

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:03 p.m. on Tuesday, January 17, 2017, at City Hall located at 8880 Clark Avenue, Parkville, Missouri, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Diane Driver	- present
Ward 1 Alderman Tina Welch	- present
Ward 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman Robert Lock	- absent with prior notice
Ward 3 Alderman Douglas Wylie	- 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: Interim City Administrator Kirk Davis
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Finance/Human Resources Director
Tim Blakeslee, Assistant to the City Administrator
Chris Williams, City Attorney

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

2. CITIZEN INPUT

Mayor Johnston recognized members of the Boy Scouts of America who were working on their Citizenship in the Community merit badges.

3. CONSENT AGENDA

- A. Approve the minutes for the January 3, 2017, regular meeting
- B. Receive and file the December 2016 Municipal Court Report
- C. Receive and file the financial report for the month ending December 31, 2016
- D. Receive and file the crime statistics for January through November 2016
- E. Approve the second reading of an ordinance to amend Section 300.010 and repeal and replace Chapter 370 of the Parkville Municipal Code regarding the towing of abandoned vehicles and property from private and public property
- F. Approve a use agreement with Cathy Kline Art Gallery for use of the Parkville Train Depot
- G. Approve a three-year lease extension with the Parkville Economic Development Council for office space at City Hall
- H. Approve a work authorization with Affinis Corp for engineering services for the Lewis Street traffic study
- I. Approve accounts payable from December 30, 2016, to January 11, 2017

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTIONS FOR EACH ITEM, AS PRESENTED. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

4. ACTION AGENDA

A. Hold a public hearing and approve the second reading of an ordinance to amend various sections of Parkville Municipal Code Chapter 703 and approving a 10 percent increase to the sewer base charge, sewer use charge and surcharge for customers of the Parkville sewer system

Public Works Director Alysén Abel stated that the Sewer Fund was a self-sustaining enterprise fund. The Board discussed the Fund at a budget work session on November 15, 2016, and necessary maintenance and preventative maintenance projects were included in the 2017 Capital Improvement Program (CIP).

Abel said that over the past two years there were several unplanned emergency repairs. To assist with the deficit staff reduced the 2017 CIP. Staff also recommended a \$150,000 transfer from the General Fund to cover personnel and direct and indirect expenses based on the Administrative Charge to Sewer Service Fund study. Staff reached out to other communities to research other proposed rate increases and the average increase was three to five percent. The proposed ten percent increase would cost the average household \$3.80 per month.

Abel also said that staff also reviewed other community sewer connection fees and recommended increasing the sewer tap fee by \$500. The consensus of the Board was for staff to look at increasing the sewer tap fee and bring a recommendation to the Board at a future meeting.

Mayor Johnston opened the public hearing and opened the floor to public comments. Hearing none, she closed the public hearing.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2906, AN ORDINANCE AMENDING VARIOUS SECTIONS OF PARKVILLE MUNICIPAL CODE CHAPTER 703 AND APPROVING A TEN PERCENT INCREASE TO THE SEWER BASE CHARGE, SEWER USE CHARGE AND SURCHARGE FOR CUSTOMERS OF THE PARKVILLE SEWER SYSTEM, ON SECOND READING TO BECOME ORDINANCE NO. 2882. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN AND SPORTSMAN. MOTION PASSED 7-0.

B. Receive and file the report presented by the Park University Capstone Course in Public Administration regarding a sidewalk policy

Assistant to the City Administrator Tim Blakeslee stated that the City had partnered with Park University to review a sidewalk policy. The idea was presented at the Board's July 2016 strategic planning session and was not a high priority but was recognized as a need to understand the City's sidewalk needs and priorities. Staff asked the class to research peer communities and determine the best way to maintain the sidewalks on a limited budget.

Park University Professor Terry Ward provided an overview of the process, noting that the class applied what they had learned to prepare a recommendation in a real life scenario. The main questions related to liability, responsibility and ownership. He said that liability carriers recommended that the city adopt a policy and the annual budget for sidewalks was estimated at \$25,000. Alternatives included moving forward with a policy to have a cost share between the city and property owner or make it the city's responsibility to maintain the sidewalks. He noted that the main concern was liability.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO RECEIVE AND FILE THE SIDEWALK POLICY PROPOSAL BY THE PARK UNIVERSITY CAPSTONE COURSE IN PUBLIC ADMINISTRATION AND DIRECT STAFF TO BUDGET FOR AN INVENTORY OF THE CITY SIDEWALKS IN

PARKVILLE AS A FUTURE OUT-YEAR CAPITAL IMPROVEMENT PROGRAM ITEM. ALL AYES; MOTION PASSED 7-0.

C. Approve the first reading of an ordinance to repeal and replace Parkville Municipal Code Title IV in its entirety; to repeal Chapter 505; and to add Chapter 152 via the Zoning Code and Subdivision Regulations Update project – Case No. PZ16-22

Community Development Director Stephen Lachky explained that the City adopted the zoning provisions in 1953 and the subdivision regulations in 1964 and since then have amended various sections of the Code as needed, but neither was ever comprehensively updated. The Board approved a contract with Gould Evans in June 2015 to complete a comprehensive review of both chapters and the Planning and Zoning Commission served as the steering committee. Lachky noted there were six phases to the project and two public open houses were held. The final draft was presented to the Planning and Zoning Commission at a public hearing in November and to the Board at a work session on December 20. The final Code was cut down from 41 chapters to ten.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2914, AN ORDINANCE REPEALING AND REPLACING PARKVILLE MUNICIPAL CODE TITLE IV IN ITS ENTIRETY, REPEALING CHAPTER 505 AND ADDING CHAPTER 152 VIA THE ZONING CODE AND SUBDIVISION REGULATIONS UPDATE PROJECT, ON FIRST READING AND POSTPONE THE SECOND READING TO FEBRUARY 7, 2017. ALL AYES; MOTION PASSED 7-0.

D. Adopt an ordinance to approve a conditional use permit for an emergency and general aviation helicopter landing facility at The Lodges at the National at the southeast corner of Birkdale Drive and Allen Way – Case No. PZ16-13; The National Golf Club of Kansas City, applicant

Community Development Director Stephen Lachky stated that staff was approached by The National Golf Club of Kansas City for an emergency and general aviation helicopter landing facility, which required a conditional use permit (CUP). They completed a site feasibility study and the Planning and Zoning Commission held a public hearing in December, with additional discussion and final approval on January 10. The National used Federal Aviation Administration (FAA) guidelines to determine a location that was free from obstructions and had the least impact on the public and homes in the area. Lachky noted that the FAA had the authority to allow the use in the proposed air space without the City's approval. The National was drafting the operating procedures and the CUP was contingent upon approval of the procedures by the Board of Aldermen at a later date. Lachky provided an overview of the conditions of approval listed in the policy report. Following approval by the City the application would be sent to the FAA for review.

Dale Brouk, The National Golf Club, stated that the design specifications for the landing facility would fit the largest size of emergency helicopter and there would be additional restrictions outside of the CUP. Brouk noted that the preference would be to have the term of the CUP at no less than 15 years in order to get the appropriate return on investment. The consensus of the Board was to approve the term of the CUP at 15 years with automatic renewals contingent upon confirmation that the rules of the CUP were being followed.

City Attorney Chris Williams stated that because of the change to the ordinance to amend the term of the CUP, the second reading could not be held until the February 7 meeting.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN

DRIVER TO APPROVE BILL NO. 2915, AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR AN EMERGENCY AND GENERAL AVIATION HELICOPTER LANDING FACILITY AT THE LODGES AT THE NATIONAL AT THE SOUTHEAST CORNER OF BIRKDALE DRIVE AND ALLEN WAY, SUBJECT TO CONDITIONS BY STAFF AND THE PLANNING AND ZONING COMMISSION AND THE CHANGES RECOMMENDED BY THE BOARD OF ALDERMEN TO SECTION 2, ON FIRST READING AND POSTPONE THE SECOND READING TO FEBRUARY 7, 2017. ALL AYES; MOTION PASSED 7-0.

E. Authorize staff to proceed with the design of the low water crossing in English Landing Park

Public Works Director Alysen Abel said that as a result of the storm damage emergency declaration in 2015, the Federal Emergency Management Agency (FEMA) released money to municipalities for hazard mitigation. In spring 2016 staff applied for the grant and received notice that the project was short-listed; staff was waiting on final confirmation from FEMA. She said that Olsson Associates was finalizing the design options and cost estimates. The low water crossing was the only vehicle access to English Landing Park and flooded before the rest of the park. Abel noted that the crossing was listed as a priority of the Board of Aldermen in its 2016 Strategic Plan. The project was presented to and approved by the Community Land and Recreation Board on January 11. Following approval staff would move forward to select an engineering firm for the design and construction documents.

Chad Johnson, Olsson Associates, provided an overview of the project and said there were two sources of flooding in the park. The firm looked at where to place the roadway elevation and the size of the culverts, looked at a ten-year level of protection and reviewed options. They recommended the triple 9x5 box culvert and resetting the elevation. The estimated cost of the project was approximately \$500,000 for the roadway and pedestrian walkway and a small contingency. Johnson noted that all the options included a reforming of the channel which was included in the cost estimate.

The Board recommended that staff to look into using the extra Brink Myer retaining wall blocks for the project.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE STAFF TO PROCEED WITH THE DESIGN OF THE LOW WATER CROSSING IN ENGLISH LANDING PARK. ALL AYES; MOTION PASSED 7-0.

F. Approve Resolution No. 17-001 endorsing an application for the Platte County Parks and Recreation Outreach Grant Program to help fund a Friends of Parkville Parks shelter, a trail around the small dog park, Phase 2 of the English Landing Park Restroom Rehabilitation Project and a Parks storage facility

Assistant to the City Administrator Tim Blakeslee stated that Community Land and Recreation Board prioritized the list at its November 2016 meeting. The priorities included: a Friends of Parkville Parks shelter near Grigsby Field; a trail around the small dog park; the second phase of the English Landing Park Restroom Rehabilitation Project; and a partial match for the Parks storage building. Blakeslee noted that it was possible to receive more than one outreach grant.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 17-001 ENDORSING AN APPLICATION FOR THE PLATTE COUNTY PARKS AND RECREATION OUTREACH GRANT PROGRAM FOR THE PRIORITIES STATED IN THE POLICY REPORT. ALL AYES; MOTION PASSED 7-0.

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. April 4, 2017 General Municipal Election

City Clerk Melissa McChesney provided an update on the April 4, 2017, general municipal election, noting that candidate filing ended on January 17. She added that there was one open position for each of the four wards and one candidate had filed for each ward.

B. Police Department

1. Final Deer Counts

Police Chief Kevin Chrisman provided an update on the final deer counts from the Park University hunt that ended on January 15, noting that a total of 26 deer were taken. He added that staff planned to try different tactics for the next hunt to help out with the deer population.

C. Public Works

1. Snow Operations

Public Works Director Alysén Abel provided an overview of the City's snow removal operations process; presentation appended as Exhibit A. She highlighted that the goal was to perform all maintenance equally across the city during a snow event.

6. MAYOR, BOARD OF ALDERMEN & COMMITTEE REPORTS & MISCELLANEOUS ITEMS

Mayor Johnston said that she was contacted by Park Hill School District Superintendent Jeanette Cowherd asking if the City could endorse a no tax increase bond issue. She said the City has not done endorsed ballot issues or candidates in the past. The consensus of the Board was to approve a resolution of support at a future meeting.

7. EXECUTIVE SESSION

A. Attorney-client matters pursuant to RSMo 610.021(1) and real estate matters pursuant to RSMo 610.021(2)

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1) AND REAL ESTATE MATTERS PURSUANT TO RSMO 610.021(2). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN AND SPORTSMAN. MOTION PASSED 7-0.

The Board entered the executive session at 9:21 p.m. At 10:05 p.m., the Board reconvened in open session.

Clerks Note: The minutes from the executive session are on file with the City Clerk.

Mayor Johnston announced that motions were made during executive session. Pursuant to RSMo 610.021(2), any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate.

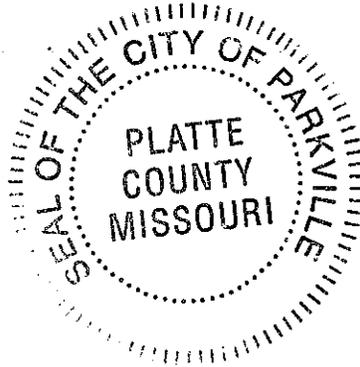
7. ADJOURN

Mayor Johnston declared the meeting adjourned at 10:05 p.m.

The minutes for Tuesday, January 17, 2017, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the seventh day of February 2017.

Submitted by:


City Clerk Melissa McChesney



SNOW 101: A Summary of Parkville's Snow Removal Operation



City of Parkville Public Works Department

Department Goals

Every snow event is unique but we strive to accomplish the following goals:

- Monitor weather and road conditions with the Police Department 24-hours a day
- Maintain streets in a safe driving condition
- Have all streets passible within 14 hours after snow has ceased from falling
- Perform all maintenance tasks equally and in the best interest of Parkville Taxpayers

City of Parkville Public Works Department

Personnel

- There are 10 employees from Public Works who work together to provide 24-hour weather and road condition monitoring in conjunction with the Parkville Police Department
- Work 14-hour shifts (maximum) in a 24 hour period
- Operators take a 20-minute break every two hours, half-hour meal break every four hours to ensure safety



City of Parkville Public Works Department

Snow Clearing Jurisdiction

- Major arterial streets, as well as Highway 9 and Highway 45, are maintained by external government agencies like the Parkville Special Roads District and MoDOT
- Parkville staff clears the remaining nearly 90 lane-miles of roadway, 100 cul-de-sacs, and all public parking lots within the City Limits



City of Parkville Public Works Department

Clearing Equipment

- The City's fleet includes 9 trucks equipped with front plows and material spreaders
- Front-end loaders are also used when needed
- Regular hand tools are utilized for sidewalk snow removal at public places such as City Hall
- Extra equipment can be acquired and utilized from outside sources if deemed absolutely essential for snow removal



City of Parkville Public Works Department

Material Spreading

- City spreads a 50/50 mixture of washed sand and salt chemicals on places such as hills, intersections, or high speed or arterial roadways where traction is critical
- Crews typically spread 100 tons of this mixture during an average snowstorm (500 tons kept on hand)



City of Parkville Public Works Department

Material Spreading

- Washed sand minimizes impact on storm sewers and assists in vehicular traction by providing an abrasive surface
- Salt is effective with temperatures above 20°F to assist in melting ice and hard packed snow
- Spreading material is not intended to provide a bare pavement during winter conditions



City of Parkville Public Works Department

Dispatching of Equipment

- Start of snow and ice control operations is dependent upon immediate and anticipated conditions
- Dispatching determined by the Director of Operations can occur either during regular shift hours or on a specific call out
- Response of on-call operators will be as soon as possible depending upon weather conditions to allow for safe travel

City of Parkville Public Works Department

Clearing Procedures

Collector/Arterial and Residential Streets

- Collector/Arterial roads are cleared first due to their higher volumes and travel speeds
- Residential streets are cleared second, plowing the middle of the street first and then snow will be pushed left to right in order to clear the street full-width
- One side or the other may be cleared for narrow streets and hills
- Cul-de-sacs are oftentimes cleared last due to time and personnel constraints unless when the snow event is very light

City of Parkville Public Works Department

Clearing Procedures

Downtown Business Districts

- Snow is removed in a manner that minimizes the disruption of business operations
- Snow is normally plowed into various piles due to lack of storage
- Snow from adjacent sidewalks is permitted to be deposited into street right-of-way due to lack of storage
- Snow from private business lots is not permitted to be placed into the street or alley
- Snow removed from the alleys is deposited into street windrow due to lack of storage

City of Parkville Public Works Department

Clearing Procedures

Exceptions and Special Cases

- Necessary operators and equipment is dispatched as soon as possible to assist with emergency vehicles responding to situations both inside and outside of the city
- Deviation from standard procedures may be appropriate in the event of equipment failure, extreme snowfall or other unanticipated events including resting of crews
- Unless there is a direct benefit to city operations, there is no plowing or sanding of private property with city equipment

City of Parkville Public Works Department

Emergency Snow Routes

- No overnight parking on Emergency Snow Routes to ensure proper clearing can occur



City of Parkville Public Works Department

Driveways and Sidewalks

- Snow being accumulated on the plow blade has no place to go but into driveways, crosswalk areas or sidewalks
- City will not clean driveways and sidewalks for financial reasons and personnel limitations
- Residents and Business Owners are expected to clear adjacent sidewalks as thoroughly as possible
- Sidewalks abutting alleys and crosswalks may have compacted snow due to frequent vehicular traffic crossing these features

City of Parkville Public Works Department

Driveway Snow Removal Tips

- Clearing an area prior to the driveway, in direction of plow, allows for snow that builds up on the plow blade to drop off here rather than cover the driveway opening
- Driveways should be shoveled side to side, depositing snow into the lawn rather than pushed off into the street. This decreases time for crews to clear the roadways and reduces safety hazards for other vehicles



City of Parkville Public Works Department

Mailboxes and Mail Delivery

- Plow Operators make every effort to remove snow as close to the curb-line as practical to provide access to mailboxes for the Postal Service
- It is not possible to provide perfect conditions and minimize damage to mailboxes with the size of equipment in operation
- Final cleaning adjacent to mailboxes is the responsibility of each resident who receives mail via vehicular delivery

City of Parkville Public Works Department

Damages and City Liability

- City is only responsible for damages to mailboxes and utility structures resulting from direct contact
- City assumes no responsibility for indirect contact including the force of snow generated by the removal vehicle
- Owner assumes all risk for landscaping and décor on or encroaching city right-of-way
- City assumes no responsibility for damage to aboveground or underground sprinkling systems, exterior lighting systems, and similar landscaping installed in City-owned right-of-way

City of Parkville Public Works Department

Complaints and Requests for Services

- Complaints should be directed to the Public Works Director or the Director of Operations
- These complaints are handled on a priority basis and responded to within 24 hours after snow has ceased unless conditions or operations prevent these actions
- City keeps comments and complaints on file regarding policy adherence

City of Parkville Public Works Department

Questions?



City of Parkville Public Works Department