

**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, October 18, 2016, 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	- present
Ward 3 Alderman Douglas Wylie	- present
Ward 4 Alderman Marc Sportsman	- present
Ward 4 Alderman Greg Plumb	- absent with prior notice

A quorum of the Board of Aldermen was present.

The following staff was also present:

- Lauren Palmer, City Administrator
- 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
- Steve Chinn, City Attorney

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

**2. CITIZEN INPUT**

**3. MAYOR'S REPORT**

**A. Appoint Sam Stahnke to the Industrial Development Authority through May 2017**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPOINT SAM STAHNKE TO THE INDUSTRIAL DEVELOPMENT AUTHORITY THROUGH MAY 2017. ALL AYES; MOTION PASSED 7-0.

**B. Presentation by the National Weather Service for the City's StormReady certification**

Captain Jordan stated that the City partnered with the National Weather Service and the Platte County Sheriff's Office in spring 2016 to help with the City's certification. The StormReady program made sure that public entities had weather radios, policies in place, formalized everyday activities, trained staff and severe weather event monitoring. Jordan said that the program was beneficial during Brewfest because of updates on the river level and also during Parkville Days due to preparation before the bad weather arrived.

Jared Leighton, National Weather Service, presented the StormReady certification to Mayor Johnston, Chief Chrisman and Captain Jordan.

**4. CONSENT AGENDA**

- A. Approve the minutes for the October 4, 2016, regular meeting
- B. Receive and file the September Municipal Court report
- C. Receive and file the financial report for the month ending September 30, 2016
- D. Receive and file the crime statistics from January through August 2016

- E. Approve a resort liquor license with Sunday sales for The Local Eatery & Pub, LLC located at 2 Main Street
- F. Approve the reinvestment of funds from two matured CDs in the Debt Service Reserve Funds of the Brush Creek Drainage Area (Fund No. 23) and the Brink Meyer Road (Fund No. 24) Neighborhood Improvement Districts with one CD in each of the two funds
- G. Adopt an ordinance to repeal and replace Ordinance No. 2849 to amend the salary schedule to adjust the salary range for the assistant to the city administrator position to retain exempt status
- H. Adopt an ordinance to assign the city treasurer responsibilities and duties to the Finance/Human Resources Director Matthew Chapman
- I. Approve a purchase order with Dale Brothers, Inc. for the salt and sand materials for the 2016/2017 winter season
- J. Approve a license agreement with the Missouri Highway and Transportation Commission for the existing monument sign along Highway 45 at Monticello Road
- K. Approve a sign permit for Farmers Insurance located at 5201 NW Crooked Road – Case No. SPA16-23; KC Sign Express, applicant
- L. Approve a sign permit for New Mark Homes located at 5207 NW Crooked Road – Case No. SPA16-22; KC Sign Express, applicant
- M. Approve a sign permit for an institutional, public and semi-public use sign at 31 W. 8th Street – Case No. PZ16-16; Banneker School Foundation, applicant
- N. Approve a site plan/development plan for exterior modifications at Bank Liberty, located at 12 E. 1st Street in the “OTD” Old Town District, including removal of the ATM canopy and restriping the parking lot – Case No. PZ16-14; Bank Liberty, applicant
- O. Approve accounts payable from October 4 to October 13, 2016

Mayor Johnston requested that item 4G be removed from the consent agenda for further discussion and a separate motion.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR ALL ITEMS EXCEPT ITEM 4G, AS PRESENTED.** ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

- G. **Adopt an ordinance to repeal and replace Ordinance No. 2849 to amend the salary schedule to adjust the salary range for the assistant to the city administrator position to retain exempt status**

Mayor Johnston noted for the record that a discussion was held during the budget work session prior to the meeting and asked City Administrator Lauren Palmer to explain the reasons behind the change. Palmer said that under the Fair Labor Standards Act (FLSA) the minimum salary threshold for exempt categories was increased and two positions classified as exempt were below the threshold. She noted that the court clerk position would be changed to non-exempt and additional funding would be programmed in the 2017 budget to help cover flexible scheduling. Staff recommended increasing the assistant to the city administrator position salary to retain exempt status because the number of overtime hours worked would exceed the proposed increase. Palmer noted that the position also met the criteria for exempt positions under FLSA.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE BILL NO. 2890, AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2849 TO INCREASE THE SALARY RANGE FLOOR FOR THE ASSISTANT TO THE CITY ADMINISTRATOR POSITION TO \$47,476 IN THE SALARY SCHEDULE, ON FIRST READING.** ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2890 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2860. ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

**5. NON-ACTION AGENDA**

**A. Review the proposed 2017 budget for the Parkville Commons Community Improvement District**

City Clerk Melissa McChesney stated that state statutes required community improvement districts to submit an annual budget to the municipality in which they are located. The Parkville Commons Community Improvement District submitted its 2017 budget to the City Clerk on October 10.

**6. ACTION AGENDA**

**A. Approve a cooperative agreement with Missouri-American Water Company associated with Missouri-American Water Well No. 5 in Platte Landing Park**

Assistant to the City Administrator Tim Blakeslee stated that Missouri-American Water Company (MAW) would grant the old location of Well No. 5 in Platte Landing Park to Platte County and it would be removed and the area would be turned into open greenspace. Platte County would grant a new easement to MAW for a new well. The primary concern with the new well included screening and security and in response Section 3 was added to the cooperative agreement. Blakeslee added that MAW agreed to trim the vegetation around the wells on a regular basis and fix any deterioration. The new well required a conditional use permit.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE COOPERATIVE AGREEMENT BETWEEN MISSOURI-AMERICAN WATER COMPANY AND PLATTE COUNTY FOR THE RELOCATION OF MISSOURI-AMERICAN WATER WELL NO. 5 IN PLATTE LANDING PARK. ALL AYES; MOTION PASSED 7-0.

**B. Adopt an ordinance to approve a conditional use permit to relocate an existing public utility well along the Missouri River in Platte Landing Park – Case No. PZ16-18; Missouri American Water Company, applicant**

Community Development Director Stephen Lachky said that as staff prepared the cooperative agreement it was determined that the type of use required a conditional use permit. The Planning and Zoning Commission held a public hearing on October 11 and approved the conditional use permit. Lachky added that the issue was time sensitive because the new well needed to be constructed.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2892, AN ORDINANCE APPROVING THE CONDITIONAL USE PERMIT TO RELOCATE AN EXISTING PUBLIC UTILITY WELL ALONG THE MISSOURI RIVER, GENERALLY LOCATED AT PLATTE LANDING PARK, 300 SOUTH MAIN STREET, SUBJECT TO CONDITIONS, ON FIRST READING. ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2892 ON SECOND READING TO BECOME ORDINANCE NO. 2862. ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

**C. Adopt an ordinance approving the final plat of Lots 5-1 through 5-3, Townhomes at the National, 2nd Plat – Case No. PZ16-19; applicant, Double Eagle Builders, LLC, owner**

Community Development Director Stephen Lachky explained that the 2nd plat was approved in 2015. Once the townhomes were constructed a replat of the individual lots was required; the homeowners association would maintain the surrounding area. Staff reviewed the request against the Municipal Code and determined it met the R-5 Planned Residential District regulations and was consistent with the previously approved plat. Lachky added that the issue was time sensitive and lots six and seven were the last to be built.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2893, AN ORDINANCE APPROVING THE FINAL PLAT OF LOTS 5-1 THROUGH 5-3, TOWNHOMES AT THE NATIONAL – 2ND PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI, ON FIRST READING. ALL AYES; MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2893 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2863. ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

**D. Approve the first reading of an ordinance to amend Parkville Municipal Code Chapter 463, Section 463.160, subsection E regarding electronic message centers – Case No. PZ16-15; Park University, applicant**

Community Development Director Stephen Lachky stated that the regulations for electronic message center signs were adopted in 2010 and were restricted to gas stations in a monument sign. In early 2016, the sign at the entrance to Park University broke and they notified staff that they were interested in installing an electronic message center in its place. Park University planned to post announcements and help promote community events. The text amendment would permit the signs in two additional zoning districts.

The Planning and Zoning Commission held a special workshop on September 13 and the Commission requested additional information from staff. The additional information was presented on October 11 and the Commission recommended approval with conditions that included setback requirements around residential areas. The consultant working on the zoning code update reviewed the proposed text amendment. The text amendment also included a reduced duration to ten seconds before changes and updated illumination standards.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2894, AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE CHAPTER 463, SECTION 463.160, SUBSECTION E. ELECTRONIC MESSAGE CENTERS, AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, ON FIRST READING AND POSTPONE THE SECOND READING UNTIL NOVEMBER 1, 2016. ALL AYES; MOTION PASSED 7-0.

**E. Approve Resolution No. 16-019 supporting an application for the Urban Land Institute Kansas City for the Technical Assistance Program for assistance related to the development of properties within the Brush Creek Drainage and Brink Meyer Road Neighborhood Improvement Districts**

Community Development Director Stephen Lachky stated that the Urban Land Institute provided to local governments a one to two day free consultation for assistance for real estate, development, planning and land use issues. He said that the Brush Creek and Brink Meyer

neighborhood improvement districts were a good opportunity to receive additional advice, site analysis and a market overview. The Technical Assistance Program focused on an action plan and next steps for implementation of the plan. Lachky added that the City might need to cover some of the expenses.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 16-019 SUPPORTING AN APPLICATION FOR THE ULI KANSAS CITY TAP FOR ASSISTANCE RELATED TO THE DEVELOPMENT OF PROPERTIES WITHIN THE BRUSH CREEK DRAINAGE AND BRINK MEYER ROAD NEIGHBORHOOD IMPROVEMENT DISTRICTS. ALL AYES; MOTION PASSED 7-0.

**7. STAFF UPDATES ON ACTIVITIES**

**A. Police Department**

**1. Deer Counts**

Police Chief Kevin Chrisman provided an update on deer counts for the deer hunts in Park University, noting that the hunt started on September 15 and there were a total of four deer taken.

**B. Community Development**

**1. Bell Road Industrial Park Wall**

Community Development Director Stephen Lachky said that on October 6 a structural wall on Kelly Drive collapsed onto Route 45 and staff was concerned that the remaining wall would also collapse. The Platte County Sheriff, Missouri Highway Patrol, Southern Platte Fire Protection District and Parkville Police Department helped with the cleanup on Route 45. A portion of the wall would be removed by the property owner who would also finish the structural analysis of the remaining wall. The City's construction inspector would follow up to ensure it was safe.

**C. Public Works**

**1. S. National Drive Repairs**

Public Works Director Alysén Abel provided an update on the repairs on South National Drive that were created by trucks hauling dirt from the QuikTrip location to the Cider Mill 6th Plat. Staff and the developer identified 11 major areas that needed to be fixed. City staff would smooth the transitions and work on crack sealing and other repairs that were delayed until the dirt hauling was complete. The repairs started on October 18.

**2. Fall Cleanup Report**

Public Works Director Alysén Abel provided an update on the Fall Cleanup events, noting that approximately 250 cars participated on October 8 and filled eight dumpsters. The curbside pickup was held on October 10 and yard waste would continue to be collected through November 4.

**8. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

Mayor Johnston provided an update on recent events and meetings she attended since her last report in September. She said that it was brought to her attention at the metro mayor's meeting that new legislation regarding community improvements districts (CID) was signed by the Governor during the

summer that allowed audits in the same manner as other state agencies. She added that she received an alternate slate of nominations from the Parkville Old Towne Market Community Improvement District (POTMCID) and had previously stated that she would not recommend approval of a slate that included Tom Hutsler because his interference with the proposed 9 Highway Community Improvement District and the city's progress, which she said had a direct bearing on his ability to serve on the POTMCID.

Mayor Johnston said that she attended meetings with the Parkville Economic Development Council (PEDC) with Alderman Rittman and Alderman Welch, Main Street Parkville Association, Northland Chamber Board of Directors, Mid-America Regional Council (MARC) Total Transportation Policy Committee, 9 Highway CID working group, Platte County Mayors, Parkville Chamber of Commerce Membership Luncheon and the PEDC Economic Summit.

Mayor Johnston said she attended the following events: Ro-MAC Transportation's 25<sup>th</sup> Anniversary, Evolytics 11<sup>th</sup> Anniversary open house, Final Fridays in September, the Kansas City Area Transportation Authority Breast Cancer Awareness bus unveiling, English Landing Park eagle naming ceremony and the Synergy Services Inc. children's center ribbon cutting.

Mayor Johnston stated that she and City Administrator Lauren Palmer had meetings with a prominent developer and with Time Warner Cable about installing fiber in Parkville. She also noted that a group of volunteers from Lowe's Home Improvement completed a project at the entrance of English Landing Park and AmVets Post 181 donated track chairs to the Missouri Department of Conservation at an event at Parma Woods. Mayor Johnston also said she, Alderman Welch and Alderman Wylie met to discuss the interim city administrator and recruitment for a new administrator. She also noted that Platte Woods Mayor Smedley resigned from the MARC Solid Waste Management District bicycle committee and said she would like to see a member from Platte County kept on the committee.

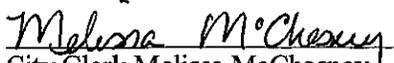
Alderman Driver reminded the Board that the last day for the Parkville Farmer's Market and Ghost Stories were scheduled for October 29.

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:02 p.m.

The minutes for Tuesday, October 18, 2016, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the first day of November 2016.

Submitted by:

  
City Clerk Melissa McChesney

