

**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:02 p.m. on Tuesday, December 6, 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	- present

A quorum of the Board of Aldermen was present.

The following staff was also present:

Kirk Davis, Interim 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**

**A. Recognize Friends of Parkville Parks for its donations to the City**

Mayor Johnston recognized the members of Friends of Parkville Parks for their donations to the City since it was created in 2009.

**B. Recognize Genevra Boucher for the Volunteer of the Year Award**

Mayor Johnston recognized Genevra Boucher for being named the Volunteer of the Year by the Main Street Parkville Association.

**3. CONSENT AGENDA**

- A. Approve the minutes for the November 15, 2016, regular meeting
- B. Approve the minutes for the November 15, 2016, work session
- C. Receive and file the October sewer report
- D. Renew the professional services agreement with Cochran Head Vick & Co., P.C. for auditing services for fiscal year 2016
- E. Approve a professional services agreement with Williams & Campo, P.C. for city attorney services
- F. Revise the authorized not-to-exceed amount for special legal counsel services with Zerger & Mauer, LLP related to the Brush Creek Drainage and Brink Meyer Neighborhood Improvements Districts
- G. Approve a supplemental agreement for 2017 with Alliance Water Resources for the continued management, operation, and maintenance of the City's wastewater treatment and collection system

- H. Approve a maintenance agreement with H&H Septic Service for on-call sewer cleaning and repair services
- I. Approve the second reading of an ordinance to authorize an engineering services agreement with the Missouri Highways and Transportation Commission for a traffic study at Lewis Street
- J. Approve accounts payable from November 10 to November 30, 2016

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTIONS FOR EACH ITEM, AS AMENDED.** ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

#### 4. ACTION AGENDA

- A. **Hold a public hearing and approve the first reading of an ordinance to approve the petition to establish the 9 Highway Corridor Community Improvement District**

Mayor Johnston opened the public hearing.

Community Development Director Stephen Lachky stated that the City had conducted several planning studies for the past seven years, including the Route 9 Corridor Study. In December 2015, the City approved a memorandum of understanding with QuikTrip for the creation of a special financing district to help fund traffic improvements and Route 9 and Route 45, which was recommended in the Study. The petition identified improvements from Route 45 to Lakeview Drive and proposed a one cent sales tax affecting the businesses that generated retail sales. A working group facilitated meetings with property owners and circulated a petition for signatures. Lachky noted that the Board of Aldermen authorized the Mayor to sign the petition on behalf of the City for its nine parcels in the proposed district. The City Clerk certified that the petition met the statute requirements. Lachky said that the first meeting of the CID was scheduled for December 21 and a mail-in election would be held in March 2017. He added that the City Treasurer reviewed the tax records and estimated annual revenues of approximately \$147,000.

Mayor Johnston opened the floor to public comments.

Dale Brouk, River North Development, said that the improvements were needed and the CID was a great way to obtain the funding needed for the improvements.

Debbie Hopkins, Platte Valley Bank, said she met with the property owners in the proposed district and looked forward to the improvements.

Cory Miller, Heritage Landscaping, said he had concerns about the infrastructure in place because of the dangerous access and lack of sidewalks. He added that he was in support of the petition.

Mike Kellam, Parkville Economic Development Council, said that he served on the committee for the formation of the CID and it was a great project and mechanism to increase funding availability for improvements. He thanked the community, partners and owners within the proposed district for their interest and support.

Kevin Heaton, Stone Canyon Pizza, said he supported the petition because the corridor was a connection to downtown.

Mayor Johnston noted that she had several phone calls with Sandra Kerns, a property owner in the proposed district, and was asked to speak on her behalf. She said Ms. Kerns was not opposed to the district but was opposed to being included in it, claiming that other single-family properties were not included and did not believe there was a legal standing to do so. Mayor Johnston said the City's financial and legal advisors reviewed the petition and she believed there was legal standing.

Mayor Johnston closed the public hearing.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2902, AN ORDINANCE APPROVING THE PETITION TO ESTABLISH THE 9 HIGHWAY CORRIDOR COMMUNITY IMPROVEMENT DISTRICT, ESTABLISHING THE DISTRICT AS A POLITICAL SUBDIVISION OF THE STATE OF MISSOURI, ESTABLISHING THE TERM OF EXISTENCE OF THE DISTRICT, DIRECTING THE CITY CLERK TO REPORT THE CREATION OF THE DISTRICT TO THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT AND AUTHORIZING CERTAIN DOCUMENTS AND PRESCRIBING OTHER MATTERS RELATING THERETO, ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 20, 2016. ALL AYES; MOTION PASSED 8-0.

**B. Approve the first reading of an ordinance to adopt the 2017 Operating Budget and 2017 – 2022 Capital Improvement Program**

Interim City Administrator Kirk Davis provided an overview of the proposed 2017 budget; presentation appended as Exhibit A. He said the budget included revenues and expenditures for 15 operating funds for a total budget of approximately \$15.2 million. He said he was confident that the budget addressed the Board's priorities, including directing resources to the five critical success factors, and maintained essential services. Three highlights to the budget included street maintenance financing, sewer rates and system viability justifying the proposed rate increase and personnel changes.

Assistant to the City Administrator Tim Blakeslee provided an overview of the projects included in the Capital Improvement Program (CIP). In regards to the Transportation Fund, he provided an overview of the debt financing strategy to increase street maintenance that would fix 17.5 percent, or approximately 41,000 lineal feet, of the street system to take advantage of the interest rates. In addition, the debt financing strategy would provide a grant anticipation loan help cover funds for the Route 9 Corridor Study improvements until the grant was received from the Mid-America Regional Council in federal fiscal year 2019-2020. He noted that the revenue from the proposed 9 Highway Corridor Community Improvement District would be used to cover the interest fees and debt payments, similar to the street maintenance debt financing.

Public Works Director Alysén Abel provided an overview of the Sewer Fund and its CIP projects. She said that Springsted Inc. performed a sewer allocation study to determine that a reasonable amount for the transfer from the General Fund to the Sewer fund to cover direct and indirect costs was \$365,000 per year. Staff recommended increasing the amount to \$150,000 for 2017 and then working up to the \$365,000 amount over time. Abel said that there were several emergency repairs required in 2016 and staff recommended deferring some of the CIP projects to future years because the working capital would drop below the target in 2017. In order to bring the working capital to the target required by policy staff recommended a ten percent increase to sewer rates, which was an increase of \$3.80 per month, dependent upon water usage, for the average sewer customer.

Finance/Human Resources Director Matthew Chapman provided an overview of personnel changes recommended for the 2017 budget, which included a two percent merit raise for employees with a satisfactory evaluation, an increase in the starting salary for police officers and a Missouri Local Government Employees Retirement System (LAGERS) tier adjustment which was a strong motivator for recruitment.

Discussion focused on what would happen if the proposed sewer rate did not pass in January 2017 and Interim City Administrator Kirk Davis said a budget amendment would be required. The Board also discussed the sewer emergency purchases and said it was important for the Sewer Fund to get to a point where it was a truly self-sustaining enterprise fund. Abel said that staff

anticipated future sewer rate increases of six percent for 2018-2019 and then three percent increases for 2020-2021 and each percent increase increased revenues by \$10,000.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2903, AN ORDINANCE **ADOPTING THE 2017 OPERATING BUDGET AND THE 2017-2022 CAPITAL IMPROVEMENT PROGRAM**, ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 20, 2016. ALL AYES; MOTION PASSED 8-0.

**C. Approve first reading of an ordinance to classify all employee positions and establish compensation for such classifications**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2904, AN ORDINANCE **APPROVING THE CLASSIFICATION OF EMPLOYEE POSITIONS AND ESTABLISHING COMPENSATION RANGES**, ON FIRST READING AND POSTPONE SECOND READING TO DECEMBER 20, 2016. ALL AYES; MOTION PASSED 8-0.

**D. Approve the first reading of an ordinance to upgrade the City's enrollment in Missouri Local Government Employees Retirement System from Tier L-3 to Tier L-7 and schedule final action for February 7, 2017**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **RECEIVE AND FILE THE ACTUAL VALUATION REPORT FOR PUBLIC INSPECTION**; AND TO APPROVE BILL NO. 2905, AN ORDINANCE **ADOPTING A CHANGE IN THE BENEFIT PROGRAM OF COVERED EMPLOYEES UNDER THE MISSOURI LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM**, ON FIRST READING AND POSTPONE THE SECOND READING TO FEBRUARY 7, 2017. ALL AYES; MOTION PASSED 8-0.

**E. Approve the first reading of an ordinance to amend various sections of Parkville Municipal Code Chapter 703 to increase sewer rates**

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 FIRST READING AND POSTPONE THE SECOND READING TO JANUARY 17, 2017. ALL AYES; MOTION PASSED 8-0.

**F. Approve the first reading of an ordinance to accept the public street and storm sewer improvements and the associated maintenance bonds for Lime Stone Court in the Townhomes at the National 2<sup>nd</sup> Plat**

Public Works Director Alysén Abel stated that improvements were approved by the Public Works staff for construction in July 2014 and the majority of the work was completed in spring 2015. In an effort to assist the developer, staff allowed the contractor to pull building permits prior to final acceptance of the public streets. Prior to acceptance, staff required the developer to fix failed areas in the curb and the road. Abel said the work was completed in November 2016 and the design and specifications were in compliance with the American Public Works Association.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2907, AN ORDINANCE **ACCEPTING THE PUBLIC**

**STREET AND STORM SEWER IMPROVEMENTS AND ACCEPTING THE ASSOCIATED MAINTENANCE BONDS FOR THE TOWNHOMES AT THE NATIONAL 2ND PLAT, ON FIRST READING AND POSTPONE THE SECOND READING ON DECEMBER 20, 2016. ALL AYES; MOTION PASSED 8-0.**

**G. Approve the first reading of an ordinance to approve the Thousand Oaks 16th Plat, final plat – Case No. PZ14-27; David Barth, Forest Park Development Company of Kansas City, LLC, applicant**

Community Development Director Stephen Lachky said that the Planning and Zoning Commission received two applications for Thousand Oaks, which was originally designed in the late 1990s when it was in the unincorporated areas of the county and prior to annexation into the city. The 16th Plat would connect to the 19th Plat and proposed 51 single-family homes on three tracts of land. Lachky said the plat met all the applicable zoning and subdivision regulations. He provided an overview of the conditions listed in the policy report.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2908, AN ORDINANCE APPROVING THE THOUSAND OAKS 16TH PLAT, FINAL PLAT, ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 20, 2016. ALL AYES; MOTION PASSED 8-0.

**H. Approve the first reading of an ordinance to approve the Thousand Oaks 19th Plat, final plat – Case No. PZ15-23; David Barth, Forest Park Development Company of Kansas City, LLC, applicant**

Community Development Director Stephen Lachky said that the 19th Plat would become the first of several connections to River Road. The 19th Plat included 50 single-family lots on two tracts of land. He said the plat met all the applicable zoning and subdivision regulations and noted it was subject to the same conditions as the 16th Plat. Staff had concerns about the truck traffic impact to River Road and the developer was willing to reroute traffic. The alternative route would be determined by staff at a later date.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2909, AN ORDINANCE APPROVING THE THOUSAND OAKS 19TH PLAT, FINAL PLAT, ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 20, 2016. ALL AYES; MOTION PASSED 8-0.

**5. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. 2017 General Municipal Election Filing**

City Clerk Melissa McChesney noted that the filing for the 2017 general municipal election would begin on December 13 and end on January 17, 2017. She added that one alderman seat from each of the four wards was open for election.

**2. Ghost Stories Counts**

Assistant to the City Administrator Tim Blakeslee provided an overview of Ghost Stories held on October 29, noting that it had a record number of attendees and generated \$4,800 in revenue, with \$2,700 profit going to the Nature Sanctuary Donation Fund.

**A. Police Department**

**1. Deer Counts**

Police Chief Kevin Chrisman provided an update on the deer counts for the hunt at Park University that would end on January 15, noting that 19 deer were taken. He added that the Police Department resurrected a program to control the deer population within the city limits, noting that two hunts were held and eight deer were taken. The meat was donated to local food banks.

**2. Shop with a Cop**

Police Chief Kevin Chrisman reminded the Board that Shop with a Cop was scheduled for December 18 and 16 to 18 children would be helped in 2016. He noted that he received a unique request through City's Facebook page and was excited to accommodate the family. The money in the Police Community Assistance Fund went to Parkville residents, as well as families in the surrounding area that attended the Park Hill School District.

**3. Park Village Christmas Lunch**

Police Chief Kevin Chrisman said that the 2nd annual Parkville Village Christmas luncheon was scheduled for December 12.

**B. Community Development**

**1. Zoning Code & Subdivision Regulations Work Session**

Community Development Director Stephen Lachky stated that a work session was scheduled for December 20 for the Board to review the update to the Zoning Code and Subdivision regulations.

**C. Public Works**

**1. Fall Cleanup Summary**

Public Works Director Alysen Abel provided a summary of the Fall Cleanup event, noting that approximately 225 vehicles dropped off items on October 8 that filled seven dumpsters. She added that staff was waiting on final invoices for the four week yard waste drop off and anticipated the costs were at or below the budgeted amount.

**2. Snow Plowing Private Streets**

Public Works Director Alysen Abel stated that staff received a request from The National asking the City to plow Chateau Lane and Chateau Court which was a private gated community with private streets owned by the individual property owners. In exchange for the additional work, staff discussed the options. One option was to hire a landscaping company for increased landscaping at City Hall, but staff felt it might not be an equal trade. The second option as to hire a company to clear off the sidewalks and areas around City Hall, but staff was concerned about the lack of control and liability because it would not be contracted through the city. Abel was concerned that a precedent could be set for other streets and sought direction from the Board. The consensus was not to plow private streets.

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

Mayor Johnston thanked staff for the weekly newsletter and congratulated Community Development Director Stephen Lachky for completing the floodplain management certification. She also noted that there was social media and media attention regarding the decorations that were removed from the trees along Route 9 by the Missouri Department of Transportation. She said that MoDOT issued a special permit and allowed them to go back up on the trees. Public Works Director Alysen Abel said a

decorating ceremony would be held on December 9.

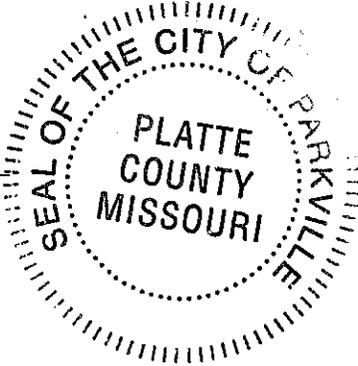
**7. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:53 p.m.

The minutes for Tuesday, December 6, 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 twentieth day of December 2016.

Submitted by:

*Melissa McChesney*  
City Clerk Melissa McChesney



# 2017 Parkville City Budget

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## 2017-2022 Capital Improvement Program

### Recommended 2017 Budget

	Revenues (includes carryover fund balance except in debt service funds)	Expenses	Balance
General Fund	\$5,510,924	\$4,617,840	\$893,084
Emergency Reserve Fund	\$1,775,775	\$348,224	\$1,427,551
Debt Service Funds	\$ 1,566,491	\$1,566,491	\$0
Special Revenue Funds	\$4,920,873	\$3,257,294	\$1,663,579
Sewer Enterprise Fund	\$1,491,563	\$1,304,641	\$186,922
<b>TOTAL</b>	<b>\$15,298,425</b>	<b>\$11,105,068</b>	<b>\$3,215,264</b>

## Budget Purpose

- Policy Document
- Financial Plan
- Operations Guide
- Communications Device

## Critical Success Factors

- Basic Services
- Infrastructure
- Economic Development
- Parks
- Finances

## CIP

- General Fund CIP is \$384,895
  - Increased building maintenance and IT improvements
  - ELP Restroom Phase 2
  - Patrol Vehicle
- Transportation Fund CIP is \$2,536,112
- Sewer Fund CIP is \$453,000
- Other CIP (donations, grants, etc.) is \$42,000

## Transportation Fund

- Operating expenses in the amount of \$383,000
- Transfer reduction
- Capital expenses in the amount of \$2,536,112
  - Equipment (Truck and Unloader Replacement)
  - Street Maintenance (Debt Financing Strategy)
  - Route 9 Phase 1 and 2a (CID Revenue)

## Street Repair – Debt Financing

- \$1,000,000 debt financing package. This program would repair 33 streets and provide 41,686 linear feet of street repair (17.5% of the street system). 54% (38,235 linear feet) of the streets on the five-year mill and overlay forecast in 2017
- The annual street maintenance program would be reduced to \$230,000 beginning in 2018. Balance used for debt payment. Increases to \$255,000 by 2022
- Debt financing term sheet estimates \$54,182 of interest payments and \$16,887 in expenses related to costs of issuance and fees
- A tax-exempt lease purchase agreement, subject to annual appropriations
- Will explore all financing avenues to find most cost effective strategy

Parkville street rating and funding per year	
Year	2017
Avg. street rating per linear foot	2.84
Funds Spent	\$1,113,000

Pay as you go	
Net Present Value (@ Debt Interest Rate)	\$2,261,973
Net Present Value per Linear Foot	\$30.88

Debt Program	
Net Present Value (@ Debt Interest Rate)	\$2,257,981
Net Present Value per Linear Foot	\$28.26

Linear feet completed with program	
Pay as you go	73,245
Debt Financing	79,905

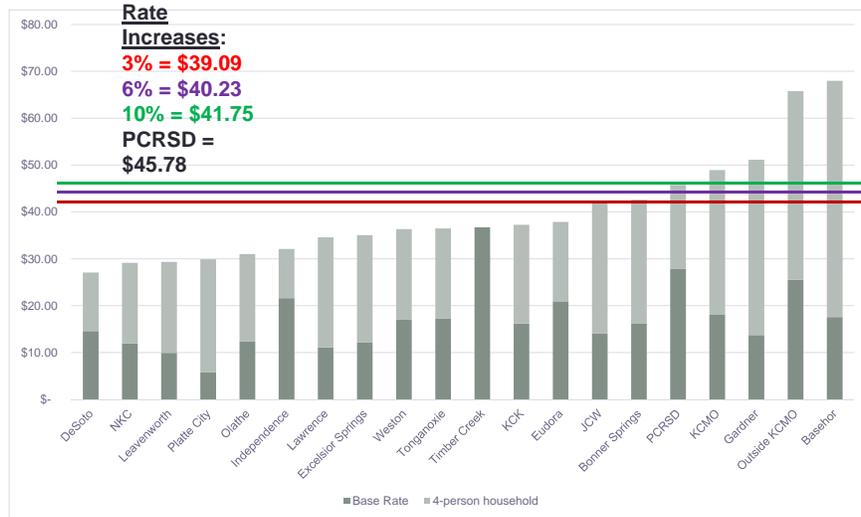
## Route 9 Phase 1 and 2A

- Estimated Project Cost \$1,279,112
  - The grant award of \$966,112 will not be available until federal fiscal year 2019-2020.
- Local match is \$313,000
  - CID Revenue projected at 147,300 per year.
- Proposed option is a grant anticipation loan
  - Debt financing term sheet estimates \$67,005 of interest payments and \$22,267 in expenses related to costs of issuance and fees.
- A tax-exempt lease purchase agreement, subject to annual appropriations.

## Sewer Fund

- Operating Expenses in the amount of \$519,940
- Capital expenses in the amount of \$453,000
- Allocation study
- Rate increase

## Sewer Survey Results



## Sewer Rate Breakdown

Sewer Rate	Sewer Base Fee	Consumption Rate	Average Monthly Bill*	Monthly Cost Difference
3%	\$12.89	\$0.609 per 1,000 gallons	\$39.09	\$1.14
6%	\$13.27	\$0.627 per 1,000 gallons	\$40.23	\$2.28
10%	\$13.77	\$0.651 per 1,000 gallons	\$41.75	\$3.80

\* Based on the average consumption rate of 4,300 gallons per month for a 4-person household

3% Rate Increase = \$30,090 Revenue  
 6% Rate Increase = \$60,180 Revenue  
 10% Rate Increase = \$100,300 Revenue

## Personnel Package

- LAGERS tier adjustment from L-3 (Tier 2) to L-7 (Tier 3)
- 2% merit raise for employees with satisfactory evaluation
- Increased new police officer starting salary to \$38,000
- Salary survey budgeted in 2017