SW	R	5/05/2015		607.93CR	033746	607.93
00159	Missouri American Water							
	I-Due 5/11/15	Due 5/11/15	R	5/05/2015		615.63CR	033747	
	I-Due 5/12/15	Due 5/12/15	R	5/05/2015		476.98CR	033747	
	I-Due 5/6/15	Due 5/6/15	R	5/05/2015		16.47CR	033747	1,109.08
02197	Nicholas Pence							
	I-Exp Report 4/21/15	Exp Report 4/21/15	R	5/05/2015		24.94CR	033748	24.94
01272	Olsson Associates							
	I-229018	Sinkhole Geo Eval-CIP	R	5/05/2015		960.00CR	033749	960.00
00097	P & G Hardware							
	I-Stmt 4/15/15	Stmt 4/15/15	R	5/05/2015		581.11CR	033750	581.11
02243	Pest Management Supply							
	I-ORD01600863	Mosquito Spray-ST	R	5/05/2015		348.00CR	033751	348.00
00115	Rapid Stamp Products							
	I-357527	Nameplate-AD	R	5/05/2015		10.50CR	033752	10.50
00117	Reeves Wiedeman Company							
	I-4617170	Plug-PK	R	5/05/2015		2.35CR	033753	2.35
01982	Rejis Commission							
	I-INV00041446	Terminal REJIS-PD	R	5/05/2015		65.07CR	033754	65.07
02154	Royal Papers Inc							
	I-K700530	Janitorial Supplies-AD	R	5/05/2015		142.17CR	033755	142.17

PACKET: 05163 Regular Payments 4/29/15

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00154	T-Ray Specialties Inc. I-26852	Uniforms-PW	R	5/05/2015		119.37CR	033756	119.37
01546	Thoroughbred Ford I-124310	2015 Ford Escape-CIP	R	5/05/2015		21,077.44CR	033757	21,077.44
01099	Toshiba I-11791373 I-11791375	Black Counter-AD,CT Color Counter-AD,CT	R	5/05/2015 5/05/2015		122.90CR 96.73CR	033758 033758	219.63
02071	TranSystems Corporation I-002779024	Route 9 Entryway Design-95	R	5/05/2015		1,906.89CR	033759	1,906.89

** T O T A L S **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	38	0.00	37,762.75	37,762.75
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	11,726.91	11,726.91
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	43	0.00	49,489.66	49,489.66

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01822	McAnany Concrete							
	C-01822	Curb and Sidewalk Retainer-TP	R	5/05/2015		2,625.00	033760	
	I-01822	Curb and Sidewalk-TP	R	5/05/2015		52,500.00CR	033760	49,875.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	49,875.00	49,875.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	49,875.00	49,875.00

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 4/20/2015 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02140	Commerce Bank - Commercial Car							
I- Stmt 4/20/15	Stmt 4/20/15	D	5/05/2015			000000		
10	535.09-21-00 Miscellaneous	Hip Waders-NS		141.39				
10	518.09-21-00 Miscellaneous	Intern Fair Supplies		17.15				
10	525.03-05-00 Mobile Phones & Pagers	Sprint-PK		82.11				
10	518.03-05-00 Mobile Phones & Pagers	Sprint-CD		131.84				
10	520.03-05-00 Mobile Phones & Pagers	Sprint-ST		228.73				
30	501.03-06-00 Wi-Fi	Sprint-SW		39.99				
10	505.03-05-00 Mobile Phone & Pagers	Sprint-PD		246.32				
10	535.05-41-00 Materials	Fastsigns-NS		139.61				
10	501.03-08-00 Cable	Internet-AD		174.72				
30	501.03-09-00 Trash Hauling	Trash Hauling-SW		29.71				
10	560.51-50-00 Public Works Capital Outlay	Time Capsule-PW		1,404.98				
30	501.09-21-00 Miscellaneous	Google Email-SW		5.00				
10	520.03-01-00 Telephone & Voicemail	Uverse-ATT		47.00				
10	505.05-01-00 Office Supplies & Consumables	Staples-PD		31.48				
10	510.05-01-00 Office Supplies & Consumables	Staples-CT		22.90				
10	520.05-01-00 Office Supplies & Consumables	Staples-ST		47.98				
10	515.05-01-00 Office Supplies & Consumables	Staples-CD		47.26				
10	525.05-01-00 Office Supplies & Consumables	Staples-PK		89.48				
10	501.05-01-00 Office Supplies & Consumables	Staples-AD		176.14				
10	540.09-05-00 Newsletter/Website	Indesign-PI		239.88				
10	501.01-41-02 Professional Dev - Staff	Applied Know Asses-A		75.00				
10	20070 Vol. Employee Fund W/H	Flowers-MacNerland-A		53.64				
10	501.09-21-00 Misc-Other	Bob Lock Gift-AD		20.66				
10	525.03-04-00 Water	Water-PK		20.88				
10	520.03-04-00 Water	Water-ST		66.39				
10	535.09-21-00 Miscellaneous	Volunteer Food-NS		55.32				
10	518.06-22-00 Vehicle Gas & Oil	Fuel-CD		30.38				
10	501.09-21-00 Misc-Other	Frames-AD		16.16				
10	505.01-41-02 Professional Development	Training-PD		50.00				
10	515.05-01-00 Office Supplies & Consumables	Digital Camera-PW		99.98				
10	501.01-41-02 Professional Dev - Staff	IMPA HR Reg-AD		295.00				
10	515.01-41-02 Professional Development	Lunch Presentation-P		72.23				
10	515.01-41-02 Professional Development	APWA, ASE Lunch Meet		50.00				
10	535.06-05-03 Trail Maintenance	Hardware-NS		7.95				
10	525.09-21-00 Miscellaneous	Background Checks-PK		26.50				
10	515.09-21-00 Miscellaneous	Inspector Supplies-P		400.41				
10	515.05-01-00 Office Supplies & Consumables	Camera Case Return-P		11.96CR				
10	515.05-01-00 Office Supplies & Consumables	Memory Card-PW (To b		24.93				
10	525.06-03-00 Restrooms	Faucet-PK		96.00				
10	535.07-51-00 Mosquito & Weed Control	Pesticide-NS		37.90				
10	535.06-21-00 Vehicle Repair & Maintenance	BZ-GO Maint-NS		242.00				
10	515.09-21-00 Miscellaneous	Snow Appreciation Lu		172.77				
10	505.01-41-00 Membership Fees & Dues	IACP Membership-PD		150.00				
10	505.05-01-00 Office Supplies & Consumables	Ink-PD		160.00				
10	535.05-01-00 Office Supplies & Consumables	Hardware-NS		17.96				
10	501.01-41-02 Professional Dev - Staff	GFOA Reg-AD		125.00				

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 4/20/2015 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02140	Commerce Bank - CommerCONT							
	I-Stmt 4/20/15		D 5/05/2015			000000		
10	501.03-01-00 Telephone & Voicemail		City Hall Phone-AD	491.10				
30	501.03-09-00 Trash Hauling		Trash Hauling-SW	29.71				
30	501.03-01-00 Telephone & Voicemail		ATT-SW	279.16				
10	520.03-01-00 Telephone & Voicemail		ATT-ST	90.60				
10	525.03-01-00 Telephone & Voicemail		ATT-PK	163.04				
10	505.03-01-00 Telephone & Voicemail		ATT-PD	145.49				
10	525.05-21-00 Equipment & Handtools		Aerator Refund (paid	355.48CR				
10	525.05-21-00 Equipment & Handtools		Aerator (w/o tax)-PK	329.99				
10	525.05-21-00 Equipment & Handtools		Bit Set-PK	14.99				6,887.37

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	6,887.37	0.00	6,887.37
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

*** G/L ACCOUNT TOTALS ***

G/L ACCOUNT	NAME	AMOUNT
10 20070	Vol. Employee Fund W/H	53.64
10 501.01-41-02	Professional Dev - Staff	495.00
10 501.03-01-00	Telephone & Voicemail	491.10
10 501.03-08-00	Cable	174.72
10 501.05-01-00	Office Supplies & Consumables	176.14
10 501.09-21-00	Misc-Other	36.82
10 505.01-41-00	Membership Fees & Dues	150.00
10 505.01-41-02	Professional Development	50.00
10 505.03-01-00	Telephone & Voicemail	145.49
10 505.03-05-00	Mobile Phone & Pagers	246.32
10 505.05-01-00	Office Supplies & Consumables	191.48
10 510.05-01-00	Office Supplies & Consumables	22.90
10 515.01-41-02	Professional Development	122.23
10 515.05-01-00	Office Supplies & Consumables	160.21
10 515.09-21-00	Miscellaneous	573.18
10 518.03-05-00	Mobile Phones & Pagers	131.84
10 518.06-22-00	Vehicle Gas & Oil	30.38

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 4/20/2015 THRU 99/99/9999

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 518.09-21-00	Miscellaneous	17.15
10 520.03-01-00	Telephone & Voicemail	137.60
10 520.03-04-00	Water	66.39
10 520.03-05-00	Mobile Phones & Pagers	228.73
10 520.05-01-00	Office Supplies & Consumables	47.98
10 525.03-01-00	Telephone & Voicemail	163.04
10 525.03-04-00	Water	20.88
10 525.03-05-00	Mobile Phones & Pagers	82.11
10 525.05-01-00	Office Supplies & Consumables	89.48
10 525.05-21-00	Equipment & Handtools	10.50CR
10 525.06-03-00	Restrooms	96.00
10 525.09-21-00	Miscellaneous	26.50
10 535.05-01-00	Office Supplies & Consumables	17.96
10 535.05-41-00	Materials	139.61
10 535.06-05-03	Trail Maintenance	7.95
10 535.06-21-00	Vehicle Repair & Maintenance	242.00
10 535.07-51-00	Mosquito & Weed Control	37.90
10 535.09-21-00	Miscellaneous	196.71
10 540.09-05-00	Newsletter/Website	239.88
10 560.51-50-00	Public Works Capital Outlay	1,404.98
	*** FUND TOTAL ***	6,503.80
30 501.03-01-00	Telephone & Voicemail	279.16
30 501.03-06-00	Wi-Fi	39.99
30 501.03-09-00	Trash Hauling	59.42
30 501.09-21-00	Miscellaneous	5.00
	*** FUND TOTAL ***	383.57

VENDOR SET:	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
01	AP		1	6,887.37	0.00	6,887.37
BANK:	AP	TOTALS:	1	6,887.37	0.00	6,887.37
REPORT TOTALS:			1	6,887.37	0.00	6,887.37

VENDOR SET: 01 City of Parkville
 BANK: AP Pooled Cash Regular AP
 DATE RANGE: 4/20/2015 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00097	P & G Hardware							
	I-Stmt 4/15/15		5/05/2015			033750		
10	520.05-21-00 Handtools		Bolts, Bar, Bits-ST	30.47				
10	525.06-03-00 Restrooms		Restroom Supplies-PK	36.97				
10	525.05-21-00 Equipment & Handtools		Gloves, Hardware-PK	26.85				
10	520.05-21-00 Handtools		Paint, Trash Picker,	41.95				
10	525.05-21-00 Equipment & Handtools		Rakes, Tools-PK	94.69				
10	525.06-01-00 Buildings Maint & Repair		Concrete Patch-PK	43.98				
10	525.05-42-00 Grass Seed & Fertilizer		Seed-PK	30.98				
10	525.05-21-00 Equipment & Handtools		Bits, Hardware-PK	18.07				
10	525.05-21-00 Equipment & Handtools		Anchors-PK	4.91				
10	525.05-41-03 Park Enhancements		Mix-Pk	75.48				
10	520.05-21-00 Handtools		Shovel, Sprayer, Too	129.86				
10	520.05-21-00 Handtools		Glue, Cleaner-ST	17.58				
10	525.06-22-01 Equipment Gas & Oil		Oil Mix-PK	22.74				
10	525.05-21-00 Equipment & Handtools		Propane-PK	4.59				
10	505.05-21-00 Equipment and Handtools		Key-PD	1.99				581.11

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	581.11	0.00	581.11
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 505.05-21-00	Equipment and Handtools	1.99
10 520.05-21-00	Handtools	219.86
10 525.05-21-00	Equipment & Handtools	149.11
10 525.05-41-03	Park Enhancements	75.48
10 525.05-42-00	Grass Seed & Fertilizer	30.98
10 525.06-01-00	Buildings Maint & Repair	43.98
10 525.06-03-00	Restrooms	36.97
10 525.06-22-01	Equipment Gas & Oil	22.74
	*** FUND TOTAL ***	581.11

CITY OF PARKVILLE Policy Report

Date: April 22, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Presentation of the public management analysis of the Old Parkville Cemetery by the Park University Master of Public Affairs Program.

BACKGROUND:

From January 2015 to March 2015 the City of Parkville partnered with the Park University Master of Public Affairs Public Management Class (PA 511) on a community-based venture. Initially, City staff worked with Park University Professor (and Parkville resident) Rebekkah Stuteville to select an interesting and viable project with real world management issues for the PA 511 class to research and analyze. After discussion of various projects, the management and maintenance of the Old Parkville Cemetery was selected as the class topic.

Historically, the Old Parkville Cemetery has remained a relatively low priority for the City because of its limited usage as a functional cemetery and the dedication of City resources to other areas of need. Maintenance and management of the Old Parkville Cemetery was a project that was given a score of low priority at the Board planning retreat last summer. However, staff recognizes the need to develop a plan for future maintenance and preservation of the cemetery before the area suffers irreversible damage or requires extraordinarily expensive repairs. The partnership with Park University provided an opportunity to advance this project through volunteer support in lieu of significant City staff and other resources that are committed for higher priorities. Specifically, the PA 511 class was tasked with determining (1) ways to effectively maintain the cemetery on a limited budget and (2) the future of the currently defunct Cemetery Board.

Throughout the semester, City staff checked in on PA 511 class progress via a YouTube video, a live video chat, and discussion in an online classroom. This format provided a way for students to get instant information and feedback from each other and from City officials. As a supplement to the PA 511 class project, students from the Park University Geography Department began a preliminary mapping and online Geographic Information Systems (GIS) project for the cemetery. The supplementary project produced a GIS map and list of visible gravestones in the Old Parkville Cemetery (Attachment 2, Slides 27-29).

Professor Rebekkah Stuteville presented the final report created by the PA 511 class to City staff on March 20, 2015 (Attachment 1 and 2). Staff reviewed each recommendation in the report and labeled them as either concurring, not recommended, or moot.

1. Staff Analysis:

A. Concurring Recommendations:

Recommendations	Staff Reasoning
Update the City Code to reflect the current cemetery status.	The cemetery is no longer active and accepting new burials. It is relevant to

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(Attachment 1, Pages 5-6)	update the City Code to reflect this recommendation.
Reconstitute the Cemetery Board (Attachment 1, Page 6)	<p>The report suggests that the Cemetery Board should be reconstituted to assume “care and custody” of the cemetery. Staff concurs that the Cemetery Board could be an effective local advocacy group to support cemetery maintenance. However, a volunteer board will require staff support to meet its mandate and comply with regulations governing public entities and public assets. It is unclear how this staff support could be delivered within current resources.</p> <p>Even a relatively modest commitment of quarterly meetings would require a considerable investment of staff resources for preparation and follow-up. This would mean that other staff duties would have to be reassigned or deferred. Because the cemetery was identified by the Board last summer as a low priority, staff needs further direction. If so directed, staff could prepare a Cemetery Board staffing proposal for further review so that the Board of Aldermen can understand what would be sacrificed before making a commitment.</p>
Add the Parkville Cemetery Board and members to the website. (Attachment 1, Page 15).	If the Cemetery Board is reconstituted, it would be standard procedure to add the board members to the website.
Sexton desirable but unfeasible (Attachment 1, Page 16).	Staff agrees that a cemetery sexton is does not fit into the city’s budget or priorities at this time.
Inform citizens via media outlets (Attachment 1, Page 17-19)	Staff agrees that to raise community awareness, information and volunteer opportunities should be available and listed in the Parkville newsletter and online. An update about this project is planned for the next newsletter and as an update to the website.
Post historical information online. (Attachment 1, Page 22).	Staff agrees that maintaining historical accuracy is important. Information would need to be vetted and approved by content experts. Approved historical information about the cemetery could be marketed via various media outlets.
Continue lawn care best practices (Attachment 1, Page 43)	The City currently hires a local contractor who is skilled in cemetery lawn care. The city plans to continue this agreement. The City will ensure that future supplemental

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	work (fence repairs, stone repairs, etc.) are completed in accordance with the Purchasing Policy (i.e. multiple quotes or competitive bids).
Provide a list of tasks and projects for a reconstituted Cemetery Board to research and recommend. (Attachment 1, Multiple Locations).	A list of primary and secondary duties and projects for the Cemetery Board is listed in section 2 (below).
Work in good faith with Park University to facilitate the continuation of the cemetery mapping project. (Attachment 2, Slides 27-29)	University staff expressed that there will be little to no cost to the City for the facilitation of this project. Subsurface mapping can help to locate virtually all burial locations (many of which are currently unknown).

B. Not Recommended:

Recommendations	Staff Reasoning
Sending a reconstituted Cemetery Board to preservation workshops (Attachment 1, Page 25)	This may be an option for the future. A new board would have an enormous task of developing the projects outlined in this report. This is low on the priority list, and funding is not currently allocated for this purpose.
Formation of a 501(c)(3) "Friends Group." (Attachment 1, Page 26-28)	1.) The primary reasoning for the creation of a 501(c)(3) listed in the report was the judgment that the city is unable to accept tax-deductible donations. However, the City can and does accept tax-deductible donations. As a result, staff does not currently recommend this proposal. 2.) The secondary reasoning for the creation of a 501(c)(3) was that a 501(c)(3) would enhance the credibility of cemetery-related projects. Staff believes that the credibility, viability, and marketability of cemetery projects would be improved with an active Cemetery Board. As a result, staff does not recommend creating a 501(c)(3) organization at this time, although the issue could be tabled for future evaluation by the Cemetery Board.

C. Moot: The following issue is moot because another mechanism is already in place to account for the recommendation.

Recommendations	Staff Reasoning
Assign care of the cemetery to a specific	Care of the cemetery is already assigned

department. (Attachment 1, Page 16)	to the Public Works Department. Although primary maintenance is handled by a contract provider, the Public Works Department oversees that contractual relationship and provides supplemental support as needed.
Create a code of Ethics (Attachment 1, Page 34)	Per Chapter 107 of the Parkville municipal code, the City Parkville already has a Code of Ethics for all officials and employees of the City of Parkville, whether elected or appointed, paid or unpaid.

2. Proposed Cemetery Board Duties and Assignments

Based on a number of other recommendations outlined in the report, Staff has developed proposed assignments for a reconstituted Cemetery Board. These assignments are divided as primary or secondary based on practical importance and the opportunity to have a tangible impact to the City.

Parkville Cemetery Board	
Primary Duties and Assignments	
	Review the possibility to place the cemetery on the National Register of Historic Places. (Attachment 1, Page 7-10)
	Make annual budget recommendations for cemetery maintenance and improvements to the Public Works Director to evaluate and incorporate into the departmental budget request. The proposed budget in the report (\$11,485 in 2016 and \$8,500 in 2017) is a reasonable increase to repair and maintain a safe cemetery environment, but it needs to be verified and evaluated in the context of other departmental priorities. (Attachment 1, Page 21)
	Develop an action plan for informing the city on major maintenance issues, including the evaluation of what repair can be conducted in-house vs. what must be contracted out. (Attachment 1, Page 23-25)
	Develop strategies to effectively plan and use volunteer help, including a marketing strategy to promote public information about the cemetery and volunteer opportunities. (Attachment 1, Multiple Locations).
Secondary Duties and Assignments	
	Develop funding raising tactics, including: <ul style="list-style-type: none"> • Evaluate the National Trust for Historic Places. This program requires membership and matching funds. (Attachment 1, Page 23) • Evaluate Community Development Block Grant (CDBG) funding. Parkville is only eligible for highly competitive small cities funding through the State CDBG Program. The application and compliance requirements are extensive, and there may be higher community priorities to pursue through this funding. (Attachment 1, Page 23) Develop a plan to accept miscellaneous donations. (Attachment 1, Page 24-25)
	Develop a plan/culture for the future of the cemetery. This would include establishing “Historical Significance” and developing a “Park Atmosphere” to the area. (Attachment 1, Page 42-44)
	Develop a cemetery learning project and engagement opportunities with schools or other entities. (Attachment 1, Page 46)

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Representatives from the class are scheduled to present their findings at the Board of Aldermen meeting on May 5, 2015. Staff seeks direction from the Board of Aldermen regarding implementation of any or all of the recommendations.

BUDGET IMPACT:

There is no budget impact associated with the presentation of the report. Implementation of various recommendations may have budgetary implications which would require further analysis and future action by the Finance Committee and/or Board of Aldermen.

ALTERNATIVES:

1. Receive and file the report; and direct staff to proceed with implementation of the concurring recommendations as outlined in the policy report.
2. Receive and file the report; and direct staff to proceed with implementation of a revised list of recommendations to meet the desires of the Board of Aldermen.
3. Receive and file the report; and direct no further action at this time.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board receive and file the report; and direct staff to proceed with implementation of the staff recommendations as outlined in the policy report.

POLICY:

City Code Section 142.010 describes that the Board of Aldermen shall create committees, commissions and boards as authorized by State Statutes as necessary to effectively carry out the business of the City. Chapter 155 of the City Code sets out the duties and composition of the Cemetery Board and other regulations related to the Old Parkville Cemetery.

SUGGESTED MOTION:

I move to receive and file the Public Management Analysis of the Old Parkville Cemetery and direct staff to proceed with implementation of the staff recommendations as outlined in the policy report.

ATTACHMENTS:

1. Park University PA511 Class Analysis of the Old Parkville Cemetery
2. Park University PA511 Class Presentation

A Public Management Analysis of the Old Parkville Cemetery
by
The Park University Master of Public Affairs Program
Spring 1 2015 Public Management Course



Photo by Denise Jacobson.

March 20, 2015

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The authors listed above researched, wrote, and/or contributed to the sections identified. Some editing was done by Rebekkah Stuteville. Special thanks to Tim Blakeslee with the City of Parkville, MO for his assistance with this project.

Introduction

In Spring 1 2015 the Park University Master of Public Affairs (MPA) Public Management (PA 511) class partnered with the City of Parkville, Missouri on a community-based project regarding the Old Parkville Cemetery. The students participated via an online class from different locations throughout the United States and the world, including California, Kansas, Kentucky, Missouri, New Mexico, Texas, Washington, and Indonesia.

The class used Carolyn J. Hill's and Laurence E. Lynn Jr.'s book *Public Management: A Three-Dimension Approach* to examine the laws, structure, culture, and craft involved in managing a cemetery. Using Hill's and Lynn's three-dimension approach for analyzing public management challenges, the class researched the applicable laws and ordinances, court cases, and citizen participation processes. They examined the organizational structure, drafted a budget, and examined the potential for contracting services related to the Old Parkville Cemetery. Additionally, the class explored leadership skills needed for cemetery management, located best practices for historic cemeteries, and developed strategies for enhancing the cemetery's presence in the community.

Section 1: Rule of Law

Carolyn J. Hill and Laurence E. Lynn explain that the rule of law is public management's "backbone" (2009, 89). Public management's legitimacy is derived from public managers' accountability to the law (Hill and Lynn 2009, 89). Since the law provides the foundation for public management, the applicable laws and ordinances will be discussed first.

Parkville's Municipal Ordinances

The local ordinance that governs the Old Parkville Cemetery is Chapter 155 of the Parkville Municipal Code. The code identifies the location of the cemetery, the terms for owning and purchasing a plot, the composition of the Cemetery Board, and the duties of the Cemetery Board.

Figure 1. Parkville Municipal Code, Chapter 155.

Chapter 155: Cemetery

Section 155.010 Established
[Ord. No. 1209 §1, 3-5-1991]

All that certain parcel of ground on the west side of Highway 9, commonly known as the Old Parkville Cemetery, and used for the interment of the dead, shall continue to be known as the Old Parkville Cemetery.

Section 155.020 Certificate of Ownership
[Ord. No. 1209 §2, 3-5-1991]

All persons who have heretofore purchased and paid for lots in said Old Parkville Cemetery may, upon sufficient proof of said purchase and payment therefor, receive from the Mayor of the City a certificate executed by him as Mayor of said City, and countersigned by the City Clerk, for the lots or lots so purchased.

Section 155.030 Cost of Lot
[Ord. No. 1209 §3, 3-5-1991]

Any person or persons residing within the limits of the City of Parkville, or related by marriage or consanguinity to a person already buried in the Old Parkville Cemetery, desiring to purchase a lot in said cemetery, shall arrange the purchase with the custodian of the Old Parkville Cemetery records, who shall certify in writing the ownership qualifications of the purchaser, and indicate which lot or lots the purchaser is to receive. Thereupon, the purchaser shall pay to the City the sum of three dollars (\$3.00) for each lot so purchased. Upon receipt of payment by the City, a certificate conveying such lot shall be signed by the Mayor and countersigned by the City Clerk under the seal of the City, pursuant to Section 79.440 RSMo. The City Clerk shall then record the purchaser's ownership upon the plat of the cemetery.

Section 155.040 Cemetery Board
[Ord. No. 1209 §4, 3-5-1991; Ord. No. 1440 §8, 6-7-1994]

A.
The Cemetery Board is hereby expanded to a membership of seven (7) persons who shall have been residents of the City of Parkville for at least one (1) year immediately prior to their appointment. Two (2) shall be appointed for one (1) year, two (2) for two (2) years, and three (3) for three (3) years. At the expiration of these terms, subsequent appointments shall be for three (3) years. Terms of appointment shall be from the date of the first (1st) regular meeting of the Board of Aldermen each May to the date of the first (1st) regular meeting of the Board of Aldermen in May of the year of expiration. The Mayor may, by and with the consent of the Board of Aldermen, remove any member of the Cemetery Board for misconduct or neglect of duty. Vacancies occasioned by removal, resignation or otherwise shall be reported to the Board of Aldermen, and shall be filled in like manner as original appointments, except that the term of office shall be the unexpired term of the office being filled. No member of the Cemetery Board shall receive compensation as such.

B.
One (1) member of the Board of Aldermen shall be appointed as a liaison person with the Cemetery Board

Section 155.050 Duties of Cemetery Board
[Ord. No. 1209 §5, 3-5-1991]

The duties of the Old Parkville Cemetery Board shall be to have the care and custody of the cemetery and enclosures; to see that the enclosures are kept in good order and repair; and that the grounds are always in good order; to assist the City Clerk in keeping a record of all interments made and marking lots sold upon the plat of the Old Parkville Cemetery; to recommend such improvements and repairs at and about said cemetery as they may deem necessary; and also to lay before the Board of Aldermen all such other matters respecting the cemetery as they may think advisable; and generally to do all things which the Board of Aldermen may require of them in and about said cemetery.

Section 155.060 Plat of Cemetery
[Ord. No. 1209 §6, 3-5-1991]

A plat of the cemetery shall be made showing the blocks and numbers of lots, which shall be kept at the City Clerk's office as one of the City records, and the City Clerk shall be required at least once a year to enter on each new lot sold the name of the grantee and the date of the purchase, which plat shall be at all times subject to the inspection of any parties interested.

All sections of Chapter 155 were reviewed as part of this project, and several recommendations emerged.

Ownership and Cost of Lots: Discussions with Cemetery Board Member Carolyn Elwess (2015) indicated the ordinance should be updated to reflect that plots can no longer be purchased since it is believed that the cemetery is full. Cremations of blood relatives of current occupants may be considered, but other burials may no longer be possible due to space limitations (Elwess 2015). The ordinance should be updated to clarify this limitation.

Cemetery Board: Cemetery Board Member Carolyn Elwess stated that the Cemetery Board has been inactive for several years, and meetings have not been conducted. According to Elwess, there were six members in 1997, four of whom are now deceased. There are currently only two members, Mrs. Carolyn McHenry Elwess (Chairman) and Mrs. Mary Ann Johnson (Secretary/Treasurer) (Elwess, e-mail message to student, February 27, 2015). The Alderman Liaison has not been appointed. The section of the ordinance regarding the composition of the Cemetery Board does not require revision, but it does need to be implemented. This can be accomplished by appointing the requisite seven members to the Cemetery Board, and by appointing an Alderman from either Ward 1 or Ward 2, which are the wards in closest proximity to the Old Parkville Cemetery.

Duties of Cemetery Board: The Cemetery Board is unable to perform its duties of “care and custody” (City of Parkville Municipal Code 1991) due to budgetary constraints. Elwess reported that funds were previously raised by “The Old Parkville Cemetery Association,” a volunteer group that was active in the 1980s and early 1990s, to pay for mowing and some repairs. When the group disbanded, the funds were exhausted and the City began paying for the mowing. The Cemetery Board still reports damage and dangerous conditions that arise at the cemetery. For example, the Cemetery Board notified the City of maintenance concerns in 2011 (Elwess, e-mail message to student, February 27, 2015). However, the only funds currently available for the cemetery are from the City of Parkville in the amount of approximately \$3,500 - \$4,000, and they are used for routine mowing, weeding, and minor maintenance (Blakeslee 2015). Recommendations regarding the costs associated with maintaining the cemetery and for locating additional funds are addressed in subsequent sections of this report.

For comparative purposes, cemetery ordinances for Rolla, Missouri and Phillipsburg, Kansas were reviewed (City of Rolla, MO; Phillipsburg, KS). Both cities have codes that are more specific than the Parkville, Missouri ordinance, and their ordinances have been updated. Both cemeteries are still active. Although the Old Parkville Cemetery is not active, it is still advisable to update the code.

Recommendations

- Update the Parkville Municipal Code to reflect that the cemetery is inactive.
- Reconstitute the Cemetery Board with the full seven member board, and appoint an Alderman Liaison from Ward 1 or Ward 2.

Missouri State Law

There are several state laws that apply to cemeteries. The state laws serve the dual purpose of prescribing constraints and presenting opportunities.

One of the basic state laws regarding cemeteries is Missouri Revised Statute Chapter 79, Section 79.430 (MO Revised Statute 1939). This statute explains the roles and responsibilities of Fourth Class cities in the State of Missouri with regard to public cemeteries. The statute grants the Board of Alderman the power to own cemeteries, and explains the city's responsibilities for surveying, maintaining, regulating, protecting and funding the cemetery.

Figure 2. Missouri Revised Statute Chapter 79

Board may provide public cemeteries and regulate same.

79.430. The board of aldermen shall have power to purchase, receive, and to hold real estate, as herein mentioned, for public cemeteries, either within or without the city, within a distance of three miles thereof, and the city and its officers shall have jurisdiction over the said cemeteries wherever located; provided, that no such cemetery shall exceed eighty acres in one body. The board of aldermen shall provide for the survey, platting, grading, fencing, ornamenting and improving of all the cemetery ground, and the avenues leading thereto, owned by the city, and may construct walks and protect ornamental trees, and provide for paying the expenses therefor. The board of aldermen may make rules and pass ordinances imposing penalties and fines, regulating, protecting and governing city cemeteries, the owners of lots therein, visitors thereto, and punish trespassers therein, and the officers of such city shall have as full jurisdiction and power in the enforcing of such rules and ordinances as though they related to the city itself.

(RSMo 1939 § 7190)

Prior revisions: 1929 § 7040; 1919 § 8491; 1909 § 9393

State of Missouri <http://www.moga.mo.gov/mostatutes/stathtml/07900004301.html>

In addition to specifying obligations, state and federal laws may also provide opportunities for meeting the challenges presented by the cemetery. The City of Parkville faces several challenges with the Old Parkville Cemetery. One of the main challenges is how the City of Parkville can afford the upkeep of the cemetery. Currently, with the limited budget, the City of Parkville is limited to lawn maintenance and other inexpensive general maintenance items. The City has also been working to create and maintain maps and other significant documents with the help of volunteers from Park University.

There are different ways in which the City of Parkville can increase its funding for maintenance of the Old Parkville Cemetery: 1) One option is to seek assistance at the state and federal level by placing the Old Parkville Cemetery on the National Register of Historic Places. While this has many benefits, the restrictions need to be considered as well. 2) The second option is to register the cemetery as endowed care cemetery with the state of Missouri.

National Register of Historic Places: The National Register of Historic Places accepts applicants through each state's Department of Natural Resources, but the criteria for evaluation are outlined at the National Register level and provided to the state for the evaluation. The Old Parkville Cemetery fits the requirement that "The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts, sites, buildings, structures and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association that are associated with the lives of significant persons in our past" (MO Department of Natural Resources 2015a). There are also specific criteria for cemeteries, and cemeteries have to fall into

one of seven categories. The Old Parkville Cemetery meets the following: “A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events” (MO Department of Natural Resources 2015a). The focus for Parkville is on the criteria “from age” and “persons of transcendent importance” (MO Department of Natural Resources 2015a).

The “from age” criterion is met by the fact that the Old Parkville Cemetery has its first recorded burial in 1840, which is 18 years prior to the City of Parkville becoming incorporated. During those 18 years, there were 68 burials. This demonstrates that the age of the cemetery predates the founding of Parkville and could contain much historical significance that has yet to be uncovered.

For the purposes of meeting the criteria of being “associated with the lives of significant persons in our past” and “persons of transcendent importance” we will look at the Kipp family that is buried at the Old Parkville Cemetery. There are three Kipps buried in the Old Parkville Cemetery: Capt. Jas. (James) Kipp, Samuel Kipp and Mary Kipp. Mary was James’ wife and Samuel was James’ son. It is noted in the Old Parkville Cemetery List of Burials (Gault n.d.) that James Kipp was a fur trader, but he was a very notable one. He is actually a founder of a National Register of Historical Places site in North Dakota called Fort Clark. The document for Fort Clark can be found at the following location: <http://pdfhost.focus.nps.gov/docs/NRHP/Text/86002800.pdf>

James Kipp was “arguably the most important of the numerous agents engaged in that trade. He was a prominent member of two successive fur-trading companies” (Wood 2015). James and Samuel eventually settled down in Parkville, MO where Samuel married Mariah (typed in the Cemetery register as Maria) at the Parkville Presbyterian Church in 1861. Later, after James had settled down near Parkville and purchased a farm in 1842, he was appointed the “Guardian of the person and estate of Margaret Murray” (Wood 2015). Margaret was the Daughter of James Murray, who was a colleague of James in the Upper Missouri Outfit. The City of Parkville was abandoned by many of the residents during the Civil War conflict, however Kipp remained in the city. “James Kipp and his family were major players in the history of the Upper Missouri from the early stages of the fur trade until after North Dakota and Montana became states in 1889” (Wood 2015).

There are a many other cemeteries in Missouri that are on the National Register of Historic Places. One of those is the Elmwood Cemetery in Kansas City. It was placed on the registry due to its age, some architectural aspects and some notable people from history, including Mary Flagg, who “represents a young girl, who presumably portrays the child buried [t]here” (MO Department of Natural Resources 2015c). Other notable people buried there include executives and key real estate developers. The second cemetery that should be noted is the Columbia Cemetery, in Columbia, Missouri, which holds the graves for lawyers and newspaper editors, but was nominated for art and landscape architecture (Columbia Cemetery 2015). With these cemeteries in mind, it can be argued that the Old Parkville Cemetery holds much greater historical significance than either one of those, so it should be well qualified for the National Register of Historic Places.

In order to be listed on the Register, the person nominating the property needs to complete the State of Missouri “eligibility assessment form” with current photographs of the property. This form should include as much detail as possible about the historic significance. The nominee will receive a response within 30 days expressing the opinion of eligibility of the property. There may be a historic survey for the cemetery as well (MO Department of Natural Resources 2015b). The nomination can be objected by the property owner, if they choose to do so. Federal regulation requires that the “Missouri State Historic Preservation Office notifies all owners of private property being nominated to the National Register of Historic Places 30 to 75 days prior to the consideration of the nomination by the Missouri Advisory Council on Historic Preservation” (MO Department of Natural Resources 2015a). According to the guidelines, the City of Parkville would be contacted by a letter regarding the nomination.

The benefits to being added to the National Register of Historic Places are numerous. First, the property receives “Consideration in planning for federal, federally licensed and federally assisted projects; Section 106 of the National Historic Preservation Act of 1966 requires that federal agencies allow the Advisory Council on Historic Preservation an opportunity to comment on all projects affecting historic properties either listed in or determined eligible for listing in the National Register. The Advisory Council oversees and ensures the consideration of historic properties in the federal planning process” (MO Department of Natural Resources 2015a). This means that the Old Parkville Cemetery will receive consideration for federal funding for historic preservation, which is exactly what the City of Parkville needs the most. Second, there are many tax benefits, one being federal tax deductions for the City of Parkville as well as the possibility of a 31.5 year straight-line depreciation incentive for the property. State tax incentives are also available that “encourage investment in historic resources” (MO Department of Natural Resources 2015a). These incentives are also outlined in Ch. 137.100 where it states, “The following subjects are exempt from taxation for state, county or local purposes...nonprofit cemeteries” (MO General Assembly 2015).

When being part of the National Register of Historic Places, although many benefits are available, restrictions and limitations may be a concern. The main restrictions that are set forth with the National Historic Registry is that the cemetery would not be able to accommodate any new structures or burials, but that should not be an issue since there is a newer cemetery across the street (Advisory Council on Historic Preservation 2015). However, this seems to be the only true restriction other than how the federal funds should be used. According to Missouri Law, “neither state nor federal law limits the rights of owners of private property listed in the National Register to maintain, manage or dispose of their property as they choose provided that no federal monies, licenses, or permits are involved” (MO Department of Natural Resources 2015a) and “listing in the National Register does not mean that limitations will be placed on the properties by the state or federal government. Public visitation rights are not required of owners. Neither the state nor federal government will attach restrictive covenants to the properties or seek to acquire them” (MO Department of Natural Resources 2015a).

Endowed Care Cemeteries: The State of Missouri has specific laws governing the operation as an Endowed Care Cemetery. When choosing to do so, the Office of Endowed Care Cemeteries will accept the proper forms and fee. A land survey will need to be completed and a license will be issued upon approval (MO Secretary of State 20 CSR 2065-2 2015). The applicant must maintain a bank account (Trust Fund) that is dedicate to the Cemetery and a minimum deposit

amount is required at least semi-annually. In addition to the Trust Fund, there must be annual reports filed to the state as well as books and records available for auditing by the Division of Professional Registration (Missouri Division of Professional Registration 2015). Some of these are requirements that have already been set forth by the Missouri General Assembly in the Missouri Revised Statutes (MO General Assembly 2015). According to the Missouri Revised Statutes, Section 214.300.1, the establishment of the trust fund must be at least one thousand dollars for each acre in the cemetery. Other requirements for funds are outlined in section 214.320., such as future deposit sources and auditing (MO General Assembly 2015).

The operational guidelines for an Endowed Cemetery are outlined in the Secretary of State CSR 2065-1, where they discuss the regulations for the Endowed Care Cemetery Advisory Committee. This committee would need to be established for the Old Parkville Cemetery and would contain three owners and two public members. They have a designated term varying from two to four years depending on their role. The committee is required to meet at least twice per year and are not allowed to receive compensation greater than \$50 per day of work devoted to the community (MO Secretary of State 20 CSR 2065-1 2015).

There are no requirements or limitations on how the Trust Fund shall be funded, so these funds can come from federal sources like the National Register of Historic Places, donations or nonprofit organizations, such as the National Trust for Historic Preservation. This makes it feasible for all three of these viable solutions. It would be difficult for the City of Parkville to fund and maintain the requirements of an Endowed Care Cemetery without the help from nonprofits or the federal government due to some of the requirements. Establishing the Endowed Care would give the City the accountability needed to generate reports and financial statement that will be required from the National Register of Historic Places.

Recommendations

- Increase funding by adding the cemetery to the National Register of Historic Places.

Cemetery Court Cases¹

In addition to examining the local ordinances and state laws, public managers must also be familiar with relevant court cases and common law. Court cases related to cemetery maintenance and safety, and recordkeeping are discussed in this section.

The Old Parkville Cemetery faces several potential issues in terms of case law as it pertains to the disrepair that the cemetery has fallen into. One of the main differences between the current situation and several of the relevant cases is that the Old Parkville Cemetery is operated by the city government rather than a private association. This difference is significant because there are specific holdings and regulations which apply to each. Some of the issues for concern to the Old Parkville cemetery and the City of Parkville include the following: 1) Cemetery maintenance and safety, and 2) Recordkeeping.

One issue facing the City with regards to the cemetery is the lack of perpetual care for the grounds and the increased chance of injuries to visitors due to the arguably dangerous conditions

¹ Note that the research in this section is for background and informational purposes only. The student and instructor are not qualified to provide any form of legal advice or guidance.

at the cemetery. Many of these cases involve private cemetery associations; however, there have been a few involving publically managed cemeteries. One of the reasons for this may be the existence of sovereign immunity for state and federal governments. Additionally, local governments can also enjoy the benefits of such immunity from law suits in certain situations. Local sovereign immunity is available on state-to-state basis and is drafted as tort legislation based on “the Federal Tort Claims Act (28 U.S.C.§2674)” (National Conference of State Legislatures 2010). Aside from the sovereign immunity factor, another reason for the lack of cases specifically for historic non-active cemeteries may be caused by the lack of living stakeholders. In lieu of these challenges, there have been some cases which relate directly to the current project.

Another significant issue facing the City is the state of the records for the cemetery. In addition to missing information regarding some of the cemetery’s inhabitants, there are no accurate records regarding plot locations. Unfortunately, even with mapped plot locations, the lack of records on those buried in the cemetery makes it difficult to accurately identify plots are actually filled or not and by whom. Across the country, there have been several court cases regarding poor record keeping, management, and handling of the dead by cemeteries.

The two issues that pose the most immediate liability are the lack of maintenance causing dangerous conditions and the lack of proper record keeping. Both of these issues are complex and compounded by underlying concerns. The case law and legislation behind each of these issues come from various levels of court and from a variety of states. Consequently, some of the identified holdings from the case law may or may not be completely applicable to the current situation or at least not currently applicable.

Cemetery Maintenance and Safety: One priority is the City’s need to find a solution for the disrepair at the cemetery since the current condition of the cemetery raises questions. The most pressing need is to reduce dangerous conditions for cemetery’s visitors. Visitors may not necessarily constitute only those going to a grave site, but rather anyone entering and passing through the cemetery. Modern case law has found a city liable for injuries sustained due to dangerous conditions in a cemetery. Although the case was different in that the plaintiff had been locked in the cemetery and was injured attempting to jump over the iron fence, the fact remained that the city was still held liable for the injuries and was forced to pay \$1.6M to the plaintiff (Suzanne K. Osborne v. City Of Trenton). One of the key aspects of this case is that the City of Trenton attempted to use as a cause for dismissal the State of New Jersey’s tort legislation. Unfortunately, even the appellate courts affirmed the judgment on damages to the plaintiff. This may be of concern to the City of Parkville because the State of Missouri has similar legislation in regards to their tort regulations. Sovereign immunity is available; however, certain exceptions are in place which allows suits and claims of liability to be brought against cities. Of specific concern here is the exception for “injuries caused by the condition of a public entity's property if the plaintiff establishes that the property was in dangerous condition at the time of the injury, that the injury directly resulted from the dangerous condition, that the dangerous condition created a reasonably foreseeable risk of harm of the kind of injury which was incurred, and that either a negligent or wrongful act or omission of an employee of the public entity within the course of his employment created the dangerous condition or a public entity had actual or constructive notice of the dangerous condition in sufficient time prior to the injury to have taken measures to protect against the dangerous condition” (Missouri Revised

Statutes 1991). This statute leaves the City of Parkville in a potentially vulnerable state due to the conditions of the cemetery, especially with locals using the cemetery regularly for a walking path.

Recordkeeping: Aside from the physical condition of the cemetery, the City may need to be concerned with the condition of their record keeping and their knowledge of which plots are filled. In a related case, the Pike family sued the city of Gladewater “to recover for severe mental anguish, alleging negligence by the City in the misplacement of the body of the decedent” (City of Gladewater v. Pike). In this case, city records only showed owners deeds, no records showed when a plot was filled or by whom, which was discovered when the body of an adult male was exhumed from the plot where the two year old son of Mr. Pike was supposedly buried. With “regards to the claim of negligence, the courts found that because the city failed to keep proper records regarding which plots were filled and by whom, there is no way to know where the boy’s body was, thus providing the inference of negligence. Additionally, the courts found that for this reason, the Pike family is “entitled to actual damages from the city” (City of Gladewater v. Pike). In regards to the second claim, the courts held that “the holding of the court of appeals that exemplary damages are recoverable in limited instances under Texas law, we reverse the holdings of the trial court and court of appeals which allowed Harold Pike and Mildred Powell such a recovery” (City of Gladewater v. Pike)” (Solley 2015).

Recommendations

- The City should seek additional sources of funding to address maintenance and recordkeeping issues. Court cases show that there are potential legal consequences for dangerous conditions or the poor recordkeeping at cemeteries.
- Address recordkeeping concerns by mapping the cemetery and comparing the information with the available records. Park University’s Geography Department is already conducting a separate mapping project, but Ground-Penetrating Radar (GPR) may be needed to properly map the grave sites within the Old Parkville Cemetery. MPA student Debra Solley’s research on GPR will be discussed in more detail in conjunction with the budget. (See footnote number 2.)

Summary of Recommendations: Rule of Law

- Update the Parkville Municipal Code to reflect that the cemetery is inactive.
- Reconstitute the Cemetery Board with the full seven member board, and appoint an Alderman Liaison from Ward 1 or Ward 2.
- Increase funding by adding the cemetery to National Register of Historic Places.
- Seek additional sources of funding to address maintenance and recordkeeping issues. Court cases show that there are potential legal consequences for dangerous conditions or the poor recordkeeping at cemeteries.
- Address recordkeeping concerns by mapping the cemetery, and comparing the information with available records. Ground-Penetrating Radar (GPR) may be needed to properly map the grave sites within the Old Parkville Cemetery.

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Section 2: Structure

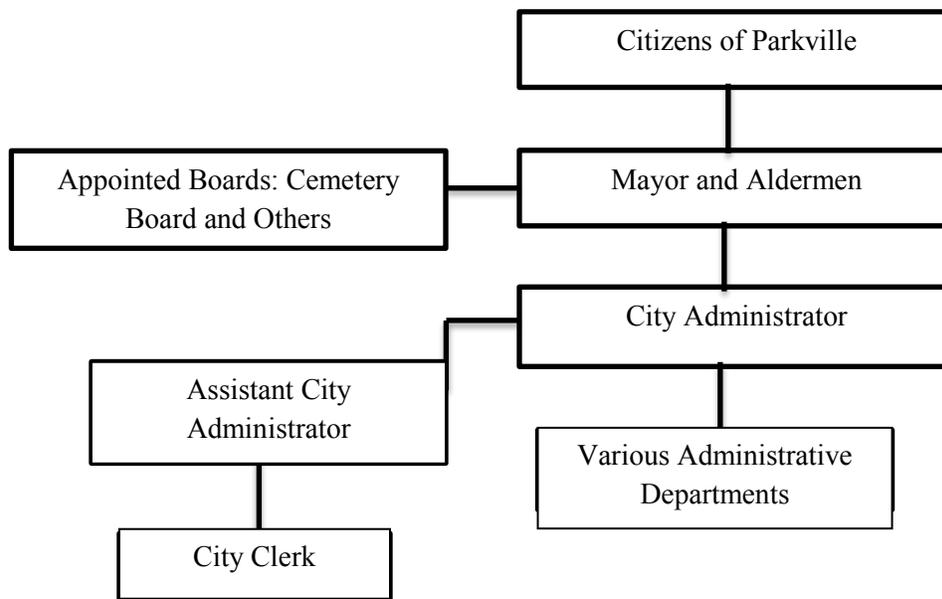
In addition to understanding the rule of law, Hill and Lynn (2009) suggest that public managers should use a multi-dimensional approach when analyzing management problems. Hill and Lynn (2009) recommend looking at issues using the three dimensions of structure, culture, and craft. The first dimension, structure, involves an assessment of the “*formal and lawful delegations of authority and specific responsibilities to designated officials and organizations to take action on behalf of policy and program objectives*” (Hill and Lynn 2009, 139). In other words, public managers must evaluate organizational structure, positions, tasks, budgets, contracting opportunities, and the potential for exploring other organizational forms when addressing problems. Each one of these topics will be discussed in relationship to the Old Parkville Cemetery.

Organizational Structure

Hill and Lynn (2009) state that “organizational form. . . is a fundamental structural characteristic that may determine particular types of preferences, activities, or incentives” (2009, 175). Thus, the organizational form of the City of Parkville has implications for how the Old Parkville Cemetery is managed.

The City of Parkville’s organizational structure for the cemetery is described on the City of Parkville website. The specific positions and tasks for the Mayor, Aldermen, and Cemetery Board are explained in Missouri Revised Statutes, Chapter 79, Section 79.430, and the Parkville Municipal Code, Chapter 155.

Figure 3. City of Parkville Organizational Structure (Related to Old Parkville Cemetery)



(Adapted from the City of Parkville. <http://parkvillemo.gov/organizational-chart/>)

Table 1: Positions, Functions and Tasks Related to the Old Parkville Cemetery

	Mo Revised Statute Chapter 79, Section 79.430	Parkville Municipal Ordinance, Chapter 155
Mayor and Aldermen	Purchase, receive, and hold real estate for a cemetery (80 acres or less). Provide for the surveying platting, grading, fencing, and improving of the cemetery grounds. Pass ordinances to regulate and protect cemeteries.	Appoint and remove Cemetery Board members.
Cemetery Board	Not applicable.	“Care and custody” of the cemetery. Ensure enclosures and grounds are in good repair. Assist City Clerk with recordkeeping. Make recommendations to the Board of Aldermen regarding improvements and repairs. Advise the Board of Aldermen on other matters related to the cemetery.
City Administrator and Administrative Departments	Not applicable. Recommendations discussed in narrative.	Not applicable. Recommendations discussed in narrative.
Citizens of Parkville	Not applicable. Recommendations discussed in separate narrative on citizen participation.	Not applicable. Recommendations discussed in separate narrative on citizen participation.

The organizational structure for the City of Parkville’s cemetery was compared to the cemeteries in Lexington, Kentucky, and Bardstown, Kentucky. The structure of these cemeteries are similar in some respects to the Parkville cemetery, but they are significantly more sophisticated and complex. For example, the Lexington cemetery has a general manager, grounds manager, nine-member board, 16 full-time employees, seasonal employees and employees who sell lots (Lexington Cemetery 2015). The Bardstown cemetery’s management structure includes the mayor, a chairman, a council member, a cemetery sexton, and a citizen-appointee. The mayor appoints members of the cemetery committee every year. The committee meets every two months, and there is a sexton who manages the cemetery. Everyone who is on the cemetery committee is also a member of the city council (Bardstown Cemetery 2015).

Recommendations

- The Cemetery Board should be reconstituted, and the functions outlined in state and local law should be conducted.
- A sexton would be desirable, but it is acknowledged that this is not feasible with the current budgetary constraints.
- The Cemetery Board should be added to the City of Parkville's organizational structure, and website.
- The City may want to consider assigning some duties for the cemetery, such as maintenance oversight, to one of the existing City departments. In some communities, these functions are handled by the Parks and Recreation Department. Since Parkville does not have a Parks and Recreation Department, the Public Works Department may be able to assume some oversight. (Note that this recommendation was supported by some students, but not by others.)

Citizen Participation

Citizens serve as the foundation of government in the Parkville organization chart. The demand for public participation in government, both at the local and state levels, has grown tremendously over the last few decades. New public involvement is transforming the work done by public managers and it is becoming a fact of life to involve the citizen's opinions in their daily work (King, Feltey, & Susel 1998). Direct citizen participation, as defined by Roberts, is the process by which members of a society (those not holding office or administrative positions in government) share power with public officials in making substantive decisions related to the community (Nabatchi 2012). Several scholars agree that public participation can help improve policy decision-making processes and outcomes. Getting the citizens of Parkville involved with the cemetery project will contribute positively to their involvement with not only this project but other community issues as well.

There are many different factors that may influence an individual's desire to participate in governmental functions. They may participate for personal reasons or even because they simply do not trust what is going to be done without their input. The cemetery project is going to bring in individuals who want to participate for personal reasons, such as having family connections to the burials on the cemetery grounds.

There are several challenges that come along with trying to get citizens involved in community affairs. From collecting their ideas to actually implementing them into the project, it can add a lot of work to the challenges that are already being faced. Some might believe that it is too much work to try and educate the public enough to have a positive influence on decisions, while others believe that involving them in the decision-making process makes for an uncomfortable process for officials (Walters, Aydelotte, and Miller 2000). It is also important to make sure that citizens who participate are more concerned with the good of the larger community rather than just their own self-interest (Hornbein & King 2012). Although allowing the citizens to get involved might add stress to the already difficult processes, there are several positive gains that can come from allowing them to get involved. If the citizen feedback is handled in the correct way, successful involvement in one city project can lead to their engagement in additional events down the road. To get them involved in that very first community project, they need to become informed that their input is needed, which is the first important step in the process.

The beginning of getting them involved is making sure that they know what exactly is going on. If citizens are better informed, they can actively and constructively contribute to decision making on policy issues and services. The most effective form of notifying the public of issues that need to be addressed has been proven to be through the newspaper. Other forms of media used to educate the public such as city websites, television, and the radio do not receive near as much feedback. For example, there are findings that suggest that the use of television to get citizens educated will only make them aware of the issue but gives limited details on the subject (Baker, Addams, & Davis 2005). This leads individuals to turn to the newspaper to gain more insight on the issue that was just briefly brought up through the television broadcast. The City of Parkville has a website that allows individuals to learn about city news and events that are going on. It would definitely be a positive impact on creating awareness for the cemetery project to be able to post in both the newspaper and the website about what is going on with the project and what needs to be done.

Additionally, there are people outside of Parkville who would likely be interested in learning about the issues going on with the cemetery. Mail is considered to be an influential way of distributing news and would be the most effective way to gain contact with the family members who have someone buried in the cemetery, considering they most likely live out of range of local newspapers. Reaching out to the citizens in these ways and getting the people informed who have a relationship with the cemetery would be a great start to finding people that are really willing to participate and get involved. Once citizens, or relevant individuals, are aware of the attention that is needed for the cemetery, the collection and use of their feedback comes next.

To get them to participate, they must first think that they are capable of doing so. This means that they understand the process of what is required to participate. Having access to administrative settings such as public hearings, board meetings and citizen focus groups is a great start to the beginning of their participation (Wang 2007). Public hearings are the most commonly relied on effort of collecting citizen input but they often fail to meet their objectives, which can be frustrating for the administrators in a community that are looking to gain feedback (Baker, Addams, and Davis 2005). In order to make sure that public hearings are effective, there are several recommendations that can be found to make sure that the time spent on them has a positive gain toward the completion of the task at hand. Suggestions on the location of public hearings include having the meetings in locations that are of easier access to the public participants such as schools in the city rather than requiring everyone to come to city hall (Baker, Addams, and Davis 2005). In Parkville's cemetery case, it might be most effective to have the hearing near the cemetery because it would be the main focus of the meeting. Citizens would be able to view the issues that are the main concerns of the hearing, leading to more suggestions and involvement. Other suggestions include working with small groups in these meetings rather than with a large number of people with opposing ideas which may cause more confrontation than positive feedback. With Parkville being a smaller city, it seems unlikely that there will be over a hundred people coming into a meeting regarding the cemetery. It is also important that the public notice of a scheduled hearing is announced in plenty of time ahead of the conference to ensure a better opportunity for attendance. Use of the media sources would be influential in doing so.

Follow-up actions once a hearing is concluded are just as important as the actions that are taken to get the citizens to attend. Citizens want to know that their recommendations are of some

importance otherwise there is a chance that they will not return for future public hearings. It is important to let them know that their comments made to the city are being taken into consideration rather than just pushed to the side. Genuine listening to the public's views and recommendations is one of the simplest forms of gaining public trust (Wang 2007). The most unsuccessful hearings have been the instances where no follow-up actions occurred. The best follow-up would be communicating all decisions made with the public and letting them know that their input matters. The post hearing feedback can really help to build critical citizen trust and contribute to ongoing community participation (Baker, Addams, and Davis 2005).

The best follow-up at the Old Parkville Cemetery will be the changes that are going to be made. If no changes happen, it will feel like the work done was pointless. If there are headstones in the cemetery that are restored, this is definitely an aspect of the project that citizens will want to know about in order to get involved. If there are suggestions made in a public hearing that get used, following up with specific individuals will be a great way to show the connection between citizen involvement and their importance in idea implementation.

Although the decisions that are made in the Parkville Cemetery process might not be ones that greatly affect the entire community, using their involvement can give them a sense that they do not go unheard and they feel that they have fair input in both large and small projects. Use of voluntary public input on this project leads to the trust and connection that can be gained and used in future situations.

Recommendations

- Inform citizens and other interested individuals about the Old Parkville Cemetery through newspapers and the City website.
- Conduct public hearings at a location near the cemetery, and give people significant advance notice of meetings.
- Ensure follow up on issues that may be critical to citizens such as cleaning headstones.

Budget

The cemetery is in need of additional funds to improve current conditions and to establish a sustainable maintenance program. This requires both initial improvement funding and an on-going operating budget. The City of Parkville should dedicate significant resources to appreciate, preserve, and promote the city's unique historical heritage.

The current condition of the cemetery is poor and the inadequate maintenance has created some safety conditions for people who access the property. In addition, the Old Parkville Cemetery is considered "an outdoor museum that contains the record of some of the pioneers who worked and lived in Parkville over 150 years ago" (Elwess n.d., 6). The rich history of the cemetery presents a unique and important education opportunity for the patrons of the community.

The City has an obligation to comply with the roles and responsibilities outlined in the City's Municipal Code, Chapter 155. With the relative absence of a cemetery board the maintenance and upkeep of the cemetery have slowly deteriorated overtime.

Currently, the budget for maintenance of the cemetery is \$3,500.00 per year which is set aside for only basic services such as mowing and minor trimming (Blakeslee 2015). According to Hill

and Lynn (2009, 154); “budgets are constraining structures that convey priorities of budget makers in the form of resource constraints and rules for their use”. If budgets convey priorities, then it appears that the cemetery is a relatively low priority.

Like all municipal governments, however, the City of Parkville has limited resources and must balance them between the competing needs. “It is not only that the budget is fought out in public but that it involves a variety of actors with different perspectives and interests” (Rubin 2010, 11). Public officials and public managers are constantly “engaged in a dialog in which there are always other arguments, whose advocates represent legitimate interests” (11). Because public budgets are open to the environment, they must be reasonably flexible and adaptive (20). According to parkvillemo.gov there are adequate budget reserves within the budget. In 2015, the emergency reserves are approximately 33% of 2015 budgeted expenditures which exceeds the recommended 25% (City of Parkville Budget).

The long term care of the cemetery is the responsibility of the City and it is critical that they ensure a safe and secure property for citizens and patrons. This should raise the priority of the cemetery.

Recommendations (Expenses)

There are a variety of needs for the cemetery if the goals are to make the cemetery safe and sustainable. The immediate needs of the cemetery include:

- Conducting a thorough property inspection,
- Digging and resetting all head stones,
- Making iron fence repairs,
- Probing the cemetery to identify any unmarked graves,
- Filling all holes and making all necessary repairs.

Some of this work can happen over a two year period in phases to help spread out the impact on the budget.

Last reported, the cemetery fund was down under \$500 in 1994. Currently, the City of Parkville does not show a specific line item for the cemetery or a cemetery fund. The last Proposed Budget recommended by the Cemetery Committee was in 1998 and the items are still very valid. The items listed below reflect many of the same items from the 1998 recommended budget but the items been updated to reflect current pricing. A few optional new items have been included as well.

Item / Task	Description	Phase 1 (2016)	Phase 2 (2017)
Turf Mowing and Trimming	Annual reoccurring costs	\$3,500	\$3,500
Repair and Reset Tombstones	70 (approx.) @ \$100/each*	\$3500 35 headstones	\$3500 35 headstones
Repair, replace and Reset Iron Fencing	1 LS	\$1,500	\$0
Probing and Mapping**	Ground penetrating radar rental (2 days) \$175 checkout \$110 per day	\$395***	\$0
Earth work (fill holes, grade uneven areas)	1 LS	\$550	\$0
Top Soil	33 yards @ \$30 /yd	\$990	\$0
Grass seed, starter fertilizer and matting	1 LS	\$450	\$50 (Overseeding)
Brush Clearing, stump grinding and site Clean up	Volunteers or city staff could perform this work.	\$0	\$0
Total		\$10,885.00	\$7,050.00
Optional New Items			
Educational / Interpretive Signage for Cemetery	2 @ \$500 per sign	\$0	\$1000
Tuck Pointing of stone wall	1 LS		\$450
Website Development & Maint.	1 LS	\$600	\$0
Total		\$600.00	\$1,450.00

*Estimated.

**Utilization of volunteer labor through Park University.

*** According to Geographical Applications Incorporated.

Additional Budget Notes:

- The above budget is based on 2015 cost estimates.
- Parkville should consider performing routine maintenance with in house staff or competitively bid to save costs. (Contracting options are discussed in the next section.)
- The repair and resetting of headstones costs were provided verbally by Bluhm Monuments. Dan Bluhm of Bluhm Monuments is very familiar with the Old Parkville Cemetery and is willing to perform a site visit evaluation and provide a free quote for the necessary repairs. Given the amount of varying conditions and disrepair of the headstones, he was unwilling to provide a hard number. Repair and resetting headstones can range anywhere from \$25 - \$500 per headstone depending on size and condition. In some cases, complete foundations

are needed. Bluhm Monuments was involved in the previous 1998 budget estimate but so they were consulted for this study, however, the City should secure multiple bids from multiple vendors.

- This budget also assumes that volunteers and City staff could perform some of the larger cleanup such as brush clearing.
- In addition to the required items, the City may consider some optional items to enhance the cemetery experience and presence. This includes some interpretive signage on the interesting history of the cemetery, minor repairs to the stone wall, and the development of a website. The web information could be done along with the City's website to save costs.
- Park University's Geography Department is currently providing volunteer labor to perform the mapping, however, some specialized equipment will be needed.²

²Additional research was conducted by Debra Solley on Ground Penetrating Radar:

Lawrence B. Conyers from the University of Denver, describes GPR as having “the potential to precisely map these graves and add an important data layer to any historical study involving burials and burial practices” (2006, 64). This technique works by transmitting “pulses of radar energy of different frequencies into the ground and measures properties of the reflections derived from buried materials in the ground” (2006, 65). The radar is transmitted between two antennas and the underground material. The reflection data is entered into a computer and analyzed in a multi-layer display which depicts the differences in buried materials, i.e. wooden caskets, metal caskets, bones, tree roots, and animal tunnels” (Solley 2015). One of the benefits of Ground-Penetrating Radar (GPR) is that it shows the exact locations buried material. This is a benefit because over time land shifts, head/foot-stones move, and/or vandalism can make grave site locations difficult to know. It would seem that the disrepair that the Old Parkville Cemetery has fallen into could benefit from this type of mapping technique. The location coordinates could be used to provide a true sense of where bodies are buried and what areas are actually still available. Although the cemetery is not currently active, if locations were found empty, it might allow the city to reactivate the cemetery which could bring in some additional revenue for the cemetery. In accordance with the previous reference, \$3500 will barely cover the costs of utilizing this type of tool. In a phone conversation with Terry Jeffries, Operation Coordinator for Ground Penetrating Radar Systems, Inc (Mountain-Missouri), this technique has been used in cemeteries to locate remains; however, it is not commonly done yet. The main issue they face is the depths that the radar is able to penetrate and this has a great deal to do with the type of ground sediments. What they have found in the Kansas City, Missouri area is that the radar is able to penetrate the ground approximately 4-6 feet usually, with the best results being 3.5 feet deep (Terry Jeffries, pers. comm.). With regards to this, it is important to know how deep the bodies in the cemetery are currently buried. For the use of this tool, Ground Penetrating Radar Systems, Inc charges a \$200 mobilization fee, \$175 per hour, and \$300 for a full detailed report. To save some money, the report is optional; the company can just mark the plots where the radar indicates the presence of a body/casket. The company is usually able to map approximately one acre per day which would require nearly two full days to map the Old Parkville cemetery. The approximate total cost to use GPR and receive the detailed report would be \$3300 (Terry Jeffries, pers. comm.). Ground Penetrating Radar Systems, Inc (Mountain Division – Missouri) can be contacted by phone or email: Kurt Schamberger, 913-961-9534, kurt.schamberger@gp-radar.com or Terry Jeffries, 913-232-6533, terry.jeffries@pg-radar.com.

Recommendations (Revenue)

The City's defined roles and responsibilities require them to provide operating funds for the cemetery's maintenance and upkeep. For the immediate capital project improvements and on-going maintenance costs, the City of Parkville should explore a variety of external funding sources.

- **Grant Funding through National Trust for Historical Preservation (National Trust for Historical Preservation):** National Trust Preservation Fund grants are awarded for planning activities and education efforts focused on preservation. Two areas seem pertinent to the Old Parkville Cemetery: 1) **Planning:** Support for obtaining professional expertise in areas such as architecture, archaeology, engineering, preservation planning, land-use planning, and law. Eligible planning activities include, but are not limited to hiring a preservation architect or landscape architect to produce a historic structure report or historic landscape master plan. In addition, a limited amount of funding is available for organizational development. Applicants should contact the National Trust for Historical Preservation by email prior to applying for funding related to organizational capacity building activities. 2) **Education and Outreach:** Support for preservation education activities aimed at the public. The National Trust is particularly interested in programs aimed at reaching new audiences. Funding will be provided to projects that employ innovative techniques and formats aimed at introducing new audiences to the preservation movement. This could help fund a website and educational/outreach signage. Other eligible activities include educational programs or conference sessions that focus on the preservation priorities. This could provide funding for other potential education programs focused on the Old Parkville Cemetery.
- **Community Development Block Grant (CDBG), Missouri Department of Economic Development:** The Community Development Block Grant Program (CDBG) offers grants to small Missouri communities to improve local facilities, address critical health and safety concerns, and develop a greater capacity for growth" (Missouri Department of Economic Development). Eligible activities include community facilities and historical properties. The City of Parkville qualifies for this funding.

Contracting or In-House Services

There appears to be a common set of goals for the cemetery (Questions 2014; Cemetery Board 1998). Some of the tasks will have to be contracted out and some the City of Parkville will have to decide whether it is more beneficial to contract out or to attempt to handle in-house. The four main tasks are: 1) Filling in holes from the ground settling, 2) Resetting the iron fencing, 3) Digging up stones and resetting them, and 4) Having the cemetery surveyed and constructing a map.

According to Hill and Lynn, "if government provides funding for but does not produce a good or service (perhaps as a result of a transaction cost analysis), the resulting use of a third-party for the production is termed contracting out," (Hill and Lynn 2009, 162). It appears that the City of Parkville has mostly contracted out work in the cemetery. "If contracting out is decided upon, the terms of the contract must be determined or negotiated, managed, and the contractor's performance must be monitored," (Hill and Lynn 2009, 163). Ideally there would be multiple bids from different contractors before deciding which contractor to choose for the job. Cost and reliability should be weighed in the decision of which contractor to use for the project.

The first step in the process of deciding between keeping the project in-house or contracting out is called the make or buy decision. “At least four separate but related frameworks provide insight into the make or buy decision for public managers: the transaction costs in the relationship, whether the activity is ‘inherently governmental,’ the presence or absence of market failures, and the extent and consequences of incomplete contracts,” (Hill and Lynn 2009, 163).

- Transactions costs: When looking at the transaction costs in the relationship, the City needs to figure out if they have the ability to do the job themselves. If they do not have the resources to do the job then the answer is to contract the job out. If the City can provide the work then it must look at the cost of paying City employees to do the work compared to how much a contractor would charge. Quality of finished product will also need to weigh in the decision.
- Inherently governmental activities: The second framework, whether the job is inherently governmental, is not an issue in the cemetery situation because there is nothing controversial about hiring out cemetery restoration work.
- Market Failures: The third framework, the presence or absence of market failure, should not be an issue when it comes to fence work, stone resetting, ground work, and surveying. “When a particular good or service such as garbage collection exhibits no externalities, no agency problems, no distributional concerns, and output quality that is observable, the optimal arrangement is for the private sector to both own and manage it (with regulation from the government),” (Hill and Lynn 2009, 164).
- Incomplete Contracts: The fourth framework, incomplete contracts, deals mainly in quality issues. If the contract is not properly put together, the private sector company that wins the bid may finish the project by cutting corners in order to make the contract worth it. The quality may not be as good as expected and if the project was not correctly spelled out in the contract then there is no recourse for the issue.

To get a better idea of which direction to turn, an assessment was conducted of how other cemetery restoration projects have succeeded in the past. Research was conducted on the City of Liberty, Missouri’s cemeteries, a non-profit preservation organization, and landscape architects, to determine which functions may be contracted by the City of Parkville.

Liberty, Missouri: The City of Liberty, Missouri was used in this research for comparison to determine how they take care of their cemeteries. The City of Liberty owns three of the cemeteries in Liberty. The Liberty Parks and Recreation Department and the Cemetery Advisory Committee have teamed up to make sure the grounds are maintained throughout the year. The Liberty Cemetery Advisory Committee was formed in 2009 after some serious vandalism was found in the Fairview/New Hope cemeteries. They now have regular work days to level and reset markers, trim brush and pick up trash. They have a set day every month (fourth Saturday) from April to October in which volunteers help out. They have received financial contributions, donations of sand, pea gravel, monument compound, buckets, water and heavy equipment to help them with their cleanup/restoration.

The difference between The Old Parkville Cemetery and the three City of Liberty cemeteries is the size and the fact that Liberty still has open plots to sell. The City of Liberty sells these open plots for \$900.00 per plot and 25% of the plot proceeds go into a trust they have setup for the

cemeteries. The remaining 75% of the plot proceeds is retained for maintenance. Donations are made available through mailing or delivering a check to the Liberty Parks and Recreation Charitable Fund or by making donations on a Cemetery Fund website. All donations are tax-deductible. Headstone repairs are the responsibility of family members but after talking with a staff member of the Parks and Recreation Department, there are plenty of graves that do not have any loved ones left to take care of them. In those cases the headstone becomes a responsibility of the Cemetery Committee and Parks and Recreation Department.

The City of Liberty contracts out the lawn mowing and trimming due to the tenderness that must be used when mowing around headstones. The cost of contracting out their three cemeteries lawn mowing is \$30,000 per year.

Besides contracting out the lawn care, the City of Liberty handles most of the upkeep of their cemeteries in-house. The Cemetery Advisory Committee does all the leveling and resetting of headstones but it should be noted that doing so requires proper knowledge of restoration. Trying to fix or restore headstones without proper knowledge can result in more damage than good. If the City of Parkville and the Cemetery Board decide to handle restoration in-house it would be beneficial to seek out educational classes in restoration projects.

Chicora: Chicora is a non-profit heritage preservation organization. They are located in Columbia, South Carolina and they are involved in conservation and preservation with museums, libraries, archives, historic organizations, and private citizens. Chicora can put together a team to do restoration work, they teach workshops on how to do it yourself, and have plenty of resources for information on proper restoration practices. Contacting this organization for ideas or help would be suggested. Depending on costs and if they are still active it would be worthwhile to get estimates on having a crew come to Parkville for restoration work. If they do not travel this far or the costs are too high then pursuing the workshops or additional resources they have would be important.

Landscape Architects: Another example outlines a restoration project for a historic family graveyard. The Billings Estate is a National Historic Site that is located in the City of Ottawa. The city purchased the property, funded its restoration, and contracted out the work by landscape architects. The architects recorded the current conditions before starting the project. They then cleaned up the vegetation and debris. They then performed the gravestone repair, which consisted of leveling gravestones. They finished with post, wire, and strap-iron fence restoration. This would be a good blue print for how to go about the restoration process once funds are lined up for the Parkville project.

Research was conducted to locate Kansas City, MO landscape architects. One website was identified <http://www.elmore-design.com/>. The company is not from Kansas City but they did some work with the Liberty Memorial. They have also worked on several cemetery restoration and rehabilitations. This company might be a good one to get a rough estimate of the costs to contract out the major restorations. They may be on the high side but it appears that they have experience in the matter.

Recommendations

- From the Old Parkville Cemetery Committee's 1998 Proposed Budget it appears that in the past all work was contracted out. Grass mowing and trimming was done through Noel Derr, headstone repair and resetting was done through Bluhm Monument Works, resetting iron fence posts and repair was through John Bledsoe, and filling sunken graves was done through Joe Miller. When the City of Parkville decides whether to handle these operations in-house or contract them out they should check with their old contractors. It would be wise to get competing bids to make sure the old contractors are giving a fair price.
- If there is enough help and a willingness to take on the project, several people on the Old Parkville Cemetery Committee could attend preservation workshops and learn how to do restoration in-house with the help of volunteers. The iron fence work will need to be contracted out but the rest of the restoration could be done in-house.

Creating a Nonprofit

The purpose of the section is to determine whether it is feasible to form a non-profit entity, under section 501(c)(3) of the IRS tax code, to support the Old Parkville Cemetery.

The Old Parkville Cemetery, located in Parkville, MO has been in existence since the 1800s. Over the years there have been groups that have shown an interest in revitalizing the structure and landscape within the property however nothing appears to have "taken off" and the cemetery remains in need of attention. Over the years it appears that attempts have been made to form a committee whose sole purpose was maintenance and upkeep of the Old Parkville Cemetery. Many attempts appear to have been made to pursue a solution of how to best handle renovations and repairs of the cemetery. With the City of Parkville's limited budget for this piece of property, it seems that the best way to fund this endeavor would be through either the formation of a committee (this has been done in the past) or the solicitation of volunteers. This section will explore the possible formation of a nonprofit organization, and the use of volunteers. Recommendations will be presented based on the research performed with includes: 1) Interviews with members of cemetery associations, and 2) A realistic examination of the value in forming a non-profit organization.

Interviews with Representatives from Cemetery Associations: Interviews were conducted to gain perspective from other cemetery associations and boards.

- *Interview with Sheryl Shaver, former secretary for the Reeves Cemetery Association in Izard County, Arkansas:* This non-profit's sole mission is to raise funds and awareness for the local cemetery in their county. While this is not a city owned entity, it was nonetheless beneficial to get some background and determine if this was an area that was worth pursuing. Ms. Shaver explained that this cemetery, while calling themselves a non-profit, was not legally recognized under the IRS code 501(c)(3). The only funds received were that of the individuals who purchased plots or those who made donations in memory of their loved ones that were laid to rest there (Shaver 2015). Shaver also mentioned that they have a community building on the grounds and they host Memorial Day Celebrations that are fairly well attended. In addition they receive volunteers from various civic organizations that will do maintenance projects on the property.
- *Interview with Pam Schoonover, board member for the Riverside Cemetery Board in Ft. Benton, Montana.* Unlike the Reeves Cemetery, this cemetery is a city owned piece of

property, however, it is still somewhat active and the city does provide for a budget based on the board's recommendations. While still not quite the same scenario as the challenges faced by the city of Parkville, it was helpful to get Mrs. Schoonover's thoughts on how to proceed. Mrs. Schoonover explained that they too have various activities on the grounds of the cemetery and solicit some help from civic organizations however, because they are a city board, they cannot take money from individuals (Schoonover 2015). She also explained that she has many ideas on what could be done if she were facing the challenges described. In the following section are some of her thoughts.

Assessment of the Value of Forming a Nonprofit: There is a saying that seems most appropriate in the case of this cemetery which is "out of sight out of mind." It seems this cemetery has lost its place in the community for a couple of reasons. The first is that it has been inactive for many years and with that inactivity comes the loss of those that once had an interest due to family members that were laid to rest there. The second is that with the exception of a couple of people there has been no real attempt for quite some time to bring attention to the problems that have developed over the years. The issue then becomes the best way to fix the problem.

Since the needs have already been outlined, the only thing left to decide is how to best continue to meet them. One area that should be explored is the creation of a non-profit entity solely for the purpose of raising funds and keeping the cemetery in the forefront of everyone's minds. There are many advantages to forming a non-profit organization or association for this project beginning with the ability to raise money, awareness and support for the Parkville Cemetery. In the interview with Mrs. Schoonover she felt like her biggest obstacle was the fact that they could not accept donations because they were a government entity. When presented with the idea of forming a non-profit for the Old Parkville Cemetery she indicated that the biggest advantage will be the tax write off to the donors. The IRS code states:

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates. Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170. The organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. If the organization engages in an excess benefit transaction with a person having substantial influence over the organization, an excise tax may be imposed on the person and any organization managers agreeing to the transaction. (IRS 2015).

This benefit is not only for financial donations received but in-kind donations as well. In other words, any business that wants to support this project by supplying materials would also reap the benefits if a non-profit were in place.

Forming a non-profit requires considerable work initially. For example, a board has to be formed, by-laws and articles of incorporation have to be prepared, and an application and appropriate fees have to be submitted. Once this process is complete, however, the organization can begin to operate.

Drawing on interviews and additional research, once the nonprofit is formed, it would be practical to begin with a capital campaign that would target family members of those that may be buried in the cemetery. Based on results from the History and Geography departments at Park University, the organization could draft letters informing these families of the campaign and asking for their pledge. Some people may not even be aware that they have family buried there and once they found out they may be open to making a one time or even small monthly donation.

Another idea would be to enlist the help of local businesses by asking them to donate the materials necessary for repairs. Businesses enjoy recognition, so a non-profit may host events at the cemetery specifically for the purpose of awareness and fundraising. The event could feature banners with the names of those local businesses that donated to the revitalization project. A non-profit could also coordinate ongoing volunteer efforts by local civic organizations. Finally, and perhaps most crucial, is ability of a non-profit to keep the Parkville Cemetery Project in the spotlight so that people will continue to support revitalization efforts.

The final question to be explored is whether the steps to form a non-profit are really necessary. It is feasible to simply form a committee to perform essentially the same functions without the additional work of filing yearly tax reports and paying fees, etc. However, there may be some drawbacks to this approach. The most obvious is the inability to give donors a tax write-off. Some of the advantages of forming the non-profit include the credibility that is gained by forming an actual non-profit as opposed to simply telling people that you are a group of citizens that care about the cemetery. There may be additional grant funding available to non-profits for these types of endeavors that would not be available if one could not provide the proper documentation. Finally, and perhaps most importantly, accountability. When a non-profit organization receives donations, they are bound by non-profit law and must adhere to the federal and state regulations that are attached. This means accurate accounting, clear paper trails and yearly reporting to the proper agencies. In the case of a non-profit, the oversight board would be the general public and perhaps even the City of Parkville. They could ensure that everything remains transparent and accessible. The additional accountability would be to the cemetery itself and whether or not improvements were actually being done; something that would be more difficult without the actual legal formation of a 501(c)(3) organization.

Recommendation

- A 501 (c)(3) organization should be formed to allow donors to receive a tax write-off, to enable the cemetery to seek additional grant funding, and to enhance credibility and accountability.

Summary of Recommendations: Structure

- Reconstitute the Cemetery Board, and perform the functions outlined in state and local law.
- A sexton would be desirable, but it is acknowledged that this is not feasible with the current budgetary constraints.
- Add the Cemetery Board to the City of Parkville's organizational structure and website.

- Consider assigning some duties for the cemetery, such as maintenance oversight, to one of the existing City departments. In some communities, these functions are handled by the Parks and Recreation Department. Since Parkville does not have a Parks and Recreation Department, the Public Works Department may be able to assume some oversight. (Note that this recommendation was supported by some students, but not by others.)
- Inform citizens and other interested parties about the Old Parkville Cemetery through newspapers and the City website.
- Conduct public hearings and meetings at a location near the cemetery, and give people significant advance notice.
- Ensure follow up on issues that may be critical to citizens such as cleaning headstones.
- Budget \$11,485 in 2016 and \$8,500 in 2017 for mowing, tombstone repair, fencing repair, probing/mapping, earthwork, grass seed, brush clearing, signage, tuck pointing the stone wall, and website development/maintenance.
- Seek additional sources of revenue from the National Trust for Historic Preservation and CDGB.
- When the City of Parkville decides whether to handle cemetery operations in-house or contract them out they should check with their previous contractors. The City should solicit competing bids to make sure the previous contractors are giving a fair price.
- The iron fence work will need to be contracted out but the rest of the restoration may be done in-house.
- The Old Parkville Cemetery Board may want to attend preservation workshops and learn how to do restoration in-house with the help of volunteers.
- Form a 501 (c)(3) organization to allow donors to receive a tax write-off, to enable the cemetery to seek additional grant funding, and to enhance credibility and accountability.

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Section 3: Culture

Hill and Lynn (2009) suggest that culture must also be examined when addressing public management challenges. Culture is comprised of “the informal aspects of organizations” or the “values, beliefs, ethics, and motives” of individuals as well as the “shared norms and understandings that broadly characterize the organization” (Hill and Lynn 2009, 192). In this section, values, beliefs and ethics will be explored in relationship to the Parkville community, the Cemetery Board, and cemetery management, in general.

Culture of the Parkville Community

The old cemetery in Parkville, Missouri is known to be the resting place of most of the City’s founders as it has come to be discovered that most of the first settlers in the region were buried there (Elwess *nd*). Despite this priceless understanding of the importance of the cemetery, it has been in a state of abandonment for several years now to the point that most of the head stones are either falling off or missing entirely. The values associated with the Old Park Cemetery are a reflection of the community of Parkville, Missouri. However, in recent times, the Old Park Cemetery has been in a state of neglect and our research has subscribed to a notion that associating culture, ethics and renewed values into the cemetery will enhance its stature within the Parkville community and aid in proffering a solution to the neglect of the cemetery.

The culture of celebration of life and not only the spiritual but dignifying act of preserving and honoring the final resting place of the dead has been proven to part of human cultural practice for millennia. We see proof of this in the discovery of what is now believed to be the oldest intentional burial site in history in a cave in Qafzeh, Israel (Smithsonian Institute 2015). The most intriguing aspect of the discovery was that there was also evidence pointing to the idea that a ritual may have taken place in the burial and preservation of the 15 bodies found there (Smithsonian Institute 2015; NIH *Nd*).

This historical cultural practice of honoring the resting place of the dead is one that has been handed down for generations and is one that is taken seriously by people of various cultures and backgrounds across the world. If this is the case, one cannot help but ask why the old Parkville cemetery, amongst others, seems to have been abandoned by the community.

Understanding the culture and history of the Parkville community may give insight and knowledge of why the cemetery is in its current state. The area of Platte Purchase Treaty of 1836 and ratified in 1837, created the city now known as Parkville. The area was first inhabited by American Indians but after the purchase, it saw an influx of predominantly Methodist and Presbyterian whites to the area among whom were John McAfee and Col. George Park, who through his job as first Postmaster of Parkville and the establishment of Park College is now known as one of the prominent founding fathers of the Parkville community (City of Parkville, Missouri *nd*; Parkville Main Street Association 2015). The early days of the Parkville community saw robust economic success from its trade in several products with hemp and tobacco being the most popular at the time. The area’s proximity to the Missouri river attracted many Indians, trappers and farmers to the area as it afforded them easy access to the trade traffic. The booming hemp industry, like most industries in those days, created a high demand for slave labor in the area. The hemp industry died after the civil war but the area of Parkville still remained inhabited by predominant white traders and farmers and sometimes found itself caught

in the slave battle that ensued between the State of Missouri and the State of Kansas afterward (City of Parkville *nd*).

Looking at the culture of the Parkville community in relation to the cemetery is extremely important in understanding how to develop it because the culture of the people in the community will provide insight into how they perceive honoring the dead. This will go a long way in considering how to move forward with the development of the cemetery. The City cannot embark on a project as enormous as working on the preservation of the cemetery without any form of citizen participation. Understanding the cultural norms and belief practices of the members of the community will aid in understanding causes, policies and projects that they may or may not support.

Historically, Americans have always viewed death as a private and silent issue. It seemed like no one wanted to publicly discuss or even consider the idea of dying even though it is well known that this is an unavoidable event (Samuel 2013). Samuel (2013) explained, even though this cultural trend seems to have changed a bit as we see Americans beginning to be more open about death and dying over time, more attention needs to be paid to this area as death is mainly about living and tapping into its social and cultural importance is not something we should forego. He states that “Death is as good as any way to read the values of a society at a particular point in time, a central component of any civilization” (Samuel 2013). So taking the issue of death and dying seriously in acts like preservation of historic burial sites are primarily important in understanding an intricate aspect of our culture as a people.

The culture of not speaking of anything death related may have caused cemeteries to be treated and handled the way they were and are still being handled in some areas because when we look at the old history of the City of Parkville, there is hardly any mention of the older cemeteries in most historical write ups or maps of the area. Mention of the older 7th street cemetery and the old cemetery, according to Carolyn McHenry Elwess, were not really in any of the old maps and were not written about until 1937 (Elwess *nd*).

Also, studying the culture surrounding burials and cemeteries in other communities, there seems to be great differences in how people perceive the dead in the United States in comparison to other cultures. Mboya (2015) studied the culture of the Luo people of east Africa who predominantly live in Kenya, Uganda, and Tanzania. This study focused on the culture of death and funeral and how it affected attendance at schools and the findings did indeed prove that the cultural value placed on honoring the death in the culture of the Luo people is significant as there was a large number of pupils absent from schools during the funeral of not only close family members but neighbors and friends. The study was able to reveal the life of a people so in tune with their unique cultural heritage and shows how they have practiced the handed down rites of respect and honor of not only deceased family members but also members of their community at large (Mboya 2015).

Another difference can also be seen in the cultural rites of traditional symbols and epitaphs at the Cherry Cemetery in Săpânța, Romania. The rich and very delicate work put into the epitaphs have been a practice in the area since around the early 1900s and the practice has endured over time as it is still highly practiced today. The level of detail the community put into the making and upkeep of the cemetery shows a high level of respect for the deceased as the people believe

these rites will help ensure that the dead do not depart the living but their beings are transformed and having these resting places around will also ensure that community members can go to these cemeteries to commune with the departed at their resting place (Curşeu and Loan 2011).

Census records show that today the City of Parkville is mainly inhabited by white families and the area seems to show a more racially and ethnically diverse community of people (Urbanstats 2014). The demographic of the Parkville community shows one of a community heavily populated by younger adults between their late 20s and 30s. This is particularly concerning as there is almost a consensus that younger Americans these days do not actively participate in civic activities in the traditional sense (Sloam 2014). Any plan developed to address the state of the cemetery must be one that takes this demographic into account and draw upon ways to inspire people of that age bracket to participate in affairs affecting their community.

Looking at a community like Parkville, coming up with a plan to improve the state of the old cemetery will require citizen involvement and the City administration must try to communicate the importance of this issue to the people in order to gain their support. Influencing culture and changing it is very difficult but with strategic planning, city administrators can rally the people around what James Wilson calls a “sense of mission” to achieve this goal and this sense of culture will ensure that not only City employees but the citizens make the project one that is personal in the sense that no ideas or efforts will be spared in the quest to finding a solution to the issue at hand (Wilson 1989, 109-110).

The culture of honoring the dead is one that is deeply rooted in human history and in the American culture. The people of Parkville seem to have lost knowledge of this and it should be the duty of the administrators to remind and inspire the people of the need to preserve their rich cultural value by undertaking projects like the protection of one of the City’s most valuable historical museums. While there are numerous factors to be considered in taking on this project, the major emphasis should be on drumming up support from the citizens of Parkville.

Recommendations

- Communication regarding restoration of the cemetery should take into consideration the significant population of 20 to 30 year old individuals, and communication regarding the cemetery should be tailored to encourage their participation in this project.
- Plans to improve the cemetery must be connected to the culture and history of the Parkville community to recreate a “sense of mission” (Wilson 1989, 109-110) and to make the project personal for city employees and citizens.

Culture, Ethics, Values of the Parkville Cemetery Board

The Old Parkville Cemetery is an approximately a one hundred and seventy year old burial ground with a rich history, but it is facing multitude of troubles. There are Cemetery Board members who have a strong desire to create a final resting ground that the entire community can be proud of, but the inactivity of the Cemetery Board brings up many concerns.

The Old Parkville Cemetery Board could be described as developing in 1854 when then newspaper owner George Park wrote an article in his newspaper complaining of the neglected condition of the cemetery and urging that some care and a little labor should be bestowed upon it. He went on to say “In its present condition, it disgraces the community” (Park 1854). One

has to wonder how many City habitants and administrators know that this has been on ongoing problem for the last one-hundred-sixty-one years.

It now becomes important to build bridges among individuals and organizations within the City of Parkville, to provide opportunities for the community to rediscover its rich history, its rich African American history and to appreciate more fully the historical value of the Old Parkville Cemetery. Once reestablished, the Old Parkville Cemetery Board members will need to take several steps. First, it must become the nature of the Old Parkville Cemetery Board to develop a culture of looking outside their immediate surroundings and ask for help from the citizens both near and far of Missouri to help restore this historical site. The Board members need to make this more than just restoring an old cemetery, but also an opportunity to bring a community together to recover a piece of its lost history, an opportunity to join together to save an endangered historical site, and for the community to develop a richer understanding of its diverse past. They will need to develop a commitment to community involvement and incorporate local high school vocational technical students into the project. There may also be value in collaborating with the State Historical Society of Missouri. Second, a code of ethics must be created to limit questionable behavior and increase accountability. The public service values served by the Old Park Cemetery management must be emphasized by a code of ethics as a guide and as a measure of ensuring accountability.

Recommendations

- A culture of looking outside the immediate surroundings for resources and support should be developed.
- A code of ethics should be created to ensure accountability.

Public Service Values Involved in Cemetery Management

Value-based assessment of management can be incorporated into the restoration and preservation of the Old Parkville Cemetery. The public sector is essential in promoting the common good and/or the sustainability of the public itself. In an effort to achieve these goals, the Old Park Cemetery should develop a strategic path to advance a source of pride and dignity to the cemetery which is currently neglected.

Ethics play a significant role in cemetery management. There are instances in which cemetery managers have been entrusted with the duties of a public manager have proven to be futile and have resulted in abuse, fraud, and other criminal actions. An example of this type of abuse was documented in case involving the Burr Oak Cemetery in Illinois. In this case, prosecutors believed that between 200 to 300 bodies were dug up and dumped in an isolated, weedy area of the Burr Oak Cemetery. Each staff member of the Burr Oak Cemetery was charged with dismembering a human body, a Class X felony and faced up to 30 years in prison. Prosecutors alleged that the individuals would accept cash payments from grieving families and keep the money. Then, instructions were given to the gravediggers to bury the bodies in plots that were already occupied. In some cases, the diggers would stack new coffins on top of old ones or they would remove the old remains and bury the new ones in the once occupied space. As previously stated, the bodies were dug up and left in an abandoned area of the cemetery. When the local population became aware of the situation, they rushed to the cemetery in disbelief and began to look for their loved ones. One person who was interviewed during the investigation said that she searched the cemetery for several days but could only locate two of the grave sites of her eleven

relatives. It was described as the “biggest breach of trust ever experienced” (Chicago Tribune 2009). It is easy to see from this scandal that a value category associated with the behavior of public-sector employees translates to the value set of accountability which consists of areas involving, professionalism, honesty, moral standards, ethical consciousness, and integrity (Hill & Lynn 2009, 198). Without a viable code of conduct detailing the ethics behind the public service value in cemetery management, trust within the organization and industry as a whole becomes non-existent.

To restore faith in public service values within the Old Park Cemetery, a code of ethics must be created to limit questionable behavior and increase accountability. As a tool for guidance, the Old Park Cemetery team can turn to the Funeral Ethics Organization for additional direction. The Funeral Ethics Organization works as a resource for consumers, funeral industry members, organ and tissue procurement agencies and willed body programs, law enforcement, media, and legislators (Funeral Ethics Organization).

Recommendation

- As stated previously, a code of ethics should be created.

Summary of Recommendations: Culture

- Communication regarding restoration of the cemetery should take into consideration the significant population of 20 to 30 year old individuals, and communication regarding the cemetery should be tailored to encourage their participation in this project.
- Plans to improve the cemetery must be connected to the culture and history of the Parkville community to recreate a “sense of mission” (Wilson 1989, 109-110) and to make the project personal for city employees and citizens
- A culture of looking outside the immediate surroundings for resources and support should be developed.
- A code of ethics should be created to ensure accountability.

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Section 4: Craft

In public management the notion of craft involves the actions that individual public managers take in response to “challenges and opportunities” that are presented (Hill and Lynn 2009, 229). Individual public managers may employ specific leadership styles and skills to address an issue, they may learn from others, examine best practices in an area, and they may develop specific strategic initiatives to address a problem. All of these approaches will be discussed in relationship to the Old Parkville Cemetery.

Leadership

The Old Parkville Cemetery Project represents one of countless public management challenges faced by public administrators and the public which they serve. Due to a combination of competing causes and limited resources found at federal, state, and local government levels it is often times left to public managers and citizens to develop solutions to issues which they prioritize. Public managers will be required to establish persuasive arguments for new emphasis on the cemetery while continuously facing challenges and the creation of new approaches relating to overlaps in structure, culture, and craft dimensions. This will continuously test the public administrator’s ability to “manage in the black” (Hill and Lynn 2009, 47).

When focusing on craft and leadership, this section will discuss the required skills for cemetery leadership such as recordkeeping, financial management, and consultation with the public, as well as lessons learned from public administrators with experience with similar projects.

Leadership Responsibilities and Opportunities: Leadership in the public sector has countless associated theories including different definitions and expectations of what it entails so it will be up to each leader to combine individually selected theories and their personality, skills, abilities, and experiences in a manner which benefits the organization and the public.

As famously explained by Luther Gulick, some of the key functions of leadership include planning, organizing, staffing, directing, coordinating, reporting, and budgeting (POSDCORB) (Hill and Lynn 2009, 231). Hill and Lynn state, “Public managers create opportunities, policy, direction, administrative structures, and organizational relationships for those whom they manage and with whom they interact” (Hill and Lynn 2009, 9). With this said, there are countless responsibilities and opportunities for leadership in such a venture. Some of the responsibilities and opportunities for leadership at the Old Parkville Cemetery include:

- *Understanding the Laws Associated with the Cemetery:* It is essential that Chapter 155 Section 155.050 which addresses the Cemetery Board be followed so as issues are addressed and decisions are being implemented every action is legal.
- *Ensuring Accountability and Transparency in Recordkeeping, Financial Management, and Consultation with the Public:* Leadership will need to work through and with the Cemetery Board members when it comes to the cemetery’s recordkeeping, financial management, and consultation with the public. Having preemptive legal reviews and annual audits would be recommendations to maintain transparency, accuracy, and accountability. All news releases should also be officially approved through the City after approval from the board.

- *Promoting Change, Flexibility and Creativity:* One of the first challenges of cemetery leadership to be successful will be to promote change and encourage adaptability to the City officials, board, and public. Flexibility and creativity will be tested and must be evident when working with all levels and groups of participants as the new cemetery plan is developed and implemented (Quinn, Faerman, Thompson, McGrath and St. Clair 2011, 15 and 254).
- *Developing a Code of Conduct:* Leadership skill will be needed to establish a code of conduct, either in the form of a document or an articulated forum, where the Cemetery Board explains the organizational values, principles, and standards. Implementation of this code of conduct must be found in all employee and volunteer training, communication programs, security measures, and response protocols (West, Jonathan P and Berman 2006, 71).
- *Revisiting Priorities and Creating Solutions:* Leadership will need to push for a “regroup” of the City Administrator, City staff, and reconstitution of the Cemetery Board members quickly so background information can be shared and opportunities are created to readdress issues and set new priorities along with development and approval of a new cemetery plan which can be implemented in the near future. The following were some past reported priorities: Conducting ongoing inspections to ensure holes are filled for safety, resetting the ornate iron fence, ensuring safety and better representation of upkeep from the City, and digging up stones. Additionally, based on the discussion with Mary Ann Johnson and Carolyn Elwess of the Old Parkville Cemetery Board on October 12, 2014 (Questions 2014), one of the Cemetery Board’s priorities for the Old Parkville Cemetery is for the City Administrator, City staff, and the Cemetery Board members to meet, so that the Cemetery Board members can provide the City with background information and share their knowledge. The Cemetery Board would also like to convey to the City what the cemetery means to the community.
- *Developing a Leadership Communication Plan:* One of leadership’s first priorities in the area of communication will be to select a spokesperson that is charismatic, committed, and skilled with both oral and written communication so the cemetery’s key messages are always being effectively marketed. Due to limited staff funding this may present to be an opportunity for college students who are interested in future careers in public management, communication and marketing, or politics. While building career resumes the instrumental experience would contribute to both personal and professional gains for such a volunteer.
- *Utilizing Social Media:* Utilizing interactive social media applications with updates along with encouragement from the public to provide feedback can also be invaluable in creating and maintaining local support. Information communication technologies (ICTs) such as Facebook, blogs, and Twitter along with third-party platforms that allow for social interactions among users such as the creation of videos, text, and pictures to share status updates and news can be encouraged with minimum to no cost to the organization. “The goal is to increase government’s visibility by sharing data and insights into decision-making processes in order to become more transparent, to become more engaging and participatory by reaching previously underrepresented segments of the population, and to include all stakeholders in collaborative process” (Mergel and Bretschneider 2013, 391).
- *Educating City Officials and Citizens on the Importance of the Cemetery:* Another critical element for leadership will be to educate both City officials and the public on the importance of saving the cemetery. This could be to many an easy “out of sight out of mind” issue and then easily discarded, however, once the heritage and history are tied into the present and connections such as the associations linked to President Truman’s family and the high

numbers of deaths related to past epidemics and diseases are highlighted this could create a new kind of interest. Human relations related emotions should be emphasized in this portion such as personal connections from the locals and project ownership and pride should be end goals developed by leadership.

Lessons Learned From Other Public Administrators: This section is intended to share ideas and lessons learned from public administrators who have worked or still work in similar situations where limited resources yet continuous high demands and new projects were on-going. The following are ideas expressed by public administrators who have managed programs and people with limited resources, challenges associated with prioritizing, and the importance of communication with upper leadership and customers to get the mission accomplished.

- *Discussion with Mr. Steven Selser, US Air Force, 92d Civil Engineering, Fairchild AFB, Washington.* Background: He is the Base Natural Resources Manager and has the unique responsibility of maintaining Fort George Wright Historic Cemetery which is located about ten miles away from Fairchild Air Force Base. In 1957 Fort George Wright was declared government surplus and given to the nearest base...of course with no designated funding to maintain. It is considered a closed cemetery and has approximately 650 military and their families buried there along with a high number of infants and small children. Some ideas Mr. Selser has shared based on his experiences are the following: 1) National Public Lands Day: National Public Lands Day (NPLD) is the nation's largest, single-day volunteer effort for public lands. Seven federal agencies as well as nonprofit organizations and state, regional and local governments participate in the annual day of caring for public lands. Grants are awarded every year with this program. This could be a method to receive up to \$6,500 for repairs and beautification for Parkville Cemetery. Volunteers would perform the labor. 2) Wreaths Across America: Local VFW members will come out and clean up cemetery grounds for military members and host ceremonies which draw public attention. 3) Operation Wrought Iron: Local veterans use their skills and experience with iron as a rehabilitation program while creating improvements to old iron fences. This may be a possible project through the Veterans Administration in the local area. 4) Eagle Scouts recently did a record keeping verification project where they cleaned stones and confirmed known records were accurate.
- *Discussion with Mr. Kevin Littlemore, Retired Colonel, Commander, Washington Air National Guard.* Background: Managed more than 400 staff and millions of dollars of equipment. Some highlights emphasized from his management experience: 1) Recognize all stakeholders: internal/external and vertically/horizontally. 2) Be an organizational mechanization expert. 3) Deal in facts, facts, and more facts...emotions hinder timely/accurate decision making which leads to a failure to properly prioritize, advocate, and execute required actions. 4) Have a defined plan of action. Do your research first. Communicate the plan and clearly define expectations. 5) Allow freedom of movement (be open to other's ideas); flexibility in approach will allow for creativity and the efficient use of available resources. 6) Communicate continuously. Lack of information creates a vacuum that will be filled by rumor and speculation; personnel may either bog down or move in an undesired direction without appropriate feedback.
- *Research on Steve Muro.* Background: Heads the National Cemetery Administration (NCA), the division of the Department of Veterans Affairs that manages 131 national cemeteries and provides burial services for military veterans and eligible family members. The NCA

recently received the highest rating ever in the American Customer Satisfaction Index, beating out all other federal agencies and even top corporations. Muro discussed his on-the-job experiences and his leadership principles with Tom Fox, a guest writer for On Leadership and vice president for leadership and innovation at the nonprofit Partnership for Public Service. In that discussion, one of the questions raised was Muro's advice for other federal leaders, and this is his answer: "One thing that I always tell my cemetery directors is that you need to learn what your people do. You don't need to become an expert in every trade, but you should at least understand the work that they do so that you can effectively lead them. Another thing that I tell my managers is that they should always be mentoring one or two people to build a future of leaders. It's important that when we retire, we leave behind people who will keep bringing the organization forward, and will take it to the next level" (Fox 2014).

In any leadership situation the key to a successful outcome is the ability to clearly define and state the preferred goal or end state and to effectively communicate what is desired. This requires an understanding of stakeholder desires, both internal and external to the organization. Beginning with a macro perspective, prioritization of limited resources is essential to defining what resource limitations will be applied to a specific department or project. If internal (organizational) funding is not available then investigation of external funding sources may be advisable and required.

When multiple courses of action are being contemplated each should be addressed as a singular course of action. Working through each prescribed idea, identifying variables and overcoming obstacles, will allow for a thorough cost and benefit analysis assisting leadership in determining the most appropriate course of action. Rarely will the final product resemble the initial goal but the lack of a defined direction will create chaos and/or apathy within the team. It should also be noted that in a limited resource environment waste of time, manpower, and/or resources in the project design and implementation phases constrains executable options further diminishing the probability of overall success.

Finally, communication at every level of public administration ensures transparency and instills confidence in the action, people, and outcomes. Not allowing for deviation from the initial goal can be a critical mistake in successfully completing any undertaking so flexibility in approach will be invaluable. Leadership plays a significant role and has limitless influence on the success of any program or project so each public manager must motivate and inspire people leading to positive transformations of situations (Hill and Lynn 2009, 274).

Recommendations

- Leaders in the City of Parkville should understand the laws associated with the cemetery; ensure accountability and transparency in recordkeeping, financial management, and consultation with the public; promote change, flexibility and creativity; develop a code of conduct; revisit priorities and create solutions; develop a leadership communication plan; utilize social media; and educate City officials and citizens on the importance of the cemetery.
- Leaders in the City of Parkville should contact other leaders in cemetery management to explore resources such as National Public Lands Day, Wreaths Across America, and Operation Wrought Iron.

Best Practices

Best practices are “processes, strategies, and techniques that have been shown through various methods of analysis to contribute to the success of a manager, an activity, a program, or an organization” (Hill and Lynn 2009, 251). Best practices in the areas of cemetery management, gravestone inventory, historical associations, and maintenance and restoration will be discussed in this section.

Cemetery Management Practices: After researching other cities, the Parkville ordinance regarding the duties of the cemetery board is not commonplace and it seems as though it should be. Continuing to follow this ordinance will help to maintain a working relationship with the City of Parkville in order to restore and maintain the Old Parkville Cemetery. It should be the role of the City of Parkville to work with the Cemetery Board to establish a budget for what needs to be restored as well as having monthly amounts budgeted for maintenance and unforeseen circumstances. Research has shown that City Managers have a tendency to overlook the necessities of cemeteries for whatever reason. The City of Parkville would benefit by making sure the Old Parkville Cemetery is not overlooked on the budget.

Inventory of gravestones: Park University Geography Department faculty members and a student are mapping all current/known grave locations and documenting on a database the individuals buried there. Using the Montgomery, MD National Park and Planning Commission (2015) as a template, it is important to also give each plot a unique identification number, develop a digital GIS map with aerial photographs with a marker identifying its location, alphabetical listing of the deceased, digital photographs, printed inventory forms; and a paper file with the ID number, location, names and dates of burial. This is an enormous undertaking by the City of Parkville. With this in mind, good quality management by the City of Parkville is necessary and, therefore, it is prudent that they amend the City job description to include the cemetery’s physical maintenance and electronic organization. These precautions will create standards of care and keep an eye on the future.

Affiliation or membership with the Historical Cemeteries in Missouri and the National Registry of Historic Places: The State of Missouri website and the Missouri State Parks website provide information on historical cemeteries and information on the Missouri Veterans Commission. The data provided on these sites include historic names, dates, photos of headstones, and details on historical significance. It is recommend the restoration and revival of the Old Parkville Cemetery be integrated on the State of Missouri websites and the City of Parkville website. Researching the Old Parkville Cemetery will establish its historical significance. This will aid in establishing an identity, and help provide the information needed to facilitate placement on the State of Missouri website, Historical Cemeteries in Missouri, and the National Registry of Historic Places. The end result will attract tourism and enhance the community. Similarly, the historical significance of cemeteries in Missouri offers remarkable and valuable history. The National Register, established in 1966, is managed by the National Park Service. They take into account the quality and significance in American history, architecture, archeology, engineering and culture.

Maintenance and Restoration: The issues surrounding cemetery landscaping and maintenance are quite common. There are a multitude of old cemeteries in the United States and in Europe with similar problems. These problems are faced with conflicting perspectives, intentions, education, resources, and funding. There are, however, some general areas of agreement on what the best practices are for restoration of a historic cemetery like the Old Parkville Cemetery. To begin the cemetery committee needs to determine exactly what work needs to be done while making sure they understand the actual labor that is needed. This will help ensure fewer problems arise later on. It is very important to keep the original form of the cemetery. The fencing for instance has been suggested as having sections that need to be replaced. Integrity is very important to the cemetery so the grounds should not be changed in terms of how it is set up. It should be understood that there are certain materials used to be sure nothing is harmed during restoration. “Appropriate materials and techniques will vary with each element and often with each individual marker, stone, fence or other feature” (Bratton, Eddleman, Pledger, Sampson and Schloss 2007). All changes during restoration should be documented, from beginning to end. This will help with historical factors as well as just being able to answer common questions for the community. Taking photographs can be a great help for documenting this way everything is not only in pictures but is time stamped. Knowing that there are many headstones and other monuments that need restoration, it may be in the best interest of the Board to allocate resources for an expert to observe these needs in order to best care for them. “Expertise is required to understand the distinct physical and chemical properties of each material, their reaction to agents of decay and the effect of any remedial treatment on them” (Odgers 2011, 10). This will help with possible future costs if headstones and monuments are not properly taken care of the first time.

The lack of maintenance, landscaping, and headstone maintenance have contributed to the deterioration of the Old Parkville Cemetery. Maintenance of the lawn and proper cleaning of the headstones are beneficial and good practice as explained by the Chicora Foundation, Inc. (2015) These practices will: 1) Reduce downtime for repairs, 2) Reduce cost on equipment purchases, 3) Save time and money on supplies, 4) Reduce damage caused by drought (landscaping issues), and 5) Reduce weeds, pruning, insects and other pests.

The Department of Veterans Affairs National Cemetery Association (2015) provides guidance for the cleaning of government issued headstones based on research undertaken by the National Park Service National Center for Preservation Technology and Training. The gravestones located at the Old Parkville Cemetery are made of various stones. Some are deteriorating, falling apart, and covered in biological growth. Furthermore, it is important to note that not all cemeteries are the same. For example, public usage, funding, laws, topography and community viewpoint vary. Each cemetery has variations and as such should be customized accordingly. However, establishing guidelines for cleaning and regular maintenance of marble headstones and gravestone made from other materials that are soiled from dirt and biological growth is good practice. The Department of Veterans Affairs (2015) suggests that:

- Soiling agents or accumulations include dirt; air pollution; biological organisms; bird droppings; plant or tree sap; salt damage; animals; freeze thaw cycles; and improper cleaning.
- Cleaning techniques known to damage stone include bleach or bleach products; strong acids; mechanical cleaning/power tools; high-pressure washing.
- Biological cleaners are available for use on stones that have biological growth,

but it is necessary to follow instructions; equipment needed includes personal protection, brushes, hand sprayer, clean water; pre-wetting the stone before applying cleaner; applying the cleaner and do not let the cleaner to dry on the stone; agitating the surface with a circular motion; rinse the stone thoroughly.

- It is recommend to have a three-person team: one to wet the stone; second to spray with cleaner; third person gently agitates the cleaner on the stone surface; first person rinses the stone. (Department of Veterans Affairs 2015).

Introducing a “park-like” atmosphere: Sustainability is a considerable policy issue. Many cemeteries around the country are transforming cemeteries (new and old) into “park-like” cemeteries and their popularity is growing in large cities where “grassy” areas are in demand. Many people search for peace, quiet and open spaces that can be found in cemeteries. Manheimer (1989) states, “one of the ideas behind this cemetery is to foster a natural attitude toward death” (21). Malcolm (2010) believes it is good citizenship and cemeteries must change from the traditional concept of separating the living from the dead to an open-gate policy. “. . .in the view of many, including the National Association of Cemeteries, such steps are necessary to make the cemetery an active, positive member of its local community” (1). Along those lines, providing handicap access would be a wise decision. Andrew Malcom’s (2010) article “Cemeteries Open Gates To Recreational Pursuits” encourages community interaction with the past, decreases vandalism, brings business to the cemetery, and maintains landscaping. Sloane (2015) states, “The foundation of rural cemeteries coincided with a national movement to reestablish the American past” (393). It is important for the City of Parkville to establish a community bond with the cemetery. In other words, this is an opportunity for Parkville citizens (young and old) to connect with the City’s past. Learning from the past helps connect to the present and helps us consider our future.

Recommendations

- Establish and publically promote the cemetery’s historical significance.
- Provide educational opportunities to the local community.
- Place information regarding the cemetery on the City of Parkville and State of Missouri websites.
- Implement best practice techniques and guidelines to clean and restore gravestones.
- Implement best practice lawn maintenance.
- Consider the park-like atmosphere to engage the community.

Strategy

Strategy is an overarching idea that entails having a broad sense of purpose and knowing how you want to accomplish it (Hill and Lynn 2009, 266). This report outlines possible short-term and long-term objectives for the cemetery in the areas of the rule of law, structure, culture and craft that will assist the City in restoring the cemetery’s organizational structure, presence in the community, and physical viability. This final section of the report will discuss two additional strategic initiatives that the City of Parkville may want to consider as part of its strategy for revitalizing the cemetery.

The Old Parkville Cemetery is a rich historical treasure for the Parkville community. As a means of preserving the cemetery for today’s generations and the future, two strategies are suggested for consideration: 1) Promote elementary/secondary education and service-learning

projects to build community interest in Old Parkville Cemetery, 2) Promote historical reenactments to portray the history of notable persons buried at Old Parkville Cemetery.

Service-Learning Projects at the Old Parkville Cemetery: The first strategic initiative is to build community interest in Old Parkville Cemetery through elementary/secondary education and service-learning projects. According to Darr “In the 1980s educators were using cemeteries as laboratories for their classrooms” (2013, 48). “Math teachers, language arts teachers, science teachers, art teachers, and history teachers have shown students the valuable information that can be gleaned from cemeteries (Darr 2013, 48).”

To illustrate the types of science lessons for middle school age students, Easley writes “... an opportunity to engage students in real-world science, emphasizing the process and nature of science begins with an in-class lesson to simulate weathering of tombstones and learn to identify granite, marble, concrete and metal. The field trip to the cemetery requires students to fill out a chart to evaluate weathering of tombstones and monuments ... (2005 28-29).”

Lowry and McCrary (2005) explain how science and history can be combined. The science aspect of the lesson helps students “develop an understanding of scientific inquiry by using different types of inquiry. Students practice writing questions, forming an explanation and describe the results” (Lowry and McCrary 2005, 33). For instance, on the cemetery field trip, students see tilted markers or sunken monuments and write an explanation for the scientific conditions. Lowry and McCrary say the historical concepts derive from the walking tour (2005 33). Students find historic information about “family units, birth and death records, health issues, and specific events in history” (Lowry and McCrary 2005, 33).

Another project teaches “preservation of history” by using digital cameras, a database software program for recording the information from the cemetery’s gravestones (Frazel 2006, 26). “Teachers can demonstrate the proper way to transcribe gravestones. Digital cameras can be used in conjunction with written transcriptions ...” (Frazel 2006, 26). Students learn to download images of the gravestones, key in the transcriptions and begin to research the family history using their libraries and web-based free access genealogy websites. Frazel describes a showcase project for the community and writes, “... it is time to decide how to showcase the project for the community. Perhaps a multimedia presentation by students to be held at the library media center, a ‘Gravestone Reflections’ scrapbook with printouts of the digital images on display, or a webpage designed by students with selected photographs and transcriptions could be an effective culminating project” (Frazel 2006, 27).

Next are service-learning projects as opportunities for students to “make connections to their community and help them think about civic participation. ... Cemeteries hold large amounts of statistical data about the population and culture of the community,” according to Morris (2008, 150). “The information students gather is found through examining relationships, age at death, family groups, social groups, gender, and class” (Morris 2008, 151). The gravestones’ art and inscriptions serve as questions for students to determine what may have been “important to the deceased by the surviving family members” (Morris 2008, 151). This assignment helps students “build their research skills and discover new information about historical events” (Morris 2008, 151). There is a draft webpage about Freedomland Cemetery, New Albany Township, Floyd

County, Indiana, with pictures of the 3rd and 4th grade students of S. Ellen Jones Elementary School who adopted the cemetery (<http://www.rootsweb.ancestry.com/~inpcrp/freedomland.html>).

A service learning project for college-age students of Shippensburg University of Shippensburg, Pennsylvania, began by restoring a “historic African-American burial ground” (Burg 2008, 51). College students in the applied history program gained experience in “research, grant-writing, and interpretive materials” (Burg 2008, 51). Public Historian and Director of the Shippensburg University’s Applied History Program, Stephen Burg, discovered the Locust Grove Cemetery, a 200-year old African-American Cemetery. Burg’s article tells of his efforts to involve his students “in the community and build their public history skills through community-based service learning projects” (2008, 54).

The academic articles cited above present evidence that elementary/secondary lessons, college studies, and service-learning projects may increase community interest in cemetery preservation.

Historical Reenactments: A second strategy is promoting historical reenactments to portray the history of notable persons buried at the Old Parkville Cemetery. An example of this strategy is “Voices from the Past” in Evergreen Cemetery, Bloomington, Illinois. Theatrical vignettes performances by actors, writers and volunteers portray the lives of notable Evergreen citizens, “still speaking to us, still enlightening us, still making their presence felt decades after their passing. . . . Evergreen’s annual tombstone odyssey is the oldest event of its kind in the state having inspired and outlasted numerous others” (Craft 2014). “Voices from The Past,” began in 1995 and is still held yearly. The cemetery walk offers weekend performances for adults and during the week for local school groups. According to Craft (2014), approximately 2,000 students will visit on free weekday tours, which are sponsored by Evergreen Cemetery. A quote from the cemetery manager said the education for students has decreased vandalism that frequently happened in the past.

Recommendations

- Promote elementary/secondary education and service-learning projects to build community interest in the Old Parkville Cemetery.
- Promote historical reenactments to portray the history of notable persons buried at the Old Parkville Cemetery.

Summary of Recommendations: Craft

- Establish and publically promote the cemetery’s historical significance.
- Provide educational opportunities to the local community.
- Place information regarding the cemetery on the City of Parkville and State of Missouri websites.
- Implement best practice techniques and guidelines to clean and restore gravestones.
- Implement best practice lawn maintenance.
- Consider a park-like atmosphere to engage the community.
- Promote elementary/secondary service-learning projects to build community interest in the Old Parkville Cemetery.
- Promote historical reenactments of notable persons buried at the Old Parkville Cemetery.

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Conclusion

The City of Parkville faces a number of challenges related to the Old Parkville Cemetery; however, the cemetery also provides an opportunity for the citizens of Parkville to embrace the community's heritage. The analysis conducted by the Park University MPA Public Management Class shows that in order to restore the cemetery the City will first need to reestablish the Cemetery Board; revisit Parkville Municipal Code, Chapter 155; and provide additional funds for cemetery maintenance, restoration, and recordkeeping. The City may be able to allocate additional funds from the City budget, and it may be able to perform some of the functions associate with the cemetery with in-house staff and volunteers. Fundraising, however, will be necessary in order to fully restore and preserve the cemetery. In order to take full advantage of fundraising activities, the community may consider establishing a 501(c)(3) nonprofit. In addition to fundraising, the nonprofit can assist with public relations, maintenance activities, and it may host special events. Grant opportunities may also be available if the cemetery is placed on the National Register of Historic Places. The citizens of Parkville should be informed and involved throughout the process of restoring the cemetery. Citizens may become engaged through service-learning activities, cemetery tours, and historical reenactments at the cemetery. If restored, the cemetery may be viewed as a community asset, and a place for citizens to learn about Parkville's rich past.

Park University
Master of Public Affairs Program
Community-Based Project with the
City of Parkville, Missouri Spring 2015:
The Old Parkville Cemetery



Jonathan Brock, David Fox, Kelvin Igumbor,
Scott Hageman, Denise Jacobson, and Rebekkah Stuteville

May 5, 2015



Contributors



Spring 1 2015 PA 511 Class

Rule of Law

Parkville Municipal Ordinances: Marel Respress
Missouri State Law: Kelly Ragan
Court Cases: Debra Solley

Structure

Organizational Structure: Larissa Carter
Citizen Participation: Samantha Specker
Budget: Logan Wagler
Contracting: Landon Grace
Organizational Form/Creating a Nonprofit: Susan Payne

Culture

Culture of the Parkville Community: Kelvin Igumbor
Culture, Ethics, Values of the Parkville Cemetery Board: Jon Perry
Public Service Values in Cemetery Management: David Manriquez

Craft

Leadership: Sandy Smock and Florabel Bueno Franco
Best Practices: Kelly Rourke and Denise Jacobson
Strategy: Emilie Muramoto

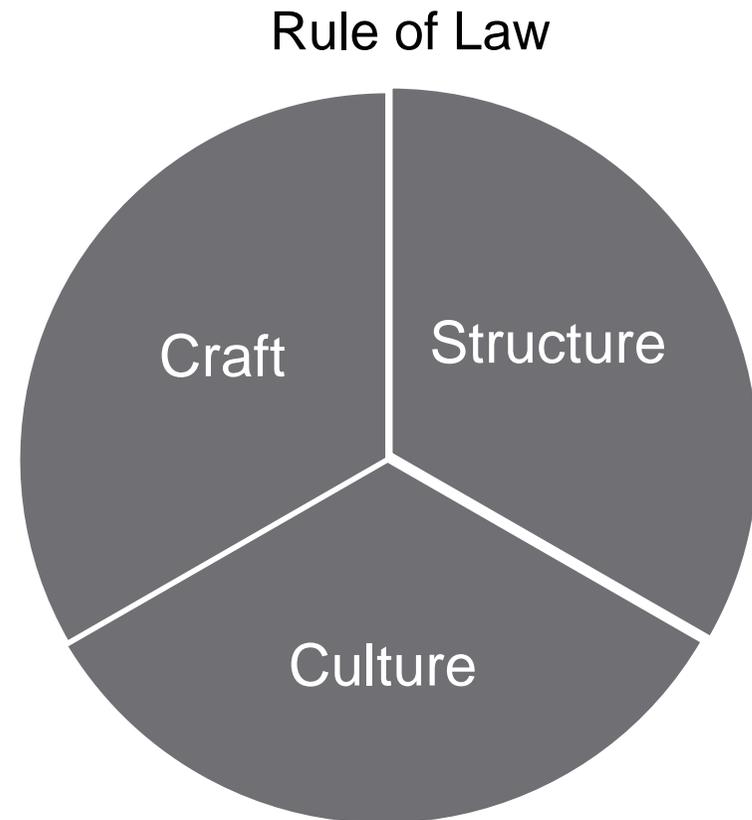
Instructor: Rebekkah Stuteville, Ph.D.

Special thanks to Tim Blakeslee with the City of Parkville, MO for his assistance with this project.

The Academic Framework

Carolyn J. Hill's and Laurence E. Lynn Jr.'s Public Management: A Three-Dimensional Approach

- Spring 1 2015 the Park University Master of Public Affairs (MPA) Public Management (PA 511) class partnered with the City of Parkville, Missouri on a community-based project regarding the Old Parkville Cemetery.
- Online class with students from different locations throughout the United States and the world, including California, Kansas, Kentucky, Missouri, New Mexico, Texas, Washington, and Indonesia.
- Used Carolyn J. Hill's and Laurence E. Lynn Jr.'s book *Public Management: A Three-Dimension Approach* to examine the laws, structure, culture and craft involved in managing a cemetery.



Rule of Law

Local Ordinances and State Laws: Constraints

Parkville Municipal Code, Chapter 155

Ownership and Cost of Lots: The ordinance should be updated to reflect that plots can no longer be purchased since it is believed that the cemetery is full. Cremations of blood relatives of current occupants may be considered, but other burials may no longer be possible due to space limitations (Elwess 2015). The ordinance should be updated to clarify this limitation.

Cemetery Board: The section of the ordinance regarding the composition of the Cemetery Board does not require revision, but it does need to be implemented. This can be accomplished by appointing the requisite seven members to the Cemetery Board, and by appointing an Alderman from either Ward 1 or Ward 2, which are the wards in closest proximity to the Old Parkville Cemetery.

Duties of Cemetery Board: The Cemetery Board is unable to perform its duties of “care and custody” (City of Parkville Municipal Code 1991) due to budgetary constraints. Recommendations regarding the costs associated with maintaining the cemetery and for locating additional funds are addressed in the full report.

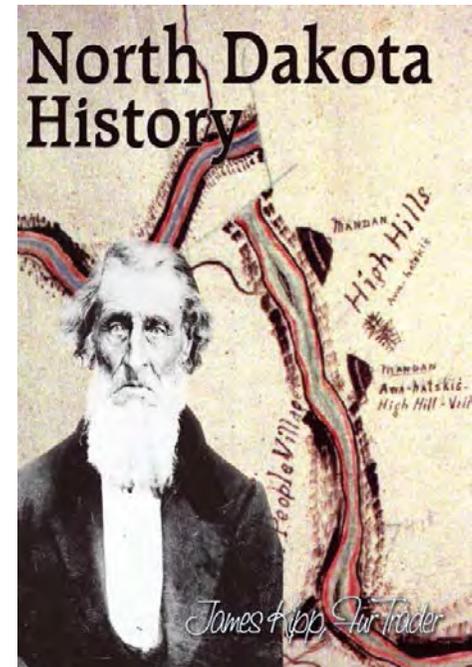
Missouri Revised Statute, Chapter 79

This statute explains the roles and responsibilities of Fourth Class cities in the State of Missouri with regard to public cemeteries. The statute grants the Board of Alderman the power to own cemeteries, and explains the City’s responsibilities for surveying, maintaining, regulating, protecting, and funding the cemetery.

State Laws: Opportunities

State and Federal Opportunities

- Placement on the National Register of Historic Places through the State Department of Natural Resources.
- Possible eligibility based the criteria of “persons of transcendent importance” and “from age” (MO Dept. of Natural Resources 2015).
 - James Kipp, a historical fur trader, and some of his family members are buried at Old Parkville Cemetery. James Kipp founded Fort Clark in North Dakota, which is on the National Register of Historic Places.
 - Burials dating as far back as 1840, 18 years before Parkville was incorporated.



Cemetery Court Cases

Cemetery Recordkeeping

City of Gladewater v. Pike

- The City may need to be concerned with the condition of their recordkeeping and their knowledge of which plots are filled.
- With “regards to the claim of negligence, the courts found that because the city failed to keep proper records regarding which plots were filled and by whom, there is no way to know where the boy’s body was, thus providing the inference of negligence. Additionally, the courts found that for this reason, the Pike family was “entitled to actual damages from the city” (City of Gladewater v. Pike).

Cemetery Maintenance and Safety

Suzanne K. Ogborne v. City Of Trenton

- The court held that the City of Trenton was liable for the injuries of the plaintiff due to the dangerous conditions of the publically operated cemetery.
- This court found this case to be exempt from sovereign immunity due to the dangerous conditions.
- The plaintiff was awarded \$1.6M in damages from the city.
- The State of Missouri has similar language in its tort legislation regarding the exemption from sovereign immunity due to dangerous conditions on public property.

Rule of Law Recommendations

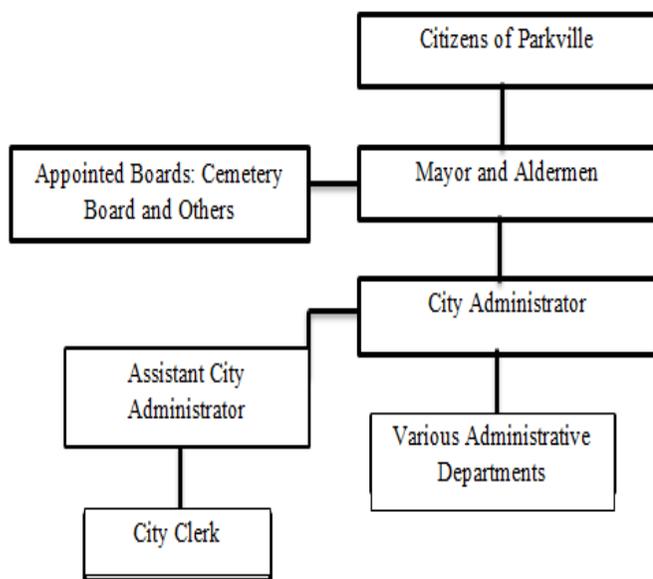
- Update the Parkville Municipal Code to reflect that the cemetery is inactive.
- Reconstitute the Cemetery Board with the full seven member board, and appoint an Alderman Liaison from Ward 1 or Ward 2.
- Increase funding by adding the cemetery to National Register of Historic Places.
- Seek additional sources of funding to address maintenance and recordkeeping issues. Court cases show that there are potential legal consequences for dangerous conditions or the poor recordkeeping at cemeteries.
- Address recordkeeping concerns by mapping the cemetery, and comparing the information with available records. Ground-Penetrating Radar (GPR) may be needed to properly map the grave sites within the Old Parkville Cemetery.

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Structure

Organizational Structure

Organizational Structure



(Adapted from the City of Parkville. <http://parkvillemo.gov/organizational-chart/>)

- The Cemetery Board should be added to the City of Parkville’s organizational structure and website.
- The City should consider assigning some duties for the cemetery, such as maintenance oversight, to one of the existing City departments.

Positions, Functions, and Tasks

	Mo Revised Statute Chapter 79, Section 79.430	Parkville Municipal Ordinance, Chapter 155
Mayor and Aldermen	Purchase, receive, and hold real estate for a cemetery (80 acres or less). Provide for the surveying platting, grading, fencing, and improving of the cemetery grounds. Pass ordinances to regulate and protect cemeteries.	Appoint and remove Cemetery Board members.
Cemetery Board	Not applicable.	“Care and custody” of the cemetery. Ensure enclosures and grounds are in good repair. Assist City Clerk with recordkeeping. Make recommendations to the Board of Aldermen regarding improvements and repairs. Advise the Board of Aldermen on other matters related to the cemetery.
City Administrator and Administrative Departments	Not applicable. Recommendations discussed in narrative report.	Not applicable. Recommendations discussed in narrative report.
Citizens of Parkville	Not applicable. Recommendations discussed in separate narrative on citizen participation in full report.	Not applicable. Recommendations discussed in separate narrative on citizen participation in full report.

- The Cemetery Board should be reconstituted, and the functions outlined in state and local laws should be performed, as applicable.

Citizens of Parkville: Participation

- Inform citizens through newspapers, and the City website in order to get them involved.
- Contact the families of those who are buried in the cemetery to solicit their help.
- Conduct hearings and meetings regarding the cemetery near the cemetery.
- Follow up with citizens regarding actions taken at the cemetery such as cleaning headstones.

Budget/Expenses

(Updated from 1998 Cemetery Board Budget)

Item / Task	Description	Phase 1 (2016)	Phase 2 (2017)
Turf Mowing and Trimming	Annual reoccurring costs	\$3,500	\$3,500
Repair and Reset Tombstones	70 (approx.) @ \$100/each*	\$3500 35 headstones	\$3500 35 headstones
Repair, replace and Reset Iron Fencing	1 LS	\$1,500	\$0
Probing and Mapping**	Ground penetrating radar rental (2 days) \$175 checkout \$110 per day	\$395***	\$0
Earth work (fill holes, grade uneven areas)	1 LS	\$550	\$0
Top Soil	33 yards @ \$30 /yd	\$990	\$0
Grass seed, starter fertilizer and matting	1 LS	\$450	\$50 (Overseeding)
Brush Clearing, stump grinding and site Clean up	Volunteers or city staff could perform this work.	\$0	\$0
Total		\$10,885.00	\$7,050.00
Optional New Items			
Educational / Interpretive Signage for Cemetery	2 @ \$500 per sign	\$0	\$1000
Tuck Pointing of stone wall	1 LS		\$450
Website Development & Maint.	1 LS	\$600	\$0
Total		\$600.00	\$1,450.00

*Estimated.

**Utilization of volunteer labor through Park University

*** According to Geographical Applications Incorporated

Contracting or In-House Services

“Make or Buy Decision”

- The first step in deciding to keep a project in-house or contract it out is called the “make or buy decision” (Hill and Lynn 2009, 163).
- “At least four separate but related frameworks provide insight into the make or buy decision for public managers: the transaction costs in the relationship, whether the activity is ‘inherently governmental,’ the presence or absence of market failures, and the extent and consequences of incomplete contracts,” (Hill and Lynn 2009, 163).

Success Stories

- The City of Liberty, MO owns three of their cemeteries. Besides contracting out the lawn mowing (\$30,000 total for all three cemeteries per year) they handle the rest of the work in-house.
- Chicora, a nonprofit heritage preservation organization, may be able to assist with in-house restoration activities.

City of Parkville

- In the City of Parkville, most of the restoration may be done in-house or with volunteers, with the exception of the iron fence work.

Organizational Form: Creating a Nonprofit

Cemetery Group versus Non-Profit 501(c)(3)

Both entities may perform some of the same services:

- Public relations to keep the cemetery relevant to people.
- Maintenance and repair activities.
- Host special events.

Disadvantages and Advantages of Forming a 501(c)(3)

Disadvantages:

- Initial start up activities which include forming the board; preparing by-laws, articles of incorporation, and an application; and paying appropriate fees.

Advantages:

- All donations are tax deductible, thus people are more likely to make financial donations.
- Businesses are more likely to make “in-kind” donations.
- Stronger accountability since financial information must be made available, board meetings must be held, etc.
- 501 (c)(3) status lends credibility to an organization.

Structure Recommendations

- Reconstitute the Cemetery Board, and perform the functions outlined in state and local law.
- A sexton would be desirable, but it is acknowledged that this is not feasible with the current budgetary constraints.
- Add the Cemetery Board to the City of Parkville's organizational structure and website.
- Consider assigning some duties for the cemetery, such as maintenance oversight, to one of the existing City departments. In some communities, these functions are handled by the Parks and Recreation Department. Since Parkville does not have a Parks and Recreation Department, the Public Works Department may be able to assume some oversight. (Note that this recommendation was supported by some students, but not by others.)
- Inform citizens and other interested parties about the Old Parkville Cemetery through newspapers and the City website.
- Conduct public hearings and meetings at a location near the cemetery, and give people significant advance notice.
- Ensure follow up on issues that may be critical to citizens such as cleaning headstones.
- Budget \$11,485 in 2016 and \$8,500 in 2017 for mowing, tombstone repair, fencing repair, probing/mapping, earthwork, grass seed, brush clearing, signage, tuck pointing the stone wall, and website development/maintenance.
- Seek additional sources of revenue from the National Trust for Historic Preservation and CDGB.
- When the City of Parkville decides whether to handle cemetery operations in-house or contract them out they should check with their previous contractors. The City should solicit competing bids to make sure the previous contractors are giving a fair price.
- The iron fence work will need to be contracted out but the rest of the restoration may be done in-house.
- The Old Parkville Cemetery Board may want to attend preservation workshops and learn how to do restoration in-house with the help of volunteers.
- Form a 501 (c)(3) organization to allow donors to receive a tax write-off, to enable the cemetery to seek additional grant funding, and to enhance credibility and accountability.

Culture

Culture and Values in Cemeteries

Burial Culture

- The culture of preserving the dead has existed for millennia as evidenced with the discovery of cave in Qafzeh, Israel (Smithsonian Institute, 2015; NIH nd)
- American society has always refrained from publicly discussing anything related to death and dying, but there has been a shift from this view in recent years (Samuel 2013).

Important Values



Culture: The City of Parkville & The Cemetery Board

The City of Parkville

The City administration must seek out effective ways to communicate and inspire a “sense of mission” for the project (Wilson 1989, 109-110), such as using social media to appeal to people in their 20s and 30s. They must remind the people of the value of preserving the cultural heritage.

The Cemetery Board

The Cemetery Board must develop a culture of looking outside the immediate surroundings for assistance restoring the site. Restoring the cemetery should be viewed as an opportunity to bring the community together, and to develop a richer understanding of Parkville’s past.

Culture Recommendations

- Communication regarding restoration of the cemetery should take into consideration the population of 20 to 30 year old individuals, and communication regarding the cemetery should be tailored to encourage their participation in this project.
- Plans to improve the cemetery must be connected to the culture and history of the Parkville community to recreate a “sense of mission” (Wilson 1989, 109-110) and to make the project personal for city employees and citizens.
- Develop a culture of looking outside the immediate surroundings for resources and support.
- Create a code of ethics to ensure accountability.

Craft

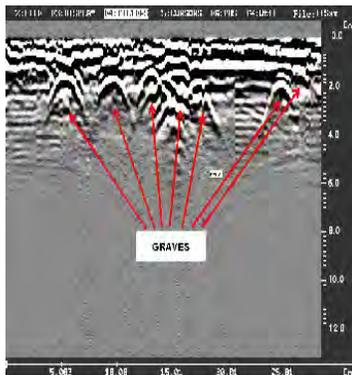
Leadership Responsibilities and Opportunities

- Understand the laws associated with the Cemetery.
- Ensure accountability and transparency in recordkeeping, financial management, and consultation with the public.
- Promote change, flexibility, and creativity.
- Develop a Code of Conduct.
- Revisit cemetery priorities, and create solutions.
- Develop a leadership communication plan.
- Utilize social media.
- Educate city officials and citizens on the importance of the cemetery.
- Learn from other public administrators.

Best Practices

Inventory of Gravestones

- The Park University Geography Department is mapping the cemetery, but additional cataloging and recording may be needed. Each plot should be assigned a unique identification number (MD National Planning Commission 2015)
- Ground Penetrating Radar may be needed to locate graves.



Maintenance and Restoration

- It is beneficial to maintain the lawn and properly clean the headstones. Chicora Foundation, Inc. (2015) explains that these practices:
 - Reduce downtime for repairs.
 - Reduce cost on equipment purchases.
 - Save time and money on supplies.
 - Reduce damage caused by drought (landscaping issues).
 - Reduce weeds, pruning, insects and other pests.

Best Practices

Introduce a “Park-like” Atmosphere

- Fosters a natural attitude toward death.
- Increases interaction with the past.
- Decreases vandalism.



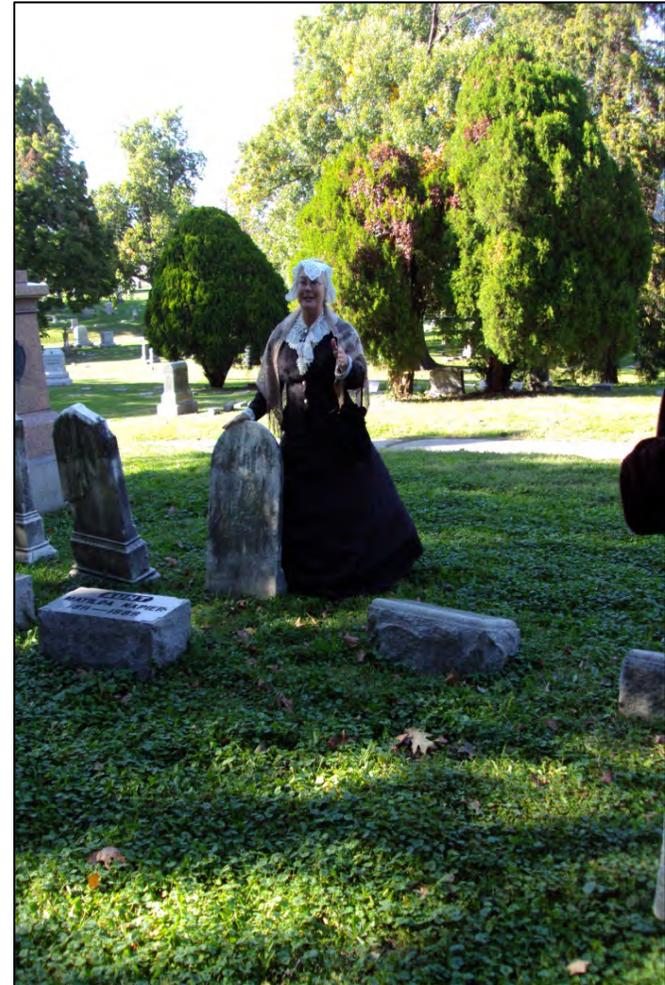
“... The place where the earthly remains of our friends repose, should have its own characteristic expression; in all its adornment there should be a fitness and a harmony”

“Old Cemetery.” Industrial Luminary. Parkville, Mo. (August 22. 1854).

Picture of George S. Park from www.park.edu.

Strategic Initiatives

- Promote service-learning projects related to the cemetery for students of all ages.
- Conduct historical reenactments and tours of the cemetery.



Elmwood Cemetery, Kansas City , MO.

Craft Recommendations

- Establish and publically promote the cemetery's historical significance.
- Provide educational opportunities to the local community.
- Place information regarding the cemetery on the City of Parkville and State of Missouri websites.
- Implement best practice techniques and guidelines to clean and restore gravestones.
- Implement best practice lawn maintenance.
- Consider the park-like atmosphere to engage the community.
- Promote elementary/secondary education service-learning projects to build community interest in Old Parkville Cemetery.
- Promote historical reenactments of notable persons buried at Old Parkville Cemetery.

Conclusion

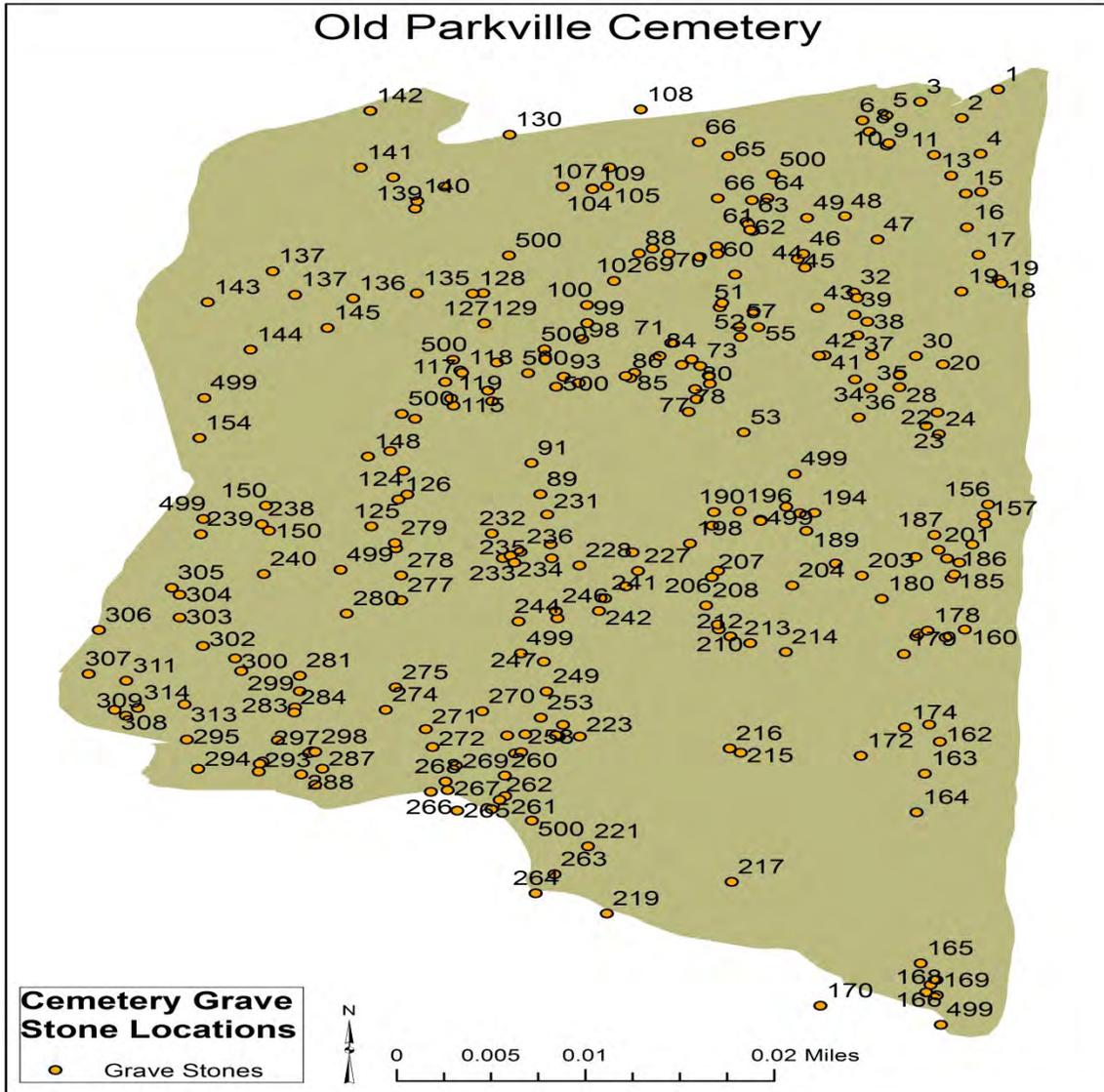
The City of Parkville faces a number of challenges related to the Old Parkville Cemetery; however, the cemetery also provides an opportunity for the citizens of Parkville to embrace the community's heritage. The analysis conducted by the Park University MPA Public Management Class shows that in order to restore the cemetery the City will need to:

- Reestablish the Cemetery Board.
- Revisit Parkville Municipal Code, Chapter 155.
- Provide additional funds for cemetery maintenance, restoration, and recordkeeping.
- Allocate additional funds from the City budget, and possibly perform some of the functions associated with the cemetery with in-house staff and volunteers.
- Consider establishing a 501(c)(3) nonprofit, or the City may perform some of the same functions.
- Consider grant opportunities that may also be available if the cemetery is placed on the National Register of Historic Places.
- Keep the citizens of Parkville informed and involved throughout the process of restoring the cemetery. Citizens may become engaged through service-learning activities, cemetery tours, and historical reenactments at the cemetery.

If restored, the cemetery may be viewed as a community asset, and a place for citizens to learn about Parkville's rich past.

Mapping Project

Old Parkville Cemetery



Full Name	Scout Map #	Latitude	Longitude
Cora Lee	11	39.200867759	-94.682572604
Sarah E. Avery	13	39.200844991	-94.682559434
1st. Sgt. Jas. A. Avery	14	39.200827038	-94.682536465
Herbert A. Son of Jas & Sarah	15	39.200825424	-94.682548283
Unknown	16	39.200787940	-94.682547361
Mary Alice Zollars	17	39.200757811	-94.682538539
Griffith	18	39.200730527	-94.682523007
Hill	19	39.200717561	-94.682551540
M.A.C	19	39.200726405	-94.682520959
Unknown	20	39.200637076	-94.682565700
Dziubon	22	39.200584040	-94.682569905
Louise Dziubon	23	39.200569379	-94.682578568

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CITY OF PARKVILLE
Policy Report

Date: Wednesday, April 22, 2015

Prepared By:
Melissa McChesney
City Clerk

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Appoint an alderman as Acting President of the Board of Aldermen through April 19, 2016.

BACKGROUND:

Parkville Municipal Code Section 105.030 states that at the first regular meeting of the Board of Aldermen following the City election, the Board shall select one of its own members who shall be styled "Acting President of the Board of Aldermen" who shall perform the duties of the Mayor in his/her absence. Marc Sportsman was first appointed in May 2012 and subsequently reappointed in 2013 and 2014.

BUDGET IMPACT:

There is no impact to the budget.

ALTERNATIVES:

1. Approve an Acting President of the Board of Aldermen.
2. Postpone action.

POLICY:

Per Parkville Municipal Code Section 105.030, the Board shall select one of its own members who shall be styled "Acting President of the Board of Aldermen," who shall in the absence of the Mayor, perform the duties of Mayor.

SUGGESTED MOTION:

I move to appoint Alderman _____ as Acting President of the Board of Aldermen through April 19, 2016.

CITY OF PARKVILLE

Policy Report

Date: Monday, April 20, 2015

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approve 2015 Parkville Economic Development Council (PEDC) investment renewal and Public Services Agreement

BACKGROUND:

In 2011, the City made an initial three-year commitment for an annual \$20,000 investment toward the start-up of the Parkville Economic Development Council (PEDC). The PEDC had a successful beginning and currently has approximately 30 investors. On January 7, 2014, the Board of Aldermen approved another \$20,000 investment for the 2014 fiscal year. The 2015 budget anticipated continuing that level of funding in 2015. City staff worked with the PEDC to develop a Public Services Agreement (Attachment 1). The purpose of the Agreement is to outline the services that the PEDC will provide to the City in exchange for the City's lead investment of \$20,000. As part of the Agreement, Exhibit A summarizes the scope of services to be fulfilled by the PEDC. The scope is based largely on the priorities identified in the Parkville Plan for Progress that was adopted in 2010. The Agreement requires the PEDC to provide quarterly updates to the Mayor and Board of Aldermen about its progress on the scope of services.

BUDGET IMPACT:

Funds for the \$20,000 investment are budgeted in the Administration Division (501) of the General Fund (10) under Professional Services.

ALTERNATIVES:

1. Recommend that the Board of Aldermen approve the 2015 investment renewal and Public Services Agreement in the amount of \$20,000.
2. Do not approve the renewal and provide further direction to City Administration.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Finance Committee recommend that the Board of Aldermen approve the 2015 investment renewal and Public Services Agreement in the amount of \$20,000.

FINANCE COMMITTEE RECOMMENDATION:

The Finance Committee meeting scheduled for April 27, 2015, was cancelled. Because this is a recurring, budgeted item, the recommendation is being forward directly to the Board of Aldermen for consideration.

POLICY:

The Purchasing Policy (Resolution No. 10-02-14) requires Board approval for all purchases above \$10,000. The policy requires professional services to be purchased with a services agreement that includes an accompanying scope and fee.

ITEM 5C
For 05-05-15
Board of Aldermen Meeting

SUGGESTED MOTION:

I move to approve the 2015 investment renewal and Public Services Agreement in the amount of \$20,000.

ATTACHMENT:

1. Public Services Agreement

PUBLIC SERVICES AGREEMENT BY AND BETWEEN
THE PARKVILLE EDC AND THE CITY OF PARKVILLE, MISSOURI

This Agreement, made and entered into this 5th day of May, 2015, is by and between the Parkville Economic Development Council (the "EDC"), a Missouri non-profit corporation, and the City of Parkville, Missouri, (the "City").

WITNESSETH:

WHEREAS, on September 21, 2010, by Resolution No. 09-01-10, the City adopted the Parkville Plan for Progress, an economic development strategic plan, and authorized a three-year funding commitment for the economic development organization proposed in the Plan for Progress; and

WHEREAS, the EDC was created, in part, to fulfill the recommendation of the Parkville Plan for Progress to create a public-private economic development partnership to assist the City in expanding and diversifying the economic base of Parkville; and

WHEREAS, the EDC works to achieve the goals outlined in the Parkville Plan for Progress through the attraction and retention of business and industry, and the EDC has demonstrated its ability to attract and retain business in the City; and

WHEREAS, the City's initial three-year funding commitment for the EDC expired in 2013, and the Board of Aldermen appropriated funding in 2014 to continue its annual investment; and

WHEREAS, EDC leadership continues to contribute to the City's economic environment with participation in development discussions, community asset advocacy, and economic development strategies; and

WHEREAS, the City desires to renew its investment in the EDC in 2015 and has appropriated funding for the same; and

WHEREAS, the parties determined that it is in the best interest of the City, and important to the promotion of the general economic welfare of the City, to contract for the performance of economic development services as set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual undertakings and mutual benefits from the services set forth herein, the EDC and City agree as follows:

1. SCOPE OF SERVICES

The EDC shall perform economic development services for the benefit of the community as outlined in the Scope of Services, attached hereto as Exhibit A and incorporated by reference. EDC will work independently and collaboratively with City staff, as necessary, to accomplish the Scope of Services.

2. TERM OF AGREEMENT

The term of this Agreement shall be from January 1, 2015, to December 31, 2015. On or before October 1, 2015, the EDC shall provide the City Administrator with a copy of the then current fiscal year budget, projected year-end expenses and revenues, and its request for renewal of the public service agreement, if applicable. It is contemplated that the parties may enter into a similar agreement for the 2016 fiscal year.

3. PERFORMANCE REVIEW

During the term of this Agreement, review of EDC performance under the terms of this Agreement shall occur through a quarterly update by the EDC Executive Director and/or Board Chair to the Mayor and Board of Aldermen regarding progress on the Scope of Services. To the extent possible, quarterly updates shall include specific and quantifiable measures of performance. It is understood by both parties that the Scope of Services represents an ongoing work plan and some objectives may have more or less progress in any given year.

4. COMPENSATION AND METHOD OF PAYMENT

For Fiscal Year 2015, the City hereby agrees to compensate the EDC for the Services, in the amount of Twenty Thousand Dollars and No Cents (\$20,000.00) within 30 days of receipt of an invoice from the EDC. The City's funding commitment is contingent upon the EDC annually securing private sector or other funding in a minimum amount of Forty Thousand Dollars (\$40,000).

5. AUDIT, INSPECTION OF RECORDS, AND PERFORMANCE REVIEW

Upon notice of not less than forty-eight (48) hours, the EDC shall permit an authorized representative of the City to inspect and audit all data and records of the EDC related to its performance under this Agreement.

EDC shall be required to complete a detailed annual budget that is approved by the EDC Board of Directors on or before the start of the EDC's fiscal year.

EDC shall submit an accounting of all funds spent by EDC for the preceding fiscal year on or before January 31.

6. SUBCONTRACTS

The EDC and City hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior written consent of the other party to the Agreement.

7. REPRESENTATION ON BOARD

It is agreed that the EDC's Board of Directors is the governing body of the EDC and as such it oversees the operation of the EDC. The City is entitled to name one voting member of the Board of Directors. The City will possess three non-voting positions on the Board of Directors, one of which is an ex-officio position for the Mayor of the City. All of the City's four representatives to the Board of Directors will concurrently serve on the EDC Executive Committee, but only the voting director will have a vote in matters before the EDC Executive Committee.

8. NON-DISCRIMINATION PROVISIONS

The EDC will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, or age. EDC will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, or age. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. EDC will, in all solicitation or advertisements for employees placed by or on behalf of Professional, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, or age.

9. COMPLIANCE WITH THE LAW

Both parties shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.

10. CONFLICT OF INTEREST/POLITICAL ACTIVITY

The elected officials, public officials, employees and agents of the City shall comply with all applicable laws and regulations relating to conflicts of interest, including Chapter 107 of the Parkville Municipal Code (Code of Ethics), with regard to the work and compensation covered by the Agreement.

The EDC shall not use the compensation paid through the Agreement to advocate, support, or oppose any ballot measure or candidate for public office. This section shall not be construed to prohibit the EDC from engaging in legislative or policy advocacy at the local, state, or federal level.

11. INDEPENDENT CONTRACTOR

Neither party is authorized or empowered to make any commitments or incur any obligation on behalf of the other party. The EDC will provide the Services outlined herein as an independent contractor.

12. CANCELLATION, TERMINATION OR SUSPENSION

This Agreement may be terminated at any time by written, mutual agreement of the parties. The City may terminate the Agreement immediately if funds are not appropriated for the Services described herein. Both parties shall have the right to terminate this Agreement in the event that the other party is in default or violation of the terms or provisions of this Agreement and fails to cure such default or violation in the manner specified in subsection below.

In the event of such default or violation by either the City or the EDC, the other party shall send by hand delivery or certified mail a Notice Demand to Cure Default, explaining the specific nature and extent of the default or violation. The party receiving Notice shall cure or remedy said violation or default within forty-five (45) working days after receipt of said Notice, unless a longer time is agreed upon by both parties in writing. In case the default is not cured or remedied within forty-five (45) working days or longer time if agreed upon, the party that issued the Notice may exercise its option to terminate this Agreement upon forty-five (45) days of written notice thereafter.

13. NOTICE

Any notice required by this Agreement is deemed to be given if it is hand-delivered or mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.

Notice to the City shall be addressed to:

City Administrator
City of Parkville
8880 Clark Ave.
Parkville, MO 64152

Notice to EDC shall be addressed to:

Executive Director
Parkville Economic Development Council
8880 Clark Ave., Suite 218
Parkville, MO 64152

14. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.

15. MEDIA ANNOUNCEMENTS

Neither party shall not be authorized to make statements to the media or otherwise on behalf of the other party without express direction and consent of the other party.

16. AUTHORIZED EMPLOYEES

EDC acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. EDC therefore covenants that it will not knowingly be in violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees are lawfully allowed to work in the United States.

17. INTEREST OF MEMBERS OF THE CITY

No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement and related economic development activities, and EDC shall take appropriate steps to assure compliance.

18. INTEREST OF EDC AND EMPLOYEES

EDC covenants that its employees presently have no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other non-disclosed interest which would conflict in any manner or degree with the performance of services hereunder. EDC further covenants that in the performance of this Agreement, no person having any such interest shall be employed by the EDC.

19. SEVERABILITY

If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.

20. WAIVER

The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.

21. THIRD PARTIES

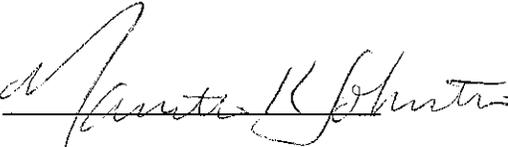
The Services to be performed by the EDC are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

22. ENTIRE AGREEMENT

This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals, or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and EDC, and attached hereto.

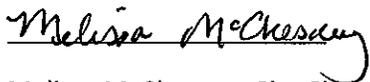
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI

By: 

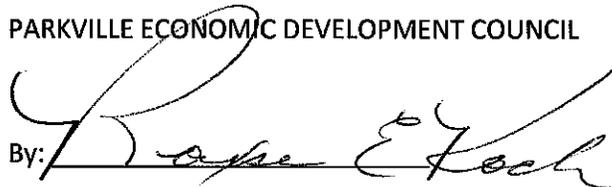
Nanette K. Johnston, Mayor

ATTEST:


Melissa McChesney, City Clerk



PARKVILLE ECONOMIC DEVELOPMENT COUNCIL

By: 

Roxsen Koch
Chair

EXHIBIT A

Parkville EDC Public Service Agreement

Scope of Services

(subject to review and revision on an annual basis)

Economic Development Sustainability

1. Parkville EDC will work with Platte County EDC, Missouri Partnership, Missouri Department of Economic Development, and the Kansas City Area Development Council to identify and respond to leads for business investment in Parkville (i.e. projects).
2. Parkville EDC will be the lead local agency to field economic development inquiries and act as liaison between the private sector and the city with regard to projects. Parkville EDC will devote primary resources to projects that (a) attract high value, high growth business investment, (b) demonstrate an overall positive impact on the community, and (b) increase tax revenues to support increasing city services for a growing community.
3. Parkville EDC will track state and federal legislative activity and stay abreast of issues that may impact EDC goals. Regular updates will be provided to stakeholders along with recommended advocacy action as needed.

Business Retention and Expansion

4. The City will collect data on existing businesses via licenses, permits, etc. and share with Parkville EDC.
5. Parkville EDC will develop and implement a business retention strategy for existing industry in Parkville and utilize the synchronist technology (Platte County EDC) to catalog and evaluate industry information for trends and identify concerns and opportunities. The Parkville EDC will outline and implement business visits each month.

Community Marketing

6. Parkville EDC will create and implement a marketing plan to promote Parkville to targeted industries. The marketing plan will include frequent edits and updates to the EDC website and social media platforms. Parkville EDC will market Parkville through interaction with realtors, developers and site location consultants.
7. Parkville EDC will maintain a visible and active presence with local partner agencies including, but not limited to, the Platte County EDC, Main Street Parkville Association, Parkville Area Chamber of Commerce, and the Northland Regional Chamber of Commerce.

Residential Growth

8. Parkville EDC will work to grow and maintain a mix of housing types that appeal to multi generations. Strategies may include, but not be limited to, (a) developing a program to assist in the sale/resale of homes; (b) encouraging “green” development incentives for residential growth; and (c) developing an executive recruitment initiative.

Development Process and Incentives

9. Parkville EDC will initially vet requests for public economic development incentives in accordance with the City’s adopted Economic Development Incentive Policy. Parkville EDC will make recommendation(s) to the City regarding uses of public incentives on a project-by-project basis. Parkville EDC will coordinate discussions with taxing districts and advise on striking a balance between public and private interests.
10. Parkville EDC will communicate and advocate for Parkville economic development needs and priorities of the City to local, state, and federal officials and other taxing districts with jurisdiction in Parkville. However, the EDC will not advocate, support or oppose any specific ballot measure with compensation for services paid by the City of Parkville.
11. Parkville EDC will evaluate the existing Economic Development Incentive Policy and recommend any desired changes to the City.
12. Parkville EDC will publish, understand and communicate the Incentive Policy as revised.

Downtown Sustainability

13. Parkville EDC will actively promote new business opportunities for downtown Parkville that strengthen the connectivity of downtown to surrounding neighborhoods and support a diverse retail base with a focus on unique and specialty businesses.
14. Parkville EDC will encourage policies and programs that continue to assist in maintaining downtown as the city center of Parkville.

Employment Growth

15. Parkville EDC will work with Platte County EDC to maintain current listings of available land and building space in the LocationOne data base.
16. Parkville EDC will partner with area workforce organizations, including educational institutions, when applicable to enhance the opportunity for employment growth.

CITY OF PARKVILLE

Policy Report

Date: April 27, 2015

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve Change Order No. 1 to the 2015 Concrete Curb and Sidewalk contract with McAnany Concrete.

BACKGROUND:

The City programmed money in the 2015 CIP for the replacement of curb and sidewalk. Based on Public Works evaluation of areas around the City, the City staff initially identified areas around the city in need of reconstruction.

The staff estimated the project budget would cover the removal and replacement of approximately 2,000 lineal feet of curb and approximately 50 square yards of sidewalk. Bids were received based on this estimate. On March 17, 2015, by a vote of 7-0, the Board of Aldermen approved the contract with McAnany Concrete in an amount not to exceed \$73,500.

The Public Works staff worked directly with the contractor to identify areas for the removal and replacement of the concrete curb. The areas of replacement exceeded the 2,000 lineal feet estimate because of deterioration of the curb. The staff reviewed the areas again in an effort to reduce the project areas to stay within the contract amount. The revised estimate is approximately 2,450 lineal feet of curb replacement, which is 450 feet over the original contract amount.

City staff is requesting a change order to cover the additional curb replacement, in the amount of \$15,750.

BUDGET IMPACT:

The Transportation Fund includes \$100,000 (line item 40-520-04-90-00) in the 2015 Capital Improvements Program (CIP) for concrete curb and sidewalk reconstruction. The original contract value was \$73,500. With the addition of the requested change order of \$15,750, the contract value would be at \$89,250, or an increase of 21.4%, which is still within budget.

ALTERNATIVES:

1. Approve Change Order No. 1 with McAnany Concrete in an amount not to exceed \$15,750 for additional curb replacement, with the unit prices as listed in the original contract.
2. Do not authorize the change order.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approval of Change Order No. 1 to the 2015 Concrete Curb and Sidewalk contract with McAnany Concrete in an amount not to exceed \$15,750, with the unit prices as listed in the original contract.

FINANCE COMMITTEE RECOMMENDATION:

Due to the cancellation of the Finance Committee meeting on April 27, 2015, this item is being recommended directly to the Board of Aldermen for approval.

POLICY:

The Purchasing Policy, Resolution No. 10-02-14, requires the Board of Aldermen to approve all purchases above \$10,000 upon recommendation of the Finance Committee. This is a time-sensitive item that was deferred from the Finance Committee meeting on April 27, 2015, so action is requested from the Board of Aldermen in advance of the next Finance Committee meeting on May 11, 2015.

SUGGESTED MOTION:

I move to approve Change Order No. 1 to the 2015 Concrete Curb and Sidewalk contract with McAnany Concrete in an amount not to exceed \$15,750, with unit prices as listed in the original contract.

ATTACHMENT:

1. Change Order No. 1

CHANGE ORDER

PROJECT (Name and address):
2015 Curb and Sidewalk Removal
And Replacement

CHANGE ORDER NUMBER: (1)
DATE: 4/27/15

TO CONTRACTOR (Name and Address):
McAnany Concrete
4111 Frisbie Rd.
Shawnee, KS 66226

PROJECT NO.: 2015-
Curb/Sidewalk Remove/Replace
CONTRACT DATE: 3/18/15

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$	73,500.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	73,500.00
The Contract Sum will be increased/decreased by this Change Order in the amount of	\$	15,750.00
The new Contract Sum including this Change Order will be	\$	89,250.00

ADD THE FOLLOWING WORK:

Furnish and install an additional 450 LF of concrete curb.

The Contract Time will be increased by Sixty (60) days.
The date of Substantial Completion as of the date of this Change Order therefore is 6/19/15

This Change Order represents a complete and final resolution of all matters concerning or arising out of the work described in the Change Order, including any impact, delay, disruption and/or acceleration of work unless specifically identified herein. **NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.**

McAnany Concrete
CONTRACTOR (Firm name)
4111 Frisbie Road
Shawnee, KS 66226

City of Parkville
OWNER (Firm Name)
8880 Clark Avenue
Parkville, MO 64152

ADDRESS
Paul McAnany
BY (Signature)

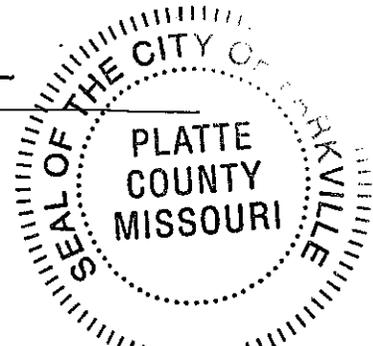
ADDRESS
Nanette K. Johnston
BY (Signature)

Paul McAnany
(Typed name)

Mayor Nanette K. Johnston
(Typed name)

4/29/15
DATE

May 5, 2015
DATE



CITY OF PARKVILLE

Policy Report

DATE: Wednesday, April 29, 2015

PREPARED BY:
Sean Ackerson
Assistant City Administrator /
Community Development Director

REVIEWED BY:
Lauren Palmer
City Administrator

ISSUE:

Approve an ordinance amending Chapter 405 of the Parkville Municipal Code to rezone 2.653 acres, more or less, from “B-4” Planned Business District with restrictions for a shopping center to “B-4” Planned Business District. Case PZ15-07; QuikTrip Corporation, applicant.

BACKGROUND:

The application proposes to rezone all or portions of four parcels containing a total of 2.653 acres, more or less, from “B-4” Planned Business District with restrictions for a shopping center to “B-4” Planned Business District without those restrictions. The property includes all of Platte County Parcel numbers 20-7.0-26-100-001-003.000, 20-7.0-26-100-001-004.000 and 20-7.0-26-100-001-005.000 and all but the southern 41.40 feet of parcel number 20-7.0-26-100-001-006.000. The rezoning is proposed in conjunction with Case PZ15-10 (agenda Item 6E2), a preliminary development plan for a single-story QuikTrip (QT) convenience store with fuel service and associated parking and other improvements.

The site was rezoned “B-4” Planned Business District in 1988 via Ordinance No. 1017. The ordinance rezoned 13.62 acres of land at the southeast corner of 45 Highway and 9 Highway from “B-4” Planned Business District and “R-1” Single Family Residential District to “B-4” Planned Business District in conjunction with approval of the College Park shopping center. The property included what are now the Platte Valley Bank, Fellowship of Grace Church (previously New Covenant Baptist Church), and Bank Liberty properties and four prior single-family lots, all excepting an 80 foot strip abutting the northern property line of the Pinecrest Subdivision.

Ordinance No. 1017 rezoning the property to B-4 in 1988 included conditions for road and other improvements which were specific to the shopping center and not applicable to other uses permitted in the B-4 zoning district. Current and prior legal counsel concluded that the zoning remains valid, but some of the conditions were invalid, unenforceable or beyond the authority of the City. Other properties zoned B-4 with Ordinance No. 1017 have either been allowed to developed in spite of the conditions or were rezoned to B-4 without conditions as proposed.

Staff reviewed the application against the City of Parkville’s Municipal Code (including the applicable B-4 zoning district regulations) and the City’s adopted Master Plan. Staff concluded that: the proposed “B-4” Planned Business District zoning is not out of character with the surrounding zoning and would not adversely impact the zoning or character of the area; the site is not suited to the existing zoning and conditions specific to the expired shopping center plans; removal of the restrictions would not have a significant effect on nearby properties; the proposed zoning would not adversely affect the public’s health, safety and welfare; denial of the application would impose a hardship on the property owner due to conditions which only apply to an expired shopping center plan and are not specifically applicable to other permitted uses;

since the uses permitted in the proposed B-4 district are the same as those permitted in the existing B-4 zoning, there would be no change in impact to any public infrastructure or services; any impact to public infrastructure or services would be mitigated through the site planning process; and the proposed B-4 zoning is consistent with the City's Master Plan projections and specific goals and objectives from the Master Plan can be addressed through the site planning process.

Per Parkville Municipal Code, a notice of public hearing was published, surrounding property owners were notified via certified mail and signs were posted, all as required. The required public hearing was held before the Planning and Zoning Commission on Tuesday, April 28, 2015. Concerns were expressed regarding elimination of the requirement for an 80 foot strip of land to be dedicated to abutting property owners, storm water drainage that might result from any development and allowing uses that might compete with existing businesses in the area.

BUDGET IMPACT:

With the exception of nominal expenses to update City maps and revenues from application and permit fees collected, there is no budget impact.

ALTERNATIVES:

1. Approve the rezoning via ordinance as recommended by the Commission.
2. Approve the rezoning via ordinance subject to other conditions.
3. Deny the application.
4. Postpone consideration.

STAFF RECOMMENDATION:

Staff recommends approving the ordinance amending Chapter 405 of the Parkville Municipal Code to rezone 2.653 acres, more or less, from "B-4" Planned Business District with restrictions for a shopping center to "B-4" Planned Business District.

PLANNING COMMISSION RECOMMENDATION:

On April 28, 2015, the Planning and Zoning Commission held a public hearing and considered the proposed zoning district change to B-4 (without restrictions for a shopping center). The Commission concurred with conclusions and recommendations in staff's April 23, 2015 report and following consideration unanimously recommended approval of rezoning to "B-4" Planned Business District as proposed by a vote of 9-0. Items considered by the Commission along with a record of their consideration and recommendation are attached.

POLICY:

Per RSMo 89.050 and Parkville Municipal Code Chapter 483, all zoning district changes must be approved by the Board of Aldermen by ordinance, after the Planning and Zoning Commission considers the application at a public hearing and forwards their recommendation.

SUGGESTED MOTION:

I move that Bill No. 2837, an ordinance amending Parkville Municipal Code Chapter 405 to rezone 2.653 acres, more or less, from "B-4" Planned Business District with restrictions for a shopping center to "B-4" Planned Business District, be approved for first reading.

I move that Bill No. 2837 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2837 be approved on second reading to become Ordinance No. _____.

ATTACHMENTS:

1. Ordinance and attached Exhibits A & B (legal description and site plan showing the rezoning area)
2. April 23, 2015 staff report to the Planning and Zoning Commission
3. Application for Zoning District Change (rezoning)
4. Area map
5. April 24, 2015 memo from Public Works Director Alysen Abel
6. Ordinance No. 1017

ADDITIONAL EXHIBITS BY REFERENCE:*

1. Minutes of the April 28, 2015 Planning and Zoning Commission meeting (by reference)
2. A copy of the hearing notice letter mailed to property owners within 185 feet of the subject property (by reference)
3. Public hearing notice published in the Kansas City Star (by reference)
4. Parkville Zoning Map (by reference)
5. "B-4" Planned Business District Regulations - <http://ecode360.com/27901710>
6. Parkville zoning code in its entirety - <http://www.ecode360.com/PA3395-DIV-05>
7. Parkville Master Plan - <http://parkvillemo.gov/departments/community-development-department/master-plan/>
8. Hearing announcement posted on the City webpage - <http://parkvillemo.gov/public-hearings/>

* Hard copies of referenced materials may be provided on request.

AN ORDINANCE AMENDING CHAPTER 405 OF THE PARKVILLE ZONING CODE TO REZONE 2.653 ACRES, MORE OR LESS, FROM "B-4" PLANNED BUSINESS DISTRICT WITH RESTRICTIONS FOR A SHOPPING CENTER TO "B-4" PLANNED BUSINESS DISTRICT.

WHEREAS, QuikTrip Corporation submitted application PZ15-07 requesting to rezone 2.653 acres, more or less, from "B-4" Planned Business District for a shopping center to "B-4" Planned Business District; and

WHEREAS, The property includes all of Platte County Parcel numbers 20-7.0-26-100-001-003.000, 20-7.0-26-100-001-004.000 and 20-7.0-26-100-001-005.000 and all but the southern 41.40 feet of parcel number 20-7.0-26-100-001-006.000 and is legally described and depicted in Exhibits A and B attached here to an incorporated herein by reference; and

WHEREAS, QuikTrip was authorized to make that application by the property owners, Crown Real Estate LLC and Fellowship of Grace; and

WHEREAS, the subject site was zoned "B-4" Planned Business District in 1988 via Ordinance No. 1017; and

WHEREAS, Ordinance No. 1017 rezoned 13.62 acres of land at the southeast corner of 45 Highway and 9 Highway from "B-4" Planned Business District and "R-1" Single Family Residential District to "B-4" Planned Business District in conjunction with approval of development plans for the College Park shopping center; and

WHEREAS, the approved development plans for College Park shopping center expired 18 months after approval of Ordinance No. 1017; and

WHEREAS, Ordinance No. 1017 included conditions specific to the College Park shopping center development plans and some of those conditions have since been deemed invalid, unenforceable or beyond the authority of the City; and

WHEREAS, on April 28, 2015 the Planning and Zoning Commission held a public hearing, considered the proposed zoning district change, and recommended approval unanimously by a vote of 9 to 0; and

WHEREAS, all notices of the public hearing were published, posted and mailed in accordance with all applicable requirements of the Parkville Municipal Code and the State of Missouri Revised Statutes; and

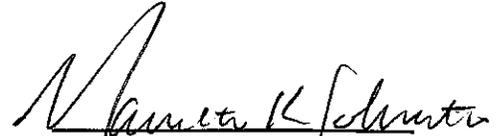
WHEREAS, as of the time of consideration by the Board of Aldermen, no valid protest petition had been submitted.

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

Section 1. Section 405 of the Parkville Zoning Code is hereby amended to rezone 2.653 acres, more or less, legally described and depicted in Exhibits A and B attached here to an incorporated herein by reference, to "B-4" Planned Business District.

Section 2. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 5th day of May 2015.


Mayor Nanette K. Johnston

ATTESTED:

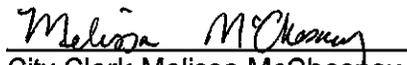

City Clerk Melissa McChesney



Exhibit A
Ordinance No. 2807

Legal Description

A tract of land in the Northeast Quarter of Section 26, Township 51, Range 34 of the 5th Principal Meridian in the City of Parkville, Platte County, Missouri, being bounded and described as follows: Commencing at the Northeast corner of said Northeast Quarter; thence South $00^{\circ}13'39''$ West, along the East line of said Northeast Quarter, 672.60 feet to the Northeast corner of Lot 1, "Pinecrest – Third Plat", a subdivision of land in said Parkville, Missouri; thence North $89^{\circ}01'46''$ West, along the North line of said "Pinecrest – Third Plat" and along the North line of "Amended Plat of Pinecrest", a subdivision of land in said Parkville, Missouri, 513.70 feet; thence North $00^{\circ}13'39''$ East, 156.74 feet to the Point of Beginning of the tract of land to be herein described: thence North $89^{\circ}03'34''$ West, 212.05 feet to an angle point on the Easterly line of "Farley State Bank", a subdivision of land in said Parkville, Missouri; thence North $44^{\circ}57'54''$ West, along the Northeasterly line of said plat, 107.58 feet; thence North $89^{\circ}57'54''$ West, along the Northerly line of said plat, 83.74 feet; thence South $36^{\circ}20'47''$ West, along the Northerly line of said plat, 71.43 feet; thence North $71^{\circ}25'49''$ West, along the Northerly line of said plat, 81.55 feet to the Easterly right of way line of Missouri State Highway No. 9 as now established; thence North $40^{\circ}45'38''$ East, along said Easterly right of way line, 19.86 feet; thence South $85^{\circ}36'42''$ East, along said Easterly right of way line, 70.38 feet; thence North $26^{\circ}56'44''$ East, along said Easterly right of way line, 293.00 feet; thence North $65^{\circ}34'19''$ East, along said Easterly right of way line, 147.41 feet; thence South $88^{\circ}55'16''$ East, along the Southerly right of way line of Missouri State Highway No. 45 as now established, 142.81 feet; thence South $00^{\circ}13'39''$ West, 377.21 feet to the Point of Beginning. Tract contains 115,574 square feet or 2.653 acres more or less.



Staff Analysis

- Agenda Item: 4.A
- Proposal: Application to rezone 2.653 acres, more or less, located at the SE corner of 45 and 9 Highway, from “B-4” Planned Business District for a shopping center to “B-4” Planned Business District.
- Case No: PZ15-07
- Applicant: QuikTrip Corporation
- Owners: Crown Real Estate LLC and Fellowship of Grace
- Existing Zoning: B-4 Planned Business District, with restrictions for a shopping center
- Proposed Zoning: B-4 Planned Business District
- Parcel #s: All of parcels 20-7.0-26-100-001-003.000, 20-7.0-26-100-001-004.000 and 20-7.0-26-100-001-005.000, and a portion of parcel 20-7.0-26-100-001-006.000.
- Exhibits:
- A. This staff report
 - B. Application for Zoning Map Revisions (Rezoning)
 - C. Legal description for the subject property
 - D. Area map submitted by applicant
 - E. April 24, 2015 memo from Public Works Director Alysen Abel
- By Reference:*
- A. “B-4” Planned Business District Regulations - <http://ecode360.com/27901710>
 - B. Parkville zoning code in its entirety - <http://www.ecode360.com/PA3395-DIV-05>
 - C. Parkville Master Plan - <http://parkvillemo.gov/departments/community-development-department/master-plan/>
 - D. Notice of Public Hearing mailed to owners within 185 feet of the subject property
 - E. Hearing notice published in the Kansas City Star
 - F. Summary of hearing posted on the City webpage - <http://parkvillemo.gov/wp-content/uploads/2015/04/QT-Hearing-Summary-for-4-28-153.pdf>
 - G. Hearing announcement posted on the City webpage - <http://parkvillemo.gov/public-hearings/>
- Associated Application: Agenda Item 5A, Preliminary Development Plan for a QuikTrip gas and convenience store.

* Copies on file at Parkville City Hall and available on request

Overview

The application proposes to rezone all or portions of four parcels containing a total of 2.653 acres, more or less, from “B-4” Planned Business District with restrictions for a shopping center to “B-4” Planned Business District without those restrictions. The property includes all of Platte County Parcel numbers 20-7.0-26-100-001-003.000, 20-7.0-26-100-001-004.000 and 20-7.0-26-100-001-005.000 and all but the southern 41.40 feet of parcel number 20-7.0-26-100-001-006.000. A legal description of the property is attached.



The rezoning is proposed in conjunction with Case PZ15-10, a preliminary development plan for development of a single-story QuikTrip (QT) convenience store with fuel service and associated parking and other improvements.

The subject site was rezoned “B-4” Planned Business District in 1988 via Ordinance 1017. The ordinance rezoned 13.62 acres of land at the southeast corner of 45 Highway and 9 Highway from “B-4” Planned Business District and “R-1” Single Family Residential District to “B-4” Planned Business District in conjunction with approval of the College Park shopping center. The property included what are now the Platte Valley Bank, Fellowship of Grace Church (previously New Covenant Baptist Church), and Bank Liberty properties and four prior single-family lots, all excepting an 80 foot strip abutting the northern property line of the Pinecrest Subdivision.

Ordinance 1017 rezoning the property to B-4 in 1988 included conditions for road and other improvements which were specific to the shopping center. In 2006, the City’s legal counsel determined that the ordinance was still valid, but that some of the specific conditions were not enforceable and therefore invalid. It was concluded that construction of the College Park shopping center had not begun within 18 months and that in accordance with Parkville Municipal Code Section 440.040 the plans were void. Since the plans were expired, Counsel concluded that there was no basis for requiring an 80 foot buffer or dedication of that buffer to abutting property owners. Counsel concluded that this provision was invalid and that

precedence had been set with approval of the New Covenant Baptist Church and Platte Valley Bank without requiring dedication of the 80' buffer (effectively nullifying the conditions for that portion of the original zoning). In any case, it should be noted that the current application does not include any portion of the property within 80 feet of the Pinecrest Subdivision and does not propose to rezone any property currently zoned for residential uses.

Current legal counsel has further reviewed Ordinance 1017 and determined that additional conditions for road improvements that obligate a property owner or the Missouri Department of Transportation to specific improvements were beyond the authority of the City and cannot be enforced. Legal counsel again concluded that this does not nullify the zoning, only the conditions. In order to remedy conditions that are applicable to another use, invalid or beyond the City's authority, staff recommends the property be rezoned to "B-4" Planned Business District as proposed. Although it appears odd to rezone the property from B-4 to B-4, staff concluded it is the best option for addressing the situation.

In part, what has confused this matter is that the conditions of approval were placed on the zoning not the development plan. Per City Code, conditions specific to a plan should be applied to the plan, not the zoning. To give a comparative example, the Kwik Kar Wash property is zoned B-4. The carwash was approved with several conditions specific to a carwash including treatment of wash water prior to entering the storm sewer system, additional landscaping to help mitigate noise from dryers and drive lanes with lengths adequate to handle stacking at the carwash. These were conditions of the development plan, not the B-4 zoning. Had the carwash never been built and a bank proposed instead, we would not have applied the conditions for the carwash to the bank. Although the conditions specific to the approved shopping center would not apply, this does not mean the Planning and Zoning Commission and Board of Aldermen can't apply conditions to the proposed plans for QuikTrip. It is also not to say that some conditions might be specific to zoning regardless of the proposed use.

Review and Analysis

Per the municipal code, the proposed rezoning and proposed preliminary development plan are two separate applications. The rezoning application has been reviewed against the City of Parkville's Municipal Code (including the applicable B-4 zoning district regulations) and the City's adopted Master Plan.

Per Parkville Municipal Code, a notice of public hearing has been published, surrounding property owners were notified via certified mail and signs were posted, as required. As of the date of this memo, one letter regarding the proposed application has been submitted for the Commission's consideration (see attached). No other written comments have been received.

The City Codes do not define how the Planning Commission shall determine if a proposed zoning district change is appropriate. Instead, the Planning Commission has previously considered the following matters as a guide as advised by staff and legal counsel. Following each matter to be considered is staff's findings and conclusions.

1. The character of the neighborhood and the zoning and uses of nearby properties.

The property abuts 45 Highway to the north and 9 Highway to the west. The neighborhood and surrounding areas are a mix of retail, service, office, institutional and residential uses. Many of these uses are highway oriented, abutting and taking direct access to one of the two state highways.

The subject property is vacant, but zoned “B-4” Planned Business. The property is surrounded by:

- 45 highway and an office building also zoned “B-4” Planned Business District to the north, with single-family homes zoned “R-1” Single-Family Residential District (Platte Hills) further north and northeast and the Graden Elementary School campus to the northwest;
- Grace Fellowship Church and Platte Valley Bank also zoned “B-4” Planned Business District to the east, with single-family homes zoned “R-2” Single-Family Residential District (Reserves at Riss Lake and West Shore Estates at Riss Lake) further east and southeast;
- Bank Liberty also zoned “B-4” Planned Business District and homes zoned “R-1” Single-Family Residential District (Pinecrest) to the south and southeast; and
- 9 Highway and the Phillips 66 gas station / convenience store and carwash zoned “B-1” Neighborhood Business District, the Animal Clinic of Platte County and Sonic zoned “B-2” General Business District and Gomer’s zoned “B-4” Planned Business District all immediately west, with additional retail and service uses further west and southwest throughout the Parkville Commons.

The proposed zoning allows uses consistent with the character of the neighborhood and the zoning and uses of nearby properties as demonstrated by “B-4” zoning and other similar commercial zoning on abutting and nearby properties to the north, south, east and west. The proposed zoning also meets the stated intent of the district: to provide for the transition from business or industrial use of land to areas used for residential purposes so as to achieve the highest and best use of the land commensurate with the retention of value of adjacent residential land. Although the subject property does not abut any residential property, it abuts other commercial zoning that abuts residential properties and is a continuation of the transition between 45 Highway and nearby residential properties.

- 2. The suitability of the subject property for the uses to which it is restricted and the extent to which removal of restrictions imposed by the current zoning district may affect nearby property.** The subject property is zoned “B-4” Planned Business District. As discussed in the Overview on pages 2 and 3 above, the site was zoned B-4 in 1988 in conjunction with approval of a shopping center. The existing zoning contains conditions applicable to that shopping center and which are not applicable to all uses in the B-4 district. Legal counsel has previously concluded that in some cases the conditions are not within the City’s authority to require or enforce and not valid. Since the shopping center plans expired and became void in 1989 (18 months after approval in 1988), the property is no longer suited to the existing zoning which included conditions specific to that shopping center.

The proposed B-4 zoning would eliminate conditions specific to the previously approved shopping center since they are not applicable to all uses in the B-4 zoning district and in some cases determined to be beyond the City’s authority, not enforceable or invalid. Removal of these restrictions will not affect abutting or nearby property. Many of the abutting and nearby properties are zoned B-4 and have developed without restrictions applicable to a shopping center.

The B-4 district is a planned district. In order to help ensure the intent to provide a transition is met, the district allows the Planning Commission and Board to negotiate or impose additional requirements to mitigate specific issues if deemed necessary. The district also

allows deviations from traditional standards, eliminating requirements for variances and exceptions if needed to help address site specific issues.

The stated purpose of the B-4 zoning district is to allow permitted commercial, office and institutional uses as a transition from business or industrial uses to residential properties “so as to achieve the highest and best use of the land commensurate with the retention of value of adjacent residential land.” Parkville Municipal Code Section 440.020 lists uses permitted in the B-4 district. The district permits uses, including commercial lots and garages, veterinary clinics, offices, personal service uses, restaurants, small equipment rental and repair, service stations, convenience stores, pharmacies, social halls, medical and dental clinics, and other similar service, retail and institutional uses. These same uses are permitted on the abutting and nearby properties zoned B-4 and nearly identical uses are allowed on abutting properties zoned “B-1” Neighborhood Business District and “B-2” General Business District. The proposed zoning would have no greater effect on nearby properties than other properties in the area zoned B-1, B-2 and B-4.

The site meets all criteria for the B-4 zoning district including proximity to non-residential uses. Although the site does not directly abut any residential property it is located so as to meet the intent of providing a transition between residential and non-residential uses.

- 3. The relative gain to the public’s health, safety and welfare as compared to the hardship of the individual property owner of the subject property.** There appears to be no specific gain to the public health, safety and welfare by denying the application for rezoning. The existing site is zoned B-4, with restrictions for a shopping center. If rezoned as proposed these restrictions specific to a shopping center would no longer be applicable. Uses permitted in the B-4 zoning district would not be expected to have any greater impact to the public’s health, safety and welfare than uses permitted under the existing zoning and conditions.

Primary public health, safety and welfare considerations focus on the ability to respond with public and emergency services including police and fire and the ability to maintain the peace. The site is in close proximity to the City’s police department, two Southern Platte Fire Protection District stations (downtown and 45 Highway), and AMR ambulance services

Other public health, safety and welfare considerations include site specific considerations like access by emergency vehicles, visibility, hours and other considerations can be addressed through the site planning process. To that extent, the same public, health, safety and welfare considerations would apply to both the existing zoning and proposed zoning, indicating there is no specific gain to the public health, safety and welfare by denying the application for rezoning.

Like any use, public health, safety and welfare of the occupants and general public may also be affected by quality of initial construction and the long-term maintenance and continued reinvestment in a site. Any development permitted in the existing or proposed district would be subject to the City’s and Fire District’s adopted building codes and associated inspections. These codes help ensure that a building is built to a minimum standards to help ensure safe occupancy and to help minimize avoidable longer-term issues resulting from poor construction. Like other aspects of development quality and long-term maintenance can also be addressed through site plan approval and associated development and maintenance requirements and agreements and through the City and Fire Department code enforcement programs.

Although denial is not warranted to protect the public health, safety and welfare, there is a hardship to the property owner if the application were denied. As discussed in the Overview on pages 2 and 3 above, the site was zoned B-4 in 1988 in conjunction with approval of a shopping center. The existing zoning contains conditions applicable to those shopping center plans which have since expired. Applying conditions to other uses that do not have the same impacts creates a hardship.

- 4. The adequacy of public utilities and other needed public services.** The site is already zoned "B-4" Planned Business District, but includes conditions specific to a previously approved shopping center plan. The application proposed approval of B-4 zoning without those restrictions. Impacts to public utilities would be expected to be no greater under the proposed zoning than under the prior zoning. However, to ensure that adequate public utilities and other public services exist, copies of the application were provided to utility and service providers including sanitary sewer, storm sewer, gas, water, and electric utilities, the school district, fire district and highway department. As of the date of this report, we have received comments from the City (sewer), Missouri Gas Energy, Missouri American Water, KCP&L and the Southern Platte Fire Protection District and MoDOT.

Public Works Director Alysen Abel and City engineering consultant Jay Norco of North Hills Engineering Inc. have concluded that the City's gravity sanitary sewer system (the piping) has adequate capacity. Sewage would flow to the Pinecrest pump station south of the site, east of 9 Highway. The existing pump station is currently near capacity without additional development. The City currently has improvements scheduled to the pump station as part of the 2015 capital improvement program, including the installation of new pumps. Development in the existing or proposed B-4 zoning would be evaluated to determine whether any additional sewage would exceed the capacity of the pump station. If so, the development would be required to mitigate the impacts by sharing in the cost to upgrade the system to handle the additional flow.

Public Works Director Alysen Abel has also concluded that stormwater can be adequately handled through site plan approval. Stormwater would naturally flow to the south and southeast. However, due to infrastructure limitations and the potential need for offsite improvements, the applicant has indicated the intent to direct stormwater to the west, west of 9 Highway. Public Works Director Abel had concurred with this approach, subject to any site plans submitted under the zoning meeting the applicable AWPA and City policies, standards and regulations.

Missouri Gas Energy confirmed the capacity to provide gas if desired. A gas main exists on the west side of 9 Highway and a line could be extended to the site. Service details would have to be worked out as part of any site plan approval.

Missouri American Water confirmed the ability to serve the site, subject to determination that adequate fire flow exists. Capacity, pressure and flow would be evaluated with any specific development plan. Any improvements necessary to serve the specific use would be a condition of approval.

The Fire Department concluded they can provide adequate fire protection from two nearby stations (downtown and 45 Highway) subject to meeting all applicable building and fire codes, providing necessary water pressure / flow, and approval of site design that accommodates access for responding fire equipment.

KCP&L has confirmed the ability to serve the site, subject to any necessary modifications which would be required during site plan approval.

With regard to traffic, development permitted under either zoning would be expected to submit a traffic study to determine traffic impacts. In addition, since the site takes direct access to a state highway, access permits and plan approval is also required by MoDOT.

- 5. Consistency with the City's adopted master plan.** The adopted Master Plan projects the property for *General Commercial* uses. This projection is primarily intended to accommodate "heavier" or highway oriented commercial activities and/or outdoor operations that are not found in or compatible with downtown or mixed-use oriented environments. Uses typically include offices and retail establishments, medium-to-large scale businesses, and automotive-oriented uses including drive-through facilities. The B-4 district is compatible with this projection.

Staff Conclusion and Recommendation

Staff concludes that: the proposed "B-4" Planned Business District zoning is not out of character with the surrounding zoning and would not adversely impact the zoning or character of the area; the site is not suited to the existing zoning and conditions specific to the expired shopping center plans; removal of the restrictions would not have a significant effect on nearby properties; the proposed zoning would not adversely affect the public's health, safety and welfare; denial of the application would impose a hardship on the property owner due to conditions which only apply to an expired shopping center plan and are not specifically applicable to other permitted uses; since the uses permitted in the proposed B-4 district are the same as those permitted in the existing B-4 zoning, there would be no change in impact to any public infrastructure or services; any impact to public infrastructure or services would be mitigated through the site planning process; and the proposed B-4 zoning is consistent with the City's Master Plan projections and specific goals and objectives from the Master Plan can be addressed through the site planning process.

Following review, staff recommends approving the proposed zoning district change to "B-4" Planned Business District based on the merits of the application and the findings and conclusions in this report.

It should be noted that the recommendation contained in this report is made without the benefit of being able to consider public comments to be shared during the public hearing. Staff reserves the right to modify or confirm the conclusions and recommendations herein based on consideration of any additional information that may be presented.

Necessary Action

Following consideration of the proposed rezoning application, associated exhibits and any testimony presented during the public hearing the Planning Commission, must recommend approval or denial to the Board of Aldermen, unless action is otherwise postponed.

End of Memorandum

4-23-15

Sean Ackerson, AICP
Assistant City Administrator /
Community Development Director

Date



Application #: PZ15-07
 Date Submitted: 2-26-15
 Public Hearing: 4-28-15 (rev).
 Date Approved: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Application for Zoning Map Revision (Rezoning)

1. Applicant / Contact Information

Applicant(s)

Name: QuikTrip Corporation
 Address: 5725 Foxridge Drive
 City, State: Mission, KS 66202
 Phone: 913-905-2059 Fax: 913-905-2080
 E-mail: mabrooks@quiktrip.com

Engineer / surveyor(s) preparing legal desc.

Name: Darla K. Holman, P.E.
 Address: 14005 W. 72nd Terrace
 City, State: Shawnee, KS 66216
 Phone: 913-248-9385 Fax: 913-962-5974
 E-mail: dkholmanpe@everestkc.net

Owner(s), if different from applicant

Name: Fellowship of Grace
 Address: 8501 Tom Watson Pkwy.
 City, State: Parkville, MO 64152
 Phone: _____ Fax: _____
 E-mail: _____

Contact Person

Name: Patricia R. Jensen, Esq., White Goss
 Address: 4510 Belleview Avenue, Suite 300
 City, State: Kansas City, MO 64111
 Phone: 816-753-9200 Fax: 816-753-9201
 E-mail: pjensen@whitegoss.com

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that rezoning in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) Patricia R. Jensen Date: 02/26/2015
Property Owner's Signature (Required) Keith J. Jensen Date: _____

2. Property Information

Legal description: Attach a separate sheet with complete writing and graphical legal description of the subject property.

Property address or general description of location: Southeast corner of Missouri Highway 9 and Highway 45.

Parcel ID Number: See attached.

Present zoning: B4 Proposed zoning: B4

Present use of the property: Property is currently undeveloped.

Length of use: _____

Application #: PZ15-07

3. Neighboring land uses and zoning

Describe the existing land use and zoning on the surrounding properties:

<u>Existing Land Use</u>	<u>Existing Zoning</u>
North: <u>School and Dental Office</u>	<u>B-P and B4</u>
South: <u>Bank and undeveloped wooded area</u>	<u>B4</u>
East: <u>Church and Bank</u>	<u>B4</u>
West: <u>Parkville Commons Shopping Center and Gas Station</u>	<u>B4</u>

Attach a summary of the general character of the surrounding properties, the effects of the proposed rezoning on nearby property, the suitability of the site for development under the current zoning, adequacy of area roads, public utilities and public services necessary to serve development permitted in the proposed zoning district, consistency of the proposed zoning with the City's adopted Master Plan, and any other relevant information relating to this rezoning request. **See attached.**

4. Checklist of required submittals

- Completed application, including all required details and supporting data.
- Nonrefundable application fee of \$300.00. Applicant will be billed to recover costs for required publication and certified notice to adjacent property owners.
- Complete written and graphical legal description of subject property in paper and electronic formats, and 8.5" x 11" area map showing the subject property and surrounding major features including roads.
- List of names and addresses of all property owners within 185' of the property to be rezoned (certified or as obtained from the Platte County Assessors Office and verified in the Platte County Recorder's Office.
- If proposed rezoning is for a "planned" district (i.e. R-5, B-4, B-P, OTD, Community Unit Plan), a complete site plan/development plan including all features as required by Municipal Code.
- Notarized affidavit of ownership and authorized signature of the applicant and owner of record of the property.

For City Use Only

Application accepted as complete by: SEAN ANDERSON / COM. DEV. DIR. 2-26-15
Name/Title Date

Application fee payment: Check # 1957 M.O. Cash

Final reimbursable costs paid (if applicable). Date of Action: _____

Planning Commission Action: Approved Approved with Conditions Denied Date of Action: _____
Conditions if any: _____

Board of Aldermen Action: Approved Approved with Conditions Denied Date of Action: _____
Conditions if any: _____

PZ15-07

Application to rezone 2.653 acres to "B-4" Planned Business District
Quick Trip Corporation



**CITY OF PARKVILLE
INTRACITY COMMUNICATION**

APRIL 24, 2014

TO: SEAN ACKERSON
FROM: ALYSEN ABEL

RE: PLAN REVIEW COMMENTS – APRIL 28, 2015 PC MEETING

QUIKTRIP
PUBLIC WORKS COMMENTS

Stormwater

The applicant submitted a preliminary stormwater management study that evaluated the stormwater issues associated with the site. The City has reviewed and approved the preliminary stormwater study. A final stormwater study should be submitted at the time of construction plan submittal containing final design calculations.

The applicant's engineer evaluated the need for stormwater detention. The calculations were based on APWA 5600 design standards, as well as the City's adopted Stormwater Management Program and Chapter 507. The applicant will provide the necessary detention volume in an underground detention system. Final calculations and design details associated with the detention area will need to be submitted at the time of construction plan submittal.

The applicant's engineer evaluated the need for stormwater treatment. The calculations were based on the APWA BMP Manual. The applicant will provide the necessary water quality in (1) catch basin inserts and (2) hydrodynamic separators. Final calculations and design details associated with the stormwater treatment facilities will need to be submitted at the time of construction plan submittal.

There are known stormwater issues downstream of the Parkville Commons development. The current plan shows a storm sewer pipe connecting to the system that drains Parkville Commons, and connects to the PAC detention pond. There is limited right-of-way along Hwy 9, which limits the developer's engineer from draining the system on the east side of the highway. The developer's engineer will review the

stormwater calculations associated with shifting the drainage to the west side of Hwy 9. Their engineer will review the peak discharges associated with the flow into and out of the PAC detention pond. This analysis will be submitted with the construction plans.

Traffic

The developer's engineer (Olsson Associates) prepared a Traffic Impact Study for the QuikTrip. The City contracted with George Butler Associates (GBA) to perform a peer review of the Traffic Impact Study. The traffic study included the anticipated volumes associated with the proposed development for the Existing, Existing plus Development Conditions, and Future Conditions.

Olsson Associates prepared the Traffic Impact Study for the QuikTrip application, the same team also prepared the previously proposed Lake Pointe Lodge Traffic Impact Study. The City has contracted with GBA for the peer review of the study for both traffic studies. Having the same team to prepare and review the studies will provide consistency between the two studies.

Based on the results of the traffic study, signal warrants at Highway 9 and Lewis Street are not expected to be satisfied with this development. The placement of a signal at this location also does not meet MoDOT's spacing criteria.

The study recommended changes to the following areas:

- Hwy 9 & Drive north of Gomer's – Restripe the existing westbound left turn lane to allow a 75-foot of storage lane.
- Hwy 45 & North Drive – Construct a right-in/right-out entrance, with an eastbound right turn lane w/ 150-feet of storage lane, and allow free flow in the drive entrance.
- Hwy 45 & Site Drives – Provide 75-feet of storage distance on each drive entrance.
- Hwy 45 & Julian Drive – Provide striping for two northbound exiting lanes and a single entrance lane, approximately 90-feet of storage distance.

The design of the public improvements listed above will be reviewed with the final construction plan submittal.

Wastewater

Improvements will be made to the existing sanitary sewer main on the south side of the project site. The sewer drains to the Pinecrest Pump Station to the south. Staff has

reviewed the current flows against the anticipated flows with the project. The current capacity of the Pinecrest Pump Station has enough capacity to handle the additional development.

The design of the wastewater system improvements will be reviewed with the final construction plan submittal.

Erosion Control

Erosion Control measures will be reviewed with the final construction plan submittal.

The Public Works staff can recommend approval with the following conditions:

- a. Concurrent with the submittal of construction plans, the developer's engineer shall provide a Final Stormwater Management Study that contains final design calculations for the stormwater system, including the analysis associated with the system draining to the PAC detention pond. The study shall be approved prior to issuance of a permit.
- b. The applicant's engineer shall submit detailed drawings and engineering calculations associated with the stormwater detention and stormwater treatment facilities. Drawings and calculations shall be approved prior to issuance of a grading permit.
- c. At the time of construction plan review, the Public Works staff will review the need for additional agreements, easements, and bonds associated with the construction of the stormwater detention and stormwater treatment facilities.
- d. The applicant shall provide the following improvements in accordance with the traffic study:
 1. Hwy 9 & Lewis Street – Restripe the existing westbound left turn lane to allow a 75-foot of storage lane.
 2. Hwy 45 & North Drive – Construct a right-in/right-out entrance, with an eastbound right turn lane w/ 150-feet of storage lane, and allow free flow in the drive entrance.
 3. Hwy 45 & Site Drives – Provide 75-feet of width on each drive entrance.

4. Hwy 45 & Julian Drive – Provide striping for two northbound exiting lanes and a single entrance lane, approximately 90-feet wide.
- e. At the time of construction plan review, the Public Works staff will review the construction plans associated with the Wastewater System Improvements.
- f. The developer's engineer shall provide erosion and sediment control plans in accordance with APWA 5100 design standards. Additional measures may be deemed necessary by City staff upon review. Practices such as a sediment basin or sediment trap may be evaluated at the time of construction plan review. Turf reinforcement mat shall be placed on any slopes of 3:1 or greater.

BILL NO. 1026

ORDINANCE NO. 1017

AN ORDINANCE AMENDING ORDINANCE 433, AS RE-ENACTED BY ORDINANCE 624, THE ZONING ORDINANCE OF THE CITY OF PARKVILLE, MISSOURI, BY REZONING CERTAIN PROPERTIES AROUND RISS LAKE TO B-4.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI:

Section 1. That Ordinance 433, as re-enacted by Ordinance 624, the Zoning Ordinance of the City of Parkville, is hereby amended by rezoning the following area:

- A. Thirteen point six two (13.62) acres, more or less, located at the southeast corner of Missouri Route 45 and Missouri Route 9 all located in Parkville, Platte County, Missouri from its current designation of R-1, in part, and B-4, in part, to B-4, Planned Business District. Such property being legally described as follows:

A tract of land located in the Northeast Quarter of Section 26 and the Northwest Quarter of Section 25, Township 51, Range 34, Platte County, Missouri being described as follows: Beginning at the intersection of the East line of said Section 26 with the South Right-of-Way line of Missouri State Highway Route 45 as now established said point being 169.34 feet; S 00° 11' 33" W of the Northeast Corner of said Section 26; thence S 88° 55' 33" E on said South Right-of-Way line a distance of 122.26 feet; thence S 26° 11' 47" E a distance of 148.61 feet; thence S 76° 33' 21" E a distance of 250.90 feet; thence S 00° 09' 20" W a distance of 319.99 feet; thence N 89° 13' 35" W a distance of 432.65 feet to the East line of said Section 26; thence N 00° 11' 33" E on said East line a distance of 4.34 feet to the North line extended of the Amended Plat of Pinecrest Subdivision; thence N 88° 57' 28" W on said North line a distance of 1129.59 feet to the easterly Right-of-Way line of Missouri State Highway Route 9 as now established, said point being the Northwest Corner of said Amended Plat of Pinecrest Subdivision; thence N 25° 57' 13" E on said Route 9 Right-of-Way a distance of 129.07 feet; thence N 40° 54' 10" E on said Right-of-Way a distance of 125.63 feet; thence S 85° 28' 10" E on said Right-of-Way a distance of

70.38 feet; thence N. 27° 05' 16" E on said Right-of-Way a distance of 293.00 feet; thence N 65° 4' 55" E on said Right-of-Way a distance of 147.48 feet to the South Right-of-Way line of Missouri State Highway Route 45 as now established; thence S 88° 47' 57" E on said Right-of-Way a distance of 475.00 feet; thence S 79° 20' 35" E on said Right-of-Way a distance of 182.60 feet to the Point of Beginning. Containing 15.33 acres more or less.

Less that tract of land legally described as follows:

A tract of land located in the Northeast Quarter of Section 26, Township 51, Range 34, Platte County, Missouri and being described as follows: Beginning at the Northwest Corner of the Amended Plat of Pinecrest Subdivision, said point being on the Easterly Right-of-Way line of Missouri State Highway Route No. 9 as now established; thence N 25° 57' 13" E on said Right-of-Way a distance of 88.21 feet; thence S 88° 57' 28" E a distance of 912.49 feet; thence S 01° 02' 32" W a distance of 80.00 feet to the Northeast Corner of Lot 25 in said Amended Plat of Pinecrest Subdivision; thence N 88° 57' 28" W on the North line of said Plat a distance of 949.58 feet to the Point of Beginning. Containing 1.71 acres more or less.

Section 2. That the rezoning granted herein is subject to the following conditions:

- A. That the Developer secure all necessary construction permits from the State Highway Department for all work within the State Right of Way.
- B. That the Developer, at its expense, extend sanitary sewers to serve each building and pay the per use assessment (based upon usage) in addition to the service charge to help fund the sewage disposal facilities serving the area
- C. That the Developer satisfy the City Engineer that storm drainage for the project is adequate (including provisions for required improvements), with the understanding that all storm water from the Development will be routed either through the existing location of the storm drainage system near Highway 9 (to the western edge of Pinecrest) or through the existing water shed on the eastern edge of the Development's southern boundary and that the velocity and

volume of water discharged from the Development along Highway 9 will not be increased and that such existing drainage system will be improved at Developers cost; that plans for drainage system improvements will be submitted for review and comment to the engineers for existing land owners between the Development and Riss Lake; that no additional silt will enter Riss Lake; that storm water detention required (if any) will comply with the water detention requirements stipulated in Division V, Section 5600, Storm Drainage Systems, Standard Specifications and Design Criteria adopted by the Kansas City Metropolitan Chapter of Public Works Administrators.

- D. That two left turn lanes and two right turn lanes be constructed in compliance with specifications of Missouri State Highway Department at the two entries into the Development, at Developer's cost.
- E. That the eighty foot wide strip located along the southern edge of the Development and being legally described as follows (and referred to herein as "Tract A"):

A tract of land located in the Northeast Quarter of Section 26, Township 51, Range 34, Platte County, Missouri and being described as follows: Beginning at the Northwest Corner of the Amended Plat of Pinecrest Subdivision, said point being on the Easterly Right-of-Way line of Missouri State Highway Route No. 9 as now established; thence N 25° 57' 13" E on said Right-of-Way a distance of 88.21 feet; thence S 88° 57' 28" E a distance of 912.49 feet; thence S 01° 02' 32" W a distance of 80.00 feet to the Northeast Corner of Lot 25 in said Amended Plat of Pinecrest Subdivision; thence N 88° 57' 28" W on the North line of said Plat a distance of 949.58 feet to the Point of Beginning. Containing 1.71 acres more or less.

be deeded to the various contiguous property owners or their designees provided that such deed reserve for the benefit of the Development a utility easement and a setback easement. Developer agrees to sod, landscape and maintain Tract A and to leave it as natural as reasonably possible, taking into consideration the necessity of constructing and creating maintainable slopes. Developer further agrees to endeavor to leave as many trees with four or more inch diameters as is reasonably possible within Tract A and agrees that it will plant within the Development at least one tree with a four inch diameter for each existing tree with a four inch

diameter which it destroys. Developer will also provide a buffer to the property owners of the eastern 560 feet, more or less, of the Developments southern boundary sufficient to satisfy those owners but not to exceed sixty feet in width. Further fencing sufficient to the City Board of Aldermen shall be placed on the South and East sides of the rezoned property. Deeds and easements accomplishing the foregoing shall be escrowed pending completion of construction within the Development.

- F. That Developer agrees to maintain, at its cost, adequate security for the Development.
- G. That Developer will install, at its cost, lighting within the Development that is approved by the City Board of Aldermen, which approval may be stricter than the existing building code.
- H. That no businesses be opened for business until improvements are made to the intersection of 9 and 45 Highways, which improvements shall include, at a minimum, right turn lanes in each direction, deeper left turn lanes, left turn signals in each direction, a ten-point traffic signal and other improvements as set forth in the present Missouri Highway Department plan (a copy of which being attached hereto and incorporated herein by reference and marked "EXHIBIT A"), provided that in lieu of the foregoing requirements of this subsection Developer may place in escrow with the appropriate parties Eighteen Thousand (\$18,000.00) Dollars, such amount to be an advance to Missouri Highway Department for its share of costs for such improvements and upon making such deposits businesses may be opened within the Development.
- I. That the City waives the various setback requirements as would have been satisfied had Tract A been included as part of the Development and further had remained unimproved for purposes of set back requirements.

*
K. ✓

In the event Developer fails to comply with or meet the conditions set out under the Ordinances of the City the City may do one or more of the following:

- i.) Withhold or refuse to issue the requisite licenses or permits as would be required for Developer to proceed under the Ordinances of the City.

without limits to the other remedies available to the City,

* J. *The Developer will not allow trash pickup between the hours of 10 p.m. and 7 ~~pm~~ a.m.*

ii.) Compel specific performance of that part of the Developers Plan set forth in Section 2. of this Ordinance or, in the alternative, seek reimbursement for costs expended by the City to complete the plan. Should Developer either fail to complete performance or reimburse the City for costs expended, then the City shall have the option of exercising all legal remedies including reimbursement for attorneys fees and court costs.

iii.) Utilize all legal remedies available under Ordinance 624, as amended, as if failure to meet the conditions of this Ordinance is a violation of the City Zoning Code, Ordinance 624, as amended.

be way

L. K. That, during the construction stage of the Development, the rights of Developer as granted in this Ordinance may be transferred only with the reasonable approval of the City.

Section 3. That the Board of Aldermen finds and declares that before taking any action on this rezoning, all public notices and hearings required by the zoning ordinance have been given and had,

PASSED this 5th day of January, 1988.

Warren A. Gresh
Mayor

ATTESTED:

Barbara Jance
City Clerk

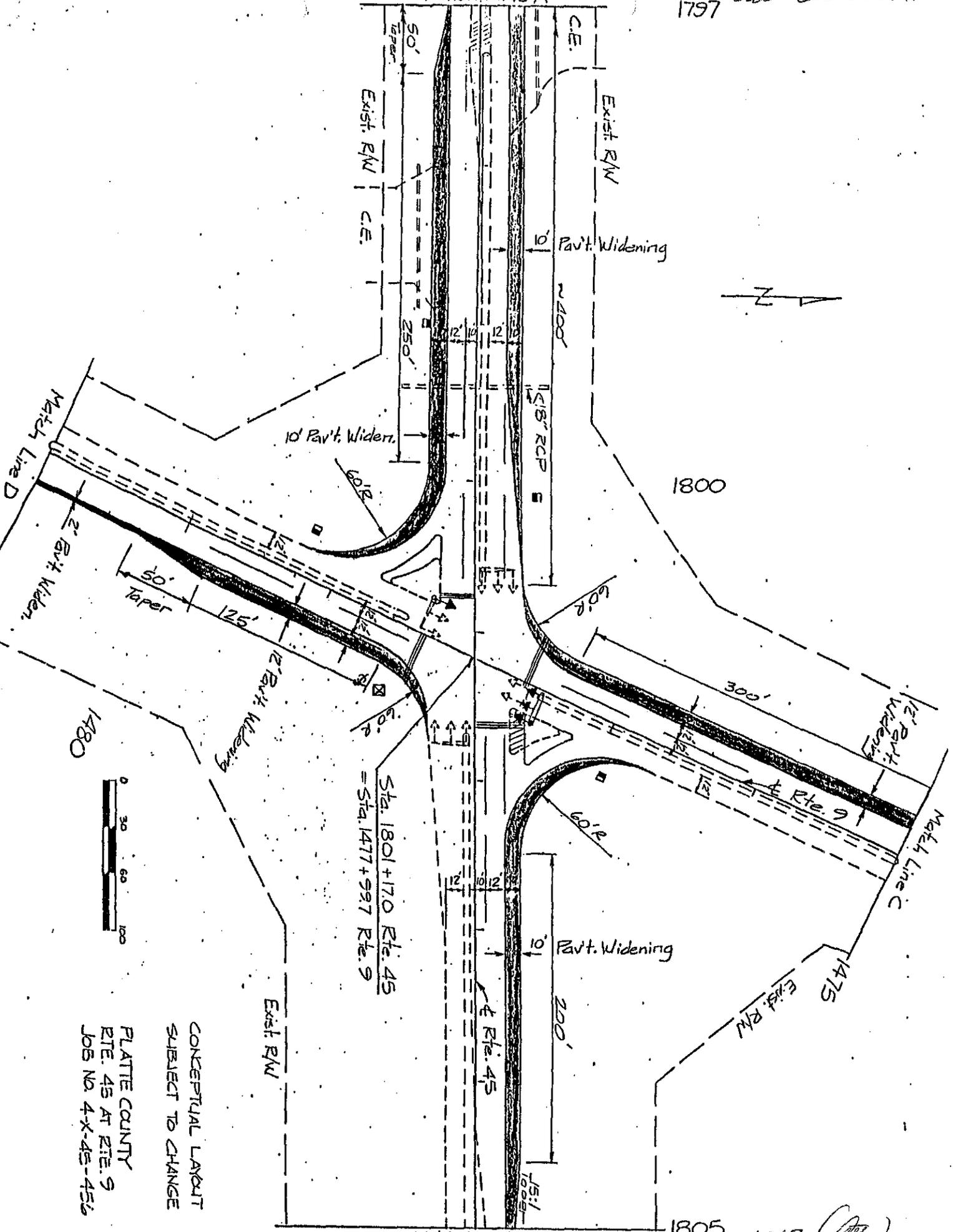
APPROVED this 5th day of January, 1988.

Warren A. Gresh
Mayor

Note: Written changes were authorized in the meeting. Jance

1797 *1017* *1017*

Match Line A



Sta. 1801+170 Rte. 45
= Sta. 1477+997 Rte. 9

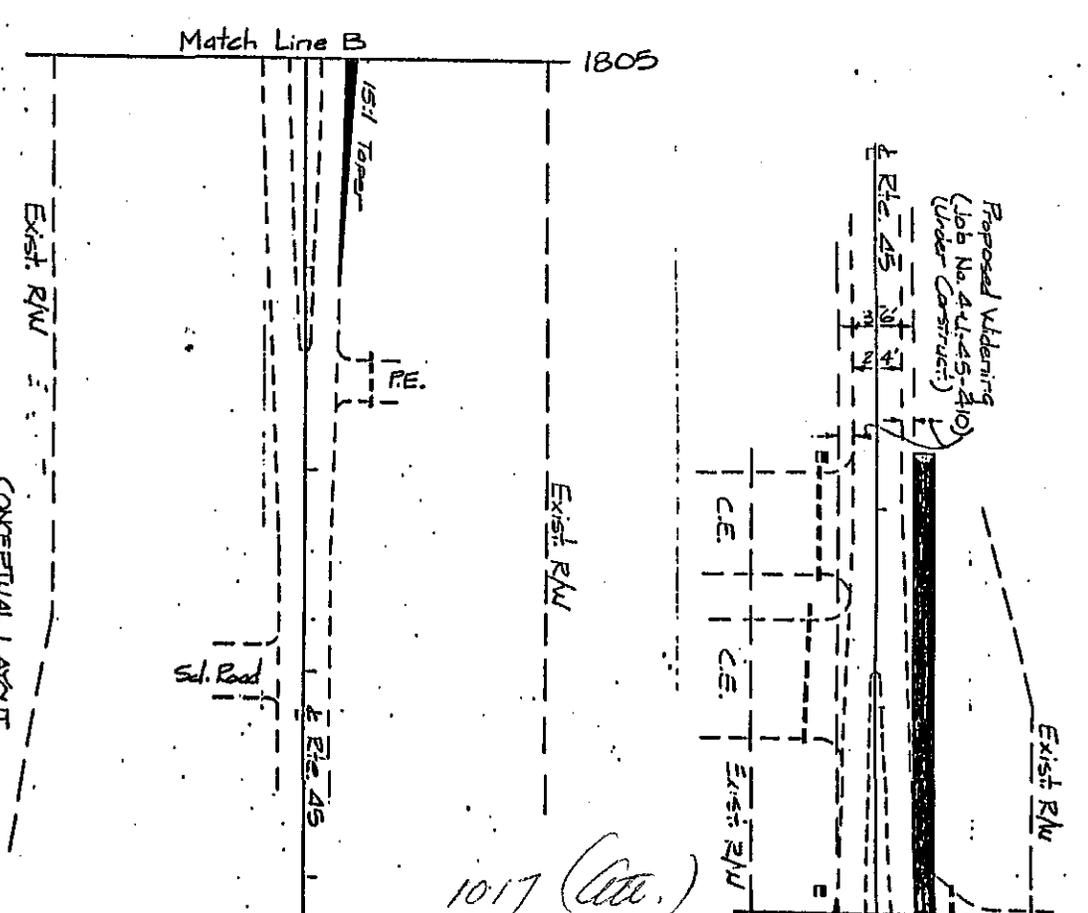
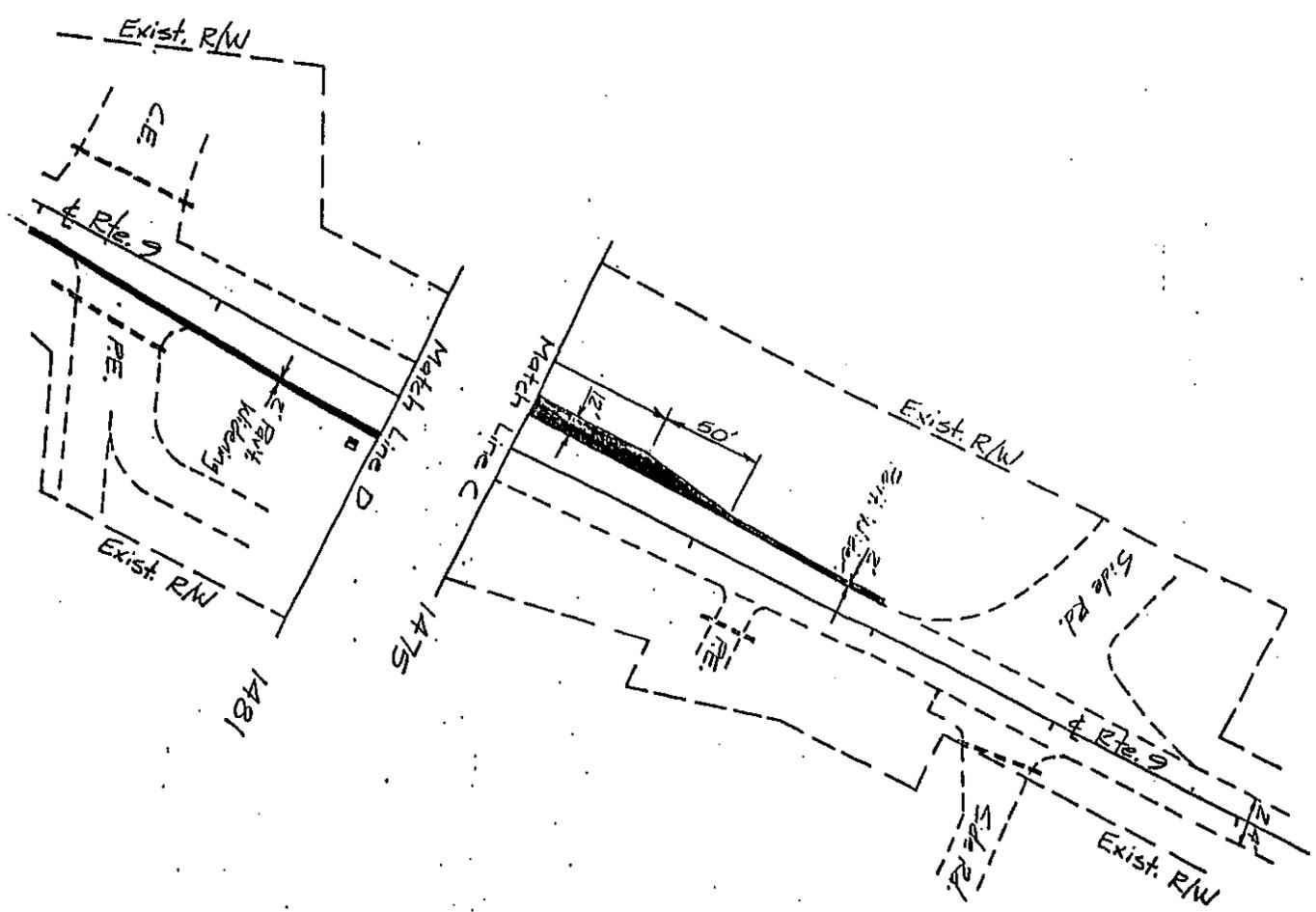


CONCEPTUAL LAYOUT
 SUBJECT TO CHANGE
 PLATE COUNTY
 RTE. 45 AT RTE. 9
 JOB NO. 4-X-45-456

Match Line B

PLATE COUNTY

1805 1017 *(1017)*



CONCEPTUAL LAYOUT
 SUBJECT TO CHANGE
 PLATTE COUNTY
 RTE. 45 AT RTE. 9
 JOB NO. 4-X-45-456

1017 (Att.)

CITY OF PARKVILLE

Policy Report

DATE: Wednesday, April 29, 2015

PREPARED BY:

Sean Ackerson
Assistant City Administrator /
Community Development Dir.

REVIEWED BY:

Lauren Palmer
City Administrator

ISSUE:

Application for a preliminary development plan for a QuikTrip gas and convenience store on 2.653 acres zoned "B-4" Planned Business District and located at the SE corner of 45 and 9 Highway. Case PZ15-10; QuikTrip Corporation, applicant.

BACKGROUND:

The applicant is requesting approval of a preliminary development plan for a QuikTrip gas and convenience store, tore No. 0189, on 2.653 acres zoned "B-4" Planned Business District and located at the southeast corner of 45 and 9 Highway. The preliminary development plans propose a 5,858 square foot retail space, 18 gas pumps at 9 islands under a canopy, 2 monument signs, 74 parking spaces, circulation around the building, and three points of access. Access is proposed from the existing drive at Bank Liberty on 9 Highway, a new right-in, right-out access to 45 Highway between the proposed QuikTrip and the existing Fellowship of Grace Church and access to 45 Highway at Julian Drive via a new frontage road connection to the existing frontage road to the east.

Similar plans were previously submitted in 2013. At that time, the property was under control by a developer that was under contract with both QuikTrip and McDonalds for development of the property. Following review of joint traffic impacts and other site factors, the applicant's withdrew the applications. Today the property is under contract by QuikTrip and no other uses are proposed. In 2013, the applicants met with surrounding neighbors to discuss related concerns. The preliminary development plans have been modified in an attempt to address concerns related to traffic, noise, lighting and separation from surrounding residential properties. Major changes included eliminating McDonald's, lowering the site, modifying access, lowering parking lot lighting and providing additional landscape buffers between the site and the nearest residential properties.

Based on review and analysis of the application, staff concluded that with exceptions noted in the April 24, 2015 staff report, the proposed plans: conform to the City's applicable zoning code and subdivision regulations and the minimum standards thereof; conform to or are compatible with the general projections, goals and objectives of the City's adopted Master Plan; are generally compatible with existing and projected development on the surrounding commercially zoned properties and include screening, buffering, grading and other design features to minimize the impacts on surrounding residential properties; conform with the City's adopted engineering requirements and customary engineering standards used in the City; and provide streets, paths, walkways and driveways located so as to enhance connectivity, circulation and safety and minimize any adverse traffic impact on the surrounding area.

On April 28, 2015, the Parkville Planning and Zoning Commission considered the application, staff report, a presentation by the applicant and concerns expressed by abutting and nearby property owners. The Commission discussed the merits of the project, access, traffic impacts,

ITEM 5E2

For 05-05-15

Board of Aldermen Meeting

stormwater, potential impacts to abutting and nearby properties, desired landscaping along State Highways and desired modifications to proposed signage. The Commission expressed concerns about traffic at the intersection of Julian Drive and the frontage road, the height of the proposed monument signs, amount of signage on the front of the building (north façade) and desire for additional landscaping on the highway frontages and around the base of the monument signs. These items were addressed in modified conditions of approval. See below.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Commission: concluded that concerns expressed could be adequately addressed with final development plan approval; concurred with staff's conclusions and recommendation; and unanimously voted (9 to 0) to recommend the Board of Aldermen approve the preliminary development plans for QuikTrip Store No. 0189 subject to the following conditions.

- Rezoning the property to "B-4" Planned Business District (see agenda item 6E1).
- Concurrent with the submittal of construction plans, the developer's engineer shall provide a Final Stormwater Management Study that contains final design calculations for the stormwater system, including the analysis associated with the system draining to the PAC detention pond. The study shall be approved prior to issuance of a permit.
- The applicant's engineer shall submit detailed drawings and engineering calculations associated with the stormwater detention and stormwater treatment facilities. Drawings and calculations shall be approved prior to issuance of a grading permit.
- At the time of construction plan review, the Public Works staff will review the need for additional agreements, easements, and bonds associated with the construction of the stormwater detention and stormwater treatment facilities.
- At the time of construction plan review, the Public Works staff will review the construction plans associated with the Wastewater System Improvements.
- The developer's engineer shall provide erosion and sediment control plans in accordance with APWA 5100 design standards. Additional measures may be deemed necessary by City staff upon review. Practices such as a sediment basin or sediment trap may be evaluated at the time of construction plan review. Turf reinforcement mat shall be placed on any slopes of 3:1 or greater.
- Increasing the radius of the entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) in order to provide for a smoother flow in and out of the development.
- Widen the side street entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) as well to allow for easier movement in and out of the development.
- Lengthen the left turn lane from westbound 45 Highway to Julian Drive to a minimum of 270 feet (including the taper, deceleration and storage) to allow for zero slow down within the main line of 45 Highway.
- Redesign the frontage road from Julian Dr. to the development to be more defined and make it stop controlled (add a stop sign for side traffic) at the right-in, right-out entrance to allow traffic entering the site from 45 Highway to have the right of way.
- Verify that all access and internal drives can accommodate South Platte Fire Protection District's ladder truck and pumper trucks (specifications below). Adjust the site plan as necessary to accommodate these truck templates. The applicant has agreed to this condition.
- Stripe and sign the access at Julian Drive to provide storage for the northbound left turn vehicle queues and install traffic signs at the frontage road intersection telling drivers not to block access to and from the frontage road.
- Final approval of the landscape and screening plan by the Community Development Director.
- Approval of a development agreement in conjunction with the Final Development Plan approval to finalize agreements regarding participation in financing districts or other financial

contributions to help fund traffic improvements in the 9 Highway Corridor, *and to explore issues related to the intersection of Julian Drive with the frontage road.*

- *Substantially reducing the monument sign height on 9 Highway.*
- *Reducing the height of the monument sign on 45 Highway to 15 feet.*
- *Removing the two sign medallions proposed on the north building façade.*
- *Adding landscaping around the base of the proposed monuments signs.*

Conditions shown in regular text were recommended by staff. Conditions shown in italics are additional conditions recommended by the Planning and Zoning Commission at their April 28, 2015 meeting.

STAFF RECOMMENDATION:

Staff recommends approval of the preliminary development plan for QuikTrip Store No. 0189 as recommended by the Planning and Zoning Commission.

BUDGET IMPACT:

With the exception of application and permit fees collected, there is no immediate budget impact. Long-term impacts would be realized from changes in property taxes and sales taxes collected from the site and proposed development, and impacts to the same for area properties and other businesses.

ALTERNATIVES:

1. Approve the preliminary development plan subject to conditions as recommended by the Planning and Zoning Commission.
2. Approve the preliminary development plan subject to other stated conditions.
3. Deny the application.
4. Postpone the item.

POLICY:

Per Parkville Municipal Code, Chapter 440, Section 440.030, requires approval of the plan by the Board of Aldermen following consideration of the Planning and Zoning Commission.

SUGGESTED MOTION:

I move to accept the Planning and Zoning Commission recommendation and to approve the preliminary development plans for QuikTrip Store No. 0189 subject to specified conditions.

ATTACHMENTS:

1. Staff report to Planning Commission
2. Application for Planned District Development Permit (Preliminary Development Plan)
3. Building perspective and elevations for QuikTrip Store No. 0189, Parkville, Missouri submitted by QuikTrip Corporation, including the following sheets:
 - Perspective rendering, dated 2-25-15
 - Angle Entry Building Elevations, dated 2-24-15
 - Right Chamfered Canopy, dated 2-24-15
4. Reference Floor Plan drawing sheet A101 prepared by Lickel Architecture and dated 8-1-2013.
5. Preliminary Development Plan Set for QuikTrip Store No. 0189, Parkville, Missouri prepared by Holman Engineering and last dated 4-23-15. Set includes the following sheets:
 - C030 - Demolition
 - C100 - Overall Site
 - C100A - Overall Site – Aerial

- C101 - Site
 - C102 – Signage
 - C110 – Grading & Storm
 - C110A – Grading Exhibit (cross section)
 - L100 - Landscape
6. Sign plan details submitted by QuikTrip Corporation. Set includes the following sheets:
 - Channel Letters Wall Sign CL-60R dated 11-7-12
 - Building ID IDB-20 dated 11-7-12
 - Canopy ID IDC-20 dated 11-7-12
 - Canopy Pricer ID IDCP-30UR dated 11-7-12
 - Vertical Monument Sign MV12-4PGQ dated 12-9-14
 7. Pages 1 through 6 of the Preliminary Storm Water Drainage Report, QuikTrip Store #0189, Missouri Highway 45 & Missouri Highway 9, Parkville, Missouri, signed and sealed by Darla K. Holman, P.E., Holman Engineering on February 23, 2015
 8. Section 6.0 Recommendations & Conclusions (report pages 32 and 33) from the Traffic Impact Study for QuikTrip Store #0189, Highway 45 and Highway 9, Parkville, Missouri signed and sealed by Todd A Fredericksen, PE, of Olsson Associates on February 26, 2015
 9. April 24, 2015 memo from Public Works Director Alysen Abel
 10. March 20, 2015 review letter from Paul M. Bertrand, P.E., PTOE, George Butler Associates, Inc. to Public Works Director Alysen Abel regarding independent review of the proposed traffic impact study
 11. Applicant's Power Point slides presented to the Planning and Zoning Commission at their April 28, 2015 meeting

PUBLIC COMMENTS RECEIVED:

1. Letter received 3-27-15 from Harry Sievers, 6508 NW Melody Lane, Parkville
2. Undated letter received 4-27-15 from Patty Bruer, 6203 N Pine Ridge Circle, Parkville
3. Email received 4-28-15 from Jessica & Richard Vanzandt, 6115 N Pine Ridge Circle, Parkville

ADDITIONAL EXHIBITS BY REFERENCE:*

1. Minutes of the April 28, 2015 Planning and Zoning Commission meeting (by reference)
2. "B-4" Planned Business District Regulations - <http://ecode360.com/27901710>
3. Parkville zoning code in its entirety - <http://www.ecode360.com/PA3395-DIV-05>
4. Parkville Master Plan - <http://parkvillemo.gov/departments/community-development-department/master-plan/>
5. Traffic Impact Study for QuikTrip Store #0189, Highway 45 and Highway 9, Parkville, Missouri signed and sealed by Todd A Fredericksen, PE, of Olsson Associates on February 26, 2015 - <http://parkvillemo.gov/wp-content/uploads/2015/04/Traffic-Report-2-26-15.pdf>
6. Preliminary Storm Water Drainage Report, QuikTrip Store #0189, Missouri Highway 45 & Missouri Highway 9, Parkville, Missouri, signed and sealed by Darla K. Holman, P.E., Holman Engineering on February 23, 2015 - <http://parkvillemo.gov/wp-content/uploads/2015/04/02-0189-Preliminary-Drainage-Report.pdf>

* Hard copies of referenced materials may be provided on request.

Staff Analysis

Agenda Item: 5.A

Proposal: Application for a preliminary development plan for a QuikTrip gas and convenience store on 2.653 acres zoned "B-4" Planned Business District and located at the SE corner of 45 and 9 Highway.

Case No: PZ15-10

Applicant: QuikTrip Corporation

Owners: Crown Real Estate LLC and Fellowship of Grace

Location: North side of 45 Highway, south of the National Golf Course, west of the roundabout at National Drive and 45 Highway

Zoning: Existing – "B-4" Planned Business District, with restrictions for a shopping center
Proposed – "B-4" Planned Business District without restrictions for a shopping center (see Agenda Item 4A)

Parcel #s: All of parcels 20-7.0-26-100-001-003.000, 20-7.0-26-100-001-004.000 and 20-7.0-26-100-001-005.000, and a portion of parcel 20-7.0-26-100-001-006.000.

Exhibits:

- A. This staff report
- B. Application for Planned District Development Permit (Preliminary Development Plan)
- C. Building perspective and elevations for QuikTrip Store 0189, Parkville, Missouri submitted by QuikTrip Corporation, including the following sheets:
 - Perspective rendering, dated 2-25-15
 - Angle Entry Building Elevations, dated 2-24-15
 - Right Chamfered Canopy, dated 2-24-15
- D. Reference Floor Plan drawing sheet A101 prepared by Lickel Architecture and dated 8-1-2013.
- E. Preliminary Development Plan Set for QuikTrip Store 0189, Parkville, Missouri prepared by Holman Engineering and last dated 4-23-15. Set includes the following sheets:
 - C030 - Demolition
 - C100 - Overall Site
 - C100A - Overall Site – Aerial
 - C101 - Site
 - C102 – Signage
 - C110 – Grading & Storm
 - C110A – Grading Exhibit (cross section)
 - L100 - Landscape

- F. Sign plan details submitted by QuikTrip Corporation. Set includes the following sheets:
 - Channel Letters Wall Sign CL-60R dated 11-7-12
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 - Canopy ID IDC-20 dated 11-7-12
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- G. Pages 1 through 6 of the Preliminary Storm Water Drainage Report, QuikTrip Store #0189, Missouri Highway 45 & Missouri Highway 9, Parkville, Missouri, signed and sealed by Darla K. Holman, P.E., Holman Engineering on February 23, 2015
- H. Section 6.0 Recommendations & Conclusions (report pages 32 and 33) from the Traffic Impact Study for QuikTrip Store #0189, Highway 45 and Highway 9, Parkville, Missouri signed and sealed by Todd A Fredericksen, PE, of Olsson Associates on February 26, 2015
- I. April 24, 2015 memo from Public Works Director Alysen Abel
- J. March 20, 2015 review letter from Paul M. Bertrand, P.E., PTOE, George Butler Associates, Inc. to Public Works Director Alysen Abel regarding independent review of the proposed traffic impact study
- K. Additional exhibits as may be presented at the public hearing

Exhibits By Reference:

- A. B-4" Planned Business District Regulations - <http://ecode360.com/27901710>
- B. Parkville zoning code in its entirety - <http://www.ecode360.com/PA3395-DIV-05>
- C. Parkville Master Plan - <http://parkvillemo.gov/departments/community-development-department/master-plan/>
- D. Traffic Impact Study for QuikTrip Store #0189, Highway 45 and Highway 9, Parkville, Missouri signed and sealed by Todd A Fredericksen, PE, of Olsson Associates on February 26, 2015 - <http://parkvillemo.gov/wp-content/uploads/2015/04/Traffic-Report-2-26-15.pdf>
- E. Preliminary Storm Water Drainage Report, QuikTrip Store #0189, Missouri Highway 45 & Missouri Highway 9, Parkville, Missouri, signed and sealed by Darla K. Holman, P.E., Holman Engineering on February 23, 2015 - <http://parkvillemo.gov/wp-content/uploads/2015/04/02-0189-Preliminary-Drainage-Report.pdf>

Comments Received:

- A. Letter received 3-27-15 from Harry Sievers, 6508 NW Melody Lane, Parkville

Overview

The applicant is requesting approval of a preliminary development plan for a QuikTrip gas and convenience store on 2.653 acres zoned "B-4" Planned Business District and located at the southeast corner of 45 and 9 Highway. The 2.653 acres consists of all of Platte County Parcel numbers 20-7.0-26-100-001-003.000, 20-7.0-26-100-001-004.000 and 20-7.0-26-100-001-005.000 and all but the southern 41.40 feet of parcel number 20-7.0-26-100-001-006.000.

The preliminary development plans propose a 5,858 square foot retail space, 18 gas pumps at 9 islands under a canopy, 2 monument signs, 74 parking spaces, circulation around the building, and three points of access. Access is proposed from the existing drive at Bank Liberty on 9 Highway, a new right-in, right-out access to 45 Highway between the proposed QuikTrip and the existing Fellowship of Grace Church and access to 45 Highway at Julian Drive via a new frontage road connection to the existing frontage road to the east.

Similar plans were previously submitted in 2013. At that time, the property was under control by a developer that was under contract with both QuikTrip and McDonalds for development of the property. Following review of joint traffic impacts and other site factors, the applicant's withdrew the applications. Today the property is under contract by QuikTrip and no other uses are proposed. In 2013, the applicants met with surrounding neighbors to discuss related concerns. The preliminary development plans have been modified in an attempt to address concerns related to traffic, noise, lighting and separation from surrounding residential properties. Major changes included eliminating McDonald's, lowering the site, modifying access, lowering parking lot lighting and providing additional landscape buffers between the site and the nearest residential properties.

The plans propose significantly lowering the existing site elevation to bring the site near or slightly below the abutting highway elevations. Existing grades are retained to the south and southeast, screening a great portion of the building from nearby uses. Preservation of existing landscaping on the abutting property to the south, deep building setbacks and additional landscaping further help screen the building from nearby uses.

The location at the southeast corner of the intersection of 45 Highway with 9 Highway is a highly visible location at a major gateway in Parkville. The plans propose to compliment other recent development near this intersection with a predominantly brick building with stone accents. Glass, awnings and building undulation help break up the façade and add interest. Outdoor seating areas in front of the building create additional interest. Although the canopy and gas islands are more conventional, they use brick columns to create clean lines, with materials matching the main building.

The plans and an associated traffic impact study propose traffic improvements to provide adequate access to and from the site. The applicant has also agreed to work with the City to form an improvement district along with other new development along the 9 Highway corridor to help fund needed improvements on 9 Highway over time. The plans also proposed off-site improvements to serve the development, but also improve turning movements on 45 Highway.

The plans and an associated stormwater study, propose capturing storm water from the site and detaining it in underground tanks. The water would be released at rates that meet the City's adopted storm water and NPDES II requirements. The plans propose connecting the onsite stormwater system to the existing stormwater system in the Parkville Commons on the west side of 9 Highway, requiring a new line to be bored under 9 Highway to connect to the system.

The plans also propose connecting to the existing water, electrical and sewer system. Missouri American Water Company has confirmed they can provide adequate water to the site via a private service line to the site and subject to domestic and fire flow requirements not exceeding water quantities available. KCP&L has confirmed the ability to provide power to the site and has approved plans for relocating the existing power pedestal and power lines.

Public Works Director Alysen Abel and City engineering consultant Jay Norco of North Hills Engineering Inc. have concluded that the City's gravity sanitary sewer system (the piping) has adequate capacity. Sewage would flow to the Pinecrest pump station south of the site, east of 9 Highway. The existing pump station is currently near capacity, but staff has reviewed the current flows against the anticipated flows with the project and has concluded the Pinecrest Pump Station has enough capacity to handle the additional development. The City currently has improvements scheduled to the pump station as part of the 2015 capital improvement program, including the installation of new pumps. These improvements include upsizing existing pumps to provide adequate capacity for existing and future development.

Review and Analysis

The application has been reviewed against the City of Parkville Municipal Codes, including applicable zoning and subdivision regulations, and the City's adopted Master Plan. In addition, sound planning and engineering principles have been considered.

Municipal Code Chapter 440, "*B-4*" *Planned Business District Regulations*, Section 440.030 lists minimum plan submittal requirements, but the Chapter includes no direction with regard to standards for review. Rather, following is a list of considerations to be used as a guide. These considerations are taken from the "standards for review" from Chapter 478, Site Plan Review, which is applicable to development plans for properties zoned B-1 and B-2. Following each is City staff's analysis, findings and conclusions. These are not criteria or rules, but rather offered to aid the Planning Commission and to be used along with other relevant considerations to evaluate the application.

1. The extent to which the proposal conforms to the City's Zoning Code.

The proposed application has been reviewed against the "B-4" Planned Business District regulations. The B-4 zoning has few pre-determined standards and allows great flexibility in approving a design based on site and development-specific consideration. As a guide the plan was reviewed against the height, area and bulk, parking and signage requirements for the comparable "B-2" General Commercial zoning district. Although these requirements do not apply, they provide guides for considering the proposed development.

With a couple exceptions the plans meet these standards. The B-2 district allows a building height of 45 feet or three stories. The proposed building is 22'-0" to the top of the tallest cornice (over the main entry).

The B-2 district requires no setback unless abutting a residential district. When abutting a residential district a 10 foot setback is required. The plans do not abut any property zoned or used for residential uses. The closest property line to a residential use is the rear (south) property line which is 156.7' from the Pinecrest subdivision to the south. The plans provide a 140.2' rear building setback from the south property as opposed to the 10' required in other commercial districts. The plans provide an approximate 296.9' separation between the proposed building and nearest residential property line with approximately 235' feet of separation between any site improvement and the nearest residential property line. The building is approximately 325' feet to the nearest home with the closest site improvement approximately 270' feet away. In comparison the Sonic building is approximately 90' to the nearest residential lot, with their site improvements within approximately 135' of the nearest home. The Bank Liberty building to the north is approximately 105' to the nearest residential lot with site improvements within 125' of the nearest home.

The B-2 district requires 5 parking spaces per 1,000 square feet of retail space and 3 spaces per service bay. The proposed building is 5,858 square feet with no service bays, requiring a total of 30 spaces (rounded up to the nearest whole space). The plans provide 74 spaces, 44 in excess of the code requirement. The parking codes also require one 12' x 35' loading space. The plans provide room for at least three loading spaces meeting this requirement to the rear (south) of the building, while still meeting minimum drive aisle width requirements, leaving adequate room for vehicles backing out of the southernmost parking stalls.

The parking regulations also require minimum landscaping to help screen parking lots and driveways from abutting street frontages. The codes require the landscaping to provide a maximum screening at ground level up to 3½' to help screen visibility to parking areas and minimize glare from headlights. The City has allowed other means of screening to be substituted for landscaping where the same objectives can be met. To that extent, the QuikTrip plans proposed lowering portions of the site below the elevation of 45 Highway and 9 Highway which would accomplish blocking headlights. In addition, QuikTrip proposes providing a double row of wintergreen boxwood shrubs around the north and west portions of the site to create a solid hedge. The hedge is proposed to be accented with clusters of Crimson Pygmy Barberry in two locations along the north property line and one location on 9 Highway.

The regulations also require one tree per every 10 parking spaces, requiring 8 trees (rounded up to the nearest whole tree). The plans provide 33 trees. 30 of the trees including 25 Austrian Pines are concentrated along the south property line to provide screening to the Pinecrest subdivision to the south. The remaining three deciduous trees are clustered near the entrance from 9 Highway (existing Bank Liberty entrance).

The plans proposed monument, canopy and wall signage. The B-2 district allows one pole or freestanding (monument) sign. Pole signs are not to exceed 120 square feet and a height of 35'. Monument signs are not to exceed 50 square feet and a height of 8'. Generally the City has restricted development in commercial districts to monuments signs. Nearby exceptions include Phillips 66 / GasMart, Sonic and Jimmy John's which reused the former Bank Liberty sign. QuikTrip proposes two hybrid signs – 5'-10' wide by 17'-3" tall monolithic signs – one located directly north of the store along 45 Highway and the other proposed near the entrance to 9 Highway. The closest comparable sign is the Sonic sign which has a solid base. The applicant submits that these signs are necessary to compete with direct competitors in the corridor and to provide visibility necessary for traffic to recognize and move to site entrances. The applicant submits that the height is necessary in part due to the reduced site elevation along 9 Highway.

The B-2 district allows wall signs to cover up to 10% of any façade. The plans propose wall signage over the front (north entrance) and on the front façade near the east and west end of the building. The combined area of these signs would not exceed the 10% coverage allowed in the B-2 district. QT signs are also proposed on the east and west ends of the canopy over the gas pumps. These signs would exceed 10% coverage of that portion of canopy to which they are attached, but would not exceed 10% of the area created by the end of the canopy (the height of the canopy by the width of the canopy).

Per the B-4 district there are no sign standards. Instead all signage is to be approved by the Board of Aldermen on a case by case basis. If the preliminary development plans are

recommended for approval, the Commission should recommend the sign plan as submitted or subject to stated conditions.

2. The extent to which the proposal conforms to the provisions of the City's subdivision regulations.

The preliminary development plan contains much of the information required for a preliminary plat. To the extent provided, the details of the plan are consistent and meet or exceed the applicable subdivision regulations. If the preliminary development plan is approved, a final plat will be required in conjunction with approval of a final development plan. The plat is required to combine the existing lots within the site, subdivide the portion of parcel 20-7.0-26-100-001-006.000 not being included, and to provide necessary utility and ingress / egress easements.

3. The extent to which the proposal conforms to the goals and objectives of the City's adopted Master Plan.

The City's adopted Master Plan projects general commercial uses for the subject site and surrounding property to the north, east and west. The plan describes general commercial uses as primarily intended to accommodate "heavier" or highway oriented commercial activities and/or outdoor operations that are not found in or compatible with downtown or mixed-use oriented environments. Uses typically include offices and retail establishments, medium-to-large scale businesses, and automotive-oriented uses including drive-through facilities. The proposed development is consistent with this projection.

In addition to the general commercial land use projection, the Master Plan envisions new mixed-use commercial and office developing at mixed-use nodes along the 45 Highway corridor. The subject property is not projected to be included in these mixed use nodes, and due to existing pad-site development to the south and east, the site is not well suited for multiple uses that could accomplish goals applicable to mixed-use nodes projected in other locations. In addition, the plans calls for preservation of natural vegetation along the corridor edges and planting infill trees as necessary to preserve a rural appearance. Due to elevation changes vegetation cannot be preserved along the 9 Highway and 45 Highway corridor frontages. Instead, the plan proposes low-growing hedges between the parking lot abutting 45 Highway and 9 Highway. Staff encourages additional ornamental or shade trees along the highway frontages, but due to restrictions within the KCP&L easements and restrictions on plantings in the MoDOT right-of-way, no additional materials have been shown. Staff recommends further discussion with MoDOT to determine where trees might be able to be planted along the highway frontage to meet the master plan intent.

Separately, the City and County are participating in the joint development of common standards for the corridor with the intent to coordinated development patterns, uniform design standards and details, and coordinated infrastructure improvements. The plan is not complete, but initial concepts projected different treatments for areas along the corridor, dividing areas into three primary areas – active, transitional and natural. The concepts being that active areas, or areas where greater visibility is warranted, would have a different character than those areas where development did not warrant high visibility. Concepts discussed included expectations for higher quality materials, pedestrian access, landscaping, signage, community amenities and other considerations for each designated area. As of the time of the report, these concepts have not been finalized and no plans or standards have been adopted. However, staff has reviewed the proposed preliminary

development plan in light of the discussions to date. The building proposes high-quality materials, using brick, stone and glass as primary materials. Building undulation, awnings and outdoor seating are proposed to break up the façade and create additional interest. A modified pedestrian trail and sidewalks provide pedestrian access to the site. It cannot be concluded whether the plans would meet concepts that are still being finalized, but it can be concluded that the plans provide for similar character and amenities to other recently approved development in the corridor, including Walgreens, Jimmy John's and Bank Liberty.

The master plan also projects the intersection of 45 Highway with 9 Highway as a primary gateway. The primary gateways are projected as focal points typically located around highway intersections / interchanges, major entrances to Parkville or primary entrances to key destinations such the Old Town District. The plan identifies these gateways as the highest priority for improvements, calling for development around these areas to create a distinctive image and are held to a higher design and aesthetic standard. Aesthetic improvements in these areas should incorporate elements that enhance the community image with: features that are distinctive and recognizable; enhanced landscaping in the public right-of-way and on private property; and public streetscape and aesthetic elements such as decorative street lighting, public art, unique signage, decorative paving or other amenities that would create a desirable image at these locations.

With regard to private improvements the applicant does not propose and the City does not require street lighting. The plans don't propose public art or other major amenities. The plans propose instead hedge rows along the 45 Highway and 9 Highway frontages. This landscaping is proposed to help define the public and private spaces and screen onsite vehicles (particularly headlights). Additional landscaping options have been discussed but restrictions on planting in the state highway right-of-way and easements along the frontage greatly limit these options. As of the time of this report, no additional landscaping has been proposed. Staff recommends approval of a final landscaping plan in conjunction with approval of a final development plan.

With regard to public improvements, the City had envisioned 45 Highway as a boulevard with unique street lighting, landscaping in highway medians, unique street lighting and other standards that would help minimize the appearance of a highway corridor. Much of this vision has not been able to be implemented due to changes in highway design resulting from lack of adequate funding. Medians are minimized and restrictions on landscaping and other public art within the right-of-way along with lack of funding have greatly reduced the likelihood of realizing the vision for public improvements in the corridor. In addition restrictions on landscaping within utility easements have further restricted opportunities and limitations on ornamental lighting options available through KCP&L have also limited opportunities.

The City recently overcame these limitations along the 9 Highway corridor east of downtown Parkville. The City received a transportation enhancement grant which along with local matching dollars will provide for a new City entry sign, ornamental columns, ornamental lighting and some limited landscaping in the corridor. Similar amenities could be envisioned at the intersection of 45 Highway with 9 Highway. To that extent, staff has discussed options with the applicant and plans were modified from original designs to help provide a logical location for similar improvements if funded at the intersection. These improvements would substantially meet the intent of the goals and objectives for private improvements at this gateway.

4. The extent to which the development would be compatible with the surrounding area.

The property abuts 45 Highway to the north and 9 Highway to the west. The neighborhood and surrounding areas are a mix of retail, service, office, institutional and residential uses. Many of these uses are highway oriented, abutting and taking direct access to one of the two state highways.

The property is surrounded by:

- 45 highway and an office building also zoned “B-4” Planned Business District to the north, with single-family homes zoned “R-1” Single-Family Residential District (Platte Hills) further north and northeast and the Graden Elementary School campus to the northwest;
- Grace Fellowship Church and Platte Valley Bank also zoned “B-4” Planned Business District to the east, with single-family homes zoned “R-2” Single-Family Residential District (Reserves at Riss Lake and West Shore Estates at Riss Lake) further east and southeast;
- Bank Liberty also zoned “B-4” Planned Business District and homes zoned “R-1” Single-Family Residential District (Pinecrest) to the south and southeast; and
- 9 Highway and the Phillips 66 gas station / convenience store and carwash zoned “B-1” Neighborhood Business District, the Animal Clinic of Platte County and Sonic zoned “B-2” General Business District and Gomer’s zoned “B-4” Planned Business District all immediately west, with additional retail and service uses further west and southwest throughout the Parkville Commons.

In general, the site plans and proposed building plans are designed to be compatible with development in the area. The building plans provide for more detailing than other similar uses in the corridor. The undulating building façade is proposed to be predominately brick with stone veneer and glass accents, with canopies, awnings, outdoor seating areas providing additional visual interest. The building uses similar materials and design elements as other recently approved buildings in the corridor including Walgreens and Jimmy John’s. The canopy in front of the building is more conventional, although the use of recessed lighting and brick columns improves the appearance over other comparable canopies in the immediate area.

The plans propose substantially lowering the existing elevation of the site to bring the site near or below the elevation of the abutting highways. The plans propose retaining the existing elevation along the south and southeast property lines to substantially screen the building, parking and circulating traffic from the neighborhood to the south. The building is 22'-0" tall to the top of the tallest cornice (over the main entry), but approximately half of the building elevation is screened by the existing elevation being retained. The plans do not disturb existing vegetation on the 156.7' strip of land between the site and the subdivision to the south which provides additional screening. In addition, the plans include an additional 25 evergreen pines and 5 deciduous shade trees along the site’s south and southeast property lines to provide additional screening.

Beyond the elevation changes, the building is oriented to the north to limit activity to the rear of the site, closest to the residential properties to the south. The building provides separation between higher activity areas at the front of the building. The building also includes few windows or other light sources to the rear of the building. To minimize impacts from site lighting, cut-offs and shields are required for all light fixtures to ensure lighting is

directed down and not out, minimizing glare and light trespass onto abutting properties. To that extent, the photometric plans demonstrate that site lights produce zero foot candles at property lines closest to the abutting residential properties to the south.

Other potential impacts to surrounding properties include noise. Beside site circulation, noise may be anticipated from dumping trash and trash collection. The trash dumpster is proposed in the southeast corner of the site where it would be completely screened from the closest residential properties to the south. In addition, trash collection is restricted to the hours of 6:00 am to 10:00 pm, typical residential hours. Additional noise might also be expected from site deliveries. The site provides for pull through traffic so the need to back vehicles is minimized. This helps minimize beeping from back-up alarms and beepers utilized in most delivery vehicles and trucks. Instead, the site allows for full circulation around the building. Noise from truck idling during deliveries, is also minimized with the change in elevation and vegetative screening.

Finally, the plans proposes roof-top mechanical equipment. Black mesh screens are proposed to screen the equipment from off-site views. Staff has visited similar QuikTrip stores in other locations to verify that the proposed screens substantially screen mechanical equipment. Along with changes in elevation, preservation of vegetation on the site to the south and installation of new landscaping along the southern property line, views to any mechanical equipment are expected to be limited, if any.

5. The extent to which the proposal conforms to customary engineering standards used in the City.

The plans were prepared, signed and sealed by Darla K. Holman, P.E., a registered engineer with Holman Engineering. The plans were reviewed by City staff including Public Works Director Alysen Abel, P.E., a registered engineer. In addition, the traffic improvements were reviewed by Paul Bertrand, P.E., PTOE, a registered engineer with GBA, and by registered engineers with the Missouri Department of Transportation (MoDOT). Based on the preliminary engineering provided to date, the plans have been determined to be feasible. With noted exceptions, the plans have been determined to meet or exceed the City's minimum adopted engineering standards and requirements and to conform to customary engineering standards used in the City. However, any approval of the preliminary development plan should be contingent on approval of the engineering and improvement plans by the Public Works Director, and should be subject to the following conditions (see April 24, 2015 memo from Public Works Director Alysen Abel for additional details). See also comments regarding traffic in item 6 below.

- Concurrent with the submittal of construction plans, the developer's engineer shall provide a Final Stormwater Management Study that contains final design calculations for the stormwater system, including the analysis associated with the system draining to the PAC detention pond. The study shall be approved prior to issuance of a permit.
- The applicant's engineer shall submit detailed drawings and engineering calculations associated with the stormwater detention and stormwater treatment facilities. Drawings and calculations shall be approved prior to issuance of a grading permit.
- At the time of construction plan review, the Public Works staff will review the need for additional agreements, easements, and bonds associated with the construction of the stormwater detention and stormwater treatment facilities.

- At the time of construction plan review, the Public Works staff will review the construction plans associated with the Wastewater System Improvements.
- The developer's engineer shall provide erosion and sediment control plans in accordance with APWA 5100 design standards. Additional measures may be deemed necessary by City staff upon review. Practices such as a sediment basin or sediment trap may be evaluated at the time of construction plan review. Turf reinforcement mat shall be placed on any slopes of 3:1 or greater.

6. The extent to which the location of streets, paths, walkways and driveways are located so as to enhance connectivity, circulation and safety and minimize any adverse traffic impact on the surrounding area.

The applicant submitted a traffic impact study prepared by Olsson Associates. The study analyzed existing traffic, additional traffic generated from the proposed development and traffic resulting from continued growth. The study considers current and future impacts and recommends on and off-site improvements necessary to address site access / geometry and traffic operations. The study identified existing system deficiencies and improvements that are recommended or should be considered, improvements needed expressly as a result of the proposed QuikTrip and improvements that will be needed in the future.

The Missouri Department of Transportation (MoDOT) regulates traffic improvements and access on 9 Highway and 45 Highway and reviewed the proposed preliminary development plans and traffic impact study. With changes included in the revised drawings submitted April 24, 2015, MoDOT approved the proposed plans subject to the following conditions. QuikTrip has agreed to these conditions and requests approval subject to addressing the conditions as part of the improvement plan and final development plan submittals.

- Increasing the radius of the entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) in order to provide for a smoother flow in and out of the development.
- Widen the side street entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) as well to allow for easier movement in and out of the development.
- Lengthen the left turn lane from westbound 45 Highway to Julian Drive to a minimum of 270 feet (including the taper, deceleration and storage) to allow for zero slow down within the main line of 45 Highway.
- Redesign frontage road from Julian Dr. to the development to be more defined and make it stop controlled (add a stop sign for side traffic) at the right-in, right-out entrance to allow traffic entering the site from 45 Highway to have the right of way.

MoDOT reviewed existing system deficiencies and concluded that although the proposed preliminary development plan would contribute additional traffic, QuikTrip should not be responsible for correcting the deficiencies. Specifically, the traffic impact study concluded that with existing traffic volumes: a second northbound through traffic lane is needed on 9 Highway from south of Lewis Street (the entrance to Bank Liberty) through the intersection with 45 Highway; and a second westbound left turn lane should be considered on 45 Highway on the approach to 9 Highway. The study also concluded that in order to serve the future Year 2035 traffic volumes, a second southbound through traffic lane should be added on 9 Highway from north of the intersection with 45 Highway through the intersection with Lewis Street (the entrance to Bank Liberty) and terminating as a right turn lane at the intersection with 63rd Street. MoDOT concluded that since QuikTrip did not create these

issues that they should not bear the burden of making system improvements. Staff discussed these needs with QuikTrip who has agreed as a condition of approval to enter a development agreement to share the cost of existing and future improvements that may be needed to the 9 Highway corridor, including the intersection of 45 Highway. Since proportionate costs cannot be easily determined without estimating a capacity and share, staff recommends that QuikTrip participate in an improvement district or similar financing district along with any other new development in the 9 Highway corridor. Funds would be used to help pay for design and construction of incremental improvements within the corridor. Improvements would be based on the preliminary design for 9 Highway corridor improvements anticipated to be completed later this year.

MoDOT also reviewed the traffic impact study analyses and concluded that no new traffic signal is warranted at any of the studies intersections even with the projected proposed QuikTrip traffic and future Year 2035 traffic.

Separately, the City contracted with GBA, a firm specializing in traffic and transportation engineering, to provide an independent review of the study. They noted that the study includes: a thorough analysis of the traffic control and intersection lane configuration needs to provide adequate traffic operations at the three site access intersections, as well as at the intersections of 45 Highway with 9 Highway and 63rd Street with 9 Highway; an analysis of level of service computations; traffic signal warrant worksheets; and MoDOT turn lane warrant worksheets. They found that all of analyses in the study to be complete and accurate.

Beyond the recommendations of MoDOT, GBA recommended the following conditions of approval. QuikTrip agreed to these conditions and requests approval subject to addressing the conditions as part of the improvement plan and final development plan submittals.

- Verify that all access and internal drives can accommodate South Platte Fire Protection District's ladder truck and pumper trucks (specifications below). Adjust the site plan as necessary to accommodate these truck templates. The applicant has agreed to this condition.
- Stripe and sign the access at Julian Drive to provide storage for the northbound left turn vehicle queues and install traffic signs at the frontage road intersection telling drivers not to block access to and from the frontage road.

GBA verified that the trip generation projected for the proposed QuikTrip development conforms to standards published by the Institute of Transportation Engineers. They concluded that the 40% pass-by trip rate included was conservative compared to the typical published rates of 48% to 87%. They note the study assumes that 40% of the peak hour traffic going to and from the proposed QuikTrip development is already traveling on 9 Highway and 45 Highway, with only 60% of the 299 am peak hour trips and 344 pm peak hour trips being new trips attracted to the QuikTrip site from other routes.

Last, GBA concluded that the future traffic growth rate of 1% per year was conservative as compared to a 0.75% average annual growth rate indicated by historical counts in the corridor.

Staff from GBA and Public Works Director Alysén Abel will be available at the meeting to address questions about the proposed traffic study.

In addition to vehicular traffic, the plan provides pedestrian access via a realigned trail along 45 Highway and a new trail along 9 Highway. The plans also provide an accessible sidewalk (meeting ADA requirements) from the trail along 9 Highway to the site. The sidewalk aligns with the west entrance to the building (facing 9 Highway) and connects through the parking lot with striped areas denoting pedestrian, versus vehicular space. More direct access from the trail on 45 Highway was also discussed, but it was concluded that access from 45 Highway created too many internal conflicts with circulation at the gas pumps. It was concluded that access from the west along 9 Highway was more logical and provided the safest access.

The applicant has also agreed to provide an additional pedestrian connection near the entrance from 9 Highway to the site with the completion of the 9 Highway Corridor study and trail improvements to the south. The location would align with the trail to the south and established "cattle paths," if any. The sidewalk would not be able to meet ADA requirements and would be provided as an alternative, more direct route from nearby neighborhoods to the south.

Staff Conclusion and Recommendation

Staff concludes, that with the exceptions noted above, the proposed plans: conform to the City's applicable zoning code and subdivision regulations and the minimum standards thereof; conform to or are compatible with the general projections, goals and objectives of the City's adopted Master Plan; are generally compatible with existing and projected development on the surrounding commercially zoned properties and include screening, buffering, grading and other design features to minimize the impacts on surrounding residential properties; conform with the City's adopted engineering requirements and customary engineering standards used in the City; and provide streets, paths, walkways and driveways located so as to enhance connectivity, circulation and safety and minimize any adverse traffic impact on the surrounding area.

Staff recommends approval of the preliminary plans subject to:

- Rezoning the property to "B-4" Planned Business District (see agenda item 4A).
- Concurrent with the submittal of construction plans, the developer's engineer shall provide a Final Stormwater Management Study that contains final design calculations for the stormwater system, including the analysis associated with the system draining to the PAC detention pond. The study shall be approved prior to issuance of a permit.
- The applicant's engineer shall submit detailed drawings and engineering calculations associated with the stormwater detention and stormwater treatment facilities. Drawings and calculations shall be approved prior to issuance of a grading permit.
- At the time of construction plan review, the Public Works staff will review the need for additional agreements, easements, and bonds associated with the construction of the stormwater detention and stormwater treatment facilities.
- At the time of construction plan review, the Public Works staff will review the construction plans associated with the Wastewater System Improvements.
- The developer's engineer shall provide erosion and sediment control plans in accordance with APWA 5100 design standards. Additional measures may be deemed necessary by City staff upon review. Practices such as a sediment basin or sediment trap may be evaluated at the time of construction plan review. Turf reinforcement mat shall be placed on any slopes of 3:1 or greater.
- Increasing the radius of the entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) in order to provide for a smoother flow in and out of the development.

- Widen the side street entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) as well to allow for easier movement in and out of the development.
- Lengthen the left turn lane from westbound 45 Highway to Julian Drive to a minimum of 270 feet (including the taper, deceleration and storage) to allow for zero slow down within the main line of 45 Highway.
- Redesign the frontage road from Julian Dr. to the development to be more defined and make it stop controlled (add a stop sign for side traffic) at the right-in, right-out entrance to allow traffic entering the site from 45 Highway to have the right of way.
- Verify that all access and internal drives can accommodate South Platte Fire Protection District's ladder truck and pumper trucks (specifications below). Adjust the site plan as necessary to accommodate these truck templates. The applicant has agreed to this condition.
- Stripe and sign the access at Julian Drive to provide storage for the northbound left turn vehicle queues and install traffic signs at the frontage road intersection telling drivers not to block access to and from the frontage road.
- Final approval of the landscape and screening plan by the Community Development Director.
- Approval of a development agreement in conjunction with the Final Development Plan approval to finalize agreements regarding participation in financing districts or other financial contributions to help fund traffic improvements in the 9 Highway Corridor.
- Any other conditions the Planning and Zoning Commission determines are necessary.

It should be noted that this recommendation is made without knowledge of facts and additional information which may be presented during the meeting. For that reason, the conclusions herein are subject to change as a result of evaluating additional information.

Necessary Action

Following consideration of the preliminary development plan and supporting materials, the factors discussed above and any testimony presented during the public hearing, the Planning Commission must recommend approval (with or without conditions) or denial of the application unless otherwise postponed. Unless postponed, the Planning Commission's action will be forwarded to the Board of Aldermen along with any explanation thereof for final action on May 5, 2015.

End of Memorandum

	4-24-15
Sean Ackerson, AICP	Date
Assistant City Administrator /	
Community Development Director	



COMMUNITY DEVELOPMENT
 8880 Clark Avenue
 Parkville, MO 64152
 (816) 741-9313
 (816) 741-8652 FAX

Case No.: P215-10
 Date Submitted: 2-26-15
 Hearing Date: 4-28-15 (REV)

Application for Planned District Development Permit

1. Applicant / Contact Information

Applicant(s)
 Name: QuikTrip Corporation
 Address: 5725 Foxridge Drive
 City, State: Mission, KS 66202
 Phone: 913-905-2059 Fax: 913-905-2080
 E-mail: mabrooks@quiktrip.com

Owner(s), if different from applicant
 Name: Same As Owner
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

Engineer and/or surveyor(s) preparing plat
 Name: Darla K. Holman, P.E.
 Address: 14005 W. 72nd Terrace
 City, State: Shawnee, KS 66216
 Phone: 913-248-9385 Fax: 913-962-5974
 E-mail: dkholmanpe@everestkc.net

Contact Person
 Name: Matt Brooks, QT Real Estate Project Manager
 Address: 5725 Foxridge Drive
 City, State: Mission, KS 66202
 Phone: 913-905-2059 Fax: 913-905-2080
 E-mail: mabrooks@quiktrip.com

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that development in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit.

Applicant's Signature (Required) *Matt Brooks* Date: 02/26/2015

Property Owner's Signature (Required) ~~Same As Owner~~ Date: _____

2. Property Information

Planned zoning district: B4 - Planned Commercial District
 Address or location: SE Corner of MO Hwy 45 & MO Hwy 9, Parkville, MO
If no address issued, submit legal
 Proposed use(s): Convenience Store with Fuel Offering

Gross acreage: 2.7085 Net acreage: 2.7085
 Open space acreage: 0.9575 Lot coverage (non-res): 1.7510
 Residential Lots: N/A Residential density (units/acre): N/A

Is proposal an alteration to an existing building or new construction? existing new

3. Public Improvements

Are any public improvements required for this project? Yes

Explain: Right turn lane on Hwy 45, public sidewalk relocation on Hwy 45, public sidewalk extension on 9 Hwy

Please note below other comments or factors relating to the proposed development:

4. Checklist of required submittals

- Completed application.
- Nonrefundable application fee of \$300.00.
- Certified list of property owners within 185' of subject property
- Fifteen (15) copies 24" x 36" size, or larger, one (1) 11 x 17 size copy, and one (1) electronic copy (pdf format) of the development plan showing features associated with the site such as structures, parking, access, loading areas and signage. The site plan should also show the accurate dimensions of the property and any features.
- Fifteen (15) copies 24" x 36" size, or larger, one (1) 11 x 17 size copy, and one (1) electronic copy (pdf format) of the floor plan and elevation views of the structure (2 complete sets of sealed building plans must be submitted to the Building Safety Division of the Community Development Department and the South Platte Fire Protection District for code compliance review before construction can occur).
- Fifteen (15) paper copies and one (1), electronic copy (pdf format) of any supporting documentation desired for presentation to the Planning Commission. Please note: after approval by the Planning Commission, 30 (thirty) copies of the 11 X 17 plan and any supporting information will be required to submit to the Board of Aldermen.
- Authorization signature of the applicant and owner of record of the property.

N/A If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.

For City Use Only

Application accepted as complete by: DEAN ACKERSON / COMM. DEV. DIR. 2-26-15
Name / Title Date

Application fee payment: Check # 1957 M.O. _____ Cash QUICKTRIP CORPORATION REAL ESTATE SPECIAL

Final reimbursable costs payment (if applicable). Date of Action: _____

Planning Commission Action: Approved Approved with Conditions Denied

Date of Action: _____

Conditions if any: _____

Board of Aldermen Action: Approved Approved with Conditions Denied

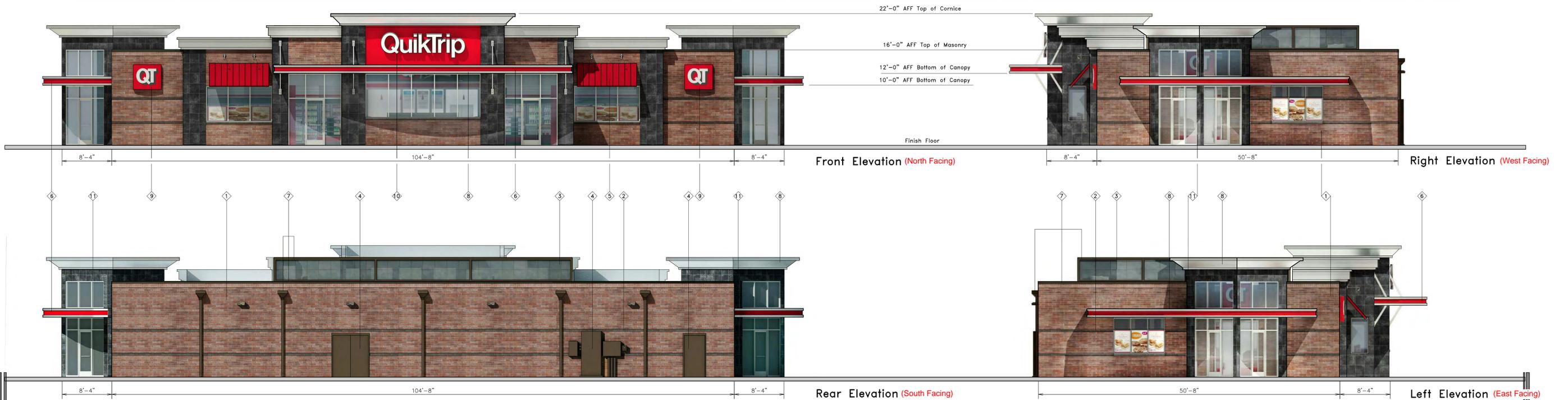
Date of Action: _____

Conditions if any: _____



Store 0189
02-0189-PE09

Parkville, MO
Date: 02.25.15 By:JK



QuikTrip.

4705 South 129th East Ave.
Tulsa, OK 74134-7008
P.O. Box 3475
Tulsa, OK 74101-3475
(918) 615-7700

Store # 0189 Angle Entry building elevations

Address: SEC of HWY 49 & HWY 9

City, State: Parkville, MO

Serial # 02-0189-BSTI

Scale: 1/8"=1'-0"

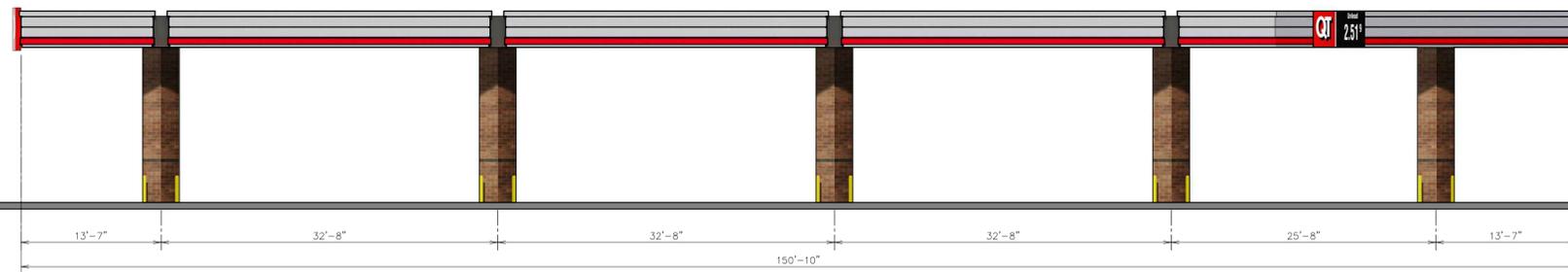
Issue Date: 02.24.15

Drawn By: JK

Rev/Notes:

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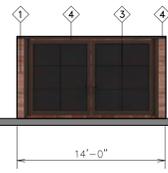
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1	BRONZESTONE	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
2	MIDNIGHT	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
3	BLACK	ALL COURT FABRICS	POLYPRO 95 MESH
4	OT BROWN	SHERWIN WILLIAMS	PAINT
5	OT RED	LANE	STANDING SEAM AWNING
6	RED POLYCARBONATE	ALLEN INDUSTRIES	ILLUMINATED BAND
7	DARK BRONZE	LANE	WEL/PAIN
8	HLZ-ALUMINUM	ALPOLIC	FASCIA
9	OT-20	ALLEN INDUSTRIES	ILLUMINATED SIGNAGE
10	OT-60R	ALLEN INDUSTRIES	SIGNAGE
11	MPD4 - RADIANT IRON	DAL TILE	PORCELAIN TILE



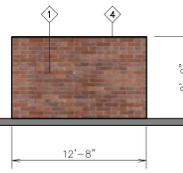
Front Elevation (North Facing)



Left Elevation (East Facing)



Front Elevation (West Facing)



Side Elevation (North/South/East Facing)



Right Elevation (West Facing)



QuikTrip.

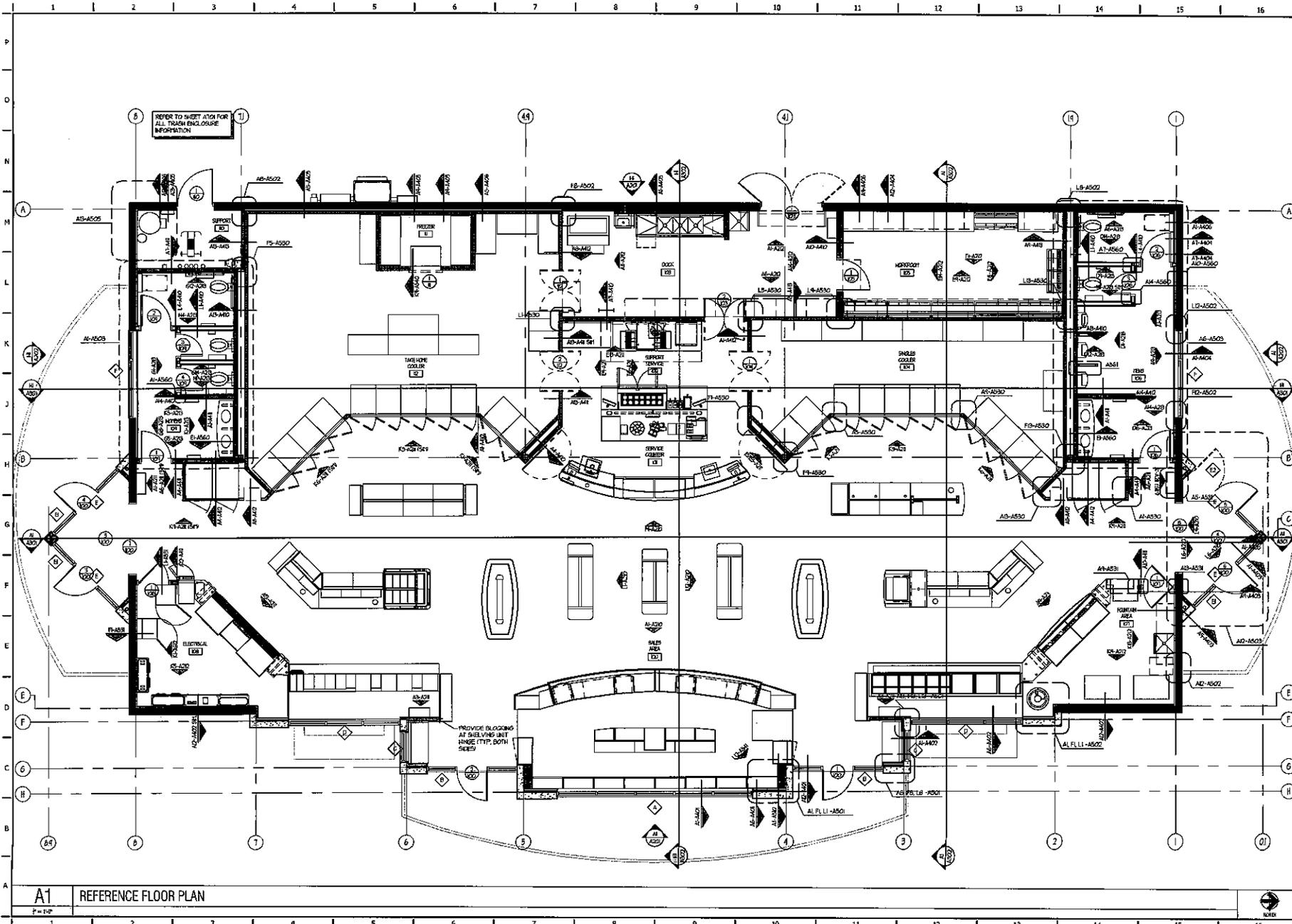
4705 South 129th East Ave.
Tulsa, OK 74134-7008
P.O. Box 3475
Tulsa, OK 74101-3475
(918) 615-7700

Store #	0189	Right Chamfered Canopy	Address:	SEC of HWY 49 & HWY 9	City, State:	Parkville, MO	
Serial #	02-0189-GD09	Scale:	1/8" = 1'-0"	Issue Date:	02.24.15	Drawn By:	JK

Rev/Notes:	

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①	FINISH	MANUFACTURER	SPECIFICATION
1	BRONZESTONE	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
2	MIDNIGHT BLACK	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
3	BLACK	ALL COURT FABRICS	POLYPROP 95 MESH
4	DARK BRONZE	PLANE	METAL PAINT
5	IDC-20	ALLEN INDUSTRIES	ILLUMINATED SIGNAGE
6	RED POLYCARBONATE	ALLEN INDUSTRIES	ILLUMINATED BAND
7	PEL-ALUMINUM	ALPOLIC	CANOPY
8	IDCP-SOUL	ALLEN INDUSTRIES	ILLUMINATED SIGNAGE



QuikTrip No. 0189
SEC OF 45 AND 9 HIGHWAY
PARAVILLE, MISSOURI



PROJECT: P-18
OWNER: QUICK TRIP
LOCATION: 02N 11E
DATE: 06-06-13

REV	DATE	DESCRIPTION

SHEET TITLE:
REFERENCE FLOOR PLAN

SHEET NUMBER:
A101

A1 REFERENCE FLOOR PLAN



FILE LOCATION: C:\Civil_3D\Projects\02189\dwg\02-0189_Civil.dwg TAB NAME: Site PDP (2) USER: bowerman SAVEd: 4/23/2015 7:25 PM PLOTTED: 4/24/2015 8:05 AM



PROJECT NO.: 02-0189
 DARLA K HOLMAN, PE
 HOLMAN ENGINEERING
 6734 RED OAK
 SHAWNEE, KS 66217
 P 913.248.9385
 F 913.962.5974
 dkholmanpe@everestkc.net
 engineering

QuikTrip No. 0189
 8601 NW 45 HIGHWAY
 PARKVILLE, MISSOURI 64152



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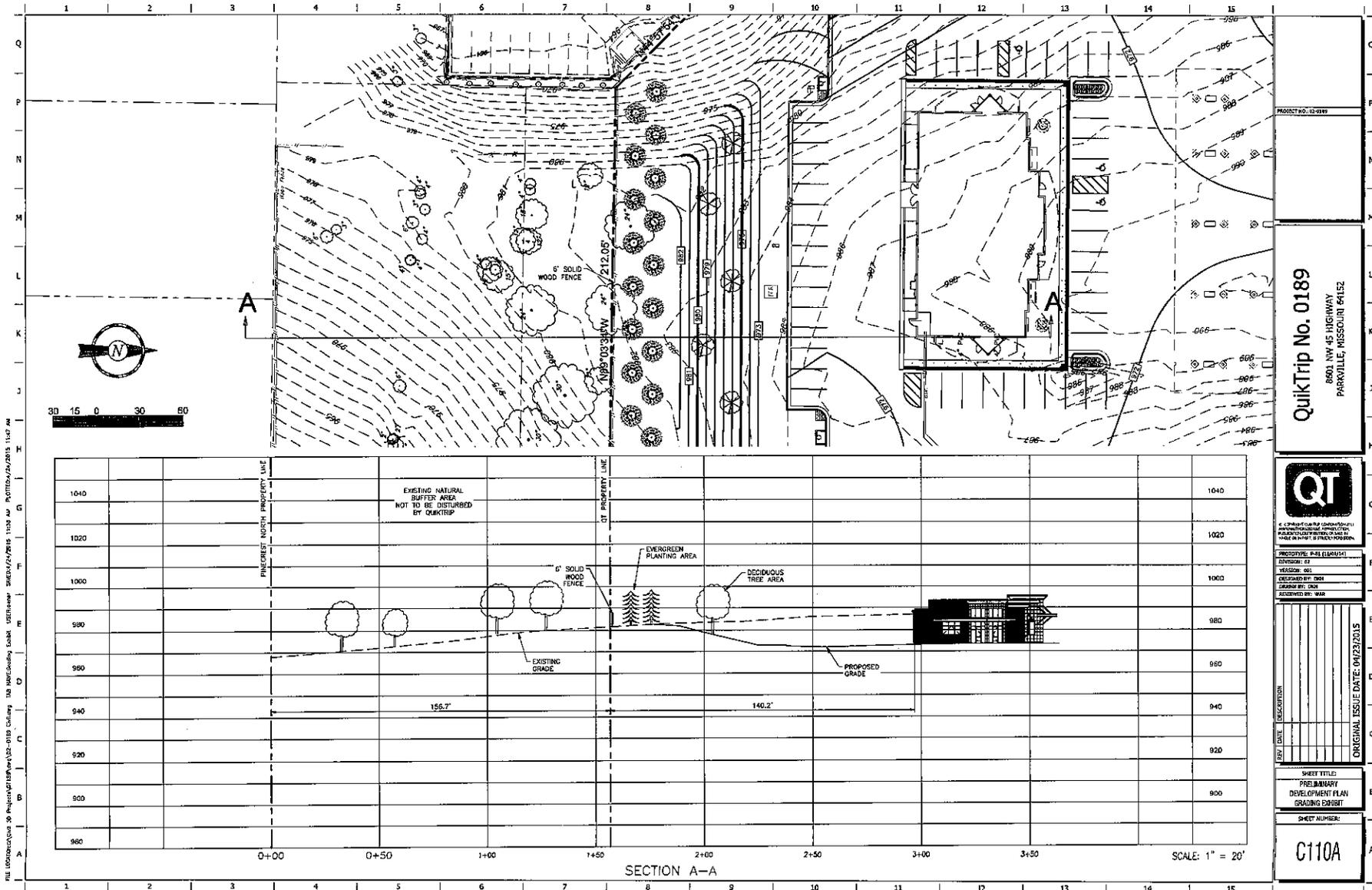
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 DIVISION: 02
 VERSION: 001
 DESIGNED BY: DKH
 DRAWN BY: DKH
 REVIEWED BY: WAR

REV	DATE	DESCRIPTION

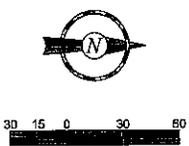
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SHEET TITLE:
 PRELIMINARY
 DEVELOPMENT PLAN
 OVERALL SITE - AERIAL

SHEET NUMBER:
C100A



File: G:\Construction\38 Projects\0189\0189\0189.dwg Plot Date: 01/23/2015 11:47 AM
 User: jkennedy Job: 0189 Job Path: G:\Construction\38 Projects\0189\0189.dwg



PROJECT NO. 0189

QuikTrip No. 0189
 8601 NW 45 HIGHWAY
 PARKVILLE, MISSOURI 64152

QT
 QUICKTRIP CORPORATION
 10000 N. MISSOURI AVENUE
 OVERLAND PARK, MISSOURI 66210
 PHONE: (816) 875-1000

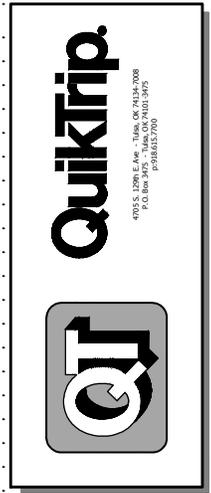
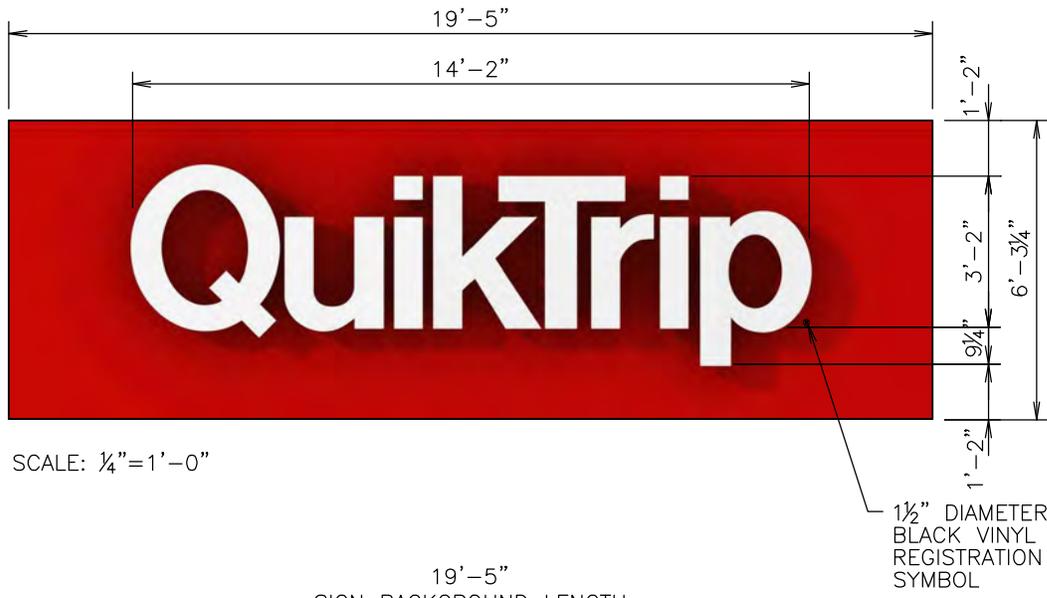
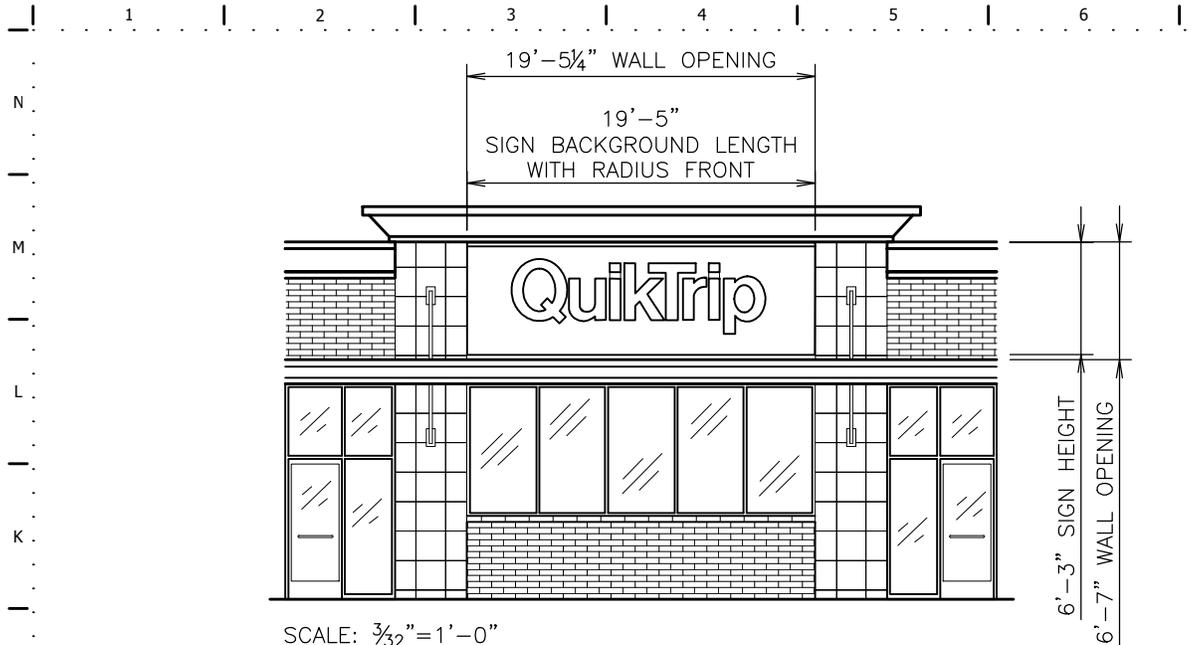
PROJECT: 0189 (01/23/2015)
 DESIGN: JJK
 DESIGNER: JJK
 CHECKER: JJK
 SCALE: 1" = 20'

REV.	DATE	DESCRIPTION

ORIGINAL ISSUE DATE: 01/23/2015

SHEET TITLE:
 PRELIMINARY
 DEVELOPMENT PLAN
 GRADING EXPERT

SHEET NUMBER:
C110A



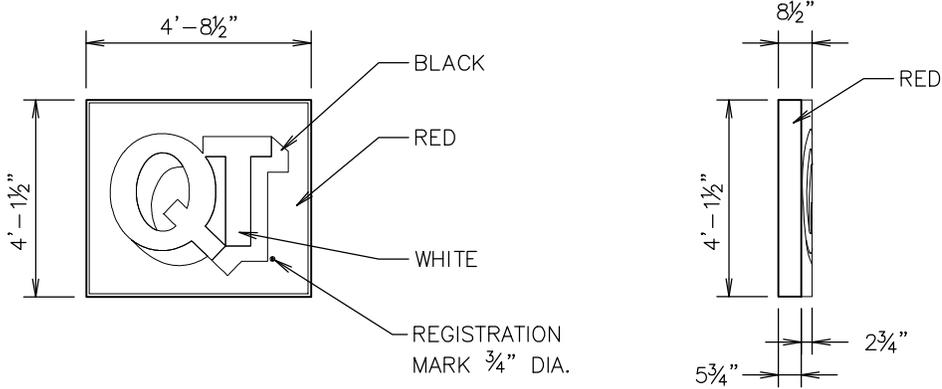
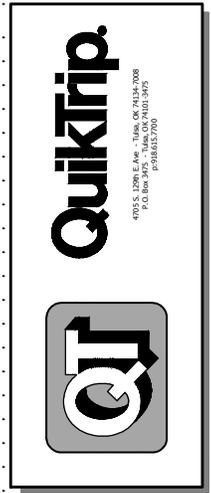
Channel Letters
Wall Sign
CL-60R

NOTES			
		DRAWN BY	ISSUE DATE
			11/07/12

SQUARE FOOTAGE	89	121
TYPEFACE		
INSIDE CAN		
ENTIRE SIGN		

SPECIFICATIONS:	
Letters	6" deep Channel Letters, 3/16" formed Cyro Translucent White face, Aluminum Construction. Letter Returns painted Benjamin Moore 2134-30 Iron Mountain. Internally illuminated with GE Tetra MiniMax 65K White/GE PS12-60 Power Supplies. Halo backlit illuminated with Red GE Tetra MiniMax/GE PS12-60 Power Supplies. Letters are projected 4" off back panel with Lag Bolts.
Red Back Panel	.125 thick Aluminum, painted to match 3M Cardinal Red Translucent #3632-53 with Akzo Nobel, Satin Finish.

SCALE:	AS NOTED
SERIAL NUMBER:	
	CL-60R
STORE NUMBER:	



Building ID
IDB-20

NOTES	
DRAWN BY	
ISSUE DATE	11/07/12

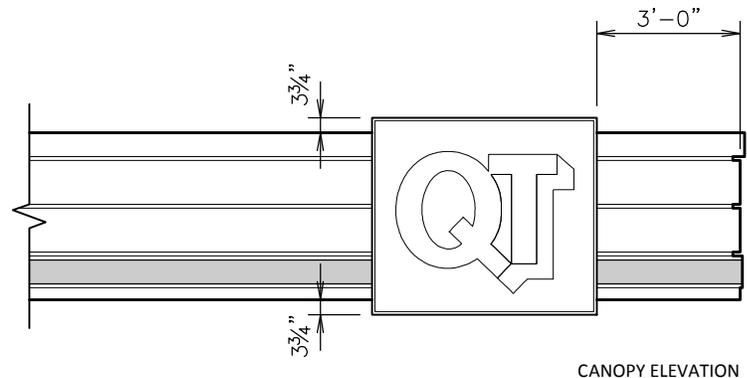
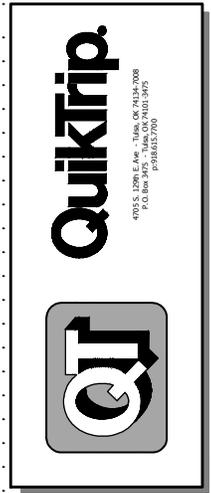
SQUARE FOOTAGE	
TYPEFACE	12
INSIDE CAN	
ENTIRE SIGN	20

SPECIFICATIONS:

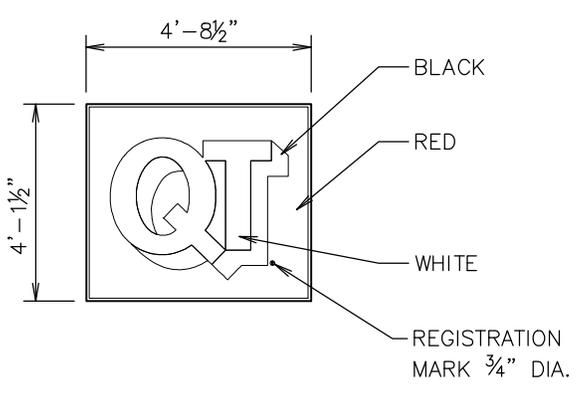
LOGO
Flat Solar grade, Clear Cyro Face, .177 thickness, painted on 2nd surface to match 3M Cardinal Red Translucent #3632-53 with Akzo Nobel, no embossment.

LOGO Cabinet
Aluminum Construction, Internally illuminated with GE Tetra PowerStrip DS65/GE PS24 Power Supplies. Painted Akzo Noble, QT Red SIGN9141 Low Gloss.

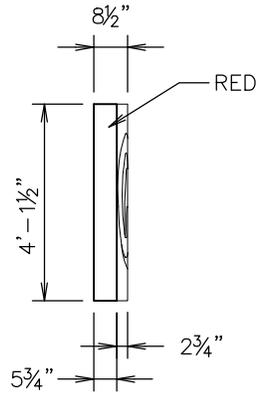
SCALE:	
1/4" = 1'-0"	
SERIAL NUMBER:	
IDB-20	
STORE NUMBER:	



CANOPY ELEVATION



FRONT ELEVATION



SIDE ELEVATION

Canopy ID
IDC-20

NOTES	
DRAWN BY	
ISSUE DATE	11/07/12

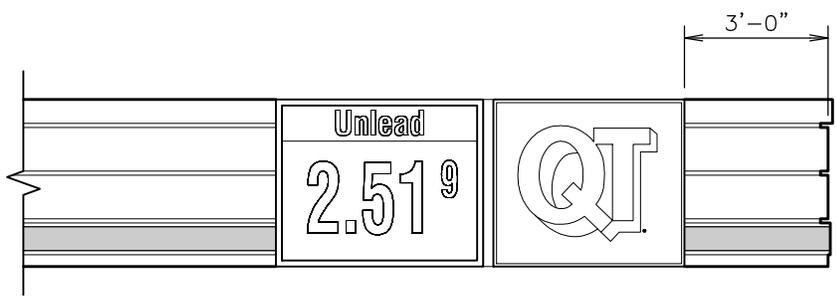
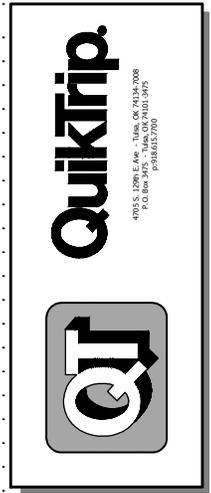
SQUARE FOOTAGE		
TYPEFACE	10	
INSIDE CAN		
ENTIRE SIGN		20

SPECIFICATIONS:

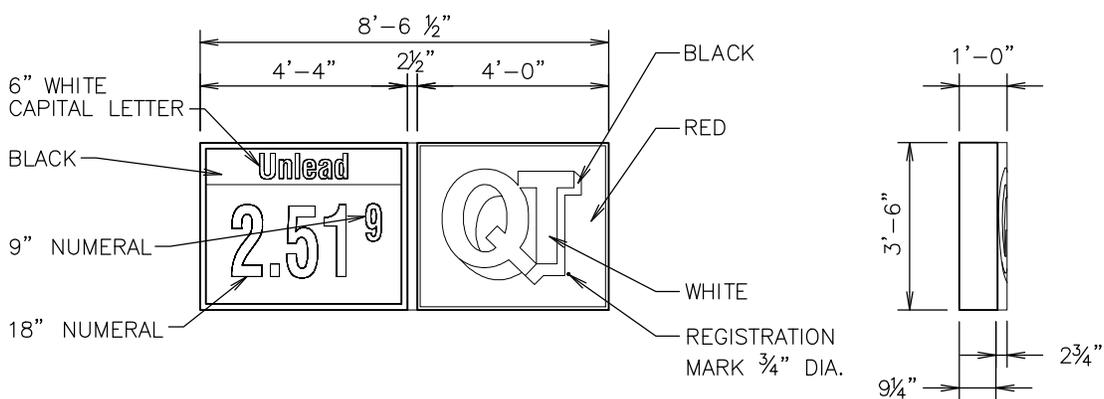
LOGO
Flat Solar grade, Clear Cyro Face, .177 thickness, painted on 2nd surface to match 3M Cardinal Red Translucent #3632-53 with Akzo Nobel, no embossment.

LOGO Cabinet
Aluminum Construction, Internally illuminated with GE Tetra PowerStrip DS65/GE PS24 Power Supplies. Painted Akzo Noble, QT Red SIGN9141 Low Gloss.

SCALE:	1/4" = 1'-0"
SERIAL NUMBER:	
IDC-20	
STORE NUMBER:	



CANOPY ELEVATION



FRONT ELEVATION

SIDE ELEVATION

Canopy
 Pricer ID
 IDCP-30UR

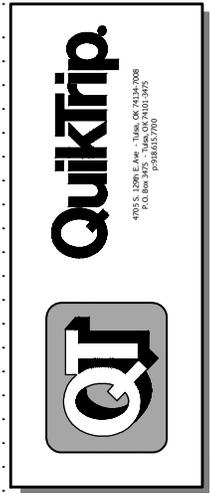
NOTES	
DRAWN BY	
ISSUE DATE	11/07/12

SQUARE FOOTAGE	
TYPEFACE	14
INSIDE CAN	
ENTIRE SIGN	30

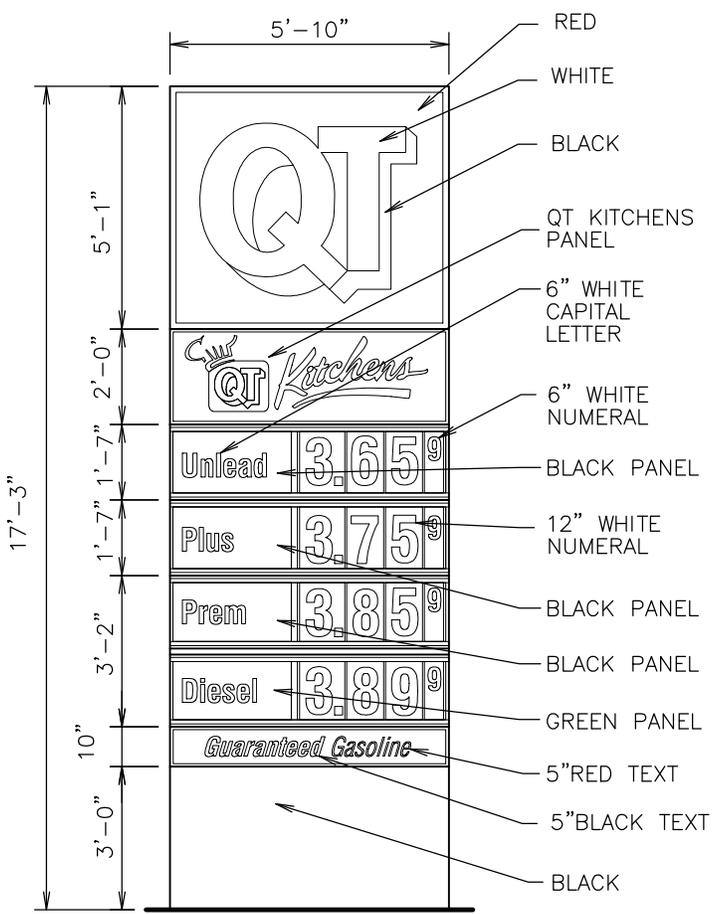
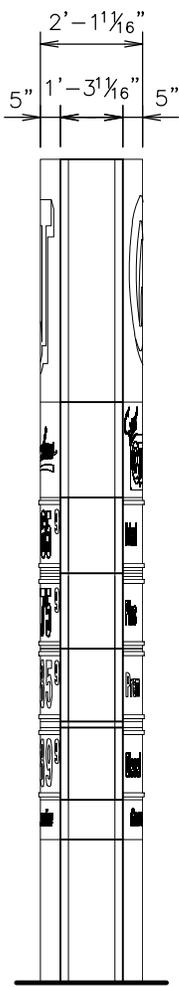
SPECIFICATIONS:

- LOGO - Flat Solar grade, Clear Cyro Face, .177 thickness, painted on 2nd surface to match 3M Cardinal Red Translucent #3632-53 with Akzo Nobel, no embossment.
- Pricer - Flat Solar grade, Clear Cyro Face, .177 thickness, painted on 2nd surface, Akzo Noble Black, Scrolling Price Numerals, White Helvetica Condensed font, Unlead Product Panels, White text area, painted 2nd surface Akzo Nobel Opaque Black.
- LOGO Cabinet/Pricer Cabinet - Aluminum Construction, Internally illuminated with GE Tetra PowerStrip DS65/GE PS24 Power Supplies. LOGO Cabinet painted Akzo Noble, QT Red SIGN9141 Low Gloss. Pricer Cabinet painted Akzo Noble Black Low Gloss. Accent Trim section painted 1st surface Akzo Noble Silver-Low Gloss.

SCALE:	
1/4" = 1'-0"	
SERIAL NUMBER:	
IDCP-30UR	
STORE NUMBER:	



Vertical Monument Sign
MV12-4PGQ



NOTES			
		DRAWN BY	XXX
		ISSUE DATE	12/9/14

SQUARE FOOTAGE	TYPEFACE	
	INSIDE CAN	
	ENTIRE SIGN	84

SPECIFICATIONS:

- Logo:** Flat Solar grade, Clear Cyro Face, .177 thickness, painted on 2nd surface to match 3M Cardinal Red Translucent #3632-53, Akzo Nobel, no embossment.
- QT Kitchens Panel:** Sign panel
- Unlead, Plus & Premium Panels:** .177" thickness Cyro Acrylic with 1/4" Radius Corners. Panels are painted 2nd Surface with Akzo Noble Opaque Black Background with Translucent White Text
- Diesel Panel:** .177" thickness Cyro Acrylic with 1/4" Radius Corners. Panels are painted 3M 3632 GPS-26 Green with Matching PMS #349C Green with Translucent White Text
- Logo Cabinet/Pricer Cabinet/Base:** Aluminum Construction, Internally illuminated with GE Tetra PowerStrip DS65/GE PS24 Power Supplies. LOGO Cabinet painted Akzo Noble, QT Red SIGN9141 Low Gloss. Pricer Cabinet and Base painted Akzo Noble Black Low Gloss. Accent Trim section painted 1st surface Akzo Noble Silver-Low Gloss.
- Guaranteed Gasoline Panel:** Sign panel

SCALE:

1/4" = 1'-0"

SERIAL NUMBER:

MV12-4PGQ

STORE NUMBER:

**PRELIMINARY
STORM WATER
DRAINAGE
REPORT**

for

QuikTrip Store #0189

***Missouri Highway 45 & Missouri Highway 9
Parkville, Missouri***

***Prepared For:
QuikTrip Corporation
5725 Foxridge Drive
Mission, Kansas 66202***

***Prepared By:
Darla K. Holman, P.E.
Project Civil Engineer
6734 Red Oak Drive
Shawnee, Kansas 66217
913.248.9385***

February 23, 2015

ENGINEER'S CERTIFICATION
Preliminary Storm Water Drainage Report
QuikTrip Store #0189

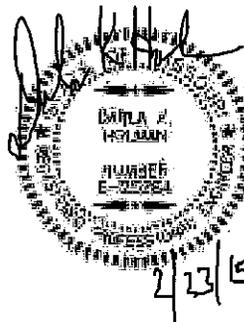
MO HWY 45 & MO HWY 9
Parkville, Missouri

I Hereby Certify that this Engineering Document was prepared by me and that I am a duly Registered Professional Engineer under the laws of the State of Missouri.


Darla K. Holman, P.E.
Project Civil Engineer
Missouri Registration No. 13652

February 23, 2015

Date



Seal

REPORT PURPOSE

This preliminary report has been prepared to detail the preliminary design concept for the storm water management and water quality treatment proposed for the QuikTrip Store #0189 facility to be located at the southeast corner of Missouri Highway 45 and Missouri Highway 9.

PROJECT SUMMARY

QuikTrip Corporation is proposing to build a new Generation III convenience store at the southeast corner of Missouri Highway 45 and Missouri Highway 9 in Parkville, Missouri. The store will be oriented to face Missouri Highway. The new facility will feature a 5,858 square feet convenience store and a 9 multi-dispenser fueling canopy. The property, after right of way purchase, will contain 117,982 s.f. (2.7085 acres).

EXISTING DEVELOPMENT

The existing property once contained two residential lots. Based on historical images from Google Earth, the original homes and gravel driveways were removed around 2007. From these images it was determined that the property once contained approximately 4,025 s.f. of impervious roof areas, and approximately 19,573 s.f. of gravel driveways (approximately 11.7% impervious).

The property is on a hill crest. No off-site storm water currently drains across the property. The property currently is divided into three drainage areas as detailed on the Pre-Development Drainage Map included in the Appendix. Runoff calculations for the 50% and 1% storm events are included on the map.

PROPOSED DEVELOPMENT

The proposed development will contain 76,274 s.f. of impervious area (64.6%). An on-site storm drainage system will be designed to capture a majority of the 1% storm water runoff from the site's impervious areas and direct it through an underground detention system. Water Quality Storm Inlet Insert Filters and a Water Quality Proprietary Unit will be installed to meet the required Value Rating for the development.

Since there are no downstream systems available on the east side of Missouri Highway 9 (within public right of way or within public storm drainage easements); a storm pipe is proposed to be installed from the QuikTrip site to an existing grated intake on the west side of the Highway 9. This existing public system will require analysis to ensure it can handle the additional discharge from the QuikTrip development. Peak discharge from the QuikTrip development will be limited to the allowable release rates detailed in the Section 5600 of APWA. The QT detention system can be enlarged and the peak discharge decreased if required by the capacity of the public storm system.

A majority of the site's storm water runoff will be discharged to Missouri Highway 9 thus practically eliminating any storm water discharge to the east and south. For this reason, the peak discharge from the detention cannot exceed the current peak discharge limitations from the existing drainage area that currently discharges to MO Highway 9 (Drainage Area 3 on the Pre-Development Drainage Map).

WATERSHED

This property lies within the Riss Lake watershed.

FLOODPLAIN CERTIFICATE

According to "Flood Insurance Rate Map" Community Panel No. 290291007-B, as published by the Federal Emergency Management Agency, this property lies within Zone C, areas of minimal flooding, determined to be outside the 100 year and 500 year flood plain.

STORM WATER PEAK RUNOFF CONTROL

The storm water management system for this site is inevitably controlled by the outlet point (the existing flowline of the area intake on the west side of MO Highway 9). The proposed underground detention elevation is controlled by the curb inlet and vane drain on the access drive at the bank property.

The allowable peak flows from the site will be limited to the existing drainage area's peak flows currently flowing to Missouri 9 Highway. The allowable peak flows were calculated assuming an undeveloped site. Since only 1.5888 acres currently discharge to this area the maximum peak discharges from the detention facility must be limited to (refer to Pre-Development Drainage Area Map):

2 year – 2.52 cfs
5 year – 3.48 cfs
100 year – 6.16 cfs

However, the APWA manual restricts runoff from a development as follows:

2 year – 0.5 cfs / acre or $2.52 \times 0.5 = 1.26$ cfs
5 year – 2.0 cfs / acre or $2.52 \times 2.0 = 5.04$ cfs
100 year – 3.0 cfs / acre or $2.52 \times 3.0 = 7.56$ cfs

Since 2,188 s.f. (0.0502 acres) of proposed impervious area will bypass the detention the allowable release rate for each storm event must be limited to:

2 –year : 1.26 cfs – 0.24 cfs = 1.02 cfs
5 – year: 3.48 cfs – 0.33 cfs = 3.15 cfs
100-year: 6.16 cfs – 0.58 cfs = 5.58 cfs

A preliminary underground detention system has been sized and designed with a staged release system that will result in the following storage/discharge values:

Storm Event	Storage Used	Peak Discharge
2-year	12,341 c.f.	0.766 cfs
10-year	20,253 c.f.	1.9444 cfs
100-year	30,323 c.f.	4.820 cfs

The preliminary detention system design contains 31,945 c.f. of storage in an 8-foot diameter underground pipe system. The staged discharge will be controlled by three orifices (2", 6" and 8").

WATER QUALITY TREATMENT

To address the water quality for this site, calculations were performed to determine the required Value Rating (VR) for the site and develop a BMP Mitigation Package for the proposed improvements per the 2012 APWA BMP Manual. Because the site once contained residential lots, these were considered when determining the required level of service. Worksheets for these calculations are included in the Appendix and are detailed as follows:

Step 1: Determine the amount of site area to be disturbed by redevelopment activities. Calculate the required area for treatment by subtracting the amount of existing impervious area within the disturbed area from the total disturbed area.

Total Disturbed Area: 2.71
Required Area for Treatment: $2.71 - 0.31 = 2.40$

Step 2: Calculate the proposed percent impervious for the post-development condition by dividing the net increase in impervious area within the disturbed area by the required area for treatment. Enter Table 4.3 with the result to determine the required Level of Service.

Net Increase in Impervious: $1.68 - 0.31 = 1.37$.
Proposed Percent Impervious: $1.37 / 2.40 = 0.57$ or 57%
Required Level of Service from Table 4.3 is 5.8

Step 3: Determine the Minimum Required Total Value Rating of the BMP by multiplying the LS by the required area for treatment.

Total Required Value Rating: $5.8 \times 2.40 = 13.91$

Step 4: Calculate the Mitigation Package Total VR based on assigned VR for each BMP and the area of the site that the BMP would treat. If the proposed Mitigation Package does not meet the required Total VR, apply different BMPs or apply multiple BMPs in a “treatment train” approach.

Mitigation Package Total Value Rating:	
Areas to WQ Unit & WQ Inlet Inserts (TT)	$2.17 \times 8.0 = 17.36$
Areas to WQ Unit	$0.35 \times 5.0 = 1.75$
Areas of bypass	$0.19 \times 0.00 = \underline{0.00}$
Total VR	$19.11 > 13.04$

PROPRIETARY UNITS

Since this is a fuel dispensing facility (labeled as a “hot spot” in the BMP manual) it has the capability of producing higher concentrations of pollutants and best management practices should be considered in the design. When a development is considered a “hot spot”, a water quality protection package should be created that avoids the use of typical BMPs (such as infiltration practices) in order to avoid contributing to groundwater contamination. For this reason two separate proprietary units are proposed to treat water quality. One system will be a curb inlet insert that contains a filter to capture hydrocarbons. These will be installed at every curb inlet on the property. Several options for these curb inlet inserts are under review. Two options are included in the appendix. The second system is a FloGard Dual –Vortex with oil filter by Kristar. This unit will be placed downstream from the storm water detention facility so almost all of the storm water runoff from this property will be treated. Detailed information on these units can be found in the Appendix.

STORM DRAINAGE SYSTEM DESIGN METHODOLOGY

The Rational Method will be used to calculate the peak discharges. The site's storm sewer systems will be designed to convey the 100-year storm peak runoff to the proposed storm water detention facility.

The design of the on-site storm drainage systems will be included in the Final Storm Water Drainage Report.

CONCLUSION

A storm water detention system will be designed and constructed to meet and exceed the City's Storm Drainage Design Criteria. The peak storm water discharge from the property will be less than the undeveloped site's peak storm water discharge for the 2-year, 10-year and 100-year storm events. This should prevent any adverse effects on adjacent properties.

A water quality mitigation package is proposed that will treat the water quality to meet and exceed the 2012 APWA BMP Manual. With the use of the proprietary units, all runoff from the property can safely be released to the existing public storm sewer system and more importantly to Riss Lake.

6.0 RECOMMENDATIONS & CONCLUSIONS

This study considered the impact of a proposed convenience market with fueling positions located in the southeast quadrant of the intersection of Highway 45 and Highway 9 in Parkville, Missouri. The study determined the impacts that the proposed QuikTrip will have on traffic operations. Based on the results of the capacity analyses and field observations, the following conclusions and recommendations are made for the study area.

Existing Conditions

Study intersections are currently operating overall at acceptable levels of service during the AM and PM peak hour periods with the exception of the eastbound side street movements at the unsignalized intersections of Highway 9 with Lewis Street and NW 63rd Street, specifically during the PM peak hour period. Current volumes at the above intersections are on the threshold for satisfying the Peak Hour Warrant, Warrant 3, for signalization. Based on both signal warrant and intersection spacing criteria conditions at these unsignalized intersections will be monitored under the existing plus development scenario to determine whether intersection improvements are necessary. At remaining unsignalized study intersections, queuing is not expected to exceed one vehicle. The following roadway improvements are recommended regardless of whether the proposed development moves forward or not:

Highway 45 & Highway 9

- Complete the concept study, “Highway 9 Corridor Study”, to review Highway 9 in depth and make recommendations for improving capacity, walkability, and aesthetics.

Highway 9 & Lewis Street

- Add an eastbound left-turn lane at the intersection with storage of approximately 75’.

Existing plus Development Conditions

Signal warrants at Highway 9 and Lewis Street are just over the threshold for warranting a signal in the PM peak hour period only. This is primarily due to existing background volumes. Meeting one of the eight warrants for signalization does not indicate that a signal be installed considering none of the other warrants for signalization are met at the intersection as well as MoDOT recommended spacing criteria. Considering this, operations at the unsignalized intersection of Highway 9 and Lewis Street can be expected to decrease slightly for side street traffic, specifically the eastbound movement. However, vehicles utilizing the eastbound leg at Highway 9 and Lewis Street may be inclined to utilize other public streets to enter Highway 9 via the Lewis Street access to Highway 45 just northwest of the site due to operations at the intersection. With the addition of the proposed development volumes, the following roadway improvements are recommended:

Highway 9 & Lewis Street

- Restripe the existing westbound left-turn lane to allow for a 75' storage lane.

Highway 45 & Drive 3

- Capacity analysis with and without the proposed Drive 3 is similar, however, internal site circulation is improved with the right-in/right-out centrally located drive. Drive 3 is recommended to be installed as far from Highway 9 to come as close as possible to suggested drive spacing.
- Install a 150' minimum eastbound right-turn lane (plus taper length) at the Drive 3 entrance.
- Consideration should be given to control vehicles east and westbound on the internal site drive to allow vehicles entering the site free-flow.

Highway 45 & Site Drives

- All proposed site drives shall have a minimum of 75' throat distance and are recommended to be installed with the development.

Highway 45 & Julian Drive

- Provide striping for two northbound exiting lanes and a single entering lane along the length of available 3-lane roadway to define lane assignment, approximately 90'.

Future Year 2035 Conditions

Increased queuing and delay along the corridor during the future scenario can be attributed to an increase in background traffic and is not associated with the proposed development. Signalized and unsignalized intersections are expected to operate at unacceptable levels or service without improvements along Highway 9 and at the intersection of Highway 45 and Highway 9. With the addition of the future growth volumes, the following roadway improvements are recommended:

Highway 45 & Highway 9

- Add a northbound thru lane extending from the existing northbound right-turn lane at Highway 9 and Lewis Street.
 - This improvement is recommended due to potential queuing between the intersections of Highway 45 and Lewis Street along Highway 9.
- Modify the southbound right-turn lane to a right/thru-lane that will continue south to 63rd Street.
- Add an additional westbound left-turn lane with a 300' storage lane.
- Extend the southbound left-turn lane to 300'

Highway 9 & NW 63rd Street

- Add a southbound right-turn lane that will terminate the thru lane that extends past Highway 45 along Highway 9.

**CITY OF PARKVILLE
INTRACITY COMMUNICATION**

APRIL 24, 2014

TO: SEAN ACKERSON
FROM: ALYSEN ABEL

RE: PLAN REVIEW COMMENTS – APRIL 28, 2015 PC MEETING

QUIKTRIP
PUBLIC WORKS COMMENTS

Stormwater

The applicant submitted a preliminary stormwater management study that evaluated the stormwater issues associated with the site. The City has reviewed and approved the preliminary stormwater study. A final stormwater study should be submitted at the time of construction plan submittal containing final design calculations.

The applicant's engineer evaluated the need for stormwater detention. The calculations were based on APWA 5600 design standards, as well as the City's adopted Stormwater Management Program and Chapter 507. The applicant will provide the necessary detention volume in an underground detention system. Final calculations and design details associated with the detention area will need to be submitted at the time of construction plan submittal.

The applicant's engineer evaluated the need for stormwater treatment. The calculations were based on the APWA BMP Manual. The applicant will provide the necessary water quality in (1) catch basin inserts and (2) hydrodynamic separators. Final calculations and design details associated with the stormwater treatment facilities will need to be submitted at the time of construction plan submittal.

There are known stormwater issues downstream of the Parkville Commons development. The current plan shows a storm sewer pipe connecting to the system that drains Parkville Commons, and connects to the PAC detention pond. There is limited right-of-way along Hwy 9, which limits the developer's engineer from draining the system on the east side of the highway. The developer's engineer will review the

stormwater calculations associated with shifting the drainage to the west side of Hwy 9. Their engineer will review the peak discharges associated with the flow into and out of the PAC detention pond. This analysis will be submitted with the construction plans.

Traffic

The developer's engineer (Olsson Associates) prepared a Traffic Impact Study for the QuikTrip. The City contracted with George Butler Associates (GBA) to perform a peer review of the Traffic Impact Study. The traffic study included the anticipated volumes associated with the proposed development for the Existing, Existing plus Development Conditions, and Future Conditions.

Olsson Associates prepared the Traffic Impact Study for the QuikTrip application, the same team also prepared the previously proposed Lake Pointe Lodge Traffic Impact Study. The City has contracted with GBA for the peer review of the study for both traffic studies. Having the same team to prepare and review the studies will provide consistency between the two studies.

Based on the results of the traffic study, signal warrants at Highway 9 and Lewis Street are not expected to be satisfied with this development. The placement of a signal at this location also does not meet MoDOT's spacing criteria.

The study recommended changes to the following areas:

- Hwy 9 & Drive north of Gomer's – Restripe the existing westbound left turn lane to allow a 75-foot of storage lane.
- Hwy 45 & North Drive – Construct a right-in/right-out entrance, with an eastbound right turn lane w/ 150-feet of storage lane, and allow free flow in the drive entrance.
- Hwy 45 & Site Drives – Provide 75-feet of storage distance on each drive entrance.
- Hwy 45 & Julian Drive – Provide striping for two northbound exiting lanes and a single entrance lane, approximately 90-feet of storage distance.

The design of the public improvements listed above will be reviewed with the final construction plan submittal.

Wastewater

Improvements will be made to the existing sanitary sewer main on the south side of the project site. The sewer drains to the Pinecrest Pump Station to the south. Staff has

reviewed the current flows against the anticipated flows with the project. The current capacity of the Pinecrest Pump Station has enough capacity to handle the additional development.

The design of the wastewater system improvements will be reviewed with the final construction plan submittal.

Erosion Control

Erosion Control measures will be reviewed with the final construction plan submittal.

The Public Works staff can recommend approval with the following conditions:

- a. Concurrent with the submittal of construction plans, the developer's engineer shall provide a Final Stormwater Management Study that contains final design calculations for the stormwater system, including the analysis associated with the system draining to the PAC detention pond. The study shall be approved prior to issuance of a permit.
- b. The applicant's engineer shall submit detailed drawings and engineering calculations associated with the stormwater detention and stormwater treatment facilities. Drawings and calculations shall be approved prior to issuance of a grading permit.
- c. At the time of construction plan review, the Public Works staff will review the need for additional agreements, easements, and bonds associated with the construction of the stormwater detention and stormwater treatment facilities.
- d. The applicant shall provide the following improvements in accordance with the traffic study:
 1. Hwy 9 & Lewis Street – Restripe the existing westbound left turn lane to allow a 75-foot of storage lane.
 2. Hwy 45 & North Drive – Construct a right-in/right-out entrance, with an eastbound right turn lane w/ 150-feet of storage lane, and allow free flow in the drive entrance.
 3. Hwy 45 & Site Drives – Provide 75-feet of width on each drive entrance.

4. Hwy 45 & Julian Drive – Provide striping for two northbound exiting lanes and a single entrance lane, approximately 90-feet wide.
- e. At the time of construction plan review, the Public Works staff will review the construction plans associated with the Wastewater System Improvements.
- f. The developer's engineer shall provide erosion and sediment control plans in accordance with APWA 5100 design standards. Additional measures may be deemed necessary by City staff upon review. Practices such as a sediment basin or sediment trap may be evaluated at the time of construction plan review. Turf reinforcement mat shall be placed on any slopes of 3:1 or greater.

March 20, 2015

Alysen Abel, P.E.
Public Works Director
Parkville City Hall
8880 Clark Avenue
Parkville, MO 64152

SUBJECT: Review of Traffic Impact Study and Driveway Geometry for
QuikTrip Store Development

Dear Ms. Abel,

We thank you for this opportunity to work with you and the City staff on this project. As authorized by the City's Work Authorization dated March 9, 2015, GBA has completed a review of the traffic Impact Study (TIS) and the driveway geometry submitted for the QuikTrip Store development which is to be located along the east side of Missouri Route 9 at the intersection with Missouri Route 45 in Parkville.

Proposed Development

The proposed development, according to the TIS includes 5,858 square feet of convenience market with 18 positions to dispense vehicle fuel located south of Mo Rte 45 and east of Mo Rte 9.

Development Site Access

The TIS and the site plan indicate that the development site would be served by three access driveways. Drive 1 utilizes an existing, three-lane driveway generally opposite the intersection with Lewis Street. This drive currently serves only a banking facility which abuts the south side of the QuikTrip site.

Drive 2 consists of a connection from the QuikTrip site to an existing private road which connects with Julian Drive. The existing private road provides access for another banking facility and a church which abut the east side of the QuikTrip site. Julian Drive provides a three-lane connection to a T-type intersection with Mo Rte 45, which is about 920 feet east of the intersection at Mo Rte 9. Julian Drive serves as a connector to residential developments to the south and east of this T-type intersection. The existing private road intersects Julian Drive about 60 feet south of the Mo Rte 45 intersection.

Drive 3 is a proposed new 2-lane, right-in-right-out driveway directly onto Mo Rte 45 from the QuikTrip site. This drive is located about 300 feet east of the intersection at Mo Rte 9.

Design Traffic Volumes

The TIS report stated that the traffic counts were recorded in January 2012. However, the traffic count data in the report appendix indicated that the counts were recorded at 62nd & Mo Rte 9 in January, 2011 and at Clark Avenue & Mo Rte 9 in February, 2013. Although this should be reconciled, the fact that the traffic counts are 2 or 3 years old should not have any effect on the conclusions of the study.

The existing traffic volumes shown in the traffic impact study (TIS) reports for this QuikTrip development and the previously reviewed Lake Pointe Lodge development to the south along Mo Rte 9 are generally consistent. However, the conclusion regarding balancing of traffic volumes included in the second paragraph on page 5 of the TIS report for the QuikTrip development is inconsistent and should be resolved.

The TIS report also states that the future traffic growth rate should be 1% per year. This is verified with counts that GBA recorded on Mo Rte 9 in 2006 compared to the recent counts. Comparison of the GBA counts to the recent counts indicates an average annual growth rate of about 0.75% per year.

The trip generation projected for the proposed QuikTrip development was verified as conforming to standards published by the Institute of Transportation Engineers. Likewise, we confirmed that the 40% pass-by trip rate is conservative compared to the typical published rates of 48% to 87%. As such, the TIS assumes that 40% of the peak hour traffic going to and from the proposed QuikTrip development is already traveling on Mo Routes 9 and 45. Only 60% of the 299 am peak hour trips and 344 pm peak hour trips are new trips attracted to the QuikTrip site from other routes.

Traffic Operations Analyses

The TIS includes a thorough analysis of the traffic control and intersection lane configuration needs to provide adequate traffic operations at the three site access intersections, as well as at the intersections of Mo Rte 45 and 63rd Street with Mo Rte 9. The analyses include level of service computations, traffic signal warrant worksheets, and MoDOT turn lane warrant worksheets. We find that all of these analyses are complete and accurate.

The analyses indicated that, even with existing traffic volumes: a second northbound through traffic lane should be provided on Mo Rte 9 from south of Lewis Street through the intersection with Mo Rte 45; and a

second westbound left turn lane should be considered on Mo Rte 45 on the approach to Mo Rte 9.

In order to serve the future Year 2035 traffic volumes including the QuikTrip site traffic, a second southbound through traffic lane should be added on Mo Rte 9 from north of the intersection with Mo Rte 45 through the intersection with Lewis Street and terminating as a right turn lane at the intersection with 63rd Street.

The analysis also determined that new traffic signals would not be warranted at any of study intersections even with the projected proposed site development traffic and future Year 2035 traffic.

Site Access Drive Geometry

We have also reviewed the lane configuration and geometric details of the three proposed site access drives. This review was based on the preliminary site plan and site grading plans that the City provided.

Drive 1 – As stated in the TIS report, this drive should be restriped to provide at least 75 feet of storage for left turn vehicle queues. However, this drive should be widened to allow for vehicle off-tracking as they enter and exit this driveway which currently requires a very tight curve to the north immediately east of Mo Rte 9. The attached graphics indicate that three passenger cars could pass through the curved throat with care. However, if an exiting vehicle happens to be even a 30-foot truck (SU-30), then the vehicles cannot pass without encroaching into adjacent lanes.

Drive 2 – As stated in the TIS report, Julian Drive should be restriped to provide storage for the northbound left turn vehicle queues. Approximately 90 feet of northbound left turn vehicle queue storage could be provided with the current geometric configuration of Julian Drive. However, with the existing private road connection to the QuikTrip site intersecting Julian Drive only about 60 feet south of Mo Rte 45, the vehicle queues on Julian Drive would block the private road intersection during the peak hours. To try to mitigate this blockage, traffic signs should be considered to be installed at the private road intersection telling drivers “Do Not Block Intersection”.

Drive 3 – As stated in the TIS report, this drive should be provided with a “150’ minimum eastbound right-turn lane (plus taper length)”. The current site plan only displays a 100-foot long right turn lane.

In addition, as stated in the TIS report, the geometrics of this driveway should be modified to control eastbound and westbound on the internal

site drive and allow vehicles entering the site to flow freely into the parking and fueling areas. Please refer to the attached graphic.

We hope that this letter addresses the traffic impact and access concerns associated with the proposed QuikTrip development in enough detail. If you or the City staff have any questions or would like additional information, please contact me.

Respectfully,

GEORGE BUTLER ASSOCIATES, INC.

A handwritten signature in black ink that reads "Paul M. Bertrand". The signature is written in a cursive style with a large initial 'P' and a long horizontal stroke at the end.

Paul M. Bertrand, P.E., PTOE
Vice President/Principal

Applicant Presentation

Due to the large file size, this document is a separate attachment located at

<http://parkvillemo.gov/government/agendas-minutes/board-of-aldermen/board-aldermen-meetings/>

Harry Sievers
6508 NW Melody Lane
Parkville

Mar 27 2015

Sean Ackerson

This letter is in reference to the Planning & Zoning Board meetings Mar 10 and planned Mar 31. I have watched the Mar 10 meeting and would like to pass along some of my thoughts.

To start with, the property in question along Rte9 is a business type property and does not seem suited for apartments. A business application would be better there. Also the plans call for 50 multi-room apartments with only 75-85 parking places. This certainly does not seem enough. I can see overflow using the parking places across Rte9 at Mosaic and Community Center and maybe even City Hall spaces.

My biggest concern is Rte9 and keeping enough space for the traffic lanes that will be needed in the future. Parkville does not want to get into another situation such as Rte9 between the Post Office and the cemetery with no expansion room. The proposed developments both by "Green" and "Quick-trip" should both be held from final approval until such time as the pending traffic study report for Rte9 is completed. The City may just need some added space for expansion and this will have to come from the east side of the road. The City should not want to get locked out of expanding Rte9 as had happened with Lewis at Rte 45. We are locked into a 2 lane exit onto Rte45 with traffic going in 3 directions. This should never have been approved by the City since it does create traffic back-ups and also can create unsafe conditions at the intersection with Melody Lane. If you remember, previously the Frank Muhlbach store plus some 6 other businesses had a 3 lane exit onto Rte45 and now it is so much busier with only 2 lanes. That was a very poor approval by Parkville's Boards but we are now stuck with it. I might make mention that during the planning stage to widen Rte45 to its present configuration, I mentioned to MODOT Randy Johnson that the Rte45 west left turn into Lewis looked quite short. Seems traffic consultants felt not enough traffic to make it longer. I did get Mr Johnson to make this left turn lane as long as he could make it and that is what is there now and it does fill up quickly during busy periods.

I have lived on Melody Lane for 35 years and have seen the expansion of the roads. Too often the persons planning the roads do not really know daily traffic patterns and do create some problem areas. Please do not let this happen on Rte9 coming up to Rte45. The traffic consultant at the meeting does a good job on paper but does it really exist this way? I do not think so. Any exit from the "Green" project should have its exit opposite Clark, to give a full intersection and this should be planned for a traffic light. There is a lot of traffic coming thru there.

Harry Sievers

copies
Dean Katerndahl
Doug Wylie
Mayor N Johnston

Members of the Parkville Planning and Zoning Commission:

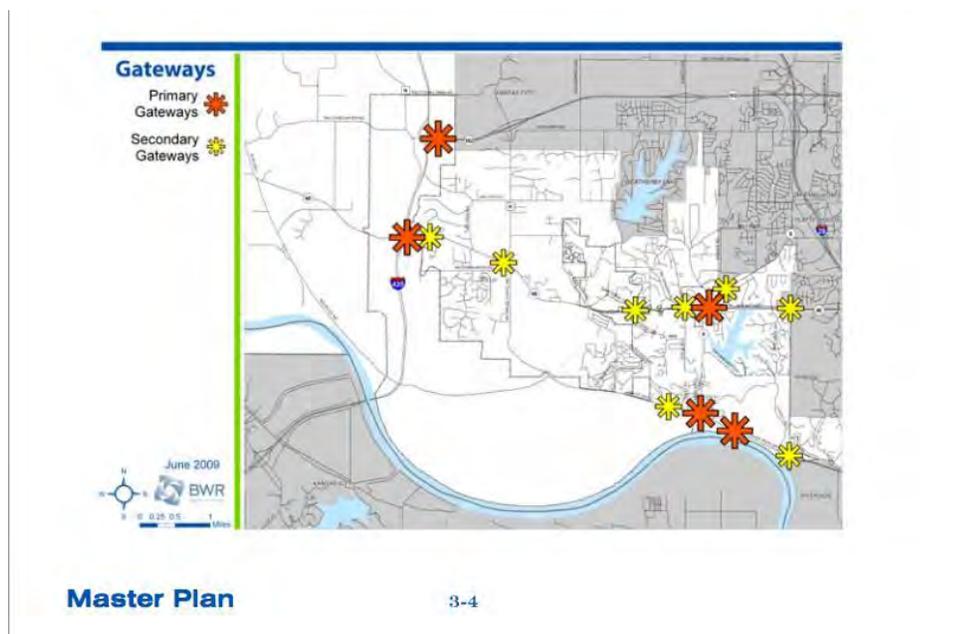
I am writing to you to express my concerns over the proposed QT at the intersection of Highways 45 and 9. The obvious concern is traffic, but a subtler concern is that this QT doesn't fit with Parkville's Master Plan.

In January I went to a presentation about how four men, August Meyer, George Kessler, Delbert Haff and William Rockwell Nelson joined together to change Kansas City from a muddy, smelly cow town to one of the most beautiful cities in the United States. They developed a City Plan that was implemented over several decades, and it transformed Kansas City into a city of wide boulevards, parks, trees and fountains.

Parkville also has a Master Plan for city development. We are very fortunate in that we are starting with a beautiful city, and the primary goal of our plan is to preserve and enhance it.

I'd like to focus your attention on three sections of the Master Plan.

Chapter Three: Community Character identifies the Intersection of Highways 45 and 9 one of the Primary Gateways to Parkville.



It says private development around primary gateways should create a distinctive image and be held to the **highest design** and **aesthetic standards**. Aesthetic improvements in these areas should incorporate elements that **enhance the community image** with: features that are distinctive and recognizable and public streetscape and aesthetic elements such as decorative street lighting, public art, unique signage and decorative paving.

It goes on to say: **First impressions are important to a positive community character.** “Gateways” are key locations through out the community where these impressions can best be established and reinforced. Gateways provide a focal point and a **visual “announcement” to Parkville by communicating the unique character and identity of Parkville and visually distinguishing the City from its neighbors.** Enhancing gateway areas should be a cooperative investment and should be reinforced through higher private development design and public infrastructure standards.

Chapter Two: Community Sustainability says sustainability is a short-hand term for viewing the relationship between our actions today and their affect on the future. Living sustainability means we meet our needs today without compromising the ability of future generations to meet their needs. Sustainable design is, at its core, a whole-systems approach to thinking about design, development, operation and construction. Parkville is committed to a sustainable future.

This photo and its caption in Chapter Two especially caught my attention. I see absolutely no difference between the corporate architecture of the featured Taco Bell and the proposed QT.



Unlike well-designed outdoor commercial and mixed-use districts such as Downtown Parkville, the Parkville Commons, Zona Rosa and Briarcliff Village, standalone pad sites and strip centers have shorter usable life cycles. The use of corporate architecture further limits economic sustainability.



And finally Chapter Six: Land Use specifically addresses the 45 Highway corridor.

Node (5) – 45 Highway Corridor The 45 Highway corridor includes a mix of existing commercial and small office uses, and large undeveloped properties. The 45 Highway widening (projected to be completed in 2011) will improve capacity and access management and accommodate projected increases in traffic volumes. With these improvements will come increased vitality and development and redevelopment opportunities. The Parkville Master Plan envisions new **mixed-use commercial and office development** accessible from 45 Highway and **integrated into the surrounding residential development.** The corridor is envisioned to have the appearance of a boulevard rather than a state highway. Preservation of natural vegetation along the corridor edges and planting infill trees is necessary **to preserve a rural appearance.** Preparation of a joint City/County Corridor Development Plan is necessary to realize this vision and to ensure coordinated development patterns,

uniform design standards and details, and coordinated infrastructure improvements. The Corridor Plan should address strategies and standards for reinvestment and redevelopment of properties that are inconsistent with the desired character of the corridor.

With the end of winter and the onset of spring (and because I have been studying Parkville's Master Plan recently) I've been viewing our city with renewed appreciation for its beauty. The developments along Highway 45 from I-29, including Burlington Creek, the entrance to Riss Lake, Riss Lake itself and the entrance to Riss Lake Reserves are extremely well done. Even Platte Valley Bank and Bank Liberty around the corner on Highway 9 are compatible with our small town style. I don't believe an 18 pump QT at one of our primary gateways either protects or enhances Parkville's unique characteristics.

Sincerely,
Patty Bruer

Some disconcerting information from the QuikTrip Traffic Impact Study:

1) Existing conditions capacity analysis results ... indicate that during the peak hour periods **the signalized intersection of Highway 45 and Highway 9 experiences operational deficiencies**. Intersection deficiencies were present with the 2012 study and MoDOT improvements to the intersection did **not** address all operational issues, specifically issues pertaining to the northbound through, westbound left-turn, southbound left-turn, and southbound through movements. **A concept study, the "Highway 9 Corridor Study", is in the beginning stages which will review Highway 9 in depth and make recommendations for improving capacity, walkability, and aesthetics.**

2) Based on capacity analysis, all intersections were operating acceptably during study period with the following exceptions:

Highway 9 & Lewis Street

☒ During the AM peak hour period the westbound left-turn and eastbound movements operate at **LOS E and F**, respectively.

☒ During the PM peak hour period the westbound left-turn and eastbound movements operate at **LOS F** and the westbound thru/right-turn movement operates at a **LOS E**.

Highway 9 & 63rd Street

☒ During the AM and PM peak hour periods the eastbound left-turn operates at **LOS E and F**, respectively.

3) Unsignalized side street movements can be expected to operate at a lower level of service during the peak hour periods as the higher major street movements are accommodated. The LOS, queuing, and delay is not a significant concern for the above

intersections **with the exception of Highway 9 and Lewis Street during the PM peak hour period.** During the AM and PM peak hour at Highway 9 and Lewis Street the eastbound movement experiences large delay causing queue lengths approaching 5 vehicles and **17 vehicles during the AM and PM peak hour periods,** respectively..

4) 3.5 Existing Recommendations

Study intersections are currently operating overall at acceptable levels of service during the AM and PM peak hour periods **with the exception** of the eastbound side street movements at the unsignalized intersections of Highway 9 with Lewis Street and NW 63rd Street, specifically during the PM peak hour period. **Current volumes at the above intersections are on the threshold for satisfying the Peak Hour Warrant, Warrant 3,** for signalization. The following roadway improvements are recommended regardless of whether the proposed development moves forward or not:

Highway 45 & Highway 9

☑ **Complete the concept study, “Highway 9 Corridor Study”, to review Highway 9 in depth and make recommendations for improving capacity, walkability, and aesthetics.**

5) To be more conservative with the QuikTrip land use, trip generation was based on fueling positions instead of square footage, which results in a higher trip generation for the proposed site. **The proposed development is expected to generate 9,767 daily trips on an average weekday, and 299 trips and 344 trips during the AM and PM peak hours respectively.**

6) Future Year 2035 Conditions

Increased queuing and delay along the corridor during the future scenario can be attributed to an increase in background traffic and is not associated with the proposed development. **Signalized and unsignalized intersections are expected to operate at unacceptable levels or service without improvements along Highway 9 and at the intersection of Highway 45 and Highway 9.** With the addition of the future growth volumes, the following roadway improvements are recommended:

Highway 45 & Highway 9

☑ Add a northbound thru lane extending from the existing northbound right-turn lane at Highway 9 and Lewis Street.

This improvement is recommended due to potential queuing between the intersections of Highway 45 and Lewis Street along Highway 9.

☑ Modify the southbound right-turn lane to a right/thru-lane that will continue south to 63rd Street.

☑ Add an additional westbound left-turn lane with a 300' storage lane.

☑ Extend the southbound left-turn lane to 300'

Highway 9 & NW 63rd Street

☑ Add a southbound right-turn lane that will terminate the thru lane that extends past Highway 45 along Highway 9.

Sean Ackerson

From: Jessica Woodruff <jesswoodruff2@Hotmail.com>
Sent: Tuesday, April 28, 2015 1:14 PM
To: Melissa McChesney
Cc: Sean Ackerson
Subject: Fwd: QT
Attachments: Members of the Parkville Planning and Zoning Commission.docx

Dear Sean and Melissa,

I regret that I am unable to make the meeting tonight re the QT proposal. My husband and I are members of the Pinecrest community and agree with all the points in Ms Bruer's letter opposing the QT. We also believe that having this large gas station with all the traffic and commuters right across from an elementary school is dangerous to our buses, children who walk and all others involved with the school. We also believe in supporting our local businesses and feel this QT will put the gas station across the street out of business.

Sincerely,

Jessica and Richard Vanzandt

Happy Connecting. Sent from my Sprint Samsung Galaxy S® 5

----- Original message -----

From: Patty Bruer <patty@bwhlawyers.com>
Date: 04/28/2015 11:07 AM (GMT-06:00)
To: Burns Al <alburns21@yahoo.com>, Keesee Cornelia <keesee51@gmail.com>, Betts Mike <mike@kasaelectric.com>, Dunnery Matt & Sarah <sarahdunnery@hotmail.com>, Meyer Diana <lambdin@aol.com>, Brock Keely <brockstars@gmail.com>, Burns Tracey <tsburns88@yahoo.com>, Canseco Janet <jcanseco@kc.rr.com>, Preston Steve <dls_preston@sbcglobal.net>, Keesee Spencer <coachkeesee@hotmail.com>, Grant Ken <kgrant3.kg@gmail.com>, Wheeler Brian & Tina <b3wheeler@gmail.com>, Raine Vicki <vicki.raine76@gmail.com>, McCall Pie <piemccall@sbcglobal.net>, Canseco Ron <rcanseco@kc.rr.com>, Betts Genelle <bettsareon@yahoo.com>, Duncan Phil <philduncan@kc.rr.com>, Ford Scott & Diane <libertydew@hotmail.com>, Meck-Gilbert Tristan <Tristanmeck@gmail.com>, Cooper Brenda <coop633@aol.com>, Brock Jason <brockjason14@gmail.com>, Warger Steve <stevewarger@gmail.com>, Greener Charles & Diana <dlgreener@yahoo.com>, Listrom Mary <marylistrom@aol.com>, Sturm Mike <rmichaelsturm@gmail.com>, Marshall Joe & Arlene <marshall137@sbcglobal.net>, Fopeano Joe <jfopeano@kc.rr.com>, Mesa Jill <parkvillejill@gmail.com>, Raine Monty <jmr.iii@juno.com>, Mesa John <jomesakck@gmail.com>, Meyer Bruce <kameramann@aol.com>, Marshall Ron <marshall@kc.rr.com>, Mike Robar & Alisa Duncan <robaralisa@robaralisa.net>, Tucker Cookie <jadrect@gmail.com>, Osburn Timothy <blues412002@yahoo.com>, McMahan John <jlawmcm@gmail.com>, Vanzandt Richard <soccerrich@hotmail.com>, Bias Leigh <leighbias@aol.com>, Latenser Judy <jelatenser@sbcglobal.net>, Thaemert Steve & Diane <Thaemert-mm@swbell.net>, Edelman Don & Joan <je4161@sbcglobal.net>, Mauery Arlene <jamram@swbell.net>, Stephenson Arielle <soccermom59@gmail.com>, Tucker James <jnituck@gmail.com>, Shay Jane <jeshay@sbcglobal.net>, Crapps Patrick & Angela <a.kilpatrick@yahoo.com>, Kaiser Richard <arkaiseriiq@gmail.com>, Sickman Alan & Melissa

<masickman@aol.com>, Listrom Marco <marco@valdesmoreno.com>, Quinlan Elizabeth <equinlan@prodigy.net>, Rawlinson Larry <lrawlinson3@hotmail.com>, Bruer Bob <bob@bwhlawyers.com>, Marshall Sandy <skmarshall@kc.rr.com>, Fopeano Tanya <tfopeano@kc.rr.com>, Meck-Gilbert Tarah <tarahnicole@gmail.com>, Renfro John & Jo <johnrenfrojr@hotmail.com>, McCormick Paula <pmcc4433@gmail.com>, Jordan Tami <tamicjordan@gmail.com>, Stephenson Anthony <stephenson.anthony@gmail.com>, McCormick Al <Almccormick64152@gmail.com>, Brockert Jeff & Heather <hbrockert@icloud.com>, Sturm Stacey <staceysturm@gmail.com>, Lober Mary Ann <malober@kc.rr.com>, Rawlinson Sandy <sandyrawlinson@yahoo.com>, Rohrbaugh Tim & Paula <trohrbaugh@kc.rr.com>, Vanzandt Jessica <jesswoodruff2@hotmail.com>, Lynn Chris & Julie <Ata2ude2001@yahoo.com>, Tillman-McMahan John & Flo <fillman@kc.rr.com>, Terranella Vic & Shirley <shirleyvolleymom@hotmail.com>, Sutch Victor <vsutch@kc.rr.com>, Lupercio Celeste <celeste.lupercio@gmail.com>, McCall Jim <jmccall411@yahoo.com>, Preston Diane <kc-dipreston@sbcglobal.net>, Bias Doug <doug.bias@gm.com>, Kerns Kenny & Sandy <kcksdk@gmail.com>

Subject: QT

This is the letter I sent to Planning & Zoning with regards to the QT.

CITY OF PARKVILLE

Policy Report

Date: Wednesday, April 29, 2015

Prepared By:
Sean Ackerson
Assistant City Administrator /
Community Development Director

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Ordinance for the Replat of Lots 508, 509 and 510, West Shore Estates at Riss Lake, a subdivision in Parkville and Platte County, Missouri. Case PZ15-09. Applicant, Don Julian Builders.

BACKGROUND:

The Final Plat of West Shore Estates at Riss Lake is located on the north side of the lake, south of 45 Highway with access from Julian Drive. The plat was first approved by the Board of Aldermen via Ordinance No. 1680 in 1997 and later affirmed by Ordinance No. 1930 on January 16, 2001. Lots 508, 509 and 510 have never been developed and the owner seeks to replat the property to combine the lots to create two new lots – 508A and 510A. The replat does not affect existing utilities or the private drive and associated ingress and egress easement. No new easements, utilities, or other public improvements are required or proposed. With the exception of private lateral lines, all other public improvements have previously been completed.

The property is zoned “R-2” Single-Family Residential District and is part of the Riss Lake Community Unit Plan. Staff reviewed the proposed plats and new lots against the requirements of the R-2 district and other applicable zoning and subdivision regulations. The plat meets all applicable requirements. Staff also reviewed the plat against the previously approved West Shore Estates at Riss Lake final plat. Although the number of lots is reduced, staff concluded the replat is in substantial compliance with the previously approved plat.

The area to be replatted is subject to the covenants and restrictions for West Shore Estates at Riss Lake. Staff confirmed that the proposed replat has been approved as compliant with the covenants and restrictions and authorized by the Riss Lake Home Owner’s Association.

BUDGET IMPACT:

With the exception of application and permit fees and any incremental increases from real estate and personal property taxes, there is no budgetary impact.

ALTERNATIVES:

1. Approve the Replat by ordinance as submitted.
2. Deny the Replat.
3. Postpone consideration.

STAFF RECOMMENDATION:

Staff recommends approving the proposed final plat as submitted.

POLICY:

Per Parkville Municipal Code Section 505.030, all plats must be approved by the Board of Aldermen prior to recording.

ITEM 5F
For 05-05-15
Board of Aldermen Meeting

SUGGESTED MOTION:

I move that Bill No. 2838, an ordinance approving the Replat of Lots 508, 509 and 510, West Shore Estates at Riss Lake, a subdivision in Parkville and Platte County, Missouri, be approved for first reading.

I move that Bill No. 2838 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2838 be approved on second reading to become Ordinance No. _____.

ATTACHMENTS:

1. Proposed Ordinance
2. Replat of Lots 508, 509 and 510, West Shore Estates at Riss Lake, a subdivision in Parkville and Platte County, Missouri

AN ORDINANCE APPROVING REPLAT OF LOTS 508, 509 AND 510, WEST SHORE ESTATES AT RISS LAKE, A SUBDIVISION IN PARKVILLE AND PLATTE COUNTY, MISSOURI.

WHEREAS, the Final Plat of West Shore Estates at Riss Lake was first approved by the Board of Aldermen via Ordinance No. 1680 in 1997 and later affirmed by Ordinance No. 1930 on January 16, 2001; and

WHEREAS, Don Julian Builders submitted an application (PZ15-09) to replat Lots 508, 509 and 510, combining these lots into two new lots - 508A and 510A; and

WHEREAS, Lots 508, 509 and 510 have never been developed, the replat does not affect existing utilities or the private drive and associated ingress and egress easement, and no new easements, utilities, or other public improvements are required or proposed; and

WHEREAS, with the exception of private lateral lines, all other public improvements have previously been completed; and

WHEREAS, staff has reviewed the application and found that the proposed lots meet all applicable City regulations; and

WHEREAS, the Riss Lake Homeowner's Association has reviewed the replat and determined that it is compliant with the covenants and restrictions for the subdivision.

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

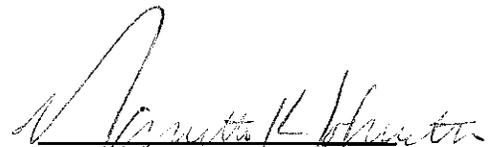
SECTION 1. The *Replat of Lots 508, 509 and 510, West Shore Estates at Riss Lake, a subdivision in Parkville and Platte County, Missouri*, attached hereto and incorporated herein by reference as Exhibit A, is hereby approved.

SECTION 2. All easements and City improvements have previously been accepted via Ordinance Nos. 1680 and 1930 and no new easements or improvements are dedicated on the replat or hereby accepted.

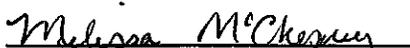
SECTION 3. The City Clerk is hereby directed to have said plat recorded in the office of the Platte County Recorder of Deeds following execution.

SECTION 4. This ordinance shall be effective upon its passage and approval by the Board of Aldermen.

PASSED and APPROVED this 5th day of May 2015.


Mayor Nanette K. Johnston

ATTESTED:


City Clerk Melissa McChesney

