

**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, January 5, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- 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: Lauren Palmer, City Administrator  
Kevin Chrisman, Police Chief  
Alysen Abel, Public Works 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. Recognize Alan Schank for receiving the Field Supervisor Award from the Kansas City Chapter of the American Public Works Association**

Mayor Johnston said that Alan Schank was in charge of the roads and made sure the ice and snow were cleared. She thanked him for his service to the City and the community.

Public Works Director Alysen Abel noted that Schank was recognized by the Kansas City chapter of the American Public Works Association (APWA) for outstanding leadership and dedication in the operation of public works-related activities. She said he served the community for 28 years and thanked him for his commitment and accomplishments. Abel presented him with a certificate of recognition from the City of Parkville and his Field Supervisor Award from the APWA.

**B. Recognize Craig Hubbell for his promotion to Sergeant in the Police Department**

Police Chief Kevin Chrisman said that effective January 1 Detective Craig Hubbell was promoted to the rank of Detective Sergeant and recognized him for his accomplishments. Chrisman said he grew up in the northland, graduated from the University of Central Missouri and the Kansas City Police Academy, previously worked for the Kansas City Police Department and was hired by Parkville in September 2010. Chrisman added that Hubbell was an informal leader with his knowledge, a team player and was involved in parades and events in downtown Parkville. Chrisman introduced his family and presented him with his Sergeant stripes.

**4. CONSENT AGENDA**

- A. Approve the minutes for the December 15, 2015, regular meeting
- B. Receive and file the November sewer report

- C. Approve the second reading of an ordinance to repeal and replace various sections of Municipal Code Chapter 605 regarding business licenses and Section 215.420 regarding fireworks
- D. Approve the second reading of an ordinance to repeal and replace Parkville Municipal Code Chapter 155, Section 155.030 regarding the Old Parkville Cemetery
- E. Approve accounts payable from December 9 to December 30, 2015

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

## 5. ACTION AGENDA

### A. Adopt the final report for the Route 9 Corridor Study

Alderman Werner recused himself and left the meeting because he was a property owner along Route 9.

Sabin Yanez, CFS Engineers, provided an overview of the final report and said the priorities of the study were to set goals and prioritize projects along the Highway 9 corridor from Highway 45 to Mattox Road. He said with the help of the steering committee, the priority matrix was used as a guide to determine the results and create a financing strategy. He added that public involvement was included throughout the project.

Yanez said city leadership recommended that CFS use two prior Parkville studies as a starting point for the project instead of using something new, so the vision was adopted from Vision Downtown Parkville. The guiding principles ranged from the importance of connections, the vitality of downtown, economic development and an emphasis on long-term vitality of the community. The project was separated into segments and each segment included estimated costs. Yanez also said that the project emphasized complete streets, improving the quality of life, enhancing movements, designing improvements with the right-of-way on Highway 9 and funding and grant cycles.

Yanez provided an overview of each of the 12 segments along the corridor and said the total estimated cost was \$11.4 million. He added that additional engineering and construction oversight would increase the total cost to \$13.1 million. Yanez provided some highlights for each segment, noting that changes recommended in Segment 1 would resolve the current stormwater issues for nearby residents. The challenge in Segment 3 was that there were no defined driveways on the west side of the highway. He said that CFS spoke with property owners and they were receptive to the concept. In regards to Segment 5, Yanez highlighted the importance of pedestrian movements and said the cost included some sidewalk connections on 12th Street that would provide safer access to the Platte County Health Department. Segment 6 included improvements to address the sight distance issues on the northwest corner of 12<sup>th</sup> Street and Segment 7 included a recommendation from the public to reopen the trail at White Alloe Creek to include sidewalk connectivity. Segment 8 was one area that would change from three lanes to two lanes because only a few left turn traffic movements were in the area; it would also allow the sidewalk and trail to stay connected while traffic would still be managed.

Yanez provided an overview of the priority matrix, noting it was important to look beyond the traffic benefits and to also address safety issues. He said the steering committee felt safety was the most important factor and recommended it be included in every design and solution; safety would carry its own level of importance on all parts of the project. The highest priority was 62nd Street to the Parkville Athletic Complex.

Yanez noted that if all segments were implemented he estimated it would be a 25 year project.

CFS was tasked to look beyond and see what was possible, and if it was fully funded, all the segments could be constructed within five years. He added that there might be additional costs for right-of-way but there could be opportunities for partnerships.

Craig Davis, MCD Associates, provided an overview of financing options that included grants, adoption of a new sales tax, and the creation of a special district. He also provided revenue estimates for each of the financing options. Yanez added the construction estimates included a 35 percent contingency.

Yanez reviewed the recommendations for implementation. The first step recommended grouping Priority 1 and Priority 2, which included 62<sup>nd</sup> Street to Lakeview Drive, and Priority 4 and Priority 7, which included 7<sup>th</sup> Street to 2<sup>nd</sup> Street, and submitting them as two separate grant applications to the Mid-America Regional Council (MARC) for the 2016 Call for Projects for 2019-2020 funding. Davis said that step two recommended looking at additional revenues through a special district and additional sales taxes. Yanez stated the step three recommended submitting a cost-share application and looking into the Missouri Transportation Finance Corporation loan program.

Discussion by the Board focused on utilities, relocating poles and contingencies. Yanez said that eminent domain was not projected in the financing and CFS worked hard to keep the improvements in the existing right-of-way since there would be minimal acreage needed. City Administrator Lauren Palmer said the funding scenarios were influenced by private acquisition; the lower cost scenario assumed development around the properties that did not want to be included and the higher cost scenario included redevelopment of all properties along the corridor.

Yanez said that two lane roadways could function with up to 20,000 cars daily and if all the projects were completed, the traffic modeling completed by CFS never reached an extreme level in 25 years. He added that Segment 9 improvements would help traffic flow better to FF Highway through downtown.

Mayor Johnston thanked the steering committee members and staff who helped with the study.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ADOPT THE ROUTE 9 CORRIDOR STUDY REPORT, AS PRESENTED; AND DIRECT STAFF TO SUBMIT APPLICATION(S) TO THE MID-AMERICA REGIONAL COUNCIL FOR THE 2016 CALL FOR PROJECTS FOR FEDERAL TRANSPORTATION FUNDING. ALL AYES; MOTION PASSED 6-0.**

Alderman Werner rejoined meeting at 8:09 p.m.

## **6. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

City Administrator Lauren Palmer provided an update on the Missouri River stream gauge, noting that the Finance Committee discussed it at a meeting in September 2014. The Missouri Risk Management team worked with the Army Corps of Engineers after the 2011 flood and recommended adding two new gauges at Leavenworth and Parkville. As a partnership with multiple agencies, Palmer said that Parkville's share was \$500 per year for three years which was within her authority so she executed the agreement. The gauge would be installed during the winter in a screened area in Platte Landing Park.

Palmer also provided an update on the Community Development director selection process, noting that interviews would be held on January 7 and she hoped to have a recommendation to the Board by the end of January.

Palmer updated the Board on the agreements with QuikTrip authorized by the Board on

December 15. Staff reached the final terms for the memorandum of understanding and QuikTrip agreed to a 20-year term for the district. Palmer added that staff was working with legal to develop a special financing district, possibly a Community Improvement District (CID), and she hoped to bring a petition to the Board. She also said staff was finalizing costs for the detention pond maintenance agreement. She added that costs were higher than expected at \$52,000, and after the cost share was changed the amount was reduced to \$50,000 to meet the cap previously authorized by the Board.

The Board discussed the creation of a CID and its boundaries. Palmer said the district would include adjacent properties and competitors within 1,000 feet that were not already included in another one percent special taxing district. She said staff was working on the boundaries to capture as much of the corridor that made sense.

Public Works Director Alysen Abel said that QuikTrip began grading and had set up erosion controls on the property.

**B. Police Department**

Police Chief Kevin Chrisman provided an update on the promotion process for a vacant sergeant position, noting that staff was working with the Missouri Police Chief's Association. He said that four of the current staff were eligible and information was sent to them to see who was interested.

Chrisman also provided an update on the deer counts, noting that there were a total of 13 deer killed. He also added that a disease had reduced the deer population in the region so the numbers were lower than anticipated. The hunt would end on January 15.

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

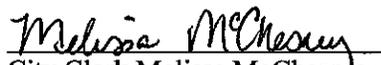
Alderman Sportsman asked about the pole in front of the new entryway sign on Highway 9 and City Administrator Lauren Palmer confirmed it would be removed as part of the project.

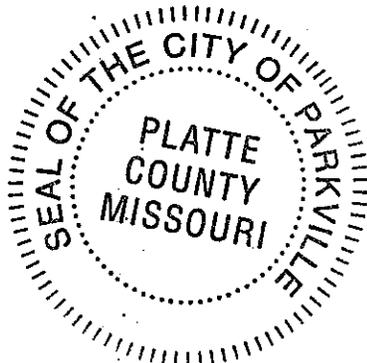
**8. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:22 p.m.

The minutes for Tuesday, January 5, 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 nineteenth day of January 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, January 19, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- 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:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Matthew Chapman, Finance/Human Resources Director
- Tim Blakeslee, Assistant to the City Administrator
- Kelly Yulich, Community Development Department Assistant
- Paul Giarratana, Building Official

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

**2. CITIZEN INPUT**

**A. Melvin Cole regarding traffic stops**

Melvin Cole, 8 West Fifth Street, requested that the Board of Aldermen adopt an ordinance or policy regarding traffic stops made by the Police Department.

**3. MAYOR'S REPORT**

**4. CONSENT AGENDA**

- A. Approve the minutes for the January 5, 2016, regular meeting
- B. Receive and file the December 2015 Municipal Court report
- C. Receive and file the financial report for the month ending December 31, 2015
- D. Receive and file the crime statistics for January through November 2015
- E. Approve a retailer of intoxicating liquor in the original package liquor license for Parkville Artisan's Studio at 111 Main Street
- F. Approve sign permits in the "B-4" Planned Business District for C-Store 2 and YMCA-Platte County Community Center
- G. Approve Work Authorization No. 55 with North Hills Engineering for the Sanitary Sewer Repairs Phase 3 project
- H. Approve a maintenance agreement with Mid America Pump LLC for on-call pump maintenance and repair services
- I. Approve Resolution No. 16-001 endorsing an application for the Platte County Parks and Recreation Outreach Grant Program to help fund improvements to the Parks storage facility, trails and signage at English Landing and Platte Landing parks, and a new trail in the large dog park
- J. Approve accounts payable from December 30, 2015 to January 14, 2016

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

**5. NON-ACTION AGENDA**

**A. Parkville Economic Development Council Quarterly Update**

Parkville Economic Development Council Executive Director Mike Kellam provided an update from the fourth quarter of 2015. Highlights included strong growth in membership, a revamped website to serve as a one-stop location for developers and businesses looking at Parkville, and establishment of a Resources Committee. Kellam said that two Parkville businesses, Engaged Companies and Stone Canyon Pizza, were recognized at the Platte County Economic Development Council luncheon. He thanked the Board for their continued partnership.

The Board discussed the quiet zone at the railroad crossings downtown. Kellam was asked about the major accomplishments in 2015 and he said that those included business retention efforts, marketing and resolving long-standing unknown or unsolved issues.

**6. ACTION AGENDA**

**A. Conduct a public hearing and approve the second reading of an ordinance to amend various sections of Parkville Municipal Code Chapter 703 and implement a 2.5 percent rate increase for the sewer utility**

Mayor Johnston opened the public hearing.

City Administrator Lauren Palmer stated that staff recommended implementing a 2.5 percent increase for the sewer utility to support the capital and operating budget. Capital improvements included improving the maintenance of the sewer system – Phase 2 began in 2015 and would be completed in 2016 and Phase 3 would begin in 2016, – the annual closed circuit television project to camera the sewer lines, and sustaining the maintenance strategy. Palmer added that modest inflationary adjustments were included in order to avoid a significant increase in the future. The Board discussed a proposed 20 percent increase by Missouri American Water and Palmer said she was working to gather information about the impact to Platte County.

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

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2861, AN ORDINANCE AMENDING VARIOUS SECTIONS OF PARKVILLE MUNICIPAL CODE CHAPTER 703 AND APPROVING A 2.5 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. 2835. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

**B. Approve the first amendment to the transportation development escrow agreement with Hoambrecker Properties, LLC**

City Administrator Lauren Palmer stated that the original agreement for the convenience store property was approved in May 2010 that included construction by Hoambrecker Properties, LLC of a left-hand turn lane to serve the development and the creation of an escrow account to set aside funds to cover the improvements. After the agreement was adopted, conversations began

between various parties about funding for Phase C of the Highway 45 widening project and the City entered into a cost-share agreement in 2013. The design for Phase C included a roundabout which would make the left turn lane unnecessary. She said that because the improvements were no longer needed, the funds in the escrow account could be released to the developer. Palmer also provided an alternative agreement if the Board was concerned that the project would not be completed that included releasing the funds once the Missouri Department of Transportation entered into a construction contract. Palmer added the project was planned for late 2016.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE FIRST AMENDMENT TO THE TRANSPORTATION DEVELOPMENT ESCROW AGREEMENT WITH HOAMBRECKER PROPERTIES, LLC TO ALLOW IMMEDIATE RELEASE OF THE ESCROW FUNDS, SUBJECT TO CONDITIONS STIPULATED IN THE AMENDMENT. ALL AYES; MOTION PASSED 7-0.

**C. Approve the first reading of an ordinance to repeal and replace various sections of Parkville Municipal Code Chapter 605 regarding business licensing enforcement, penalties for violations and appeals**

City Clerk Melissa McChesney explained that the remaining changes for Chapter 605 regarding business licenses included updates to enforcement, penalties for violations and appeals. The proposed changes would help to improve the procedure for when a business is delinquent and how and when to assess penalties.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2866, AN ORDINANCE REPEALING AND REPLACING VARIOUS SECTIONS OF PARKVILLE MUNICIPAL CODE CHAPTER 605 REGARDING BUSINESS LICENSING ENFORCEMENT, PENALTIES FOR VIOLATIONS AND APPEALS, ON FIRST READING AND POSTPONE THE SECOND READING TO FEBRUARY 2, 2016. ALL AYES; MOTION PASSED 7-0.

**D. Approve the first reading of an ordinance to repeal Parkville Municipal Code Chapter 510 and adopt a revised Parkville Property Maintenance Code**

Building Official Paul Giarratana said the primary purpose of the ordinance was to remove duplication of the Municipal Code and the Property Maintenance Code. He added that when the property maintenance code was amended the original ordinance was never repealed. Legal counsel found discrepancies between the codes and determined some of the violations given were not legal. To address the issues, Giarratana said the codes were combined so they no longer conflicted with each other. Changes addressed compliance with Chapter 850 regarding fees, demolition of homes and structures in disrepair, closing of vacant structures and selling of vehicles at residential properties.

Giarratana said that the Community Development Department had received 103 code complaints in 2015, with only 34 still in progress. Staff also implemented an online code complaint system for residents and two cases had already been submitted online for 2016.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2867, AN ORDINANCE REPEALING PARKVILLE MUNICIPAL CODE CHAPTER 510, PROPERTY CONSERVATION CODE, AND ADOPTING A REVISED PARKVILLE PROPERTY MAINTENANCE CODE, ON FIRST READING AND POSTPONE THE SECOND READING TO FEBRUARY 2, 2016. ALL AYES; MOTION PASSED 7-0.

**7. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

City Clerk Melissa McChesney stated that candidate filing for the April 2016 General Municipal Election ended at 5:00 p.m. Residents filing for candidacy included: Nan Johnston and Nick Casale, mayor; Dave Baker, Terry D. Brown and Tina Welch, Ward 1 Alderman; Dave Rittman, Ward 2 Alderman; Kevin A. McDonald and Robert Lock, Ward 3 Alderman; Marc R. Sportsman, Ward 4 Alderman; and Kevin D. Humiston, Municipal Judge.

**B. Police Department**

Police Chief Kevin Chrisman provided the final deer count, noting there were a total of 13 deer.

**C. Public Works**

Public Works Director Alysén Abel provided a review of 2015 projects, noting that street maintenance projects totaled approximately \$350,000; \$31,000 was saved from reusing blocks from the Brink Meyer retaining wall failure for the Crooked Road project; the Eastside Pump Station was decommissioned; and there were cost savings from using concrete lining to repair the Pinecrest Pump Station.

Abel also provided an update for the English Landing Park restroom project, noting that the project included the restroom and site improvements around the building. The bid opening was scheduled for February 9 and staff hoped to provide an update to the Community Land and Recreation Board at its meeting on February 10. Abel added an application would be submitted to the Board of Zoning Adjustment because the area was in the floodplain and required a variance. She said staff hoped to have the notice to proceed issued in March.

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

Alderman Plumb reminded the Board of the Parkville Chamber of Commerce Gala on January 29.

**9. EXECUTIVE SESSION**

**A. Personnel matters pursuant to RSMo 610.021(3)**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS PURSUANT TO RSMO 610.021(3). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

The Board entered into the executive session at 8:21 p.m. At 8:37 p.m., the Board reconvened in open session.

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

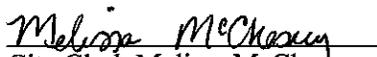
Mayor Johnston announced no action was taken as a result of the executive session.

**10. ADJOURN**

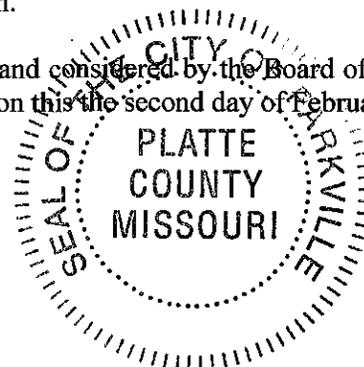
Mayor Johnston declared the meeting adjourned at 8:37 p.m.

The minutes for Tuesday, January 19, 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 second day of February 2016.

Submitted by:

  
City Clerk Melissa McChesney

2016-008



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:02 p.m. on Tuesday, February 2, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- 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:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works 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**

Mayor Johnston noted that a student from Park University was in the audience to record a small portion of the meeting for a television production class.

Mayor Johnston recognized a member of Boy Scouts of America Troop 1051 in the audience who was working on his Citizenship in the Community merit badge.

**3. MAYOR'S REPORT**

**A. Appoint Barbara Wassmer to the Planning and Zoning Commission through May 2019**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPOINT BARBARA WASSMER TO THE PLANNING AND ZONING COMMISSION THROUGH MAY 2019. ALL AYES; MOTION PASSED 7-0.

**4. CONSENT AGENDA**

- A. Approve the minutes for the January 19, 2016, regular meeting
- B. Receive and file the December 2015 sewer report
- C. Receive and file the Platte County Economic Development Council 2015 annual report
- D. Approve the second reading of an ordinance to repeal and replace various sections of Parkville Municipal Code Chapter 605 regarding business licensing enforcement, penalties for violations and appeals
- E. Approve the second reading of an ordinance to repeal Parkville Municipal Code Chapter 510 and adopt a revised Parkville Property Maintenance Code
- F. Approve a retailer of intoxicating liquor in the original package with Sunday sales liquor license for QuikTrip #189 to be located at 8601 NW 45 Highway
- G. Approve accounts payable from January 14 to January 24, 2016

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

## 5. ACTION AGENDA

### A. Approve a memorandum of understanding with the Platte County Land Trust for maintenance of a butterfly garden at the Southern Platte Pass

Public Works Director Alysen Abel said that a cooperative agreement was approved with the Missouri Department of Transportation and Platte County that stated the City would maintain the area within the right-of-way on Highway 45. The Platte County Land Trust (PCLT) was awarded a Platte County Outreach Grant to enhance a small area along Highway 45 to bring in monarch butterflies. In Spring 2015, the PCLT planted native grasses and the City developed a maintenance relationship for the area in which the City would mow the grass buffer around the native plantings throughout the season and the entire project once per year.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE MEMORANDUM OF UNDERSTANDING WITH PLATTE COUNTY LAND TRUST FOR THE MAINTENANCE OF A BUTTERFLY GARDEN.** ALL AYES; MOTION PASSED 7-0.

### B. Authorize the transfer of funds from the Emergency Reserve Fund to the Brink Meyer Debt Service Fund sufficient to cover the payment of bond interest due on March 1, 2016

Human Resources/Finance Director Matthew Chapman explained that there were no assessments collected at the end of 2015 for the Brink Meyer Neighborhood Improvement District (NID). He added the funds were included in the Emergency Reserve Fund in the 2016 budget.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **AUTHORIZE STAFF TO TRANSFER UP TO \$73,993.75 FROM THE EMERGENCY RESERVE FUND TO THE BRINK MEYER ROAD NEIGHBORHOOD IMPROVEMENT DISTRICT FUND FOR THE PURPOSE OF PAYING THE BRINK MEYER ROAD NID BOND PAYMENT DUE ON MARCH 1, 2016.** ALL AYES; MOTION PASSED 7-0.

City Administrator Lauren Palmer provided an update on economic development projects, noting there was interest from developers for the NID properties at Highway 45 and Interstate 435. She also thanked the Board for filing the judicial foreclosure and said the Parkville Economic Development Council was working to find a developer interested in building an industrial park.

## 6. STAFF UPDATES ON ACTIVITIES

### A. Police Department

Police Chief Kevin Chrisman provided an update on the sergeant promotional process, noting that assessments were held on January 28 and 29. He also provided an update on a robbery at the Crestridge Shopping Center on January 30 and downtown on February 1.

### B. Community Development

City Administrator Lauren Palmer reminded the Board about the welcome reception for the new Community Development Director Stephen Lachky to be held on February 9 prior to the Planning and Zoning Commission meeting.

Palmer also provided an update on the zoning and subdivision regulations update project, noting that it was six months behind schedule but staff was working to get the project back on track. She said Gould Evans completed the first task and had prepared a report that identified seven critical issues, which were scheduled to be presented to the Planning and Zoning Commission on February 9. The next phase included public input and two open houses, along with a series of focus group meetings. Palmer added that the original scope of work included the formation of an advisory committee, but staff recommended it not be created in order to allow one extra mid-project meeting for a report to the Board of Aldermen. Palmer anticipated that a draft report would be presented in June with final review and adoption by the end of the year.

Palmer also provided an update on the Highway 45 Corridor Plan, noting that a draft report had been prepared and the steering committee planned to convene one more meeting to review the report. After receiving input from the committee, one more open house meeting would be scheduled.

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

Alderman Plumb said he attended the Missouri Municipal League's West Gate meeting on January 28 and the Parkville Area Chamber of Commerce Annual Gala on January 29.

Mayor Johnston said that she, Alderman Werner and Chief Chrisman attended the Missouri American Water public hearing about water and wastewater rates. She added that representatives of Missouri American Water promised to provide better communication on their efforts to resolve issues.

**8. ADJOURN**

Mayor Johnston declared the meeting adjourned at 7:28 p.m.

The minutes for Tuesday, February 2, 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 sixteenth day of February 2016.

Submitted by:

Melissa McChesley  
City Clerk Melissa McChesley



MINUTES OF THE BOARD OF ALDERMEN REGULAR MEETING OF FEBRUARY 16, 2016

Page 1 of 4

**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 5:30 p.m. on Tuesday, February 16, 2016, at City Hall located at 8880 Clark Avenue, Parkville, and was called to order by Mayor Nanette K. Johnston. Acting City Clerk Emily Crook called the roll as follows:

Ward 1 Alderman Diane Driver	- present
Ward 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present ( <i>arrived at 5:40 p.m.</i> )
Ward 3 Alderman David Jones	- 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:

- Lauren Palmer, City Administrator
- Stephen Lachky, Community Development Director
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Matthew Chapman, Finance/Human Resources Director
- Tim Blakeslee, Assistant to the City Administrator
- Stephen 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**

Mayor Johnston said that Officer Tomlin was promoted to sergeant and asked Chief Chrisman to say a few words.

Chief Chrisman introduced Officer Tomlin and said his promotion was effective February 20. He gave a brief history of Officer Tomlin's career and said he had approximately 21 years of experience in the criminal justice system, and had worked for seven years with the City.

**4. CONSENT AGENDA**

- A. Approve the minutes for the February 2, 2016, regular meeting
- B. Receive and file the January 2016 Municipal Court report
- C. Receive and file the financial report for the month ending January 31, 2016
- D. Receive and file the crime statistics for January through December 2015
- E. Renew an agreement with Northland Lacrosse Club for use of City property generally known as Vikings Field
- F. Approve the purchase of a 2016 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for the Public Works Department
- G. Approve Resolution No. 16-003 approving and endorsing an application for the Platte County Stormwater Management Grant Program to help fund improvements to the Parkville Athletic Complex detention pond
- H. Approve accounts payable from January 28 to February 11, 2016

**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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, JONES AND SPORTSMAN. MOTION PASSED 6-0.**

**5. ACTION AGENDA**

**A. Approve a small construction services agreement with Midwest Storm Restoration for the Train Depot roof replacement**

Public Works Director Alysen Abel stated that the bid request was released in December 2015 for replacement of the roof at the Train Depot. Bids were received from seven contractors and the low base bidder was Cedaridge Roofing. She said that Midwest Public Risk would reimburse the City for one-half of the low base bid because of the hail damage on the north side of the building and the City would be responsible for the remainder plus the deductible.

Abel said that because there was additional work needed to replace all the decking, staff recommended approval of an agreement with Midwest Storm Restoration. Their base bid was higher but the cost to replace all the decking allowed them to be the low bidder for the entire project. The Finance Committee recommended approval at its meeting on February 8. The original bid document included gutter but, due to the cost of the project, staff recommended replacing the gutters at a later date.

Abel said that the City had a user agreement with Cathy Kline Art Gallery and the Parkville Chamber of Commerce for use of the Train Depot and each was responsible for general upkeep and utilities, including exterior painting. The City was responsible for major repairs and there were some repairs that required contracting with a third party because the work was beyond the expertise of staff.

Abel also provided a history of the Train Depot and repairs that were made since the City took over ownership in 1990. Staff prepared a list of issues that needed to be addressed and some were already completed. Because of a grant, the City was obligated to maintain the depot until 2025 or would be required to reimburse some of the grant funds it was awarded.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE SMALL CONSTRUCTION SERVICES AGREEMENT WITH MIDWEST STORM RESTORATION FOR THE TRAIN DEPOT ROOF REPLACEMENT IN AN AMOUNT NOT TO EXCEED \$26,125, TO INCLUDE THE FULL REPLACEMENT OF THE DECKING AND EXCLUDING THE GUTTERS. MOTION PASSED 6-1 (ALDERMAN JONES OPPOSED).**

**6. NON-ACTION AGENDA**

**A. Consider a request to provide sewer service for West Park Addition, Lot 5, a property outside the city limits**

Public Works Director Alysen Abel said that H&H Septic Service Inc. requested sanitary sewer service through the City's sewer system to their property in the West Park Addition, but the property was located within the boundaries of the Platte County Regional Sewer District (PCRS D). Abel said service could be provided to the area by Missouri American Water after the new water plant was constructed in the future. The property was served by a septic system and the request was only for one parcel, but could serve the other five properties located in the development. In addition, the nearest sewer facility was approximately one mile from the property and the adjacent sewer main could be accessed easily.

Abel said that the PCRS D expressed interest in releasing the property from its service area to allow the owner to be serviced by the City's system. Staff consulted with legal counsel and

determined that the City could service the area even though it was not within the city limits, but an agreement would be required to release it from PCRSD. Abel added that the City did not serve many areas outside the city limits but there were a limited number of properties that were annexed into the City's service area.

Staff recommended allowing sewer service for the property owner but the owner would be required to cover the initial legal and administrative costs associated with setting up the agreement in order to compensate the City for lost revenue because the property was located outside the city limits. Staff also recommended an increased fee structure which was allowed by statute.

The Board discussed other potential parcel annexations and it was noted that other owners in the development expressed no interest in annexation. Abel said that if H&H Septic Service or other property owners were annexed it would be a cleaner transfer to the City's system because working with PCRSD could result in a negotiation fee for the annexed parcels.

The Board expressed concerns over the city's boundaries and said that further annexation could make them more confusing. Russ Sickman, property owner, said he did not want to be annexed but said, if required, he would request to be zoned to the City's least restrictive zoning district. He added that he was only requesting sewer service for his property's usage and not for any other property.

## **7. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

#### **1. Out-of-State Vehicle Sales Tax Public Information**

Assistant to the City Administrator Tim Blakeslee said that informational meetings, to explain the out-of-state vehicle sales tax, were held with the Parkville Economic Development Council, Platte County Economic Development Council and the Parkville Chamber of Commerce and a meeting would be held with the Rotary Club in March. He said information was posted on the website and through social media, Frequently Asked Questions handouts were available at City Hall, and an article would be included in the spring newsletter.

#### **2. Big Idea Northland**

City Administrator Lauren Palmer said that the City of North Kansas City and the Northland Chamber of Commerce were working on a project called Big Idea Northland which was modeled after the Big 5 Initiative in Kansas City. The Chamber requested input from residents and visitors in the Northland and interested parties could post comments and responses to comments on the KC Momentum by Kansas City website.

### **B. Public Works**

Public Works Director Alysen Abel provided an update on the Route 9 Entryway Beautification Project, noting that Gunter Construction started working at the site in December 2015. The entry base was constructed and the brick façade on the sign base was installed. Abel added that the Kansas City Power & Light pole by the sign was removed and electrical service will soon be bored and would be tied into the electrical service at the Parkville Spirit Fountain. She also said the banners would be installed on the poles in April after the design was approved by the Board in March.

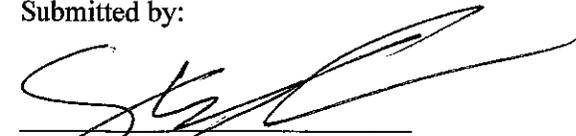
## **8. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 6:27 p.m.

The minutes for Tuesday, February 16, 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 March 2016.

Submitted by:

  
\_\_\_\_\_  
Acting City Clerk Emily Crook

**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:09 p.m. on Tuesday, March 1, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- 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:

- 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
- Stephen Chinn, City Attorney

Mayor Johnston announced that a closed session was held at 5:30 p.m. regarding attorney-client privilege pursuant to RSMo 610.021(1).

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 two members of Boy Scouts of America in the audience who were working on their Citizenship in the Community merit badge.

**3. MAYOR'S REPORT**

**4. CONSENT AGENDA**

- A. Approve the minutes for the February 16, 2016, regular meeting
- B. Receive and file the January sewer report
- C. Receive and file the Semi-Annual Financial Report for the second half of 2015 and direct City Administration to publish
- D. Approve a retail liquor by the drink picnic license for the Main Street Parkville Association for the Parkville Microbrew Fest on April 30, 2016
- E. Accept the public storm sewer improvements and associated maintenance bonds for Apple Blossom Lane
- F. Approve accounts payable from February 11 to February 26, 2016

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.

**5. ACTION AGENDA**

**A. Approve Resolution No. 16-004 to support an application for the Mid-America Regional Council 2016 Call for Projects for Federal Fiscal Year 2019-2020 federal-aid transportation funding**

Community Development Director Stephen Lachky stated that in 2015 a consultant team prepared the Route 9 Corridor Study that was adopted in January 2016. The study included preliminary concepts in 12 segments along the corridor that totaled approximately \$13 million. It was estimated that completion for all the segments would take about 25 years and the consultant recommended that the City look at grant opportunities, including federal aid funding from the Mid-America Regional Council (MARC).

Lachky said that since January staff discussed the different segments and the possible grants available to fund the improvements. He presented seven scenarios and highlights of each; presentation attached as Exhibit A. Staff recommended Scenario 4, which was a reduced scope of Scenario 3 that included the segment from Highway 45 south to 62nd Street. It included a sidewalk on the east side of the highway and a shared use path, but would not include street lighting or a sidewalk on the west side of Highway 9 that reduced the City's match by approximately \$30,000. The sidewalks and street lighting could be implemented at a later date.

Staff recommended Scenario 4 because it was the logical first step and would leverage funding through the 9 Highway Community Improvement District. Lachky said the scenario would score highly based on the study results and MARC's criteria. He added that the budget impact was \$740,000 with a local match for the city of 20 percent and a five percent project fee, for a total budget of \$151,000. Lachky noted that funds would need to be obligated between 2018 and 2020 and the fee would need to be invoiced in 2017.

The Board discussed the sidewalks and street lights on the west side of the highway that were not included in the recommended scenario. City Administrator Lauren Palmer said that the City had an agreement with Kansas City Power and Light for the lights downtown and a similar arrangement could be made for the area. They further discussed the extension of the sidewalk past the Pinecrest subdivision to Clark Avenue where a new signal was proposed in the study. Palmer responded that portions of different segments could be included but it would affect the City's local match.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO POSTPONE ADOPTION OF RESOLUTION NO. 16-004 TO THE MARCH 15, 2016, REGULAR MEETING. ALL AYES; MOTION PASSED 7-0.**

**B. Authorize staff to gather input from a small group and negotiate with the low bidder for the English Landing Park Restroom Project**

Public Works Director Alysen Abel stated that Williams, Spurgeon Kuhl and Freshnock (WSKF) was contracted to design the restroom and they worked with staff and the Community Land and Recreation Board to recommend a design to the Board of Aldermen. Bids were opened on February 9 and the lowest bid received exceeded the engineer's estimate by approximately \$100,000. Abel said WSKF said the reason why the bid was much higher than estimated was due to recovery of the market. Staff met with WSKF and the low bidder, Gunter Construction, to discuss options to reduce the cost to get closer to the budget but keep the amenities from the original design. Abel said that in order to lower the cost, significant changes would be required and Gunter Construction was hesitant to negotiate too much until a contract was approved.

On February 22, the Finance Committee recommended rejecting all the bids and forming a committee to review the project to bring it closer to the budget. Abel said there was some capacity from other budgets to cover the additional cost. She also said she spoke with Platte

County about the outreach grant and said the City had until November 1 to construct the project to receive the funds. The City could apply for an additional extension or it could submit a revised scope to rehabilitate the existing structure. Staff recommended that the Board authorize staff to work with the low bidder in order to keep the project's timeline and supported the idea on the creation of a committee to review the project.

Discussion focused on the items that could be negotiated to lower the cost, the reasons why the bids should be rejected, the options available if the project was redesigned and the costs to rehabilitate the existing facility.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO REJECT ALL BIDS AND TO ASSEMBLE A SMALL COMMITTEE TO REVIEW OPTIONS ASSOCIATED WITH THE ENGLISH LANDING PARK RESTROOM PROJECT. ALL AYES; MOTION PASSED 7-0.**

**C. Authorize staff to negotiate a collection and treatment agreement with Platte County Regional Sewer District for sewer service to West Park Addition, Lot 5**

Public Works Director Alysen Abel stated that the request was discussed at the February 16 Board of Aldermen meeting. She said that the infrastructure could serve the six buildings in the addition and the nearest connection was to Parkville's sewer system, but the properties were located within the Platte County Regional Sewer District (PCRSB).

Abel responded to questions that were raised regarding zoning and noted that the City had similar zoning to Platte County but it was more restrictive. Since the discussion, staff met with PCRSB staff who offered assistance to the property owners. Through a collection and treatment agreement, the PCRSB would reimburse the City for its customer. Abel said the City had similar arrangements with Platte County in which the City reimbursed the District for some of the city's residents. Staff would prepare a policy for similar requests for the future.

Discussion focused on an alternative fee structure for customers that were not within the City's sewer boundaries but were connected to the system and rezoning and annexing the property into the city but grandfathering them from the code enforcement regulations.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO DIRECT STAFF TO DRAFT AN ORDINANCE FOR AN ALTERNATIVE RATE STRUCTURE FOR PROVIDING CITY SEWER SERVICE TO PROPERTIES OUTSIDE THE CITY LIMITS. ALL AYES; MOTION PASSED 7-0.**

**D. Approve a construction services agreement with the Deister Company, Inc. for waterline repairs to serve the Wastewater Treatment Plant**

Public Works Director Alysen Abel said that in the summer of 2015 staff discovered issues with the water service to the sewer plant and determined there was a leak near Vikings Field. When the line was repaired, staff discovered the material was substandard and it became an issue in January. She said that staff was notified by Missouri American Water that there were high usage readings from the service meter located at the northeast corner of the field. H&H Septic Service was hired to investigate the location of the leak and determined the leak was most likely in the marshy area south to the railroad tracks. Staff recommended replacing a majority of the waterline to repair the leak and bring the pipe up to standards. Abel added that the staff at the sewer plant were working to conserve water and would submit an appeal to Missouri American Water for a reimbursement. Because it was an emergency situation, the purchasing policy allowed staff to receive quotes in lieu of a bid.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN**

**DRIVER TO APPROVE THE CONSTRUCTION SERVICES AGREEMENT WITH THE DEISTER COMPANY, INC. FOR THE WATERLINE REPAIR FOR SERVICE TO THE WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$14,980. ALL AYES; MOTION PASSED 7-0.**

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Parks Master Plan**

Assistant to the City Administrator Tim Blakeslee said that the update to the 2008 Parks Master Plan would include an emphasis on the riverfront corridors. The first steering committee meeting was held on February 10 and the consultant discussed the scope of the project; the second meeting was scheduled for March 15. Focus group discussions would be held in March and an open house was scheduled on April 14.

**2. The Spirit of Brownville**

Assistant to the City Administrator Tim Blakeslee said that Park University would host the Spirit of Brownville riverboat in English Landing Park on May 17 and they offered use of the boat to the City for an event the following date. Staff planned to reach out to see if volunteers wanted to host an event on the boat.

**B. Public Works**

**1. Platte County Outreach Grants**

Public Works Director Alysen Abel provided an update on the status of the Platte County Outreach grants, noting that staff learned the prior week that the City was awarded two of the three grants, which included the trail improvements and to 5K/10K signs and amenity maps and a trail in the dog park.

She also provided dates for the waste and cleanup events for 2016, noting that the Spring Cleanup was scheduled for April 23, the yard waste drop off would be held April 25 through May 13, and a recycling event would be held in conjunction with the Mid-America Regional Council's household hazardous waste event in Platte Landing Park on May 21.

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

**RECONVENE EXECUTIVE SESSION**

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO RECONVENE THE EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 7-0.**

The Board reconvened the executive session at 9:06 p.m. At 9:49 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 no action was taken as a result of the executive session.

**8. ADJOURN**

Mayor Johnston declared the meeting adjourned at 9:50 p.m.

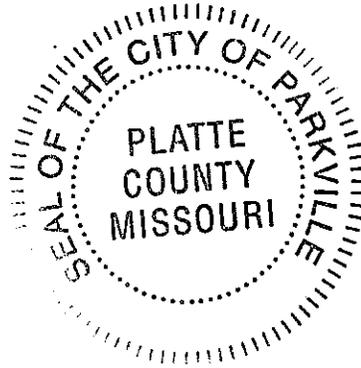
MINUTES OF THE BOARD OF ALDERMEN REGULAR MEETING OF MARCH 1, 2016

Page 5 of 5

The minutes for Tuesday, March 1, 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 fifteenth day of March 2016.

Submitted by:

Melissa McChesney  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:01 p.m. on Tuesday, March 15, 2016, at City Hall located at 8880 Clark Avenue, Parkville, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Diane Driver	- absent with prior notice
Ward 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- 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:

- 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
- Stephen 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. Welcome Nature Sanctuary Director Joe Ryan**

Mayor Johnston noted that Mr. Ryan was unable to attend the beginning of the meeting and she would recognize him when he joined the meeting. Assistant to the City Administrator Tim Blakeslee provided a history and said he had been active in coordinating volunteers for the Nature Sanctuary.

**4. CONSENT AGENDA**

- A. Approve the minutes for the March 1, 2016, regular meeting
- B. Receive and file the February Municipal Court report
- C. Receive and file the financial report for the month ending February 29, 2016)
- D. Receive and file the crime statistics for January 2016
- E. Approve Change Order No. 3 with Insituform Technologies for the cured-in-place pipe lining work for the Sanitary Sewer Phase 3 repairs
- F. Approve the purchase of a new 2016 John Deere Z997R Commercial L.C. Diesel Mower from Heritage Tractor, Inc. for the Parks Division
- G. Approve a small construction services agreement with American Sweeping for the 2016 Street Sweeping Program
- H. Approve accounts payable from February 26 to March 10, 2016
- I. Approve a retailer of intoxicating liquor in the original package with Sunday sales liquor license for Please Stop located at 7500 NW River Park Drive

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN

**PLUMB TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 6-0.**

**5. ACTION AGENDA**

**A. Receive and file the 2015 Annual Report**

Assistant to the City Administrator Tim Blakeslee said that the report was compiled with the help of City staff and included various statistics, accomplishments and photos from 2015. He added that it highlighted the priorities of the City and what was accomplished for the year and included an overview of the budget and a breakdown of department budgets.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN PLUMB TO **RECEIVE AND FILE THE 2015 ANNUAL REPORT. ALL AYES; MOTION PASSED 6-0.**

**B. Approve Resolution No. 16-004 to support an application for the Mid-America Regional Council 2016 Call for Projects for Federal Fiscal Year 2019-2020 federal-aid transportation funding (postponed from March 1 meeting)**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN PLUMB TO **MOVE THE DISCUSSION OF ITEM 5B TO AFTER THE EXECUTIVE SESSION. ALL AYES; MOTION PASSED 6-0.**

The Board of Aldermen deviated from its order of business to take up the remainder of the agenda items and discuss Item 5B after the executive session.

**C. Approve a banner design for the streetlight banners for the Route 9 Downtown Entryway Beautification Project**

Assistant to the City Administrator Tim Blakeslee stated that the City approved a cooperative agreement with Park University for banners on the new lighting along Highway 9 in downtown Parkville. Staff developed five designs that were reviewed by Park University, the Main Street Parkville Association (MSPA) and Cathy Kline and recommended Option 5 to the Board. The banners would be hung on the lights when the brackets were installed which was anticipated in mid-April. Blakeslee added that staff would work with MSPA for banners for special events and the Parkville banner would be hung when other special events were not being held.

The Board discussed changes to the designs and recommended that staff redesign Option 3 to match the Parkville logo color scheme and include the river from the entryway sign.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN PLUMB TO **REDESIGN OPTION 3 AND TO INCLUDE MAYOR JOHNSTON AND ALDERMAN SPORTSMAN IN THE REDESIGN. ALL AYES; MOTION PASSED 6-0.**

Mayor Johnston introduced the new Nature Sanctuary Director Joe Ryan who spoke about his history and prior work with the Nature Sanctuary.

**D. Approve the first reading of an ordinance to approve the final plat of the replat of Lot 11, Cider Mill Ridge 4<sup>th</sup> Plat – Case PZ16-01; applicant, RP Golf, LLC, owner**

Community Development Director Stephen Lachky stated that the final plat was approved in 2013 in conjunction with the pool house at Cider Mill Ridge that was constructed since the approval. He said that the replat proposed a change to the designation of Lot 11 to Tract H, which were the same dimensions. The substantial change was the addition of Tract G for a median island which was a private improvement within the public right-of-way. The developer would

enter into a right-of-way maintenance agreement for the island and Lachky noted the draft agreement was included in the packet. The request was approved by the Planning and Zoning Commission on March 8.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 2868, AN ORDINANCE APPROVING THE FINAL PLAT OF REPLAT OF LOT 11, CIDER MILL RIDGE, FOURTH PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 5, 2016. ALL AYES; MOTION PASSED 6-0.

## 6. NON-ACTION AGENDA

### A. Conduct a Parkville Parks Master Plan key leader meeting with the project consultant team

Assistant to the City Administrator Tim Blakeslee stated representatives from Vireo were in attendance to meet with the Board of Aldermen because it was a key leader group to interview for the update to the Parkville Parks Master Plan.

Steve Rhoades, Vireo, stated that they inventoried the parks, held six focus group meetings that included downtown stakeholders, recreation and event coordinators, City staff and school/college groups. Rhoades asked the Board questions that were asked in the group meetings.

The first question was: Is there anything missing from the system for its residents? The Board responded that ball fields, a nice restroom, lighting in Platte Landing Park and docks were missing from the parks.

The second question was: Should the City focus on rehabilitating existing facilities or build new? The Board responded that existing facilities needed to be taken care first before building new ones.

The third question was: Do you remember aspects of past plans that did or did not appeal to you? The Board responded that some of the plans were not based on public input. Items that appealed to them included modification of the parking with additional ball fields or removal of the current fields that would be replaced; a suggestion in the past was to have an amphitheater on the river but there were no funds available but private donations could be sought; the expansion of a feature near the river, a dock or overlook of the full park; connectivity from one side of town to the other; and structuring for an ice rink for year-round use.

Rhoades added that Vireo would continue to hold public input sessions and meetings with Platte County parks staff and Commissioners were scheduled the following week. An open house was scheduled on April 14 and the community could complete an online survey that would be advertised through social media.

## 7. STAFF UPDATES ON ACTIVITIES

### A. Community Development

#### 1. Zoning and Subdivision Regulations Project

Community Development Director Stephen Lachky explained that the current regulations were confusing and disorganized. The initial phase was completed and each section was reviewed. Lachky added that the Planning and Zoning Commission served as the steering committee to review each section. Staff planned to present the revised regulations in October. The first public open house was scheduled for May 23 at City Hall.

#### 2. Route 45 Corridor Study

Community Development Director Stephen Lachky stated that the study began in 2014 and the steering committee drafted a report for a framework for design along the corridor. A public open house would be scheduled at a later date.

**B. Public Works**

**1. Hazardous Mitigation Grant Program for English Landing Park Low Water Crossing**

Public Works Director Alysén Abel explained that in November 2015 the City submitted a notice of intent for a pre-grant application for the low water crossing in English Landing Park. Staff received word that the City was on the shortlist as one of the project for the next level in the grant process and needed to submit an official grant application. The deadline was June 15 and Abel noted there might be other opportunities in other rounds to get funding for the project.

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

Alderman Plumb noted that Park University's basketball team was playing in the National Association of Intercollegiate Athletes (NAIA) tournament.

**9. EXECUTIVE SESSION**

**A. Attorney-client matters pursuant to RSMo 610.021(1) and personnel matters pursuant to RSMo 610.021(13)**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN PLUMB TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1) AND PERSONNEL MATTERS PURSUANT TO RSMO 610.021(13). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, RITTMAN, JONES AND SPORTSMAN. MOTION PASSED 6-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN PLUMB TO RECONVENE THE BOARD OF ALDERMEN MEETING AT 9:00 P.M. ALL AYES; MOTION PASSED 6-0.

Following the close of the executive session, Mayor Johnston returned to the order of business and introduced Item 5B.

**5. ACTION AGENDA**

**B. Approve Resolution No. 16-004 to support an application for the Mid-America Regional Council 2016 Call for Projects for Federal Fiscal Year 2019-2020 federal-aid transportation funding (postponed from March 1 meeting)**

Community Development Director Stephen Lachky explained that staff discussed the project segments from the Route 9 Corridor Study and presented the original recommendation on March 1; presentation appended as Exhibit A. He said the Board directed staff to bring back cost estimates for Scenario 4 if it were to include the full scope from Highway 45 to Clark Avenue with a traffic signal. Lachky said that the traffic signal itself would cost around \$200,000. Scenario 5 went to Clark Avenue without a signal and it was \$60,000 less than Scenario 4. Staff kept its recommendation for Segment 1 because it was one of the highest prioritized segments in the study.

Further discussion focused on the costs associated with extending the scope to Clark Avenue and including the traffic light and concerns about not including a larger scope for the first project associated with the study.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN PLUMB TO APPROVE RESOLUTION NO. 16-004 SUPPORTING THE ROUTE 9 CORRIDOR IMPROVEMENTS FROM ROUTE 45 TO CLARK AVENUE WITH THE TRAFFIC SIGNAL, AS DESCRIBED IN SCENARIO 4 IN THE STAFF REPORT, FOR THE MARC CALL FOR PROJECTS FOR FEDERAL TRANSPORTATION FUNDING. MOTION PASSED 5-1 (RITTMAN OPPOSED).

**RECONVENE EXECUTIVE SESSION**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN JONES TO RECONVENE INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1) AND PERSONNEL MATTERS PURSUANT TO RSMO 610.021(13). ALL AYES; MOTION PASSED.

The Board reconvened the executive session at 9:30 p.m. At 11:10 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 no action was taken as a result of the executive session.

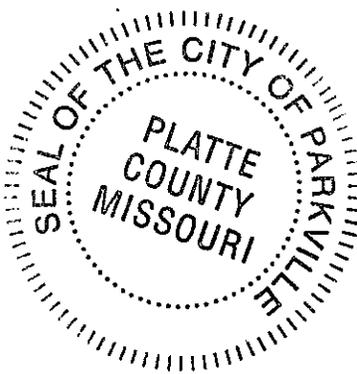
**10. ADJOURN**

Mayor Johnston declared the meeting adjourned at 11:10 p.m.

The minutes for Tuesday, March 15, 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 fifth day of April 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, April 5, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- present
Ward 3 Alderman Douglas Wylie	- present
Ward 4 Alderman Marc Sportsman	- absent with prior notice
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
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Stephen Lachky, Community Development Director
- Tim Blakeslee, Assistant to the City Administrator
- Stephen 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. Proclaim April 10-16, 2016 as National Library Week**

The Mayor presented the proclamation to Stacy Hisle-Chaudri, Parkville Branch of the Mid-Continent Public Library Assistant Branch Manager.

**4. CONSENT AGENDA**

- A. Approve the minutes for the March 15, 2016, regular meeting
- B. Receive and file the February 2016 sewer report
- C. Receive and file the Annual Snow Report 2015-2016
- D. Receive and file the 2015 Parkville Vikings Football Club annual report pursuant to the Viking Field use agreement
- E. Approve Resolution No. 16-005 to delegate to the City Clerk the authority of the Board of Aldermen to approve liquor permits associated with primary liquor licenses
- F. Approve a purchase order to rent waste collection containers from Metro Rolloff Container Services, LLC for the 2016 clean up events
- G. Approve Work Authorization No. 6 with Urban Tree Specialists for tree trimming and removal of hazardous trees in English Landing Park
- H. Approve the purchase of hydrogen sulfide odor control chemicals from Brenntag for the sanitary sewer lines in the Riss Lake subdivision
- I. Accept the pedestrian and biking trail easement from Magellan Pipeline Terminals, L.P. associated with Phase 1 of the Missouri Riverfront Trail connection project
- J. Approve the second reading of an ordinance to approve the final plat of the replat of Lot 11, Cider Mill Ridge 4<sup>th</sup> Plat – Case PZ16-01; applicant, RP Golf, LLC, owner

- K. Approve accounts payable from March 11 to April 1, 2016

IT WAS MOVED BY ALDERMAN DRIVER AND SECONDED BY ALDERMAN PLUMB TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN AND JONES. MOTION PASSED 6-0.

**5. ACTION AGENDA**

- A. **Approve the first reading of an ordinance to amend Ordinance No. 2794 revising Table R301.2.1 of the 2012 International Residential Code**

Community Development Director Stephen Lachky stated that the Board adopted the 2012 International Residential Code on January 6, 2015. Since that time the Community Development department was contacted by developers to find out if an ice barrier underlayment was required for roofing. Staff determined that based on Parkville's geographic region, the column on Table R301.2.1 was incorrectly labeled no but should have been labeled yes. Staff pulled prior permits and verified that the underlayment was included in all the roofing projects. Lachky added that if the Code was not updated staff could only recommend the ice barrier underlayment but could not enforce it.

IT WAS MOVED BY ALDERMAN DRIVER AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 2869, AN ORDINANCE AMENDING ORDINANCE NO. 2794 TO REVISE 2012 INTERNATIONAL RESIDENTIAL CODE TABLE R301.2.1, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 19, 2016. ALL AYES; MOTION PASSED 6-0.

- B. **Approve a revised request to remove a portion of Klamm Road in Parkville**

Community Development Director Stephen Lachky explained that the Board approved the removal of a portion of Klamm Road for new apartment homes located in Kansas City, Missouri; a presentation of the changes attached as Exhibit A. Since the original approval, the new drawings proposed a new roadway alignment that was moved slightly to the east. The developer, AG Spanos, would construct the road and remove the existing Klamm Road and the City would deed the land to the abutting property owners. The City agreed to remove the roadway and vacate the area to the property owners subject to the condition that the developer would install a privacy wall along the west side of Klamm Road.

Lachky said that Public Works Director Alysen Abel reviewed the original construction drawing and approved the permits and on March 4 staff received the revised construction drawings. He said that she was withholding approval because the condition to verify that no improvements proposed would disallow vacation of that portion of the existing Klamm Road right-of-way located in Parkville had not been met. Lachky said the revised drawings shifted the curve north into Parkville and added a portion of roadway at the S-curve. The new alignment would affect the property deeded to the abutting property owner who felt the property value would be negatively impacted. Lachky added that staff met with the developer's legal counsel and the developer agreed to install a wrought iron fence along the resident's deeded property.

Staff sought advice of the City's legal counsel who advised there were not apparent grounds to reject the alignment because it did not encroach further outside of the right-of-way or property owner area and was within the existing Klamm Road. Staff recommended removing the portion of Klamm Road.

Patricia Jensen, AG Spanos Legal Counsel, responded to a question from Mayor Johnston regarding plantings in addition to the fencing, stating that the developer was not required to install the fencing or screening but were doing so to satisfy the City and property owner.

The Board discussed the screening wall and fence and asked for a letter supporting the conditions outlined in the policy report. Lachky added that approval of the action would also be approval of the final plans.

**IT WAS MOVED BY ALDERMAN DRIVER AND SECONDED BY ALDERMAN PLUMB TO APPROVE THE REVISED REQUEST TO REMOVE A PORTION OF KLAMM ROAD IN PARKVILLE, SUBJECT TO CONDITIONS LISTED IN THE POLICY REPORT. ALL AYES; MOTION PASSED 6-0.**

**6. NON-ACTION AGENDA**

**A. Spirit of Brownville Riverboat Volunteer Recognition Event**

Assistant to the City Administrator Tim Blakeslee said that Park University chartered a riverboat for two days, with a fundraiser to be hosted by the university on the first day. They offered the boat to the City at no charge for the second day, May 18, and the consensus of the Board was to hold an event to recognize volunteers in Parkville. Blakeslee added that staff began the planning process and the cost would be within the City Administrator's purchasing authority. The Rotary Club donated \$1,000 to offset the cost of the event. Staff was compiling a list of invitees and recommended that members of the Board serve on a subcommittee to determine the final details. Aldermen Plumb and Rittman and Mayor Johnston agreed to serve on the subcommittee.

**7. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

Assistant to the City Administrator Tim Blakeslee provided an update on the Route 9 Downtown Entryway Beautification Project streetlight banners, noting that staff met with the designer at Park University to make revisions to the designs presented on March 15. He was working with Mayor Johnston and Alderman Sportsman to come up with a plan to tie the banners into the Route 9 project. Blakeslee added that staff offered Park University use of the banners designated to the City prior to the President's inauguration on April 22.

**B. Public Works**

Public Works Director Alysén Abel provided an update on the English Landing Park restroom project, noting that two committee meetings were held to discuss the goals and options for the project, including rehabilitation of the existing facility or building a new restroom. The committee recommended that staff research the cost to rehabilitate the current facility in a three-tiered program. The first tier would address the basics, the second tier would address additional add-on features, and the third tier would address improving the exterior of the building. Abel added that staff would present the details and cost estimates to the Board at a later date.

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

Alderman Driver noted that the opening day for the Parkville Farmer's Market was April 30.

Alderman Plumb said that he and City Administrator Lauren Palmer were attending the legislative trip with the Parkville Chamber of Commerce to Jefferson City, Missouri.

Public Works Director Alysén Abel reminded the Board that the Spring Clean Up event was scheduled for April 23 and the extended yard waste drop off was from April 25 through May 13.

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 7:48 p.m.

MINUTES OF THE BOARD OF ALDERMEN REGULAR MEETING OF APRIL 5 2016

Page 4 of 4

The minutes for Tuesday, April 5, 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 nineteenth day of April 2016.

Submitted by:

Melissa McChesney  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, April 19, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- present
Ward 3 Alderman David Jones	- 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:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Stephen Lachky, Community Development Director
- Tim Blakeslee, Assistant to the City Administrator
- Matthew Chapman, Human Resources/Finance Director

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

**2. MUNICIPAL ELECTION RESULTS**

**A. Adopt an ordinance to canvass the election returns for the April 5, 2016, general municipal election**

City Clerk Melissa McChesney provided an overview of the election results.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2870, AN ORDINANCE CANVASSING THE ELECTION RETURNS FROM THE APRIL 5, 2016, GENERAL MUNICIPAL ELECTION, ON FIRST READING. ALL AYES; MOTION PASSED 6-0.**

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2870 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2839. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN AND SPORTSMAN. MOTION PASSED 6-0.**

**B. Present Certificates of Election and Administer Oaths of Office**

The City Clerk presented certificates of election and administered the oaths of office to mayor-elect Nanette K. Johnston, Municipal Court Judge-elect Kevin Humiston, and aldermen-elect Dave Rittman, Robert Lock and Marc Sportsman. Ward 1 alderman-elect Tina Welch was absent from the meeting with prior notice.

Robert Lock took the seat as a new Ward 3 Alderman.

**C. Recognize outgoing Ward 3 Alderman David Jones**

Mayor Johnston noted that Alderman Jones was not able to attend. She said it was a pleasure working with him over last two years.

She also welcomed Robert Lock and noted that he had previously served as a temporary alderman and had served on the Planning and Zoning Commission for many years.

**3. CITIZEN INPUT**

Mayor Johnston recognized members of the Girl Scouts from Troop 340 earning Inside Government merit badges. She also recognized a member of the Boy Scouts from Troop 393 earning his Citizenship in the Community merit badge.

**4. MAYOR'S REPORT**

**A. Proclaim April 29, 2016 as Arbor Day**

Mayor Johnston presented the proclamation to Public Works Director Alysén Abel. She also noted that the City would celebrate Arbor Day at an event in English Landing Park on April 21.

**B. Approve appointments to the Industrial Development Authority**

City Clerk Melissa McChesney provided an overview of the membership and noted that Park University had an application that required approval from the Industrial Development Authority. She noted the appointments would help to meet the quorum required to hold a meeting to discuss the application.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE REAPPOINTMENT OF JIM ALLEN AND THE APPOINTMENT OF DALE BROUK THROUGH MAY 2018 AND THE APPOINTMENTS OF MARTIN PERREA AND KEVIN HEATON THROUGH MAY 2020 TO THE INDUSTRIAL DEVELOPMENT AUTHORITY. ALL AYES; MOTION PASSED 7-0.

**C. Appoint Robert Lock to the Finance Committee**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPOINT ROBERT LOCK TO THE FINANCE COMMITTEE FOR WARD 3. ALL AYES; MOTION PASSED 7-0.

**5. CONSENT AGENDA**

- A. Approve the minutes for the April 5, 2016, regular meeting
- B. Receive and file the March Municipal Court report
- C. Receive and file the financial report for the month ending March 31, 2016
- D. Receive and file the crime statistics for January through February 2016
- E. Approve Resolution No. 16-006 supporting consolidated pricing for water rates for the Missouri American Water Company
- F. Approve the purchase of a new Ford Taurus All Wheel Drive Police Interceptor Sedan vehicle from Dick Smith Ford to be used as a patrol vehicle
- G. Approve a construction agreement with Genesis Environmental Solutions, Inc. for the construction of a storage building at the Wastewater Treatment Facility
- H. Approve a construction agreement with Julius Kaaz Construction Co., Inc. for the 2016 Curb and Sidewalk Program
- I. Approve a construction agreement with Tandem Paving Company, Inc. for the 2016 Mill and Overlay Program
- J. Approve a construction agreement with Vance Brothers, Inc. for the 2016 Microsurfacing Program
- K. Approve the second reading of an ordinance to amend Ordinance No. 2794 revising Table R301.2.1 of the 2012 International Residential Code

L. Approve accounts payable from April 1 to April 13, 2016

City Administrator Lauren Palmer noted that there was an error in the policy report for Item E. She clarified that the other communities proposed to consolidate with Parkville, a part of the Platte County district, were St. Joseph and Brunswick.

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

6. ACTION AGENDA

A. Appoint an alderman as Acting President of the Board through April 18, 2017

City Clerk Melissa McChesney explained that the Parkville Municipal Code required the Board of Aldermen to appoint an Acting President to serve in the absence of the mayor, and noted that Alderman Sportsman had served since 2012.

IT WAS MOVED BY ALDERMAN DRIVER AND SECONDED BY ALDERMAN PLUMB TO APPOINT ALDERMAN SPORTSMAN AS ACTING PRESIDENT OF THE BOARD OF ALDERMEN THROUGH APRIL 18, 2016. ALL AYES; MOTION PASSED 7-0.

B. Approve a residency requirement for fee-based services for the Parkville recycling event

Public Works Director Alysen Abel stated that the City had previously participated in the Northland Recycling Extravaganza with Riverside and North Kansas City and the cities shared the cost of the expenses for the fee-based services for paper shredding and tire recycling. Abel added that Riverside declined to participate in the event in 2016 but staff wanted to move forward with a smaller recycling event in conjunction with the Mid-America Regional Council's Household Hazardous Waste events.

Abel presented options to the Board to handle the cost for the fee-based services and asked for guidance. The options included advertising the event as open to the public and charge non-residents a fee for the fee-based services; advertising the event as open to anyone and the City would absorb the cost; not providing the fee-based services to non-residents; and not offering the fee-based services at all. Staff recommended advertising the event as open to the public but charging the non-residents a fee for the fee-based services. Abel added that the option would require additional staff to check residency and collect money and staff was working on ways to take on-site credit card payments.

The Board discussed the options presented, collecting eyeglasses at the event to give to the Parkville Presbyterian Church and changing the limit for paper shredding. The Board recommended a flat fee for non-resident vehicles to use the fee-based services and limiting the tire recycling for non-residents.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ADVERTISE THE 2016 RECYCLING EVENT AS OPEN TO THE PUBLIC BUT CHARGE A FLAT FEE FOR NON-RESIDENTS TO UTILIZE THE FEE-BASED SERVICES. ALL AYES; MOTION PASSED 7-0.

C. Approve the first reading of an ordinance to rezone two parcels containing 30.82 acres located north of 45 Highway on 76th Street and abutting I-435 from County "RMD" Residential Multiple Dwelling District to City "R-1" Single-Family Residential District – Case No. 2016-04; applicants Michael E. Pedley and Regina M. and Charles K. Moore

Community Development Director Stephen Lachky explained that the two parcels abutted Interstate 435 and Northwest 76th Street. The property was annexed in the early 2000s and retained the County's zoning. Lachky noted that pulling permits or developing the property required rezoning it to a City zoning district and the R-1 Single-Family District was the most compatible with the Parkville Master Plan. A public hearing was held on April 12 and the Planning and Zoning Commission recommended approval by a vote of 8-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2871, AN ORDINANCE APPROVING THE REZONING OF TWO PARCELS CONTAINING 30.82 ACRES, MORE OR LESS, LOCATED APPROXIMATELY 3/4 MILE NORTH OF 45 HIGHWAY ON NW 76TH STREET AND ABUTTING I-435, FROM COUNTY "RMD" RESIDENTIAL MULTIPLE DWELLING DISTRICT TO CITY "R-1" SINGLE-FAMILY DISTRICT, ON FIRST READING AND POSTPONE THE SECOND READING TO MAY 3, 2016. ALL AYES; MOTION PASSED 7-0.

**D. Adopt an ordinance approving the final plats for Lot 1-1, Lot 7-1, Lot 8-1, Lot 9-1 and Lot 11-1, Townhomes at the National, 3<sup>rd</sup> Plat – Case No. PZ16-09; applicant, Double Eagle Builders LLC, owner**

Community Development Director Stephen Lachky stated there were five individual lots within the National subdivision and the final plat for the 3rd Plat was approved in May 2015, in conjunction with an R-5 Planned Multifamily Residential conditional use permit. He added that the homeowners' association would maintain the common space. The final plat met all the subdivision regulations and zoning code requirements and would not require any additional easements or right-of-way. Lachky added that the request was time-sensitive since the applicant was closing on four of the lots and the plats had to be recorded with Platte County prior to the sale.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2872, AN ORDINANCE APPROVING THE FINAL PLATS OF LOT 1-1, LOT 7-1, LOT 8-1, LOT 9-1, AND LOT 11-1, TOWNHOMES AT THE NATIONAL – 3RD 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. 2872 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2841. THIS CALLS FOR A ROLL CALL VOTE. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

**7. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

City Administrator Lauren Palmer provided an update on comments for the Route 9 grant application, noting that staff submitted a grant application for the first phase of the Route 9 Corridor project from Highway 45 to Clark Avenue. The Mid-America Regional Council announced that all the applications were posted to its website and the comment period would run through May 20. She encouraged the public to comment and support both applications because there were two different funding sources and each application would be reviewed by different committees.

**B. Police Department**

Police Chief Kevin Chrisman said that in 2015 the Police Department was loaned the MILO range machine from Midwest Public Risk and it would be returning for two weeks around May 3. He encouraged the Board go see the machine and go through scenarios.

**C. Public Works**

Public Works Director Alysén Abel stated that the Park Hill South High School held a Community Service Day in order to earn community service points. She said that 20 seniors helped in the park by pulling weeds and laying mulch and six seniors washed police cars at City Hall.

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

Alderman Driver reminded the Board that the Farmers Market would start on April 30.

Alderman Plumb noted that he and City Administrator Lauren Palmer participated in the Park University legislative trip with the Parkville Chamber of Commerce in Jefferson City. Palmer said that one legislator followed up with her to learn more about the Route 9 Corridor project. Alderman Plumb added that Mayor Johnston attended the Chamber luncheon.

Alderman Sportsman recognized Assistant to the City Administrator Tim Blakeslee for his first Community Land and Recreation Board meeting as the point person. He added that a group of girl scouts were in the process of making items for the dog park and would maintain them for three years.

**9. EXECUTIVE SESSION**

**A. Attorney-client matters pursuant to RSMo 610.021(1)**

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

The Board entered the executive session at 8:06 p.m. At 10:03 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 no action was taken as a result of the executive session.

**10. ADJOURN**

Mayor Johnston declared the meeting adjourned at 10:04 p.m.

The minutes for Tuesday, April 19, 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 third day of May 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, May 3, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Stephen Lachky, Community Development Director
- Tim Blakeslee, Assistant to the City Administrator
- Matthew Chapman, Human Resources/Finance Director

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. Proclaim the 140<sup>th</sup> Anniversary of Park University**

The Mayor presented the proclamation to Park University Associate Vice President for Alumni, Constituent and Employer Relations Erik Bergrud.

**B. Proclaim May 9, 2016 as Patriot Outreach Day**

The Mayor presented the proclamation to Patriot Outreach Chief Financial Officer, retired Colonel Jack Shafferman.

**4. CONSENT AGENDA**

- A. Approve the minutes for the April 19, 2016 regular meeting
- B. Receive and file the March sewer report
- C. Appoint Deborah Butcher to the Industrial Development Authority through May 2017
- D. Reappoint Jerry Felker and appoint Deborah Butcher to the Ethics Commission
- E. Reappoint Walt Lane and appoint Shane Smeed and Kim Verhoeven to the Planning and Zoning Commission
- F. Reappoint Russ Downing and Carla Dods and appoint Marion Newcomer to the Board of Zoning Adjustment
- G. Reappoint Michelle Flamm and Robert Stuteville to the Community Land and Recreation Board
- H. Appoint Alderman Dave Rittman to the Finance Committee for Ward 2
- I. Appoint Alderman Dave Rittman as a voting director to the Parkville Economic Development Council

- J. Approve a retail by the drink picnic license for the American Diabetes Association for the Tour de Cure event on June 5, 2016
- K. Approve a resort liquor license with Sunday sales for Primo's Mexican Restaurant located at 6264 Lewis Street, Suite 104
- L. Approve the purchase of equipment from Kranz of Kansas City, Inc. for the new Public Works truck
- M. Approve the second reading of an ordinance to rezone two parcels containing 30.82 acres located north of 45 Highway on 76th Street and abutting I-435 from County "RMD" Residential Multiple Dwelling District to City "R-1" Single-Family Residential District – Case No. 2016-04; applicants Michael E. Pedley and Regina M. and Charles K. Moore
- N. Approve accounts payable from April 13 to April 27, 2016

Alderman Sportsman recognized the members of the community that agreed to volunteer their time to serve on a city board or commission.

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

## 5. NON-ACTION AGENDA

### A. Volunteer presentation from Girl Scout Troop 591 regarding dog park amenities

Girl Scout Troop 591 presented an overview of their project for amenities in the Platte Landing Park dog park, which were estimated at \$2,300. Fundraising events were scheduled and the troop had collected 40 percent of the total needed for the amenities.

### B. Update from Missouri American Water Company on particle issues

Jody Carlson, Missouri American Water, provided an update on particle issues and he said the same presentation was shared with Riverside. Missouri American Water acquired the Parkville water plant in 1993 and had worked closely with the Missouri Department of Natural Resources over the years. He provided a history of the particle issues that began in 2010, an overview of the testing completed to determine the cause of the particles and an overview of the next steps. Carlson added that Missouri American Water planned to build a new plant on Highway FF and it would be completed by the end of 2017.

The Board discussed the new plant and the pilot testing. Mayor Johnston opened the floor to public comment. Riss Lake resident Robert Hoover said that his home did not have a particle issue but there was an issue with scale buildup.

### C. Update from Joe Bednar with Spencer Fane regarding Missouri-American Water Company water rate case before the Missouri Public Service Commission

Joe Bednar, Spencer Fane, said that the same water quality issue was discussed at the water rate case hearing and the extent of the problems and test results were not shared with the public. The Missouri Public Service Commission was asked not to increase the water rates and that they should be rolled back to the 2010 rate. He said that if the company agreed to arbitration it would allow an efficient process for residents to be heard. He added that several of the residences that suffered damage were owned by engineers who had evidence of the issues and determined it was not a hard water problem.

Bednar stated that the case was submitted to the Commission and briefs and suggestions for relief

for the water quality and water rates were filed. He added that if the system was not consolidated in Missouri the rate payers would have to pay for the water treatment plant instead of spreading it across all customers. He said he asked the Commission to reverse the district-specific rates and consider consolidation.

**D. Parkville Economic Development Council Quarterly Update**

Parkville Economic Development Council Executive Director Mike Kellam provided an update of the first quarter and said it was built on the momentum from 2015. Highlights included an increase in membership, marketing outreach in various fields of development, high activity in retail recruitment and a stable business environment with growth and expansion in people and square footage. Kellam stated that the Resources Committee was discussing the railroad quiet zone and the Route 9 Corridor Study and parks system priorities which were critical to economic development.

Kellam said the common issues for business growth included a lack of fiber and broadband availability, a lack of space to expand, outdated facilities and a lack of availability for new facilities. He said it was a challenge in the workforce to find skilled labor and the PEDC was partnering with other organizations for training programs and was an advocate of the Northland Center for Advanced Professional Studies (CAPS) program. The PEDC also supported three visits to Jefferson City to explain economic development needs in the community that included transportation funding.

Kellam added that key economic development initiatives included expanding Community Improvement Districts abutting Kansas City and reviving the Industrial Development Authority. He also provided an update on project activity for Project Move It, which had been approved by the State; Project Keystone which focused on downtown area redevelopment along the East Street corridor; and Project Tango that focused on the Interstate 435 and Highway 45 area to find development partners with a vested interest in the city that would help meet areas of interest in the strategic plan.

Mayor Johnston introduced PEDC Chairman Ed Bradley who was in the audience.

**6. ACTION AGENDA**

**A. Approve the first reading of an ordinance to amend Parkville Municipal Code Section 145.250 related to Municipal Court costs payable to Synergy Services, Inc. for convictions in all cases**

Finance/Human Resources Director Matthew Chapman explained that State statutes allowed the Municipal Court to collect a \$2 fee payable to Synergy Services, Inc., a local shelter for domestic violence victims, which had been collected at for that amount since 2009. Synergy Services requested that all courts charge the maximum fee of \$4. Chapman added that the Municipal Court had seen a rise in domestic violence cases and believed the increase was warranted. Rob Vetter, Synergy Services Director of Grants, was in the audience to answer questions. Mayor Johnston thanked them for the services they provided to the community.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2873, AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 145.250 TO INCREASE MUNICIPAL COURT COSTS PAID TO SYNERGY SERVICES, INC. TO \$4.00 PER CASE, ON FIRST READING AND POSTPONE THE SECOND READING TO MAY 17, 2016. ALL AYES; MOTION PASSED 8-0.

**B. Approve a construction, maintenance, and use agreement for the Missouri Riverfront Trail with Riverside and Platte County**

Assistant to the City Administrator Tim Blakeslee said that it was a priority of Platte County to extend the trail to English Landing Park. He said the project was split into two phases, with Phase 1 extending the trail behind the Magellan property to Route 9 and Phase 2 extending the trail in front of the Ball property and the boat club to the park. Easements had been purchased for Phase 1 and the County was ready to proceed; they hoped it would be under construction by August.

Blakeslee said that Public Works staff negotiated a draft maintenance agreement that reflected the Platte Landing Park agreement with Platte County, including maintenance provided by the City and capital improvements provided by the County. Staff reached out to Riverside to discuss the possibility of covering maintenance for Phase 1 until Phase 2 was constructed and was in the process of scheduling a meeting. Blakeslee requested that the Board authorize staff to finalize the agreement with the City Attorney which would address periodic maintenance and safety inspections.

The Community Land and Recreation Board (CLARB) recommended that the Board approve the agreement at its April 13 meeting asked staff to reach out to Riverside to discuss maintenance of Phase 1 until Phase 2 was constructed.

Alderman Sportsman suggested that the draft agreement should include the caveat that maintenance of Phase 1 would be the responsibility of Riverside and once the easements were granted for Phase 2, the City would take over the maintenance responsibility of the entire portion of the trail to English Landing Park.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO POSTPONE APPROVAL OF A CONSTRUCTION, MAINTENANCE, AND USE AGREEMENT FOR THE MISSOURI RIVERFRONT TRAIL WITH RIVERSIDE AND PLATTE COUNTY UNTIL THE MAY 17, 2016 MEETING. ALL AYES; MOTION PASSED 8-0.**

**C. Approve signage design for the Parkville Farmers Market structure**

Assistant to the City Administrator Tim Blakeslee explained that the signage for the Farmer's Market would be hung on the west side of the structure, which required permission from the City. He added there was not any language in the Municipal Code that addressed permanent signage, so staff sought guidance from CLARB and the Board of Aldermen. CLARB reviewed the request in January 2014 and recommended that the sign include a font and size comparable to downtown Parkville, be made of a material to withstand wear and tear and could be removed off-season. Former Community Development Director Sean Ackerson created a design that met the conditions given by CLARB and the Parkville Farmer's Market Association approved of the design. Blakeslee added that staff would work to make sure the material of the final sign would meet the conditions.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE PERMANENT SIGN PLACEMENT AND SIGNAGE DESIGN AT THE PARKVILLE FARMER'S MARKET, SUBJECT TO THE CONDITION THAT THE SIGN MATERIAL COMPLIES WITH SECTION 422.055 OF THE PARKVILLE MUNICIPAL CODE. ALL AYES; MOTION PASSED 8-0.**

**7. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Nature Sanctuary Volunteer Activity**

Assistant to the City Administrator Tim Blakeslee provided an update on volunteer activity in the nature sanctuary, noting that over last month volunteers provided 267 hours and worked on several different projects.

**2. Park University MPA Capstone Project**

City Administrator Lauren Palmer said that City staff had previously worked with a Park University Master of Public Administration class on a project for the Parkville Cemetery. The City was given the opportunity for another project in the fall and staff decided the class would research sidewalk maintenance policies and procedures because staff did not have time for the project.

**B. Police Department**

**1. Microbrew Fest in English Landing Park**

Police Chief Kevin Chrisman provided an update on Microbrew Fest that was held on April 30, noting that Captain Jordan said that traffic was easier to facilitate because the railroad crossing on Main Street was closed for emergency repairs. He added that two men were arrested for fighting and cars were cited for illegal parking in Platte Landing Park.

Public Works Director Alysén Abel provided an update on the damage to the park from the event. She said staff would evaluate the park when the tents were removed and the Main Street Parkville Association agreed to pay for a third party to re-establish the damaged areas.

Abel also provided an update to the Route 9 Downtown Entryway Beautification Project, noting that staff would seal the stone on the entryway sign and the downtown pillars and the signs would be installed later in the week. The electrical work would be completed at a later date.

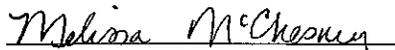
**8. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 9:06 p.m.

The minutes for Tuesday, May 3, 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 seventeenth day of May 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, May 17, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Stephen Lachky, Community Development Director
- Tim Blakeslee, Assistant to the City Administrator
- Matthew Chapman, Human Resources/Finance Director
- 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. Proclaim May 15-21, 2016 as National Public Works Week**

The Mayor presented the proclamation to the following Public Works employees: Director Alysen Abel, Operations Director Alan Schank and Operations Superintendent Tom Barnard; and Richard Wilson, Alliance Water Resources.

**4. CONSENT AGENDA**

- A. Approve the minutes for the May 3, 2016, regular meeting
- B. Receive and file the April Municipal Court report
- C. Receive and file the financial report for the month ending April 30, 2016
- D. Receive and file the crime statistics for January through March 2016
- E. Approve a retail liquor by the drink picnic license for The American Legion, Leon A. Robbins Memorial Post 318 for the Rock N Roll Festival on June 17-18, 2016
- F. Approve a retail liquor by the drink picnic license for the Northland Early Education Center for the Pioneer Run on June 11, 2016
- G. Approve Resolution No. 16-007 to approve and endorse an application for a Tree Resource Improvement and Maintenance grant to Missouri Department of Conservation for the removal of hazardous trees in English Landing Park
- H. Approve the second reading of an ordinance to amend Parkville Municipal Code Section 145.250 related to Municipal Court costs payable to Synergy Services, Inc. for convictions in all cases
- I. Approve Resolution No. 16-008 setting Municipal Court costs in the Schedule of Fees

- J. Approve a construction services agreement with Midwest Drain and Sewer LLC for the 2016 closed circuit television and cleaning program
- K. Approve the first reading of an ordinance to approve the Brush Creek lot split – Case No. PZ16-05. applicant, Michael E. Pedley
- L. Approve the first reading of an ordinance to approve the final plat of Lot 9-A and part of Tract O, the National, 1st Plat and part of the southwest quarter of Section 22, Township 51N, Range 34W – Case No. PZ16-10; applicant, RP Golf, LLC, owner
- M. Approve the first reading of an ordinance to approve Thousand Oaks 20th Plat, final plat – Case No. PZ16-06; David Barth, Forest Park Development Company of Kansas City, LLC, applicant
- N. Approve accounts payable from April 28 to May 11, 2016

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

## 5. ACTION AGENDA

### A. Approve a construction, maintenance, and use agreement for the Missouri Riverfront Trail with Riverside and Platte County (postponed from May 3 meeting)

Assistant to the City Administrator Tim Blakeslee provided a brief overview of the trail extension project. He said that to-date, the parties involved had not been able to meet with Burlington Northern Santa Fe (BNSF) to discuss the easement for Phase 2. Both Platte County and Riverside wanted to move forward with Phase 1 of the project and planned to start construction in August. Per the agreement, the City would be responsible for maintenance, security and daily operations for the trail extension and the County would be responsible for the capital improvements. The Community Land and Recreation Board and the Board of Aldermen recommended that staff speak with both parties about maintenance of the trail. Riverside and Platte County were not willing to assume maintenance.

Blakeslee added that staff estimated the City's annual cost for maintenance would be between \$2,500 and \$3,000, with negligible impacts to the parks system, but there were issues with access to the trail. Staff also discussed the option to hire a third party contractor, but bids and quotes had not yet been requested. Staff spoke with Platte County Parks and Recreation Director Brian Nowotny who anticipated that if the agreement was not approved the project would be delayed indefinitely and would affect the Land and Water Conservation Fund grant.

Further discussion focused on the agreement with Magellan for the easements, the lack of the connection to Parkville, security and patrols, public safety concerns and lack of benefit to Parkville residents and park visitors.

City Administrator Lauren Palmer said that staff needed direction from the Board regarding the level of priority of the project and staff's involvement. to obtain the easements from BNSF. The consensus was for staff to assist with the discussions with BNSF regarding the easements needed for Phase 2 to complete the connection to Parkville but to continue to allow Platte County to take the lead on the project.

No action was taken by the Board.

*Clerks note: Since no action was taken, this item will not be acted upon unless it is brought before the Board at a future meeting.*

**B. Approve Resolution No. 16-009 approving and endorsing an application to the Federal Emergency Management Agency for the Hazard Mitigation Grant Program for the reconstruction of the low water crossing at the entrance to English Landing Park**

Public Works Director Alysén Abel explained that in 2015 the parks received significant storm damage and by Presidential declaration a pool of money was made available for hazard mitigation to reduce risks in the future. City staff identified the low water crossing as a potential project. Abel noted that the crossing was the only vehicle access into English Landing Park and the park was closed three times in 2015 because of high water over the crossing.

In March 2016, staff received notification from the Federal Emergency Management Agency (FEMA) that the project was short-listed and was encouraged to submit a grant application. Abel said that staff was working with North Hills Engineering and Olsson Associates for preliminary engineering, water resource modeling and cost estimates. She said that reconstruction was estimated around \$500,000 and the FEMA grant would cover 75 percent and the remaining 25 percent, or approximately \$122,000, would be paid for by the City. Abel added that the City should receive notification in August and if approved the project could be included in the 2017 budget. If the City did not receive the grant FEMA would hold onto the application for two years and the City could receive the grant during that period. The request was for submittal of the grant application and a budget commitment would not be requested until the grant was approved.

Further discussion focused on public safety and access to the park and options for funding the project.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 16-009 AND AUTHORIZE STAFF TO PREPARE AND SUBMIT THE FEMA HAZARD MITIGATION GRANT PROGRAM APPLICATION FOR THE LOW WATER CROSSING AT THE ENTRANCE TO ENGLISH LANDING PARK. ALL AYES; MOTION PASSED 8-0.**

**C. Authorize staff to negotiate a collection and treatment service agreement with Platte County Regional Sewer District for sewer service to West Park Lot 5**

Public Works Director Alysén Abel explained that the item was previously presented to the Board on February 16 and March 1 for sewer service to properties along Highway FF not located within the city limits, but within the Platte County Regional Sewer District (PCRS D) boundaries. On March 1, staff recommended a collection agreement but the Board rejected the recommendation and directed staff to prepare an ordinance for an alternate rate structure. Since that time staff was notified by PCRS D that it would not allow the City to serve its customers which meant staff needed direction from the Board. Abel said that staff recommended a collection and treatment services agreement. Similar agreements had been previously approved with Platte County and Kansas City, Missouri and the City benefited from those agreements. She added that staff offered annexation as an option for the property owner that grandfathered rights related to the outdoor storage ordinance, but the owner declined. Abel said that staff intended to negotiate a fee structure that would assist in recouping the expenses and it would be presented to the Board at a future date.

PCRS D Executive Director Dan Koch explained that the property owner requested that PCRS D serve the property and the owner would pay for the cost to build the sewer to connect to the Platte County sewer line. He added it would be a public sewer line that would connect to the City's sewer line.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE STAFF TO NEGOTIATE AN AGREEMENT WITH PLATTE COUNTY REGIONAL SEWER DISTRICT FOR SEWER COLLECTION AND TREATMENT FOR 12350 NW HWY FF. ALL AYES; MOTION PASSED 8-0.**

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Route 9 Downtown Entryway Markers Ribbon Cutting June 7, 2016; 5:30 p.m.**

City Clerk Melissa McChesney notified the Board that a ribbon cutting would be held on June 7 for the Route 9 Downtown Entryway markers.

Mayor Johnston said that the letters on the markers did not stand out and City Administrator Lauren Palmer responded that the original blue background was removed from the project due to cost. She asked Public Works Director Alysen Abel and the contractor to review options.

**2. Parks Master Plan Update**

Assistant to the City Administrator Tim Blakeslee stated that the steering committee met on May 11 and the consultant team provided an overview of the survey and open house results. Needs for both riverfront parks included nice restrooms, natural use areas and multiuse fields and needs for the community overall park system included a trail and extending the western edge trail, nature areas and multiuse courts. Blakeslee added that the consultants would work on a preliminary concept and another open house would be held in July for the public to review the concepts and provide input.

**B. Police Department**

**1. Tow Ordinance Review**

Police Chief Kevin Chrisman provided a summary of issues with cars that were towed at Brewfest on April 30. Staff reviewed the City's ordinance, along with peer communities, and was working to create an ordinance with more structure that mirrored the State statutes. Chrisman said he wanted to be sure the City could protect itself against the issue in the future.

**C. Community Development**

**1. Zoning Code and Subdivision Regulations Update Open House May 23, 2016; 5:30 p.m.**

Community Development Director Stephen Lachky said that an open house would be held on May 23 to receive a high level of summaries of updates to the zoning code and subdivision regulations. He added that a second open house would be scheduled later in the year.

**D. Public Works**

**1. Platte County Stormwater Grant**

Public Works Director Alysen Abel stated that in March staff submitted an application to Platte County to reconstruct the Parkville Athletic Complex detention pond. The Board approved an agreement with QuikTrip to reconfigure the pond and improve the outlet structure and the grant application was submitted to help fund the City's portion. Abel added that staff received notification that it did not receive grant money. The grant was not intended to fund maintenance or developer projects. Staff received notice that Platte County Parks and Recreation might be interested in helping out and staff was waiting on confirmation and an amount.

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

Alderman Plumb notified the Board that Charles Pike passed away and Chief Chrisman noted that Dick Fickle also passed away. Assistant to the City Administrator Tim Blakeslee reminded the Board of the volunteer recognition event on May 18.

**8. EXECUTIVE SESSION**

**A. Attorney-client matters pursuant to RSMo 610.021(1)**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ENTER INTO EXECUTIVE TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

The Board entered the executive session at 8:21 p.m. At 8:38 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 no action was taken as a result of the executive session.

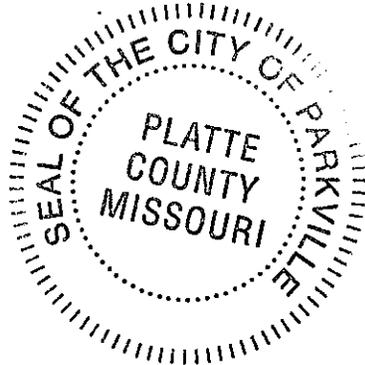
**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:38 p.m.

The minutes for Tuesday, May 17, 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 seventh day of June 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, June 7, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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
- Tim Blakeslee, Assistant to the City Administrator
- Matthew Chapman, Human Resources/Finance Director
- 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**

**4. CONSENT AGENDA**

- A. Approve the minutes for the May 17, 2016, regular meeting
- B. Receive and file the April sewer report
- C. Approve the second reading of an ordinance to approve the Brush Creek Lot Split – Case No. PZ16-05; Michael E. Pedley, applicant
- D. Approve the second reading of an ordinance to approve the final plat of Lot 9-A and part of Tract O, the National, 1st Plat and part of the southwest quarter of Section 22, Township 51N, Range 34W – Case No. PZ16-10; RP Golf, LLC, applicant/owner
- E. Approve the second reading of an ordinance to approve the Thousand Oaks 20<sup>th</sup> Plat, Final Plat – Case No. PZ16-06; David Barth, Forest Park Development Company of Kansas City LLC, applicant
- F. Approve a three-year agreement with Kansas City Power and Light for the Demand Response Incentive Program (formerly M-Power) for the Wastewater Treatment Plant
- G. Approve sign permit in the “B-4” Planned Business District for Fast Stop gas station located at 9932 Hwy 45 – Case No. SPA16-11; Sam Hendrix, Acme Sign, applicant
- H. Adopt an ordinance to amend Parkville Municipal Code Section 505.090 and Section Five of the Parkville Residential Construction Guidelines regarding the cross slope requirements for driveways and sidewalks in order to be compliant with requirements set forth by the American Disability Act

- I. Approve a retail liquor by the drink picnic license for the Main Street Parkville Association for Parkville Days on August 19-21, 2016
- J. Approve accounts payable from May 12 to June 1, 2016

Alderman Driver asked a question about the base fees included in Item 4F and Public Works Director Alysén Abel responded that the base fees were those included in the meeting packet and Kansas City Power & Light would refund the City for the difference. Abel added that the agreement would lock in the prices for three years.

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 BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

## 5. ACTION AGENDA

### A. Adopt an ordinance to approve a professional services agreement with Cunningham, Vogel & Rost, P.C. for special counsel services related to cell phone towers

City Administrator Lauren Palmer stated that the agreement was related to the renewal of a lease with American Tower Corporation for use of the tower located off of Graden Road behind the streets barn. The original 20-year lease was executed in 1994 and expired in 2014 but continued until it was either terminated or renewed. Palmer explained that staff found documentation from 2011 when the Finance Committee discussed how to handle the renewal. Following conversations with the former Community Development Director Sean Ackerson the discussions lost momentum because the company backed out of the negotiations. She said she reached out to legal counsel who had a conflict of interest because they represented Verizon Wireless and American Tower Company. Legal counsel recommended a special services agreement with Dan Vogel who was considered an expert in Missouri and worked exclusively with cities and had expertise in telecommunications.

Palmer added that American Tower Corporation reached out to staff and made an initial offer to renew and extend the lease agreement that was approved in 1994. She said staff was looking to get something higher for the renewal. There had been no compensation received since the lease expired in 2014 and staff would ask for retroactive compensation.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE BILL NO. 2878, AN ORDINANCE APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CUNNINGHAM, VOGEL & ROST, P.C. FOR SPECIAL LEGAL COUNSEL SERVICES RELATED TO CELL PHONE TOWERS, ON FIRST READING.** ALL AYES; MOTION PASSED 7-0.

Palmer noted that there was a typographical error in the ordinance that was corrected in the final ordinance.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE BILL NO. 2878 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2848.** ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.

### B. Approve revisions to the damage deposit provisions and insurance provisions in the guidelines for events in Parkville

Assistant to the City Administrator Tim Blakeslee provided summaries of the changes to the

insurance and damage deposit provisions. The guidelines required that the City be included on each insurance policy as an additional insured with higher limits for specific uses. He said that for larger events the organizer used a subcontractor during the event and the current language was unclear and caused confusion on who needed to be covered for the event. The Main Street Parkville Association requested that staff investigate the issue and staff spoke with Midwest Public Risk to clarify that event vendors did not need to list the City as an additional insured but could be approved with the language that was included in the meeting packet. The City would only need to be listed as an additional insured if the event organizer did not cover the event. Blakeslee added that insurance was important to have and there was an instance in 2015 where the City was protected because of the insurance requirements.

In regards to the damage deposit system, Blakeslee said that rates were calculated by staff based on the perceived impact to the property but they were not consistently applied. The revised guidelines created a system based on the areas being used and the event tier. The revisions were approved by the Community Land and Recreation Board at its May 11 meeting.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 16-010 ADOPTING REVISIONS TO THE DAMAGE DEPOSIT AND INSURANCE PROVISIONS IN THE GUIDELINES FOR EVENTS IN PARKVILLE. ALL AYES; MOTION PASSED 7-0.**

**C. Items related to the 2016 Street Maintenance Program**

Public Works Director Alysen Abel explained that the 2016 Capital Improvement Program included \$225,000 for overlay and \$100,000 for curbs and sidewalks. The Board of Aldermen approved a contract with Tandem Paving for mill and overlay, Julius Kaaz Construction for the curbs and sidewalks and Vance Brothers for microsurfacing. On December 15, 2015, the Board adopted the 2016 budget with the caveat that any personnel savings would be used for other projects. Staff determined that there was approximately \$51,000 in savings that would be used for additional street maintenance projects.

**1. Approve Change Order No. 1 with Julius Kaaz Construction, Inc. for sidewalk reconstruction on Twilight Place for the 2016 Curb and Sidewalk Program**

Abel said that staff reviewed the street maintenance priorities and wanted to come up with a strategy that fit within the budget target. It was determined that the area east of the Riss Lake dam would be milled and overlaid and estimated the full amount of \$49,000 would be used for the additional work based on the unit prices in the original contract. She added that there was not much curb work that needed to be done in this area.

**2. Approve Change Order No. 1 with Tandem Paving Company, Inc. for additional street maintenance in the 2016 Mill and Overlay Program**

The change order with Julius Kaaz Construction would include the sidewalk along Twilight Place. A concerned resident contacted the City about the sunken sidewalk in this area, due to a sewer manhole in the center of the sidewalk, which could be a tripping hazard and a potential liability. Staff prepared a change order and had the contractor sign it and when it was received the contractor was told not to proceed until fully executed by the city administrator. Staff later discovered the work was completed and the contractor was made aware it was their own risk if the change order was not authorized by the City. However, Abel added that staff intended to present the change order to the Board anyway. The remaining balance would be reserved as a contingency in case other projects went over budget. The Board discussed the quality of work done by Julius Kaaz Construction and the difference between mudjacking or replacing the sidewalk in this location.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN**

DRIVER TO APPROVE CHANGE ORDER NO. 1 WITH TANDEM PAVING COMPANY, INC. IN THE AMOUNT OF \$49,000 FOR ADDITIONAL ASPHALT OVERLAY WORK AND CHANGE ORDER NO. 1 WITH JULIUS KAAZ CONSTRUCTION, INC. IN THE AMOUNT OF \$2,400 FOR THE SIDEWALK RECONSTRUCTION ON TWILIGHT PLACE. ALL AYES; MOTION PASSED 7-0.

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

Assistant to the City Administrator Tim Blakeslee provided an update on the Nature Sanctuary volunteer activity, noting that in May 59 total volunteer hours helped clear 300 feet of trail and 600 feet of wood chipped trail.

**B. Police Department**

Police Chief Kevin Chrisman provided an overview of the Kansas City Chief's Red Flag Day on September 9, noting that in the first part of April Mayor Johnston received an e-mail from the Kansas City Chiefs' organization asking if the city was interested in being involved in Red Flag Day. He added that Sergeant Shadid spearheaded the project and placed an order for 52 flags for Parkville businesses. He would give an update on the project closer to the date of the event.

**C. Public Works**

Public Works Director Alysén Abel provided an update on the English Landing Park restroom, noting that staff was working on moving the project forward but wanted to gather more information for the specifications which were key for the bidding process. The bid would be a single document that would be split into four categories and vendors could bid on multiple categories. The Community Land and Recreation Board recommended interior improvements as well as exterior improvements, but for the sake of time Abel recommended moving forward with the interior improvements first in order to meet the November 1 deadline to use the Platte County Outreach Grant funds. She added that a key component of the project was complying with the Americans with Disabilities Act. The Board asked about the sewer line work and Abel responded that staff performed a dye test on the service line and were unable to find evidence of a break and also determined the water line had adequate capacity to handle the restroom. Abel did not recommend utility improvements but they could be investigated in the future if an issue arises.

Abel also provided an update on the mill and overlay work in Riss Lake, the Kelly Industrial Park and on Brink Myers Road and the curb and sidewalk work in front of the funeral home. She noted that an additional area of Crooked Road would be completed when the bridge improvements were finished.

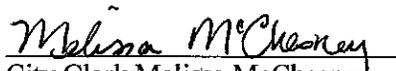
**7. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

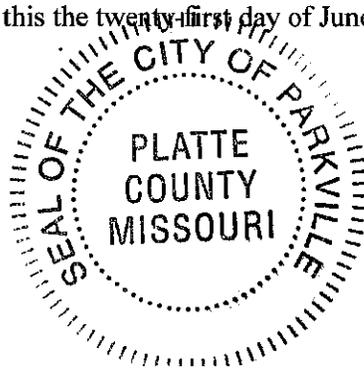
**8. ADJOURN**

Mayor Johnston declared the meeting adjourned at 7:43 p.m.

The minutes for Tuesday, June 7, 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 ~~twenty-first~~ twenty-first day of June 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, June 21, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Stephen Lachky, Community Development Director
- Tim Blakeslee, Assistant to the City Administrator
- Matthew Chapman, Finance/Human Resources Director
- 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**

Mayor Johnston recognized a member of Boy Scouts of America Troop 333 in the audience and called him to the podium. Landon Byer was working on his Citizenship in Community merit badge.

**3. MAYOR'S REPORT**

**4. CONSENT AGENDA**

- A. Approve the minutes for the June 7, 2016 regular meeting
- B. Receive and file the May Municipal Court report
- C. Receive and file the financial report for the month ending May 31, 2016
- D. Receive and file the crime statistics for January through April 2016
- E. Receive and file the Synergy Services, Inc. Independent Auditor's Report and Consolidated Financial Statements
- F. Approve the purchase of a new pump and adapter from FTC Equipment, LLC for the South National Pump Station
- G. Approve Work Authorization No. 59 with North Hills Engineering for the engineering design, project management, and construction administration for the Main Street Sanitary Sewer Improvements
- H. Approve the renewal of Property & Liability and Worker's Compensation & Employer's Liability coverage with Midwest Public Risk for July 1, 2016 through June 30, 2017
- I. Approve accounts payable from June 2 to June 15, 2016

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.**

**5. ACTION AGENDA**

**A. Adopt an ordinance to repeal and replace Ordinance No. 2830 amending the salary schedule to add a part-time position of code enforcement officer and a full-time position of financial analyst**

Finance/Human Resources Director Matthew Chapman explained that the Board of Aldermen previously delegated authority to the City Administrator to hire, discipline and terminate all employees limited to the positions and pay ranges adopted in the 2016 salary schedule on December 15, 2015. Staff requested the addition of two positions that required Board approval because they did not exist in the adopted salary schedule. Chapman provided an overview of the positions and noted the change from one full-time position to two part-time positions would provide the City with an additional ten hours of service per week.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2879, AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2830 TO ADD A PART-TIME POSITION OF CODE ENFORCEMENT OFFICER AND A FULL-TIME POSITION OF FINANCIAL ANALYST TO THE SALARY SCHEDULE, ON FIRST READING. ALL AYES; MOTION PASSED 8-0.**

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2879 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2849 ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.**

**B. Approve the release of requests for proposals for development of properties within the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts**

City Administrator Lauren Palmer stated that staff was ready to release to the public requests for proposals (RFP) for development of the properties within the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts located at Interstate 435 and Highway 45. The first RFP was for Tract 9 which was a 70-acre parcel on the southeast quadrant, also known as 45 Park Place. The property was acquired by the City through a sheriff's sale stemming from a judicial foreclosure against the owner. The second RFP was for the west side of Interstate 435. Palmer noted that the City would gain control a portion of Tract 1 due to a negotiation process and a deed-in-lieu settlement agreement with Bank of Blue Valley. The other portion of the property in the second RFP included Tracts 1, 3, 5 and 6 on the southeast and northeast corners. Palmer added there was one RFP for the west side but developers had the option to bid on any or all of the properties.

The RFPs asked the development community to demonstrate their qualifications, experience, a development concept and financial ability. The City's top objectives were to generate economic activity to help the City meet its debt obligation, to be compatible with the Master Plan and to provide a symbolic entryway into the community. Palmer said that staff recommended two selection committees that would present their recommendations to the Board by mid-fall. She added that the final steps would include negotiation of a development agreement and schedule.

Further discussion focused on communication to the development community about the RFPs, the pre-proposal conference on July 20 and options for a different course of action if RFPs were not received by the due date. Palmer added that staff would work closely with staff of the Parkville and Platte County economic development councils who would help market to the community.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE STAFF TO RELEASE THE DEVELOPMENT RFPs AS PROPOSED AND APPOINT SELECTION COMMITTEES AS PROPOSED TO REVIEW RESPONSES AND RECOMMEND A PREFERRED DEVELOPER TO THE BOARD OF ALDERMEN. ALL AYES; MOTION PASSED 8-0.**

**C. Approve the first reading of an ordinance to amend Ordinance No. 2829 amending the 2016 Operating Budget and 2016 – 2021 Capital Improvement Program for the Sewer Fund and Economic Development Fund**

City Administrator Lauren Palmer stated that staff discussed amendments to the budget during the audit process and the audit team recommended that budget amendments should be approved when expenditures exceed budget at the governmental fund level. Two instances triggered the requested budget amendments. The first trigger was in the Economic Development Fund that housed proceeds from the transient guest tax that generated approximately \$2,000 annually but was not routinely budgeted for specific expenses. In 2016, the Parkville Economic Development Council requested co-sponsorship from the City for Platte County Community Development Day which was within the city administrator's approval authority. She added that since the budget did not include the expenditure, a budget amendment was requested.

Palmer said that the second trigger was in the Sewer Fund due to unexpected sewer repairs throughout the year. The Main Street Sewer Realignment project was programmed in the 2017 budget, but because staff determined the damage was worse than anticipated the project would be moved forward in 2016. The anticipated cost of \$145,000 would be above the spending limit approved in the 2016 budget. Palmer said that staff would use money from sewer working capital reserves that could be made up in future years.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2880, AN ORDINANCE AMENDING ORDINANCE NO. 2829 TO AMEND THE SEWER FUND AND ECONOMIC DEVELOPMENT FUND OF THE 2016 OPERATING BUDGET AND THE 2016-2021 CAPITAL IMPROVEMENT PROGRAM, ON FIRST READING AND POSTPONE THE SECOND READING TO JULY 5, 2016. ALL AYES; MOTION PASSED 8-0.**

**D. Approve the purchase of a 5085E John Deere Utility Tractor and Land Pride DB2660 Ditch Bank Mower from Heritage Tractor, Inc. for the Operations Division of the Public Works Department**

Public Works Director Alysen Abel explained that the 2015 Capital Improvement Program included funding to purchase a tractor and extendable arm mower for brush and trees in the public rights-of-way. The funds were carried over to the 2016 budget and a bid opening was held in April. Two bids were received and only one bidder provided specifications that matched the needs of the City. Staff recommended purchasing from the second low bidder because the bid met the specifications requested. Abel provided an overview of the benefits of purchasing the John Deere versus the specifications from the low bidder. She added that staff reached out to the low bidder for a comparable tractor with the important features and the cost exceeded the amount from the second low bidder.

Abel noted that the Finance Committee rejected approval of an alternative purchase by a vote of 2-3 on June 13. Alderman Sportsman shared his concerns with not selecting the low bidder.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE PURCHASE OF A NEW 2016 JOHN DEERE 5085E UTILITY TRACTOR AND LAND PRIDE DB2660 DITCH BANK MOWER FROM HERITAGE TRACTOR, INC. IN THE AMOUNT OF \$55,960. MOTION PASSED 7-1 (SPORTSMAN OPPOSED).

**E. Authorize staff to release a bid request for the English Landing Park Restroom Rehabilitation Project**

Public Works Director Alysen Abel explained that the City received a Platte County Outreach Grant for \$40,000 for a new restroom. A bid opening was held in February 2016 and seven bids were received, but the low bid was 35 percent over the architect's estimate. The Board of Aldermen rejected the bids and approved the formation of a small group to review the project. The committee recommended rehabilitation of the restroom in a three-tiered plan. The first tier included interior remodel with site improvements that include a new sidewalk in order to become compliant with the Americans with Disabilities Act (ADA). The second tier included roof improvements and the third tier included exterior elements. The Community Land and Recreation Board supported the rehabilitation plan and expressed its desire to include the exterior elements. Abel noted that staff contacted staff at Platte County who was supportive of the new direction and requested that the project be substantially completed by November 1 in order to be compliant with the grant. Due to the time constriction, staff recommends only the tier 1 improvements at this time. The remaining improvement can be included as a future capital project.

Abel stated that the rehabilitation would include work from four different construction trades – electrician, carpenter, plumber and site contractor. The City would be the general contractor on the project which would provide cost savings but would also require more responsibility from staff. The bid document would be a single document that would be separated into four sections requesting unit prices for each item, allowing contractors to bid on any or all of the sections.

Abel provided an overview of the budget for the project, noting that funding would come from the Platte County Outreach Grant, the Parks Donation Fund and the remaining from the General Fund. She noted that the original project included a loan from the Fewson Fund but because of the lower rehabilitation cost staff determined it was not worthwhile to go through the loan process.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE STAFF TO RELEASE THE BID REQUEST FOR THE ENGLISH LANDING PARK RESTROOM REHABILITATION PROJECT AS OUTLINED BY STAFF. ALL AYES; MOTION PASSED 8-0.

**6. NON-ACTION AGENDA**

**A. Parks Master Plan Update**

Assistant to the City Administrator Tim Blakeslee provided an overview of the progress with the Parks Master Plan update provided through a contract with Vireo; presentation appended hereto as Exhibit A. Blakeslee said that Vireo held targeted focus group discussions, key leader meetings and staff input. An open house was held on April 14 along with an online survey in order to receive comments from the public. Vireo created three concepts that were reviewed by the steering committee that included a mall, boardwalk and promenade. The steering committee discarded the second concept from its discussions because park space would be lost to retail.

Blakeslee added that a second open house would be held at Pocket Park in downtown Parkville to present the two concepts to the public during the July 4<sup>th</sup> Celebration, along with a second online survey. The final plan would be presented to the Board in August for approval.

Larry Reynolds, Vireo, responded to questions from the Board about pedestrian traffic and parking.

**7. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

Assistant to the City Administrator Tim Blakeslee provided an update on the Missouri Riverfront Trail Connection, noting that staff received positive news from the City of Riverside and Platte County regarding a meeting with Burlington Northern Santa Fe Railroad to discuss the easement for the second phase of the trail connection.

**B. Police Department**

Police Chief Kevin Chrisman reminded the Board and residents about fireworks, noting that Parkville Municipal Code Section 215.420 outlined the rules and regulations for selling and shooting off fireworks between July 1 and July 5.

**C. Community Development**

Community Development Director Stephen Lachky provided an update on the Missouri American Water Plant relocation, noting that a public hearing was held by the Planning and Zoning Commission on June 14. He provided an overview of the concepts presented at the public hearing; presentation appended hereto as Exhibit B. He added that staff was working with the water company who communicated their potential interest in acquiring additional parcels and shifting the site south, which would require annexation into the city and rezoning. Staff is currently waiting to hear back from Missouri American Water.

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

**9. RECONVENE EXECUTIVE SESSION**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO RECONVENE THE EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1). ALL AYES; MOTION PASSED 8-0.

The Board reconvened the executive session at 8:13 p.m. At 8:44 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 no action was taken as a result of the executive session.

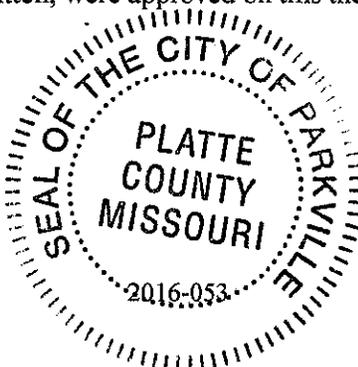
**10. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:45 p.m.

The minutes for Tuesday, June 21, 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 fifth day of July 2016.

Submitted by:

*Melissa McChesney*  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, July 5, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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	- absent
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:

- Lauren Palmer, City Administrator
- Kevin Chrisman, Police Chief
- Alysen Abel, Public Works Director
- Stephen Lachky, Community Development Director
- Tim Blakeslee, Assistant to the City Administrator
- Steve Berg, City Treasurer
- 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**

Mayor Johnston noted that City Hall would be closed on July 6 due to an air conditioner malfunction.

**A. Recognition for City Clerk Melissa McChesney for certification as a Missouri Registered City Clerk by the Missouri City Clerks and Finance Officers Association**

Mayor Johnston and City Administrator Lauren Palmer recognized the City Clerk Melissa McChesney for receiving the Missouri Registered City Clerk certification.

**B. Recognition for the Government Finance Officers Association Distinguished Budget Award for the 2016 Annual Budget**

Mayor Johnston presented the Distinguished Budget Award to City Administrator Lauren Palmer, City Treasurer Steve Berg and Assistant to the City Administrator Tim Blakeslee. Palmer also recognized Finance/Human Resources Director Matthew Chapman who was unable to attend.

**4. CONSENT AGENDA**

- A. Approve the minutes for the June 21, 2016, regular meeting
- B. Receive and file the May sewer report
- C. Approve the second reading of an ordinance to amend Ordinance No. 2829 amending the 2016 Operating Budget and 2016 – 2021 Capital Improvement Program for the Sewer Fund and Economic Development Fund
- D. Approve the revised agreement with Kansas City Power and Light for the Demand Response Incentive Program (formerly M-Power) for a one-year term

- E. Approve accounts payable from June 16-30, 2016

~~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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.~~

## 5. ACTION AGENDA

- A. Approve the financial statements for the City of Parkville for the fiscal year ended December 31, 2015, as audited by Cochran Head Vick & Co., P.C.

City Administrator Lauren Palmer introduced David Cochran and Michael Keenan, Cochran Head Vick & Co., P.C., who completed the 2015 audit. She noted that staff hoped to complete the audit in June but it was delayed due to last minute issues that needed to be resolved. She added that it was the first year working with the audit firm and they helped to identify issues that staff was able to work through.

David Cochran thanked Palmer and the staff for their assistance with the audit and said he was proud that both parties learned something and it was a worthwhile endeavor. Michael Keenan presented an overview of the audit and said it was a positive experience. He also thanked staff for their assistance with the audit.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2015. ALL AYES; MOTION PASSED 7-0.

- B. Approve Resolution No. 16-011 supporting an application for the Missouri Moves Cost Share Program for state fiscal year 2017 transportation funding

Community Development Director Stephen Lachky stated that the Missouri Department of Transportation (MoDOT) announced it was seeking transportation projects and a total of \$20 million was available in 2017. The application was due on July 29. Lachky added that MoDOT participated up to 50 percent of the total project for costs in addition to construction. In January 2016, the Board adopted the Route 9 Corridor Study and in March approved Resolution No. 16-004 supporting an application for a Mid-America Regional Council (MARC) Call for Projects for FFY 2020 funding for Highway 9 from Highway 45 to Clark Avenue for a total cost of \$1.2 million. Lachky noted that staff would receive the results of the grant award in September. Staff was encouraged by MoDOT to apply for the Missouri Moves Cost Share Program even though the City had applied for the MARC grant funding.

Lachky provided an overview of the budget and noted that the proposed 9 Highway Corridor Community Improvement District would bring in estimated revenue of \$73,500 annually. He added that the 50 percent local match provided by the Missouri Moves Cost Share Program funding was previously committed by Parkville through the MARC application and if the City did not receive the grant it could withdraw the application.

The Board discussed the City's portion of the costs through the various grant applications for the Highway 9 improvements and the costs related to the alternatives listed in the policy report. City Administrator Lauren Palmer provided an overview of the timing of when subsequent decisions could be made if the MoDOT grant was awarded.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 16-011 SUPPORTING AN APPLICATION IN THE AMOUNT OF \$3,484,000 FOR THE MISSOURI MOVES COST SHARE

**PROGRAM FOR FISCAL YEAR 2017 TRANSPORTATION FUNDING TO HELP FUND TRANSPORTATION IMPROVEMENTS ALONG THE ROUTE 9 CORRIDOR. MOTION PASSED 6-1 (SPORTSMAN OPPOSED).**

**6. STAFF UPDATES ON ACTIVITIES**

**A. Police Department**

Police Chief Kevin Chrisman provided a recap of the July 4th Celebration, noting that it was one of the largest crowds from 63<sup>rd</sup> Street to Main Street. He added there were a couple of ambulance calls and one minor verbal disturbance. Staff would review traffic options to improve traffic flow. Mayor Johnston thanked the police officers for their hard work at the event.

**B. Community Development**

Community Development Director Stephen Lachky stated that a Planning and Zoning Commission work session would be held on July 12 to discuss the Friends of Parkville Animal Shelter (FOPAS). The animal shelter had operated out of a residence since 2006 through a conditional use permit that they feel they have overgrown. Lachky noted that the zoning code did not have a mechanism to build a new structure. The work session would be held to discuss what was allowed under the City's zoning code and what FOPAS would need to do for a new site plan or permanent structure at the same location, which would require a zoning code amendment.

Lachky also provided an update on the Missouri American Water (MAW) treatment plant relocation, noting that staff contacted MAW who had decided to pursue the acquisition of adjacent property in unincorporated Platte County. MAW would need to annex the adjacent property into the city, which would require a public hearing. Lachky was waiting to hear from them about the timeline.

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

Alderman Sportsman requested clarification on the location of the grain storage bins on property owned by Jenkins Family Farm LLC from an e-mail previously distributed to the Board of Aldermen by Community Development Director Stephen Lachky. Lachky responded that the location was a small portion of the property located on the north side of River Road.

Sportsman also noted that Assistant to the City Administrator Tim Blakeslee manned the booth at Pocket Park on July 4 for the public to view the Parks Master Plan Update riverfront concepts. Blakeslee added that the online survey was open until July 31.

**8. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:20 p.m.

The minutes for Tuesday, July 5, 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 nineteenth day of July 2016.

Submitted by:

  
City Clerk Melissa McClesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, July 19, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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:

- 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**

Mayor Johnston recognized a member of Boy Scouts of America Troop 314 in the audience who was working on his Citizenship in the Community merit badge.

**3. MAYOR'S REPORT**

Mayor Johnston stated that the City planned to address the power outage issues with Kansas City Power & Light and noted that City Administrator Lauren Palmer was working to schedule a meeting to address the issue.

**4. CONSENT AGENDA**

- A. Approve the minutes for the July 5, 2016, regular meeting
- B. Receive and file the June Municipal Court Report
- C. Receive and file the financial report for the month ending June 30, 2016
- D. Receive and file crime statistics from January through May 2016
- E. Maintenance agreement with Arbor Masters for tree trimming on-call services
- F. Adopt an ordinance approving the final plat of Lots 4-1 Through 4-3, Townhomes at the National, 2nd Plat – Case No. PZ16-11; applicant, Double Eagle Builders, LLC, owner
- G. Approve accounts payable from July 1 through July 15, 2016

**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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.**

**5. NON-ACTION AGENDA**

**A. Parkville Economic Development Council Update**

Mike Kellam, Parkville Economic Development Council (PEDC) Executive Director provided an overview of the progress made in the second quarter of 2016; presentation appended as Exhibit A. Activities during the second quarter included three strong leads and two new projects from the International Council of Shopping Centers (ICSC) convention and working with sites and property owners with previous development activity that did not move forward.

Mayor Johnston thanked PEDC Chair Ed Bradley and Debbie Hopkins for their help with the proposed community improvement district.

**B. Platte County Economic Development Council Update**

Alicia Stephens, Platte County Economic Development Council Executive Director, said that the City renewed its membership and provided an overview of the work with Parkville and other communities. She noted that the PCEDC maintained a database of available sites and buildings, launched a new website and marketed during Community Development Day which had 70 participants. The PCEDC had over 300 interactions with brokers and developers in the past year and 19 interactions with site selection consultants. Stephens also said her staff attended the ICSC convention with the PEDC, helped in the interim between the former PEDC director and the current director Mike Kellam with Roll On Transportation, enlisted a drone to take a video of the Highway 45 and Interstate 435 intersection that would be released at a later date, and had discussions about community development and outreach for ideas along the riverfront.

**6. ACTION AGENDA**

**A. Receive and file the Parkville Mine Inspection Report from Kansas City Testing & Engineering, LLC**

City Administrator Lauren Palmer stated that the mine operated under a conditional use permit (CUP) that was approved in 1980 to Park University that stated the mine operated in accordance with the approved operating plan. The plan allowed the City to conduct routine spot inspections of the mine and the City approved a contract with Kansas City Testing & Engineering LLC to inspect the mine in 2016.

Steve Bruer, KCTE, provided an overview of the findings from the report. The mine was inspected during a two month period with the objective to determine if the mine was operating within the stipulations of the CUP and the scope was to review the CUP and the mine development plan. After a visual inspection of the mine below ground and the processing above ground, it was determined that the mine was operating in compliance with the CUP. The vibration monitoring data collected at the Riss Lake dam over a period of 16 months showed it was well below the locally accepted standards and below the federal regulations. Bruer added that he met with Martin Marietta and the vibration consultant to experience a blast as it occurred. He added that Martin Marietta was working on a new blasting program in the mine.

Bill Podrazik, Martin Marietta, introduced Chris Bollinger, Greg Connor and Doug Radenko who were in the audience. He provided an overview of the technology used in the mine called destructive wave form. He said that eight tests were performed in four different ways and the same vibrations occurred with one shot of the new technology as they did with five shots of the old technology.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO RECEIVE AND FILE THE PARKVILLE MINE INSPECTION REPORT FROM KANSAS CITY TESTING & ENGINEERING, LLC. ALL AYES; MOTION PASSED 8-0.**

**B. Consider a request from First Student, Inc. for parking and shuttle service**

City Administrator Lauren Palmer stated that First Student, located on Bell Road, approached staff requesting the use of 20 stalls in the parking lot south of the railroad tracks in downtown Parkville each week day during two different time slots because they were outgrowing their space for employee parking. She suggested that they use the parking lot west of Grigsby Field in Platte Landing Park given that it would have less impact on the downtown merchants; the remaining parking stalls would be able to serve the park visitors.

Palmer noted that the request was unique and the Municipal Code was silent on the issue, so she was seeking direction from the Board. The only restriction in the Code related to overnight parking for more than 72 hours. She provided an overview of the options. Because the request was to subsidize a private business operation because they were not able to fit in the parking lot, Palmer noted it could be appropriate to ask for compensation from First Student but the amount had not been discussed because she was waiting on direction from the Board.

Further discussion focused on charging a fee, benefits to downtown businesses if the parking was closer to downtown, the number of parking spaces utilized daily, the parking location, including an out-clause in an agreement if staff determined the process was not working and concerns about setting a precedent. The Board recommended that staff speak with the Main Street Parkville Association about the effect it would have on the downtown businesses. In addition, an item would be presented at the next Community Land and Recreation Board meeting.

The consensus of the Board was to let First Student park in the Platte Landing Park lot for a three to four week test period until an agreement was negotiated.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE STAFF TO EXPRESS TO FIRST STUDENT THE INTENT OF THE BOARD OF ALDERMEN TO NEGOTIATE A USE AGREEMENT FOR THE PARKING AND SHUTTLE SERVICE AT THE PLATTE LANDING PARK PARKING LOT WITH APPROPRIATE OUT CLAUSES AND REASONABLE TERMINATION DATES IN ADDITION TO COMPENSATION DETERMINED BY STAFF THROUGH RESEARCH OF FAIR MARKET VALUE AND ALLOW FIRST STUDENT USE OF THE PARKING LOT DURING A TRIAL PERIOD TO TEST THE PARKING LOCATION. ALL AYES; MOTION PASSED 8-0.**

**C. Adopt the Highway 45 Corridor Plan**

Community Development Director Stephen Lachky explained that the plan was a guide for future design when development occurred along the corridor. He provided a history of the plan, noting that in 2012 a memorandum of understanding was approved for a joint city-county plan and Gould Evans was selected as the consultant. Lachky added that a steering committee reviewed the analysis and final draft plan and held a public open house in April.

Graham Smith, Gould Evans, provided an overview of the design plan; presentation appended as Exhibit B.

City Administrator Lauren Palmer thanked Lachky for finalizing the process which had started in 2013, but due to a variety of reasons was delayed. She appreciated his leadership and noted the timing was good because of development prospects along the corridor.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO ADOPT THE HIGHWAY 45 CORRIDOR PLAN. ALL AYES; MOTION PASSED 8-0.**

**D. Adopt an ordinance to amend Parkville Municipal Code Chapter 365 to add Section 365.105 regarding driving a motor vehicle with a suspended or revoked driver's license**

City Clerk Melissa McChesney stated that the Municipal Code included provisions for driving without a license, but did not include a provision about driving with a suspended or revoked driver's license. She added that the section would allow the Municipal Court to tie the appropriate penalty to the correct violation.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2882, AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE CHAPTER 365 TO ADD SECTION 365.105 REGARDING OPERATING A MOTOR VEHICLE WITH A SUSPENDED OR REVOKED DRIVER'S LICENSE, ON FIRST READING. ALL AYES; MOTION PASSED 8-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2882 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2852. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

**7. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

Assistant to the City Administrator Tim Blakeslee provided an update on the Parks Master Plan Update, noting that a second open house was held during the July 4<sup>th</sup> Celebration in downtown Parkville on July 4. Alderman Sportsman, along with members of the Community Land and Recreation Board, attended the open house and met with over 250 people. Blakeslee added that the next steering committee would be held on August 10 and staff planned to approve the update in the fall.

**B. Community Development**

Community Development Director Stephen Lachky provided an update on the Friends of Parkville Animal Shelter, noting that a special work session was held by the Planning and Zoning Commission on July 12. The current status of the shelter was shared, along with the plans for the future to address noise, topography and a future site location. Lachky added that the Commission was comfortable with the staff recommendation on including a mechanism in the Municipal Code and it would also be evaluated in the zoning code update.

**C. Public Works**

Public Works Director Alysen Abel provided a street maintenance update, noting that staff was working to complete the mill and overlay work and that the microsurfacing on Main Street and Waters Edge were scheduled for July 25. The remaining mill and overlay work would be completed after Platte County completed the bridge project on Crooked Road. She added that the curb work was completed in all areas except the additional area in the Riss Lake subdivision. Staff was working on bids for the pavement marking project, part of which would be completed in-house and the remaining would be sent out for bids, which was anticipated to begin in September.

**D. Police Department**

Chief Chrisman thanked the community for their support of the Police Department over the past several weeks.

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

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 9:12 p.m.

The minutes for Tuesday, July 19, 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 second day of August 2016.

Submitted by:

*Melissa McChesney*  
City Clerk Melissa McChesney



Mayor Nanette K. Johnston opened the work session at 6:05 p.m. on August 2, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Jim Werner, Tina Welch, Dave Rittman and Robert Lock.

The following staff was also present:  
Lauren Palmer, City Administrator  
Kevin Chrisman, Police Chief  
Stephen Lachky, Community Development Director  
Alysen Abel, Public Works Director  
Matthew Chapman, Human Resources/Finance Director  
Tim Blakeslee, Assistant to the City Administrator  
Melissa McChesney, City Clerk  
Steve Chinn, City Attorney

## **1. GENERAL AGENDA**

### **A. Proposed Records Retention Policy**

City Clerk Melissa McChesney presented the recommended policy. She stated that she sought guidance from the Missouri Secretary of State's Office and city clerks in peer communities and reviewed the applicable state laws that govern records management for fourth class municipalities. The policy would set minimum retention schedules and record storage and destruction protocols and help to better manage limited storage space and ensure compliance with state law.

The city clerk would have significant responsibility in administering the policy and document management, especially for inactive records. The city clerk would be assisted by records coordinators in each department who would be responsible for active documents routinely used by the department. Inactive and permanent records would be stored with a consistent filing and labeling protocol to assist with easy access and compliance with retention schedules. The city clerk would oversee an annual records destruction program to dispose of records at the lapse of retention dates.

Alderman Rittman suggested evaluating an alternative to the sprinkler system for the records room to protect against water damage in the event of a fire emergency. Alderman Werner asked if the City favored electronic files over paper files and McChesney responded that most permanent files were kept in both formats and Finance/Human Resources Director Matthew Chapman added that personnel files were only stored in paper format, but he was working to convert to electronic files, too, for duplication. Mayor Johnston warned of the importance of preserving historical documents and Alderman Plumb added that the Park University archives and history students might be able to assist.

Alderman Lock asked if the policy would be adopted by ordinance and if approval would be required from the Missouri Secretary of State and McChesney clarified policy statements were adopted by resolution. He also asked how historical records associated with proprietary records, particularly for accounting, would be retained over time as software changes. McChesney explained that permanent records were stored in a flexible format such as PDF or microfilm. Alderman Rittman suggested adding language to address offsite backup and storage.

At the request of City Administrator Palmer, McChesney reviewed the items in the retention schedule that were recommended by staff for schedules different from state policy. City Attorney Chinn and board members thanked McChesney for the work on the policy and agreed it was ready for final consideration by the Board of Aldermen on August 16, 2016.

The work session ended at 6:38 p.m.

The work session minutes for August 2, 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 sixteenth day of August 2016.

Submitted by:

  
\_\_\_\_\_  
City Administrator Lauren Palmer



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, August 2, 2016, at City Hall located at 8880 Clark Avenue, Parkville, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Diane Driver	- absent with prior notice
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	- absent with prior notice
Ward 4 Alderman Marc Sportsman	- absent with prior notice
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
- 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**

**4. CONSENT AGENDA**

- A. Approve the minutes for the July 19, 2016, regular meeting
- B. Receive and file the June sewer report
- C. Receive and file the Fewson Fund Annual Financial Statement and Report
- D. Approve Resolution No. 16-012 adopting revisions to the Purchasing Policy related to smaller equipment, construction, and professional services purchases
- E. Approve the park signage project and associated agreements with Fossil Graphics, Acme Sign and Vireo
- F. Approve the purchase of materials from PMSI for the 2016 crack sealing program
- G. Authorize staff to obtain three quotes for each of the trades required for the English Landing Park Restroom Rehabilitation Project
- H. Approve accounts payable from July 15 to July 28, 2016

IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN RITTMAN TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED. ALL AYES BY ROLL CALL VOTE: PLUMB, WERNER, WELCH, RITTMAN AND LOCK. MOTION PASSED 5-0.

**5. ACTION AGENDA**

- A. Approve a professional services agreement with Bukaty Companies for employee benefit consulting services

Finance/Human Resources Director Matthew Chapman stated that the current provider was CBIZ who provided health, dental and life insurance consulting services, but staff was dissatisfied with the service. Staff recommended a change in broker services which would help to improve customer service and allow the City to negotiate the best possible deal for employee benefits. With assistance from Charlesworth Benefits, a request for proposals was posted and five responses were received. A committee, made up of Bob Charlesworth, Alderman Dave Rittman, City Administrator Lauren Palmer and Finance/Human Resources Director Matthew Chapman, interviewed three candidates and identified Bukaty Companies as the firm with the most complete package of services and who would be the best fit for customer service. Chapman noted that Bukaty had experience with small cities and the cost was a slight decrease from previous years.

**IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN RITTMAN TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BUKATY COMPANIES FOR EMPLOYEE BENEFITS CONSULTING SERVICES. ALL AYES; MOTION PASSED 5-0.**

## **6. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

City Clerk Melissa McChesney provided an update on the Paint Parkville, noting that artists would be painting in various locations in Parkville August 13-19. The City's theme for the purchase award was the Route 9 entryway sign and Mayor Johnston would present the winner during Parkville Days on August 19.

### **B. Community Development**

Community Development Director Stephen Lachky provided an update on the Missouri American Water plant relocation, noting that a public hearing with the Planning and Zoning Commission was scheduled on August 9 to consider a revised conditional use permit and site plan. Lachky noted that the conditional use permit was tied to the site plan and any substantial modifications required another public hearing. The revised plan shifted the site away from River Hills Estates residents and included a slightly different design. He added that two parcels were located in unincorporated Platte County and approval of the conditional use permit would be contingent on annexation of the two parcels into the city.

Lachky also provided an update on the Route 9 Corridor grant applications, noting that in March the Board of Aldermen approved a resolution directing staff to submit a grant application to the Mid-America Regional Council (MARC). Staff attended MARC committee meetings and presented the City's proposal. MARC preliminarily approved the full amount requested by the City and there were a couple more steps before the grant funding amount became official.

### **C. Public Works**

Public Works Director Alysen Abel provided an update on street repairs on South National Drive, noting that there were approximately 4,000 truckloads of dirt from the QuikTrip development that were hauled to the newest phase of Cider Mill at the National. The heavy truck traffic caused some areas of the roadway to deteriorate and staff identified 12 areas that were marked off to prevent damage to vehicles and would need to be reconstructed. Abel noted that the contractor and developer would complete the work and pay the cost for the repairs.

### **D. Police Department**

Police Chief Kevin Chrisman provided an update on Back to School Program event, noting that backpacks and school supplies were given to ten children from the community on August 1. He

planned to make it an annual event. Chrisman said the project could not have been done without the support the Board of Aldermen, City staff and the donors who supported the Police Department.

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

Alderman Plumb noted that two 5k/10k races were scheduled in August around Parkville Days.

**8. 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 PLUMB AND SECONDED BY ALDERMAN RITTMAN 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, WERNER, WELCH, RITTMAN AND LOCK. MOTION PASSED 5-0.

The Board entered the executive session at 7:25 p.m. At 8:05 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 no action was taken as a result of the executive session.

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:05 p.m.

The minutes for Tuesday, August 2, 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 sixteenth day of August 2016.

Submitted by:

*Melissa McChesney*  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, August 16, 2016, at City Hall located at 8880 Clark Avenue, Parkville, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Diane Driver	- absent with prior notice
Ward 1 Alderman Tina Welch	- present
Ward 2 Alderman Jim Werner	- present
Ward 2 Alderman Dave Rittman	- absent with prior notice
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:

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**

Mayor Johnston commented that the City's elected officials and staff were aware of the power outage issues in Riss Lake and staff was working with Kansas City Power & Light to find a solution. She noted that a work session was scheduled on September 20 at 5:30 p.m.

**4. CONSENT AGENDA**

- A. Approve the minutes for the August 2, 2016, regular meeting
- B. Approve the minutes for the August 2, 2016, work session
- C. Receive and file the July Municipal Court Report
- D. Receive and file the financial report for the month ending July 31, 2016
- E. Receive and file the crime statistics for January through June 2016
- F. Approve Resolution No. 16-013 to adopt the Records Retention Policy
- G. Authorize the transfer of funds from the Emergency Reserve Fund to the Brink Meyer Debt Service Fund sufficient to cover the payment of bond interest and fees due on September 1, 2016
- H. Approve an agreement with First Student, Inc. for parking and shuttle service
- I. Approve Resolution No. 16-014 to reaffirm the ethics and disclosure of conflicts of interest Ordinance No. 2773, codified as Chapter 107 of the Parkville Municipal Code
- J. Approve a construction agreement with Foley Company for the clarifier floor replacement at the Wastewater Treatment Facility
- K. Approve a collection and treatment service agreement with Platte county Regional Sewer District for sewer service to West Park Lot 5, located at 10350 NW Hwy FF

- L. Approve the purchase of a new 2017 Ford Focus SE sedan from Joe Machens Ford to be used as a Community Development Department and citywide vehicle
- M. Approve Resolution No. 16-015 adopting revisions to the insurance provisions in the guidelines for events in Parkville
- N. Approve accounts payable from July 29 to August 12, 2016

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN WERNER TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTION FOR EACH ITEM, AS PRESENTED. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 6-0.

## 5. ACTION AGENDA

### A. Hold a public hearing and adopt an ordinance approving the 2016 Property Tax Levy for fiscal year 2017

Mayor Johnston opened the public hearing.

Finance/Human Resources Director Matthew Chapman provided an overview of the impact on a residential homeowner; attached as Exhibit A. He noted that an increase in the valuation would increase the amount of taxes owed.

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

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN WERNER TO APPROVE BILL NO. 2883, AN ORDINANCE SETTING THE 2016 GENERAL TAX LEVY AT \$0.4701 PER \$100.00 OF ASSESSED VALUATION AND THE GENERAL DEBT LEVY AT \$0.1777 PER \$100.00 OF ASSESSED VALUATION, ON FIRST READING. ALL AYES; MOTION PASSED 6-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN WERNER TO APPROVE BILL NO. 2883 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2853. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 6-0.

### B. Accept the 2016 City of Parkville Strategic Planning Workshop Summary Report

City Administrator Lauren Palmer stated that the 2016 strategic planning workshop affirmed the critical success factors outlined in the 2015 report and helped to establish long- and short-term priorities and direct staff on which priorities to focus on for the 2017 budget.

Mayor Johnston requested that the Board consider a change to the 2017 priorities by adding general broadband services to the long-term priority list.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN WERNER TO ACCEPT THE 2016 CITY OF PARKVILLE STRATEGIC PLANNING WORKSHOP SUMMARY REPORT ADDING IN THE LONG-TERM PRIORITY OF ALTERNATIVES FOR BROADBAND HIGH SPEED INTERNET ACCESS. ALL AYES; MOTION PASSED 6-0.

### C. Authorize staff to submit two applications for a Traffic Engineering Assistance Program Grant to the Missouri Department of Transportation

Public Works Director Alysen Abel said that grant funding was available to small municipalities that did not have funds available or staff resources in traffic engineering to perform traffic safety studies. Staff identified two areas with traffic safety issues that included Lewis Street south of Highway 45 and South National Drive at Crooked Road. The Lewis Street area was studied by

Affinis Corporation in 2015 and a consultant completed data collection, traffic analysis and conceptual drawings and provided three options for reconstruction. A grant application was submitted in 2015 but funds were not approved. The South National Drive at Crooked Road area was evaluated in 2013 for a potential four-way stop. TranSystems determined that a four-way stop was not warranted in the area and staff committed to re-evaluating the area after more development occurred. For the 2016 application, staff recommended expanding the study area to include the three-way intersection to the north because future development included expanding the cul-de-sac to the east of the intersection. Staff also recommended using the same consultants for both areas that were used in the prior studies.

The grant funds would be covered 80 percent by the Missouri Department of Transportation and the City would be responsible for the remaining 20 percent, or approximately \$2,000. Abel added that the first priority would be Lewis Street and the second priority would be South National Drive. The Board recommended that in the interim staff place a no U-turn sign at the median on Lewis Street.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN WERNER TO AUTHORIZE STAFF TO PREPARE AND SUBMIT THE TWO APPLICATIONS FOR THE TEAP GRANT APPLICATION TO MODOT FOR THE LEWIS STREET TRAFFIC STUDY AND THE SOUTH NATIONAL DRIVE TRAFFIC STUDY. ALL AYES; MOTION PASSED 6-0.**

**D. Approve a cooperative agreement with Platte County for the roadway improvements to N. Crooked Road and NW 76th Street**

Public Works Director Alysen Abel stated that the Platte County Public Works Department completed construction of the bridge improvements on Crooked Road and planned to resurface the road from the city limits to the bridge. The County reached out to City staff and requested that they be able to piggyback on the City's contract and use the unit prices to contract with the vendor directly. Abel explained that City and County staff came up with a plan to trade areas – the City and County also maintained portions of Northwest 76<sup>th</sup> Street – and the City would continue to resurface Crooked Road north of Highway 45 past the city limits to the bridge in exchange for the County to improve the City's portion of 76<sup>th</sup> Street and continue to the west past the second driveway into the city limits. Abel noted that the length of the roads was different but the character and overall costs were similar. The estimated cost for the County's portion of Crooked Road was approximately \$6,000 and there was capacity in the contract with Tandem Paving to cover the additional cost. The idea was presented to the Platte County Board of Commissioners and they were in favor of the arrangement.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN WERNER TO AUTHORIZE STAFF TO FINALIZE THE COOPERATIVE AGREEMENT WITH PLATTE COUNTY FOR THE ROADWAY IMPROVEMENTS TO N. CROOKED ROAD AND NW 76TH STREET, AS OUTLINED BY STAFF. ALL AYES; MOTION PASSED 6-0.**

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Parks Master Plan**

Assistant to the City Administrator Tim Blakeslee provided an update on the Parks Master Plan update, noting that the public input stage was completed and the steering committee and consultants were reviewing the information to merge the proposed concepts into one concept for the parks. The study was anticipated to be completed in the fall.

**2. Parkville Days**

City Clerk Melissa McChesney reminded the Board that a reception to vote on the City's Paint Parkville 2016 purchase award was scheduled for August 18 and the winner would be presented at Parkville Days on August 19. She also noted that the name unveiling for the eagle carving in English Landing Park was scheduled for August 21 during Parkville Days.

**B. Community Development**

**1. Missouri American Water Plant Relocation**

Community Development Director Stephen Lachky provided an update on the Missouri American Water plant relocation, noting that a public hearing was scheduled in June and City staff received a revised site plan that was presented to the Planning and Zoning Commission on August 9. Three changes were reviewed and recommended for approval by the Commission for Board approval at the September 6 meeting. Lachky added that a public hearing regarding the annexation petition was anticipated for review by the Board on September 6.

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

Alderman Greg Plumb noted that he attended the Army Corps of Engineers barge tour on the Missouri River earlier in the day.

**8. EXECUTIVE SESSION**

**A. Attorney-client matters pursuant to RSMo 610.021(1)**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN WERNER TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 6-0.

The Board entered the executive session at 7:52 p.m. At 10:02 p.m., the Board reconvened in open session.

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

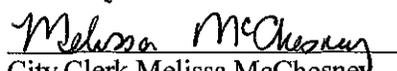
Mayor Johnston announced no action was taken as a result of the executive session.

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 10:02 p.m.

The minutes for Tuesday, August 16, 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 sixth day of September 2016.

Submitted by:

  
City Clerk Melissa McChesney



Mayor Nanette K. Johnston opened the work session at 5:35 p.m. on September 6, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

The following staff was also present:  
Lauren Palmer, City Administrator  
Kevin Chrisman, Police Chief  
Stephen Lachky, Community Development Director  
Alysen Abel, Public Works Director  
Tim Blakeslee, Assistant to the City Administrator  
Melissa McChesney, City Clerk

**1. GENERAL AGENDA**

**A. New Development Fee Structure Proposal for Public Works-related items**

Public Works Director Alysen Abel provided an overview of a proposal associated with development fees for public works-related items. Abel said that staff reviewed engineering plans and performed construction inspections for public and private infrastructure for commercial and residential properties. The City's fee structure included sewer impact and sewer tap fees that were calculated for residential and commercial lots connected to the city sewer, improvement fees that were based on square footage of the lot, grading and land disturbance permits that were set on a sliding scale based on the amount of land disturbance, and right-of-way permits that were set at ten dollars. Several projects in 2016 included plan review and construction but no fees were collected. Staff took the opportunity to review the development fee structure and research other municipalities and learned that smaller cities did not have a formal structure and some worked on a sliding scale dependent upon the work being done.

In the original proposal staff determined that a sliding scale would work best for the City and included a fee of four percent of the construction cost for the public infrastructure. Staff met with developers in June to discuss the proposal and concerns were raised about the fee and in response, staff changed the recommended fee to three percent to cover staff time and resources for the inspections. Abel noted that an option could be to add third party plan reviews that could be portioned to cover the costs generated. Another concern raised at the meeting included the timing of the proposal. Staff proposed to implement the fees over time so existing projects could be completed and the full implementation would be on March 1, 2017. The second concern was the sudden increase in fees in which Abel responded that staff was only looking to cover the City's expenses and not gain additional revenue. Staff used the Cider Mill 6<sup>th</sup> plat as a basis and calculated that the existing fees only covered 1.5 percent of the construction cost but did not include construction materials testing or inspections. The final concern was about the turnaround time for plan reviews. Abel said that other cities had performance measures that included completion between ten and 15 days and the City was completing reviews between 15 and 20 days.

The Board discussed why the proposal was so low compared to other cities and noted it was not important to be the lowest but to make sure the City was getting back what it spent. City Administrator Lauren Palmer noted that a schedule of fees was adopted in 2014 to remove the fees from the Parkville Municipal Code into a separate document to give the Board the opportunity to increase all city fees by a certain amount in a resolution instead of amending each section of the Code.

The Board also discussed the amount of revenue that would be gained by the increase in

development fees. Abel stated that it was hard to determine the amount of revenue because staff was unsure of the level of development in future years. The Board also discussed including an expedited plan review fee and whether to increase the fee over time versus having a higher fee at the beginning.

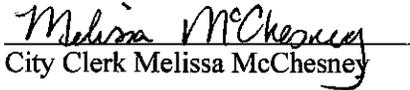
Abel provided an overview of best management practices and recommended changes. Palmer noted that the Board approved changes to the community development fees in 2014 and thanked Ms. Abel and her staff for their hard work on the proposal.

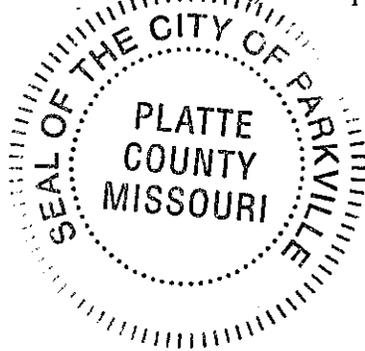
The consensus of the Board was for staff to bring forward a proposal to the Board of Aldermen to include an increase to the fee amount that would cover the cost to the City at a minimum of three percent, to include a higher fee to expedite the process that could possibly be done by a third party, and to include a grandfather clause for pre-existing development.

The work session ended at 6:48 p.m.

The work session minutes for September 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 September 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, September 6, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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:

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. Paint Parkville 2016 Purchase Award Presentation**

Mayor Johnston presented the 2016 Paint Parkville purchase award winning painting "Welcome" to the artist Craig Lueck.

**4. CONSENT AGENDA**

- A. Approve the minutes for the August 16, 2016, regular meeting
- B. Receive and file the July sewer report
- C. Approve the Semi-Annual Financial Report for the first half of 2016 and direct City Administration to publish
- D. Approve the selection of Nationwide Payment Solutions/Municipay to provide credit and debit card processing for City Hall and the Municipal Court and approve Resolution No. 16-016 revising the credit card convenience fees in the Schedule of Fees
- E. Approve Resolution No. 16-017 amending Article D-12 of the Parkville Personnel Manual to correct contradictory language as to the payment of part-time personnel
- F. Declare the 1997 Jeep Cherokee as surplus equipment and auction it through KCI Auto Auction
- G. Approve memorandums of agreement with Park University to conduct an annual supervised deer hunt and permit hunt
- H. Approve a construction agreement with Twin Traffic Marking Corp. for the 2016 Pavement Marking Program
- I. Approve a professional services agreement with TekCollect for a pilot project to collect delinquent account balances owed by sewer customers

- J. Approve accounts payable from August 13 to September 2, 2016

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

## 5. ACTION AGENDA

### A. Approve or reject the slate of nominations for the Parkville Old Towne Market Community Improvement District through June 2020

City Clerk Melissa McChesney provided a history of the Parkville Old Towne Market Community Improvement District (POTMCID) and an overview of the successor director appointment process. A slate of nominations was received on August 15 and the POTMCID nominated Dave Williams as a property owner, Tom Hutsler as a resident and Mark Bentley as a business operator to serve through June 2020.

McChesney noted that in 2014 there was confusion about the number of appointments to be made, vacancies being filled, new appointments and terms of office and staff was still unable to determine the membership of the POTMCID Board of Directors. She added that the City was required to respond within 30 days of receipt of the slate of nominations which was September 13.

Mayor Johnston stated that the POTMCID Board needed to clarify the information asked for by the City and did not want to approve the slate until the information was received. She felt the POTMCID was using the interim positions as a way to circumvent the City's appointments. She also noted that she did not want to approve a slate with Tom Hutsler as a nomination because of issues with the proposed Highway 9 Community Improvement District.

Alderman Sportsman asked if changes to by-laws were required to be submitted to the Board of Aldermen and City Administrator Lauren Palmer responded that she was not aware that the POTMCID was required to submit changes to the City. Sportsman added that he supported the Mayor's comments and noted the Board did not know who was serving on the POTMCID board.

Alderman Werner stated that the slate submitted was incomplete and the Board should not approve an incomplete slate. He supported the Mayor and Alderman Sportsman's comments and supported rejecting the slate.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **REJECT THE SLATE AND REQUEST THAT THE PARKVILLE OLD TOWNE MARKET COMMUNITY IMPROVEMENT DISTRICT SUBMIT A FULL ROSTER OF ITS BOARD OF DIRECTORS AND A STATEMENT TO CLARIFY THE DISCREPANCIES ON APPOINTMENTS.** ALL AYES; MOTION PASSED 8-0.

### B. Approve construction agreements with GS Structural for carpentry work and Tnemec flooring installation and Full Nelson Plumbing, Inc. for plumbing work for the English Landing Park Restroom rehabilitation project

Public Works Director Alysén Abel said that the restroom rehabilitation project agreements were presented to the Finance Committee on August 29. The Committee approved the agreement with Action Concrete but the remaining agreements were beyond the Committee's approval authority. Abel noted that since the meeting Across the Board contacted City staff and were not able to start work until after November 1, which was the deadline to have the work done in order to use the funds from the Platte County outreach grant, so they withdrew their quote. The next lowest bidder was GS Structural and Abel noted that the City had worked with them on past projects.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE CONSTRUCTION AGREEMENTS WITH GS STRUCTURAL IN THE AMOUNT OF \$26,500 FOR CARPENTRY WORK AND TNE MEC FLOORING INSTALLATION; AND WITH FULL NELSON PLUMBING IN THE AMOUNT OF \$19,800.60 FOR PLUMBING WORK AND INSTALLATION OF THE AMERICANS WITH DISABILITIES ACT (ADA) DRINKING FOUNTAIN WITH DOG BOWL FOR THE ENGLISH LANDING RESTROOM REHABILITATION. ALL AYES; MOTION PASSED 8-0.

**C. Approve the first reading of an ordinance to repeal and replace Parkville Municipal Code Chapter 471 regarding regulations governing the installation and operation of telecommunication antennas and towers – Case No. PZ16-12; City of Parkville, applicant**

Community Development Director Stephen Lachky stated that the Board approved special legal counsel services with Cunningham, Vogel and Rost, P.C., to review the City's cell tower regulations. Lachky provided an overview of changes from House Bill 331 and the recommended text changes to the Parkville Municipal Code.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2884, AN ORDINANCE REPEALING AND REPLACING PARKVILLE MUNICIPAL CODE CHAPTER 471 REGARDING REGULATIONS GOVERNING THE INSTALLATION AND OPERATION OF TELECOMMUNICATION ANTENNAS AND TOWERS, ON FIRST READING AND POSTPONE THE SECOND READING TO SEPTEMBER 20, 2016. ALL AYES; MOTION PASSED 8-0.

**D. Adopt an ordinance extending the city limits to include approximately 0.7646 acres generally located at 10530 Highway FF and approximately 0.3255 acres of parcel No. 20-8.0-34-000-000-006.001 – Case No. PZ16-02E; Missouri American Water Company, applicant**

Community Development Director Stephen Lachky said that the City received a voluntary annexation petition for two parcels totaling approximately one acre. The original footprint of the proposed plant was changed and Missouri American Water acquired two parcels and submitted a revised site plan in June. Annexation requests required a public hearing but did not require approval by the Planning and Zoning Commission. Lachky noted that the plan submitted included answers to most of the questions that were considered before an annexation request would be approved.

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

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2885, AN ORDINANCE EXTENDING THE LIMITS OF THE CITY OF PARKVILLE TO INCLUDE THE DESCRIBED REAL ESTATE GENERALLY LOCATED AT 10530 HIGHWAY FF IN UNINCORPORATED PLATTE COUNTY, MO – PARCEL NOS. 20-8.0-34-000-000-006.000 (0.7646 ACRES, MORE OR LESS) AND 20-8.0-34-000-000-006.001 (0.3255 ACRES, MORE OR LESS), ON FIRST READING. ALL AYES; MOTION PASSED 8-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2885 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2854. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

- E. **Adopt an ordinance to approve a conditional use permit to construct and operate a drinking water treatment plant at 10550 NW FF Highway on three parcels containing approximately 11.10 acres located approximately one mile west of Main Street on NW FF Hwy and abutting NW FF Hwy, zoned "R-2" Single-Family Residential District – Case No. PZ16-02A; Missouri American Water Company, applicant**

Community Development Director Stephen Lachky stated that Missouri American Water was proposing to relocate the existing plant, located at 101 East First Street, which had been in operation for over 100 years. He noted that they looked at renovating the facility but due to increased usage they determined that a new facility was warranted. The proposed location was near the existing wells. Lachky added that two public hearings were held by the Planning and Zoning Commission and the Commission recommended approval of the conditional use permit at its August meeting. The Commission would review an application to rezone the two annexed parcels into one parcel at its meeting on September 14.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2886, AN ORDINANCE APPROVING THE CONDITIONAL USE PERMIT TO CONSTRUCT AND OPERATE A DRINKING WATER TREATMENT PLANT AT 10550 NW FF HIGHWAY, SUBJECT TO CONDITIONS BY STAFF AND THE PLANNING AND ZONING COMMISSION, ON FIRST READING. ALL AYES; MOTION PASSED 8-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2886 ON SECOND READING TO BECOME ORDINANCE NO. 2855. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

## 6. STAFF UPDATES ON ACTIVITIES

### A. Administration

#### 1. Friends of Parkville Parks Funding Proposal for Temporary Fields

Assistant to the City Administrator Tim Blakeslee explained that the Friends of Parkville Parks planned to disband and City staff was informed that they were requesting proposals for projects to fund with the remaining funds. City staff was working on a proposal for practice fields near the entrance to Platte Landing Park. On a similar topic, Blakeslee added that staff was working with a local baseball academy regarding maintenance of Grigsby Field in exchange for practice times.

### B. Police Department

#### 1. Red Friday, September 9, 2016

Police Chief Kevin Chrisman stated that Red Friday was scheduled for September 9. In April, Mayor Johnston received an e-mail from the marketing and special events intern with the Kansas City Chiefs asking if the city would be interested in representing itself on Red Friday by flying Chiefs Kingdom flags, provided free by the Chiefs, around town as an opportunity to unite the community. Chrisman added that Sergeant Laura Shadid coordinated with businesses in Parkville and by May 12 she had 52 flags dedicated for Parkville.

### C. Public Works

#### 1. Route 45, Phase C Project Schedule

Public Works Director Alysén Abel provided an update on the Route 45, Phase C project schedule, noting that a pre-construction meeting was held on August 24 to discuss 1.26 miles

of road improvements on Highway 45 from Interstate 435 to Route K. The project was awarded to Clark Construction and the expected start date was September 12 with a projected completion date of December 1, 2017.

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

Alderman Plumb noted that the Parkville Chamber of Commerce legislative breakfast was scheduled for September 8.

**8. 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, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

The Board entered the executive session at 7:53 p.m. At 9:12 p.m., the Board reconvened in open session.

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

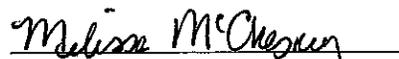
Mayor Johnston announced no action was taken as a result of the executive session.

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 9:13 p.m.

The minutes for Tuesday, September 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 September 2016.

Submitted by:

  
City Clerk Melissa McChesney



Mayor Nanette K. Johnston opened the work session at 5:30 p.m. on September 20, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman and Marc Sportsman.

The following staff was also present:  
Lauren Palmer, City Administrator  
Stephen Lachky, Community Development Director  
Tim Blakeslee, Assistant to the City Administrator  
Melissa McChesney, City Clerk

**1. GENERAL AGENDA**

**A. Receive a report from Kansas City Power & Light regarding mitigation strategies for recurring power outages in Parkville**

Mayor Johnston stated that she and City staff had several meetings with representatives of Kansas City Power and Light (KCP&L) to go through several solutions that might solve the power outage problems in Parkville.

Alderman Plumb joined the meeting at 5:32 p.m.

Janet Waddell, Communications Business Manager, thanked the City for working with KCP&L and thanked the residents and customers who communicated the issues that helped them determine the full impact of the outages.

Scott Heidtbrink, Chief Operating Officer, provided a history of KCP&L and said it was ranked number one for reliability, power quality and service. He noted that KCP&L covered a large service area and when pockets of service went out they worked to resolve the issue quickly. He added that power outages are inevitable but KCP&L worked to try to reduce the frequency of outages and the amount of time to solve the problem.

Andy Alexander, Central Design Supervisor, provided a history of the power outages in Parkville. He noted that KCP&L started seeing issues in February or March and saw a big spike in outages during the summer. The issue was with the circuits that fed the south side of Riss Lake to downtown to Park University that had locked up nine times – four were related to trees, four were related to material failures and one was caused by KCP&L but was resolved in 11 minutes. He stated that a more intensive cycle was planned to kick off during the winter; the Worst Performing Circuit Program would be implemented to look for problem circuits. Alexander noted that what was unique about the event two weeks prior was that a tree, located 50 feet from the pole line, fell on a power line and KCP&L would not have touched the tree because it did not encroach over the line.

Alexander provided an overview of the Lateral Improvement Program that would proactively look at outage statistics to target the company's efforts. After talking with City staff KCP&L determined the problems in the Bluffs subdivision had been assigned to replace three or four poles and all the wires to start the following week.

Discussion from the Board focused on the reasons an underground feeder could fail and Alexander responded that all feeders were tied to overhead lines and outages could be caused by lightning, the age of a cable or a failure in a splice. Another question raised was whether KCP&L had capacity planned for growth and Alexander responded that the planning and engineering departments were looking at growth trends and gathered information over the summer to see where the loads were and how they grew. There were no immediate issues but they had ideas for the future for additional circuits.

Alexander said that power for the northern part of Riss Lake was fed from a different source and

no issues were found with the circuits. A revised design was created to bring in a full feeder capacity cable to the southern edge of the new apartment development on Klamm Road. He noted KCP&L could not prevent trees from falling on the lines but would have a plan in place to return electricity to residents in the least amount of time. The timing of the project was dependent on the apartment development. Discussion focused on the impact to property owners in Riss Lake with the removal and trimming of trees to add the feeder line.

Alexander provided an overview of a new technology that included an ultrasound at each pole to listen to the insulators and equipment to look for micro arcing and tracking on the equipment. The new technology would let everyone see the fault and when the system opened, closed or picked up so KCP&L could fix the issue. The new technology would be available in 2018.

Alexander provided an overview of a project along Highway 9 due to a property issue with the poles and lines and the biggest concerns were access to the lines because of the large forest south of the Riss Lake dam. City Administrator Lauren Palmer added that staff was aware of the tough terrain, water drainage issues, the creeks and the cost and complication of the project and noted there might be some ways to improve access.

Alderman Plumb asked if there was an opportunity to make changes with the proposed improvements of Highway 9 and Alexander responded that it was on their radar and KCP&L was willing to partner any way they could.

Mayor Johnston opened the floor to public comments and questions.

Herb Johnson, 8325 Harbour Place, stated that his home was near the location of the tree that fell on August 31 and shared his concerns about overhead power lines. He said he would like to see them moved underground. Alexander responded that there were a variety of issues with buried power lines, including rock, access, manholes in the streets and concerns with digging into the dam. The construction standard was overhead lines.

Kelly Seymour, 8021 Park Ridge Drive, said the problem began in 2011 when residents experienced an outage that lasted for more than two days. She wanted to make sure that KCP&L was aware that a loss of electricity in Riss Lake caused a loss of water to the grinder pumps. She asked if residents could be given priority for future outages due to health concerns (example: dialysis machine) and Alexander responded that KCP&L was aware of the grinder pump issue and it was one reason why the issue showed up on their radar in February. He said that when events happen they prioritize by what is affected by the entire circuit and subsets, including hospitals, water and sewer plants, and other critical infrastructure. He said he would discuss the grinder pump issue with KCP&L.

Brian Gordon, 8126 Walnut Way, asked about the failure rate of other grids and Alexander responded that the information was not readily available. He also asked why KCP&L was trying to continue running power through the forest near Highway 9 and not through the existing road. Alexander responded that underground power lines were not as affected by storms and small issues, but they could still experience some power outages.

Mike Green, 8004 Parkridge Drive, referenced the blue line circuit in the map provided in the agenda packet and asked if the power went out along the circuit because there is not a backup source. Alexander responded that KCP&L did not have the capacity on other circuits but planned to tie it to the red line on the map to bring the power back quicker. The blue line tied to the downtown area but outages were dependent on where the problem was located. Green asked about the breaker to be installed on Highway 9 to help keep power on in Riss Lake. Alexander said that the parts were ordered and would be installed in the fourth quarter of 2016.

Judy Timmerman, 7905 Parkview Drive, explained that she attended on behalf of the General Motors plant in Kansas City, Kansas, that was impacted by the power outages and clarified that

the outages also impacted the industrial areas in Riverside. Alexander responded that the issue impacted areas farther south on Highway 9 and there were alternate feeds in place. He added that the additional feed into Riss Lake would improve reliability. He would follow up with Ms. Timmerman to address her issue.

Bill Bowling, 8011 Agron, stated that the sump pumps in residences were also affected by power outages and asked when the liability for damages from KCP&L would be initiated. Alexander responded that KCP&L had a damage claim process but outages in liability terms were not covered.

Brent Seymour, 8021 Parkridge Drive, asked if there was a systematic reason why some residents had power while others did not and Alexander responded that there was not a reason and that underground feeder exits were installed when a breaker box was installed.

Lovell Hollaway, 5701 N. Coveview Court, said his concern included poor customer service and he requested a specific date of delivery. Alexander responded that he understood the concerns and did not have the data to respond to the date of delivery. Teams from all disciplines in the company were working to find a solution. He added that he was contacted and responded to 24 residents in Riss Lake and explained the issues.

Connor Blinzler, 8211 Harbour Place, asked if there was a failsafe to keep electricity on when a tree fell around the Riss Lake Meadows area and Alexander responded that KCP&L planned to install a breaker and set another one to isolate the downtown business district. He noted that the problem was with getting access for a truck with the equipment and the new smart grid applications would be implemented in 2018 to allow KCP&L the ability to fix issues in multiple pieces in multiple directions.

Patricia Tate, 8821 Sleepy Hollow, asked why the line was built the way it was. Alexander said the plan was agreed to with the developer and since the initial installation the terrain had changed, but he did not work with the developer himself so he was unsure. Challenges included the dam, wet seasons and the trees and rocky terrain.

Brian Gordon returned to the podium and asked if KCP&L had considered a package to offer a compensation arrangement for residents to purchase generators to use during power outages. Alexander replied that the company did not have this service but he would pass the information on to KCP&L. The company wanted a more long-term resolution to the power outage issue.

Herb Johnson returned to the podium and thanked the City for removing a dead tree in Riss Lake that was within five feet of the power lines.

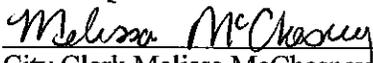
Bill Bowling returned to the podium and suggested that KCP&L look into battery power or a connection to the grinder pumps to provide backup electricity during an outage.

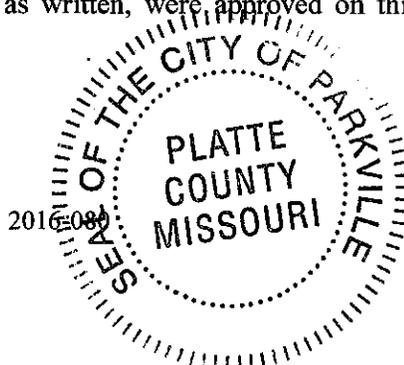
Janet Waddell thanked the Board and City staff for the invitation and the residents for their questions. She noted that KCP&L would be sending out mailings to update residents on the progress of the plans presented.

The work session ended at 6:55 p.m.

The work session minutes for September 20, 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 fourth day of October 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, September 20, 2016, at City Hall located at 8880 Clark Avenue, Parkville, 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: Lauren Palmer, City Administrator  
Kevin Chrisman, Police Chief (joined meeting at 7:04 p.m.)  
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**

Mayor Johnston noted that she would provide her mayor's report at the end of the meeting due to the length of her report.

**4. CONSENT AGENDA**

- A. Approve the minutes for the September 6, 2016, regular meeting
- B. Approve the minutes for the September 6, 2016, work session
- C. Receive and file the August Municipal Court report
- D. Receive and file the financial report for the month ending August 31, 2016
- E. Receive and file the crime statistics for January through July 2016
- F. Approve the second reading of an ordinance to repeal and replace Parkville Municipal Code Title IV, Chapter 471: Regulations Governing the Installation and Operation of Telecommunication Antennas and Towers. Case No. PZ16-12; City of Parkville, applicant
- G. Approve a resort liquor license for Swirl Wine Bar to be located at 5 Main Street
- H. Approve accounts payable from September 3 to September 16, 2016

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 BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN AND SPORTSMAN. MOTION PASSED 7-0.

5. ACTION AGENDA

**A. Approve the first reading of an ordinance to approve a professional services agreement with Spencer Fane, LLP for special legal counsel services on behalf of Platte County customers related to the Office of the Public Counsel appeal of the Missouri Public Service Commission rate determination for Missouri American Water Company**

City Administrator Lauren Palmer stated that in 2015 a rate case was filed with the Missouri Public Service Commission (MPSC) to consolidate water rates in various districts throughout the state. The City of Riverside hired an attorney and the City's Finance Committee approved \$10,000 to assist Riverside with the case. MPSC approved the consolidation which took effect in July 2016 and the average reduction for Platte County customers was 30 percent. Staff learned that the Office of Public Counsel, a state agency charged with looking out for the interest of residents from a statewide perspective, filed an appeal. The City of Riverside reached out to staff to continue the efforts in the appeal and asked that the City take the lead and Riverside would contribute funds to the efforts. Palmer noted that Joe Bednar, Spencer Fane LLP, estimated the maximum cost for legal counsel services would not exceed \$40,000. Riverside agreed to pay up to 25 percent or \$10,000. Palmer said that as part of the discussion on September 12, the Finance Committee directed staff to draft a letter signed by the Riverside and Parkville mayors making a formal appeal to Platte County to assist in the funding since 39 percent of the customers lived in unincorporated areas of the county.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2887, AN ORDINANCE ENGAGING SPENCER FANE, LLP TO FILE AN INTERVENTION ON BEHALF OF PLATTE COUNTY CUSTOMERS IN THE OFFICE OF THE PUBLIC COUNSEL APPEAL OF THE MISSOURI PUBLIC SERVICE COMMISSION RATE DETERMINATION FOR MISSOURI AMERICAN WATER COMPANY, ON FIRST READING AND POSTPONE SECOND READING TO OCTOBER 4, 2016, SUBJECT TO THE FOLLOWING CONDITIONS: FINAL REVIEW AND APPROVAL OF THE DRAFT LEGAL SERVICES AGREEMENT BY THE CITY ATTORNEY; AND COSTS OF THE ENGAGEMENT ARE CAPPED AT \$40,000 WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE CITY OF PARKVILLE IN ACCORDANCE WITH THE PURCHASING POLICY; AND THE CITY OF RIVERSIDE COMMITS TO REIMBURSE PARKVILLE FOR 25 PERCENT OF ITS COSTS UP TO \$10,000; AND A FORMAL APPEAL IS MADE TO PLATTE COUNTY TO REQUEST PARTICIPATION IN THE COSTS OF THIS ENGAGEMENT. ALL AYES, MOTION PASSED 7-0.

**B. Adopt an ordinance to rezone two parcels containing approximately 1.09 acres generally located at 10530 Highway FF from County "PI" Planned Industrial District to City "R-2" Single-Family Residential District – Case No. PZ16-02F; Missouri American Water, applicant**

Community Development Director Stephen Lachky said that a public hearing was held by the Board of Aldermen on September 6 and annexation of two parcels was approved. Lachky added that when a property is annexed into the city it kept the county zoning until it was rezoned by the city. Building permits could not be issued until the property was rezoned to a city district.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2888, AN ORDINANCE APPROVING THE REZONING OF TWO PARCELS CONTAINING 1.09 ACRES, MORE OR LESS, GENERALLY LOCATED AT 10530 HIGHWAY FF, PARKVILLE, MO FROM COUNTY "PI" PLANNED INDUSTRIAL DISTRICT TO "R-2" SINGLE-FAMILY RESIDENTIAL DISTRICT, ON FIRST READING. ALL AYES, MOTION PASSED 7-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2888 ON SECOND READING TO BECOME ORDINANCE NO. 2857. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN AND SPORTSMAN. MOTION PASSED 7-0.

**C. Adopt an ordinance approving the Parkville Plant Subdivision, Final Plat – Case No. PZ16-02C; Missouri American Water, applicant**

Community Development Director Stephen Lachky stated that the request was to replat ten acres into a single parcel. Staff reviewed the request against the Parkville Municipal Code and verified that the plat met subdivision regulations and did not affect new or existing easements

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2889, AN ORDINANCE **APPROVING THE PARKVILLE PLANT SUBDIVISION, FINAL PLAT, A SUBDIVISION IN THE CITY OF 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. 2889 ON SECOND READING TO BECOME ORDINANCE NO. 2858. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN AND SPORTSMAN. MOTION PASSED 7-0.

**D. Approve a final site plan/development plan for a drinking water treatment plant at 10550 NW Highway FF in a City “R-2” Single-Family Residential District on property totaling approximately 11.10 acres – Case No. PZ16-02G; Missouri American Water Company, applicant**

Community Development Director Stephen Lachky stated that the Planning and Zoning Commission held a public hearing in June to review the initial site plan. Missouri American Water presented a revised plan at the August meeting which was approved by the Commission. Lachky provided an overview of key highlights of the plan that addressed screening of dumpsters, the locations of fire hydrants and the landscape and lighting plans. Concerns voiced by the Planning and Zoning Commission included the noise from travel on the gravel roads, the location for future expansion and how the lighting would affect residents of River Hills Estates, which were all addressed in the final site plan/development plan presented to the Board.

Ken Stecher, Missouri American Water, provided an overview of the security measures on the plant property that included cameras, motion sensors and card readers on the gates.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE FINAL SITE PLAN/DEVELOPMENT PLAN FOR A DRINKING WATER TREATMENT PLANT AT 10550 NW FF HIGHWAY, PARKVILLE, MO, SUBJECT TO CONDITIONS AS LISTED IN THE POLICY REPORT. ALL AYES, MOTION PASSED 7-0.

**E. Approve a construction agreement with Westland Construction, Inc. for the 2016 Downtown Sewer Repairs**

Public Works Director Alysen Abel explained that the Sanitary Sewer Phase 3 program included repairs of existing pipe with cured-in-place pipe and manhole repairs downtown. She noted that the Main Street Sanitary Sewer Realignment project was originally programmed in the 2017 Capital Improvement Program but due to the severity of the pipes found during routine cleaning the Board authorized staff to start the project in 2016. A work authorization with North Hills

Engineering was approved on June 15 for design and project management. Staff decided that, because of the similar nature of the projects, the manhole repairs and Main Street realignment projects could be combined in the hopes of receiving better pricing. The combined projects were titled the 2016 Downtown Sewer Repairs Project.

Abel stated that a bid opening was held on September 8 and five bids were received. Because the City did not have prior experience with the low bidder, staff reached out to references and received favorable feedback about the contractor.

Abel provided an overview of the budget, noting that because of the bid received from the low bidder Westland Construction, there was a project savings of \$138,000. She added that the policy report stated that the City used Emergency Reserve Funds to cover unexpected sewer expenses; however, the City only used Sewer Fund working capital to cover the costs; a copy of the revised policy report appended as Exhibit A. Abel said that the savings could help to increase the Sewer Fund or to address issues that occurred at the wastewater treatment facility.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE A CONSTRUCTION AGREEMENT WITH WESTLAND CONSTRUCTION, INC. FOR THE 2016 DOWNTOWN SEWER REPAIRS IN THE AMOUNT OF \$117,000. ALL AYES, MOTION PASSED 7-0.**

**F. Approve or reject the alternate slate of nominations for the Parkville Old Towne Market Community Improvement District through June 2020**

City Clerk Melissa McChesney stated that the City received the slate of nominations from the Parkville Old Towne Market Community Improvement District (POTMCID) and the Board rejected the slate at its September 6 meeting. The City sent a rejection letter via certified mail to the POTMCID stating the reasons for rejection of the slate. An alternate slate was submitted by the POTMCID and received by the City on September 16.

Mayor Johnston stated that she did not recommend approval of the slate because a name was not submitted due to a vacancy from the closing of a POTMCID member's business and therefore the member was no longer eligible to serve. In addition, she echoed comments made at the last Board meeting about the appointment of Tom Hutsler, noting that her comments were relevant to his serving on a community improvement district board. Alderman Werner agreed with the mayor's comments and did not support approval of the slate.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO REJECT THE ALTERNATE SLATE OF NOMINATIONS FOR THE PARKVILLE OLD TOWNE MARKET COMMUNITY IMPROVEMENT DISTRICT APPOINTMENTS THROUGH JUNE 2020 FOR THE FOLLOWING REASONS: THE BUSINESS OF A MEMBER CLOSED AND THEREFORE WAS NO LONGER ELIGIBLE TO SERVE, LEAVING A VACANCY FOR WHICH A NAME WAS NOT SUBMITTED; AND THE APPOINTMENT OF TOM HUSTLER. ALL AYES, MOTION PASSED 7-0.**

City Administrator Lauren Palmer noted that Ordinance No. 2264 allowed the mayor to reject the slate without approval of the Board of Aldermen. Mayor Johnston received consensus from the Board that if no substantial changes were submitted in alternate slates for the POTMCID she would be allowed to reject the slate.

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Parks Master Plan Update**

Assistant to the City Administrator Tim Blakeslee provided an update to the Parks Master Plan Update, noting that the draft of the final plan would be presented to the Community Land and Recreation Board in October, followed by approval of the Board. The consultants held meetings with focus groups, two public input sessions and multiple steering committee meetings.

**2. Friends of Parkville Parks Field Grant**

Assistant to the City Administrator Tim Blakeslee provided an update to the Friends of Parkville Parks (FOPP) grant funds for park improvements, noting that the City applied for funding. FOPP supplied the City with two projects, a field project and a new picnic shelter in the park. The projects would be vetted by the Community Land and Recreation Board and the Board of Aldermen. Alderman Driver noted the amount for the two grants totaled \$25,000.

**3. Quarterly Town-Gown Meetings**

City Administrator Lauren Palmer stated that at the strategic planning retreat Park University provost Dr. Gunderson spoke and provided updates about the university. She noted that quarterly meetings would be held to discuss town-gown relations.

**B. Community Development**

**1. Zoning Code Update**

Community Development Director Stephen Lachky provided an update on the zoning code update, noting that the consultants presented three issue papers to the steering committee. The draft proposed consolidating the Code into eleven chapters and consolidating many of the zoning districts. Staff received the draft and would present it to the steering committee in October. Lachky added that a second open house would be scheduled in late October or early November and the update would be completed in October.

**2. Missouri Moves Cost Share Program**

Community Development Director Stephen Lachky provided an update on the Missouri Moves Cost Share Program, noting that staff learned that Governor Nixon cut the cost share funds. In June the Board approved a resolution authorizing staff to apply for funding for transportation improvements along Route 9 to leverage a portion of the committed funding as a 50 percent match for the Mid-America Regional Council grants. Because of the cuts the program was suspended.

**C. Public Works**

**1. English Landing Park Restroom**

Public Works Director Alysén Abel provided an update on the English Landing Park restroom rehabilitation project, noting that the electrical work was substantially complete pending final inspections. The carpenter and plumber met with staff for a preconstruction meeting to discuss the schedule and ensure the City had enough time to complete the projects before the November 1 deadline for the Platte County Outreach Grant. Because the drinking fountain with the dog bowl was a higher cost than anticipated it was removed from the contract by change order. Staff researched the option of purchasing the fountain and received a quote from the carpenter for installation if the City provided the materials. Abel added that staff would look into adding the fountain back into the project.

Abel said that that the carpenter recommended that the City purchase the Tnemec flooring

from the supplier because it was outside his area of expertise. The carpenter would sandblast the walls, diamond grind the flooring and install epoxy paint to help lock out odors. Staff would prepare an agenda item for the October 4 Board meeting. Abel noted that WSKF Architects did not charge the City for their work on the rehabilitation project for the restrooms.

Alderman Sportsman brought up an unrelated topic that was discussed at the September Community Land and Recreation Board (CLARB) meeting regarding the Missouri American Water Well No. 5 in Platte Landing Park. CLARB urged staff to talk with Missouri American Water about making the new well more aesthetically appealing. Assistant to the City Administrator Tim Blakeslee responded that he spoke with Missouri American Water and they were willing to include a stipulation in the agreement to address their concerns.

Alderman Wylie asked staff about the water main break in Kansas City, Missouri and City Administrator Lauren Palmer noted that none of the properties in Parkville were affected.

## **2. Fall Clean Up**

Public Works Director Alysén Abel provided an update on the fall clean up events, noting that the Fall Clean Up was scheduled for October 8, curbside pickup would be on October 10 and the extended yard waste drop off would be held from October 10 through November 4.

Alderman Wylie requested information on the status of the railroad right-of-way for the extension of the trail in English Landing Park. Assistant to the City Administrator Tim Blakeslee said staff was waiting on a second document from Burlington Northern Santa Fe Railroad before the project could proceed.

## **7. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

Mayor Johnston stated that during the strategic planning session held in July she planned to start increasing communication to the Board and providing an overview of projects she was working on. She said she participated in the Metro Mayor's Caucus and attended the Parkville Economic Development Council Board of Directors Executive Committee meeting, the Main Street Parkville Association monthly meeting and the Northland Chamber of Commerce meeting. Johnston stated that she met with Kelly Martin, a local civic leader who served on the Missouri Transportation Finance Board, and they discussed a pot of money that was available to loan to municipalities for transportation projects; Mr. Martin suggested that the Route 9 improvements would be a good project for Parkville.

Johnston said that she was in contact with Missouri American Water to discuss the water issues in Parkville and testified at the Missouri Public Service Commission hearing. In addition, she met with Kansas City Power and Light regarding the power outages and replacing the city's street lights with Light Emitting Diode (LED) lighting; with Marsha VanDever with the Parkville Chamber of Commerce to discuss changing the City's membership to a different package; attended wetland restoration meetings for several years and invited Alderman Sportsman to attend the last meeting; had the first quarterly meeting with Dr. Gunderson, Park University, and discussed the mining operations; and attended a meeting with the Route 9 Community Improvement District group and noted she felt good about the level of support.

Other events Johnston attended included the Parkville in Art reception and announced the City's purchase award winning painting during Parkville Days; Final Fridays; a joint luncheon with the Parkville Economic Development Council; Parkville Chamber of Commerce annual membership luncheon; Mid-Continent Public Library luncheon; Chamber After Hours; grand opening of the healthy living clinic at the Mosaic Life Center; the Norrington Hall rededication; was part of the

Parkville Days parade; spoke at a convocation at Park University and served on the legislative panel at the Parkville, Riverside and Platte City chamber event.

Johnston added that she met with Alderman Welch to discuss the creation of a public arts commission and was working to set a date with the Missouri Arts Council; with Todd DeMint, Meyers Funeral Chapel; introduced city staff to Prodigy Baseball Academy owners who wanted to construct new baseball fields and temporary practice fields in Platte Landing Park and noted that Alderman Sportsman joined the discussions.

Johnston requested feedback from the Board regarding the construction of a Veteran's memorial. She noted that she was working with the local Veterans of Foreign Wars (VFW) organization but was not sure if the project had merit to investigate further. City Administrator Lauren Palmer said it was a topic as part of the Parks Master Plan Update and Johnston shared her concerns about it being in a floodplain. Alderman Rittman agreed to be included in future discussions.

**8. EXECUTIVE SESSION**

**A. Attorney-client matters pursuant to RSMo 610.021(1)**

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). 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 8:13 p.m. At 8:15 p.m., the Board reconvened in open session.

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

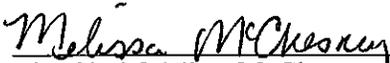
Mayor Johnston announced that a motion was made during executive session. Pursuant to RSMo 610.021(1), any minutes, vote or settlement agreement relating to legal actions shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement. Therefore, the vote and settlement agreement shall become public record upon receipt of the signatures required in the agreement.

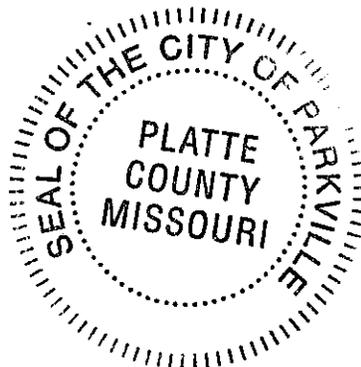
**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:15 p.m.

The minutes for Tuesday, September 20, 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 fourth day of October 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, October 4, 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	- absent with prior notice
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:

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**

**4. CONSENT AGENDA**

- A. Approve the minutes for the September 20, 2016, regular meeting
- B. Approve the minutes for the September 20, 2016, work session
- C. Receive and file the August sewer report
- D. Approve a retailer of intoxicating liquor in the original package with Sunday sales liquor license for Gomer's North located at 6298 NW Highway 9
- E. Approve a malt liquor by the drink liquor license for Missouri Wine Tasting Center located at 6298 NW Highway 9
- F. Approve the second reading of an ordinance to approve a professional services agreement with Spencer Fane, LLP for special legal counsel services on behalf of Platte County customers related to the Office of the Public Counsel appeal of the Missouri Public Service Commission rate determination for Missouri American Water Company
- G. Approve Amendment No. 1 to the Viking Field Use Agreement with the Parkville Vikings Football Club to address mosquito control treatment
- H. Approve accounts payable from September 17 to October 3, 2016

**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 BY ROLL CALL VOTE: PLUMB, WYLIE, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 7-0.**

**5. ACTION AGENDA**

**A. Authorize staff to release the request for proposals for city attorney services**

City Clerk Melissa McChesney stated that City Attorney Steve Chinn announced his retirement at the end of the year and staff prepared a request for proposals for city attorney services. She added that a small committee of the Mayor, one alderman and staff would review the proposals and would recommend a proposal to the Finance Committee on November 28. Alderman Plumb agreed to serve on the selection committee.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE STAFF TO RELEASE THE REQUEST FOR PROPOSALS FOR CITY ATTORNEY SERVICES AND APPOINT THE MAYOR AND ALDERMAN PLUMB TO SERVE ON THE SELECTION COMMITTEE. ALL AYES, MOTION PASSED 7-0.**

**B. Approve a construction agreement with Pro Concrete Design, Inc. for the installation of the Tnemec flooring and epoxy wall coating for the English Landing Park Restroom Rehabilitation Project**

Public Works Director Alysen Abel said that a contract was approved with GS Structural for restroom repairs, but after further research GS Structural determined they are not able to install the Tnemec flooring. Staff requested additional quotes that included diamond grinding and installing new floors. Abel noted that staff originally planned to paint the walls and based on the information received from the committee and a recommendation from the architect staff decided to get quotes for sandblasting the walls. Staff reached out to Pro Concrete Design, Inc. and during the discussions for installing the Tnemec flooring they recommended applying an epoxy wall coating, a long lasting product that would help to lock in the smells. Abel said that the cost was still within the budgeted amount for the first phase of the restroom rehabilitation project.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE A CONSTRUCTION AGREEMENT WITH PRO CONCRETE DESIGN, INC. FOR THE INSTALLATION OF THE TNEMEC FLOORING AND THE EPOXY WALL COVERING AT A TOTAL COST OF \$14,015. ALL AYES, MOTION PASSED 7-0.**

**C. Approve the purchase of an Americans with Disabilities Act drinking fountain and dog bowl from Fry & Associates; approve a change order with GS Structural for the installation of the drinking fountain; and approve a change order with Action Concrete for the additional concrete sidewalk improvements for the English Landing Park Restroom Rehabilitation Project**

Public Works Director Alysen Abel stated that the three items included in the request related to the installation of an Americans with Disabilities Act (ADA) drinking fountain with a dog bowl for the restroom in English Landing Park. On September 12 the Finance Committee approved a change order to remove the fountain from the agreement with Full Nelson Plumbing. Since that time staff reached out to vendors and Fry & Associates provided the lowest quote. She noted that existing infrastructure, water service and a sewer drain, in place at the front of the restroom would be used instead of relocating the fountain. GS Structural provided a quote of \$500 for the installation of the fountain if the City provided the materials.

Abel said that staff met with the site contractor to figure out how to make the fountain ADA accessible. They reviewed the layout of the existing sidewalk and determined what portion needed to be removed and where it needed to be extended. The additional cost for the concrete work was \$3,060, which was within budget for the first phase of the restroom rehabilitation project.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE A PURCHASE ORDER WITH FRY & ASSOCIATES FOR THE PURCHASE OF AN ADA DRINKING FOUNTAIN AND DOG BOWL; APPROVE A CHANGE ORDER WITH GS STRUCTURAL FOR THE INSTALLATION OF THE DRINKING FOUNTAIN; AND APPROVE A CHANGE ORDER WITH ACTION CONCRETE FOR THE ADDITIONAL CONCRETE SIDEWALK IMPROVEMENTS FOR THE ENGLISH LANDING PARK RESTROOM REHABILITATION PROJECT. ALL AYES, MOTION PASSED 7-0.

**D. Approve a work authorization with Blue Nile Contractors for storm pipe lining on Oakdale Place and Pineridge Road**

Public Works Director Alysén Abel said that there were two locations, Oakdale Place in the Riss Lake subdivision and Pineridge Road in the Pinecrest subdivision, where heavy rains during the summer caused issues with the storm sewer pipes. Staff determined that the metal pipes in both locations were rusted and corroded and needed to be fixed immediately. The options to fix the pipe included cured-in-place pipe (CIPP) lining, similar to what was being done with the sanitary sewer lines, and ultraviolet (UV) pipe lining. Staff contacted Insituform to determine the cost for CIPP, which was estimated at approximately \$20,000.

Abel noted that around the same time staff was working on a different project with Blue Nile Contractors and learned they had a new service for UV pipe lining, which was installed with a UV light instead of being steam cured. Blue Nile Contractors offered to demonstrate their new UV pipe lining process and provide the service to the City at-cost. Staff researched the UV pipe lining process and determined the products are similar but installation was different. UV pipe lining required less mobilization which helped to reduce the cost. Abel anticipated cost savings from the asphalt program that could be used to cover the cost.

Abel stated that due to the increased number of issues found in storm sewer pipes, staff was working on a long-range plan to address the issues.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE A WORK AUTHORIZATION WITH BLUE NILE CONTRACTORS FOR THE STORM PIPE LINING ON OAKDALE PLACE AND PINERIDGE ROAD IN THE AMOUNT OF \$9,853.75. ALL AYES, MOTION PASSED 7-0.

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Eagle Carving Name Unveiling Ceremony**

City Clerk Melissa McChesney said that the name unveiling for the eagle carving in English Landing Park was scheduled for October 12.

**2. Route 45 Phase C Groundbreaking Ceremony**

City Clerk Melissa McChesney stated that a groundbreaking ceremony for the Route 45 Phase C widening project would be on October 24 at the intersection of Highway 45 and Brink-Myer Road.

**B. Community Development**

**1. Zoning & Subdivision Regulations Open House No. 2**

Community Development Director Stephen Lachky said that the second public open house for the Zoning and Subdivision Regulations Update would be held on November 16. He

added that the consultant finished the initial draft that would be reviewed by the Planning and Zoning Commission at a workshop on October 11. He anticipated that the update would be ready for approve in December.

**C. Public Works**

**1. Tree Resource Improvement and Maintenance (TRIM) Grant**

Public Works Director Alysén Abel explained that the City received a \$10,000 Tree Resource Improvement and Maintenance (TRIM) grant to remove hazardous trees in English Landing Park. She added that the City's on-call tree trimming contractor would be doing the work.

Abel reminded the Board that the Fall Cleanup was scheduled on October 8, curbside pickup was on October 10 and the extended yard waste would be from October 10 through November 4.

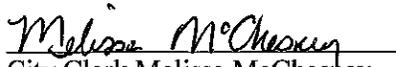
**7. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

**8. ADJOURN**

Mayor Johnston declared the meeting adjourned at 7:36 p.m.

The minutes for Tuesday, October 4, 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 eightieth day of October 2016.

Submitted by:

  
City Clerk Melissa McChesney



Mayor Nanette K. Johnston opened the work session at 5:32 p.m. on October 18, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

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

Melissa McChesney, City Clerk

## **1. GENERAL AGENDA**

### **A. 2017 City of Parkville Operating and Capital Budget**

City Administrator Lauren Palmer stated that the items to be discussed at the first budget work session included the General Fund, 2016 year-end projections, 2017 revenue estimates and a review of the City's priorities for 2017; presentation appended hereto as Exhibit A.

Palmer provided an overview of the budgeted funds, noting that revenues were projected to fall below estimates by approximately \$72,000, with \$50,000 of that number from the Transportation Fund transfer that was used for street maintenance. She noted that sales taxes performed above budget, there was underperformance in other areas and there was help from one-time revenues that included a reimbursement from the Federal Emergency Management Agency from the 2011 flood and the cell tower lease payment. Palmer added that approximately \$166,000 was carried over from the 2015 budget which provided a cushion for the lower than anticipated revenues.

Discussion focused on building permit revenues being lower than anticipated. Lachky noted that there were two projects approved but had not started, but staff expected to receive them by the end of the year. He added that the projections did not account for the revenues from the Missouri-American Water plant relocation, which could cover the difference between the actual and estimated revenues.

Palmer said that expenses were \$387,000 less than anticipated, which had been a recurring theme every couple of years. Personnel savings were the largest contributor because the budget assumed full employment. In 2015 the Board directed staff to look at mid-year savings and redirect them to street maintenance. Another large impact to reduced expenses was deferred capital outlay.

Discussion focused on personnel savings and completing projects with the savings earlier in the year. Palmer responded that staff learned from the process how to time projects better. She cautioned the Board about relying on personnel savings for future years because personnel savings were not guaranteed.

Palmer said that the General Fund operating revenues were projected to be flat in 2017. Sales taxes were budgeted flat in 2017 compared to 2016 actuals which was a conservative position, but there was potential to increase the budget forecasted revenues. The Board discussed the impact from QuikTrip on sales taxes and Palmer noted that staff had not received retail projections, but the budget included assumptions about the impact on sales taxes. Palmer also noted that staff was working on a strategy to reduce the reliance of the General Fund on the Transportation Fund transfers; the 2017 budget included a decrease in transfers of \$10,000.

Palmer explained that staff recommended a three percent operating increase over the 2016 budget and operating revenues would exceed operating expenses. Several changes made to personnel

included upgrading the Missouri Local Government Employees Retirement System (LAGERS) to the next tier for employees, a merit raise of one percent and an increase in the entry level pay for police officers. Palmer noted that staff planned to hire a third party to complete a comprehensive salary survey in 2017.

Palmer provided an overview options for debt financing, including accelerating the design of the first phase of the Route 9 project in 2017 because the grant money would not be available until the federal fiscal year 2019-2020. Another option was a packaged debt financing for street maintenance with a five to six year payback through a local bank loan. Palmer said staff was looking for guidance from the Board on whether to proceed with the second option. The Board directed staff to see what the plan would look like and to include possible savings with inflation and increased costs over the years if the work was done annually instead of a large portion at one time.

Palmer said that staff was working to negotiate a lucrative cell tower lease and planned to budget all the money in the Projects Fund to be set aside for one-time projects for the community. Options included the English Landing Park low water crossing project or downtown improvements. Discussion focused on what the City could legally do with the additional revenue.

The work session ended at 6:52 p.m.

The work session minutes for 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:

*Melissa McChesney*  
City Clerk Melissa McChesney



**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:

*Melissa McChesney*  
City Clerk Melissa McChesney



Mayor Nanette K. Johnston opened the work session at 5:30 p.m. on October 25, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

The following staff was also present:

Lauren Palmer, City Administrator

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

Melissa McChesney, City Clerk

## **1. GENERAL AGENDA**

### **A. 2017 City of Parkville Operating and Capital Budget**

City Administrator Lauren Palmer said that the items to be discussed included the debt service funds and an introduction of the Capital Improvement Program (CIP) for the General Fund; presentation appended hereto as Exhibit A.

Palmer stated there were five active debt service funds which had been unchanged since 2015. The certificates of participation that were refunded in 2015 for the new city hall and other projects from a 2004 vote were set to retire in 2027 and the Sewer Revolving Fund would retire in 2025. The other three debt service funds were related to neighborhood improvement districts (NID) – the River Park NID would retire in 2020 and the Brush Creek and Brink Meyer NIDs would retire in 2034. Palmer noted that in 2015 the City paid off a sewer debt instrument that reduced the total debt in 2016, but an increase was planned in 2017 due to the first principal payments being due for the Brush Creek and Brink Meyer NIDs. She added that the debt would remain higher until 2020 when the River Park NID debt retired. In 2027 staff targeted the renewal of the temporary operating levy that would help make future NID payments.

Palmer stated that the Finance Committee discussed the option of issuing debt for transportation projects including the Route 9 project and street maintenance at its October 24 meeting. She added that more discussion would be held at the third work session on November 8.

In regards to the CIP, Palmer provided an overview of projects recommended for 2017. A member of the Board asked about body cameras for the Police Department and Chief Kevin Chrisman said the idea was still in its infancy and Kansas City, Missouri had ordered several as a pilot project that he hoped to piggyback on. From the recommended projects list, the Board also discussed using other avenues to receive donations for special projects in the park.

Palmer provided an overview of updated General Fund expenses, noting that they included the two percent reduction in health insurance that was discussed by the Finance Committee on October 24. Staff was seeking direction on what to do with the savings, including increasing the merit raise, increasing to the next tier for Missouri Local Government Employees Retirement System (LAGERS), reducing the employee's share of health insurance premiums, hiring bonuses and changing some part-time employees to full-time. Palmer said that staff would research peer communities plan to do regarding merit raises in 2017 and look at what the City had done in the past regarding merit raises. The Board directed staff to take a comprehensive look at the various personnel options discussed and determine how they would affect the budget, to look at internal advancement opportunities to help retain employees longer, and to look at putting the extra funds in other areas instead of personnel.

The Board discussed development of the Brush Creek and Brink Meyer NIDs and options for doing something different to make progress. Palmer said that options could include looking outside the Kansas City metropolitan area to garner interest from a broader market. Palmer stated that developers have shared their concerns about the high development costs and terrain issues on the land. The Board requested a future work session to receive an update on progress and to determine other options for the Board to help make decisions. Palmer noted that the Board approved a grant application on October 18 to request help for ideas to develop the areas.

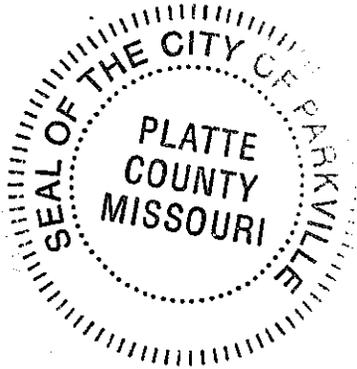
The Board discussed using the additional funds for the English Landing Park low water crossing project and the park restroom rehabilitation project. The consensus was for staff to look at starting the design process for the low water crossing to determine the actual costs so when the timing was right the project could get started.

The work session ended at 6:52 p.m.

The work session minutes for October 25, 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



Mayor Nanette K. Johnston opened the work session at 6:02 p.m. on November 1, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Robert Lock and Marc Sportsman.

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  
Melissa McChesney, City Clerk

**1. GENERAL AGENDA**

**A. Parks Master Plan Update**

Assistant to the City Administrator Tim Blakeslee provided an overview of the update to the Parks Master plan; presentation appended hereto as Exhibit A. A steering committee, staff and Vireo reviewed the Board of Aldermen's vision for the parks and created new vision and mission statements which laid the foundation for the rest of the project.

The Plan was divided into six sections: community profile, community outreach, maintenance management assessment, park inventory assessment, riverfront park and findings and recommendations. Vireo reached out to over 400 residents through different methods and met with 10 focus groups that focused on six questions and held an open house in the spring. Two concepts were prepared – a greenspace mall and a development-centric concept with a promenade. At a second open house held on July 4 staff spoke with over 200 residents and visitors to received feedback on the proposed concepts. Five recommendations of the maintenance assessment portion included reducing the maintenance gap, purchasing and implementing a work order system, an equipment review program and actively seeking partnerships.

Larry Reynolds, Vireo, provided an overview of the final concept and costs, including expense projections. He noted that revenue projections were not included in the Plan but staff could review them in the future and research what other communities charge for similar services.

Blakeslee said that Platte County had two staff that served on the steering committee. He added that the County Commission would review the report in late November or early December.

The work session ended at 6:51 p.m.

The work session minutes for November 1, 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 fifteenth day of November 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, November 1, 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	- absent with prior notice
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**

**3. MAYOR'S REPORT**

**A. Appoint Art (Jack) Shafferman III to the Board of Zoning Adjustment through May 2018**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPOINT ART (JACK) SHAFFERMAN III TO THE INDUSTRIAL DEVELOPMENT AUTHORITY THROUGH MAY 2018. ALL AYES; MOTION PASSED 7-0.

**4. CONSENT AGENDA**

- A. Approve the minutes for the October 18, 2016, regular meeting
- B. Approve the minutes for the October 18, 2016, work session
- C. Approve the minutes for the October 25, 2016, work session
- D. Receive and file the October sewer report
- E. Approve the second 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
- F. Adopt an ordinance to approve the installation of a no truck traffic sign at Brink-Myers Road
- G. Adopt an ordinance to approve the installation of a no U-turn sign at Lewis Street
- H. Accept the public street improvements and associated maintenance bonds for Promenade Drive in Cider Mill 6<sup>th</sup> Plat
- I. Approve accounts payable from October 14 to October 27, 2016

Aldermen Plumb recused himself from the motion for the consent agenda due to a conflict of interest for Item 4E because he was employed by Park University.

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: WYLIE, WERNER, DRIVER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 6-0 (ALDERMAN PLUMB ABSTAINED).

## 5. ACTION AGENDA

### A. Approve the employee health insurance renewal for 2017 with Aetna

Finance/Human Resources Director Matthew Chapman stated that the City offered three plans from Blue Cross Blue Shield (BCBS). In 2015 the Board directed staff to market employee benefits in 2016 and the City's consultant contacted medical centers in the area. BCBS proposed an increase and the employee health committee was concerned that the proposed merit raise increase would not cover the additional cost. Chapman said that staff received a proposal from Aetna that provided similar plans to BCBS but provided considerable cost savings. Aetna ensured the City that the provider network was similar to the BCBS network. The committee reviewed the Aetna proposal and because of the considerable cost savings to the City and employees recommended changing providers. The cost associated with switching to Aetna for the City was an 18 percent reduction compared to costs in 2016.

In addition, Bukaty Companies also marketed for dental and vision. Staff recommended keeping Delta Dental as the dental provider and switching to Surency for vision coverage. Chapman noted that the City did not cover any costs associated with vision coverage. The proposal submitted by Surency included 44 percent savings for employee coverage.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE HEALTH INSURANCE RENEWAL FOR 2017 WITH AETNA WITH THE PREMIUM PLANS, RATES AND COSTS SHARES ATTACHED HERETO AS ATTACHMENTS 2 AND 3 AND INCORPORATED BY REFERENCE.** ALL AYES; MOTION PASSED 7-0.

### B. Authorize the mayor to sign the 9 Highway Community Improvement District petition on behalf of the City of Parkville

Community Development Director Stephen Lachky said that on December 1, 2015, the Board of Aldermen approved the final plat for the QuikTrip development, subject to a memorandum of understanding for participation in a financing district for transportation improvements for Route 9. Staff consulted with legal counsel and recommended establishing a community improvement district – the 9 Highway Community Improvement District. Lachky noted that working group facilitated meetings with the property owners and the finalized petition and map were created from the meetings; the petition appended hereto as Exhibit A

Lachky said that the City of Parkville was the owner of nine parcels within the proposed district and requested that the mayor sign the petition on behalf of the city. He added that in order to start collecting sales taxes on July 1, the deadline for the petitions to be submitted was November 10. There was no budget impact to the City and anticipated annual revenues were around \$147,000.

Alderman Sportsman noted that it was important to reiterate that the proposed petition included elements that were missing from prior community improvement district petitions that had caused issues.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE THE MAYOR TO SIGN THE FINAL 9 HIGHWAY COMMUNITY IMPROVEMENT DISTRICT PETITION ON BEHALF OF THE CITY OF PARKVILLE. ALL AYES; MOTION PASSED 7-0.

**C. Adopt an ordinance to authorize the Industrial Development Authority of Parkville, Missouri to issue revenue bonds and designate the revenue bonds as bank qualified tax exempt obligations, and to approve the issuance of revenue bonds by the Industrial Development Authority of the County of Platte County, Missouri, for the benefit of Park University**

Aldermen Plumb recused himself from the discussion and motion because he was employed by Park University.

Sid Douglas, Gilmore & Bell, stated that it would be helpful to reinvest interest and issue bonds to refinance the proceeds from revenue bonds issued to Park University in 2007. He explained that the bonds were split between two industrial development authorities to take advantage of the bank qualification designation which would allow for more competitive interest rates. Mayor Johnston asked Mr. Douglas about the City's risk and he responded that the City's credit rating was not at risk for non-payment and there was no financial support requested from the City.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2897, AN ORDINANCE TO APPROVE THE REVENUE BONDS PROJECT FOR THE BENEFIT OF PARK UNIVERSITY, ON FIRST READING. ALL AYES; MOTION PASSED 6-0 (ALDERMAN PLUMB ABSTAINED).

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2897 ON SECOND READING BY TITLE ONLY TO BECOME ORDINANCE NO. 2867. ALL AYES BY ROLL CALL VOTE: WYLIE, WERNER, DRIVER, WELCH, LOCK AND SPORTSMAN. MOTION PASSED 6-0 (ALDERMAN PLUMB ABSTAINED).

**D. Approve the riverfront park map graphic design concept**

Assistant to the City Administrator Tim Blakeslee said that the City received a Platte County Outreach Grant for signage and trail projects and the map design was included in the overall project. The Community Land and Recreation Board reviewed the design and recommended approval to the Board. Following the Board's approval, the design would be approved and created by the fabricator Fossil Graphics. Blakeslee added that the maps would be posted in three locations in the parks and as part of the contract the City would be able to update the map in the future.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE THE RIVERFRONT PARK MAP GRAPHIC DESIGN CONCEPT. ALL AYES; MOTION PASSED 7-0.

**E. Approve the first reading of an ordinance to amend Parkville Municipal Code Chapter 505, Section 505.080, Subsection A.1. to include street lights; and to amend Section 505.090 to add Subsection H to include standard specifications and design criteria for street lights**

Community Development Director Stephen Lachky stated that the subdivision regulations did not include requirements for developers regarding street lights. Historically, developers chose to install their own street lights. Lachky said that staff preferred to have street lights in subdivision developments but needed criteria to do so. The proposed text amendment added street lights to the requirements and also standard specifications and design criteria.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2898, AN **ORDINANCE TO AMEND PARKVILLE MUNICIPAL CODE CHAPTER 505, SECTION 505.080, SUBSECTION A, 1 TO INCLUDE STREET LIGHTS; AND TO AMEND SECTION 505.090 TO ADD SUBSECTION H TO INCLUDE STANDARD SPECIFICATIONS AND DESIGN CRITERIA FOR STREET LIGHTS**, ON FIRST READING AND POSTPONE THE SECOND READING TO NOVEMBER 15, 2016. ALL AYES; MOTION PASSED 7-0.

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Sports Field Partnership Update**

Assistant to the City Administrator Tim Blakeslee provided an update on the grant for the temporary ball fields, noting that staff was in a holding pattern because the costs were much higher than anticipated. Staff spoke with Friends of Parkville Parks about the grant money and they were willing to still provide the grant to be used for fields in the future.

Blakeslee noted that said staff was working with Prodigy Baseball Academy on a partnership agreement for Grigsby Field for maintenance in exchange for use of the field. The Community Land and Recreation Board would review the agreement in December.

**B. Public Works**

**1. Traffic Engineering Assistance Program (TEAP) Grant for traffic studies**

Public Works Director Alysen Abel explained that the city applied for two Traffic Engineering Assistance Program (TEAP) grants for traffic studies at Lewis Street and on Crooked Road. Staff was notified that the City received a grant for the Lewis Street study, which required an agreement with the Missouri Department of Transportation outlining the cost share. Abel added that an agreement with Affinis would be presented to the Finance Committee on November 28 and staff expected the study to be completed by April 2017.

**C. Police**

**1. Deer Count**

Police Chief Kevin Chrisman provided an update on the deer counts, noting that nine deer had been taken since September 15.

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

Alderman Plumb complimented the Police Department on its Halloween activities and Chief Chrisman said there were no incidents reported. Alderman Driver added that there was great traffic control provided for Ghost Stories and Mayor Johnston thanked the staff for their help with the event.

**8. EXECUTIVE SESSION**

**A. Attorney-client matters pursuant to RSMo 610.021(1) and personnel matters pursuant to RSMo 610.021(3)**

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 PERSONNEL PURSUANT TO RSMO 610.021(3). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, LOCK AND SPORTSMAN.

The Board entered the executive session at 7:53 p.m. At 8:40 p.m., the Board reconvened in open session.

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

**9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:41 p.m.

The minutes for Tuesday, November 1, 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 fifteenth day of November 2016.

Submitted by:

Melissa McChesney  
City Clerk Melissa McChesney



Mayor Nanette K. Johnston opened the work session at 5:32 p.m. on November 15, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

The following staff was also present:

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  
Melissa McChesney, City Clerk  
Jay Norco, City Engineer, North Hills Engineering  
Richard Wilson, Alliance Water Resources

## **1. GENERAL AGENDA**

### **A. 2017 City of Parkville Operating and Capital Budget**

Public Works Director Alysen Abel provided overview of topics of discussion; presentation appended hereto as Exhibit A.

Assistant to the City Administrator Tim Blakeslee provided a follow-up to the discussion from the November 8 work session regarding the Transportation Fund. He presented highlights of the two proposed plans for street maintenance. The pay as you go plan was similar to what the City had been doing in the past and an additional \$25,000 was added for 2017. The plan would take care of five percent of the total street system and approximately 13 percent of streets on the five-year mill and overlay forecast. Blakeslee noted that under a bad year the street ratings would continue to deteriorate.

Under the debt financing plan, the City would issue debt for approximately \$1 million for additional street maintenance in 2017. The plan would take care of 17.5 percent of the street system and 54 percent of the streets on the five-year mill and overlay forecast. In addition, the annual street maintenance would be reduced annually and there would be costs for interest and issuance of the debt. The debt financing plan would take advantage of low interest rates, the dollar value before inflation and efficiencies in mobilization. Blakeslee added that staff worked with Tom Kaleko, Springsted, to determine the calculations of the net present value.

Discussion focused on the City's cost compared to rates paid by Platte County customers for street maintenance. Abel noted that the City had previously tried to piggyback bidding with Platte County but the idea was rejected because the City's documents were too extensive and required prevailing wage.

The Board also discussed the impact of the additional street maintenance projects on the street ratings, the time it would take to get on a schedule of preventative maintenance instead of fixing the problems as they occurred and the future impact on the additional roads when they needed to be fixed again. Abel said that staff had not created a long-term plan. The Board requested a spreadsheet that included future roads and potential costs to help them see a longer term view of the budget for street maintenance.

Abel provided an overview of the Sewer Fund and reviewed the administrative charge transferred from the Sewer Fund to the General Fund. She said that Springsted determined that a reasonable transfer for 2017 was \$365,000 to cover personnel and direct and indirect costs. Staff recommended the transfer of \$150,000 and an annual step increase of \$15,000 for five years. The recommendation was a 44 percent increase from 2016 and was 31 percent of the total

recommended by Springsted. Abel said the transfer would help infuse the General Fund to cover sewer-related activities.

Abel provided an overview of the 2016 Capital Improvement Program (CIP) projects and the projects staff recommended be deferred to 2017. She also provided an overview of unbudgeted items and of the 2017 CIP. Options for the CIP included completing the full CIP as planned, trimming back to defer three projects to 2018, and transferring \$148,300 from 2017 to 2018 to help level out the CIP.

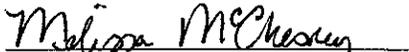
Staff presented two proposals for sewer rate increases. The first option was a 10 percent increase and the second option was a 6 percent increase. Abel reviewed the impact to residential customers based on each rate increase percentage. A 10 percent rate increase would be an estimated monthly increase of \$3.80 per household. A 6 percent rate increase would be an estimated monthly increase of \$2.28 per household. She noted that another option would be to increase the usage rate instead of the base rate.

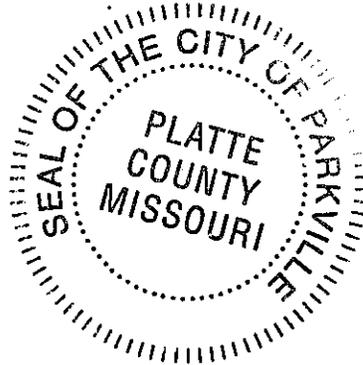
Staff recommended the \$150,000 allocation from the Sewer Fund to the General Fund with \$15,000 step increases per year for the next five years, the CIP proposal option 2 deferring three projects to 2017, and a sewer rate increase of 10 percent based on consumption.

The work session ended at 7:03 p.m.

The work session minutes for November 15, 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 sixth day of December 2016.

Submitted by:

  
City Clerk Melissa McChesney



**1. CALL TO ORDER**

A regular meeting of the Board of Aldermen was convened at 7:10 p.m. on Tuesday, November 15, 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	- absent with prior notice
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: 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 Jerry Felker to the Industrial Development Authority through May 2018**

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPOINT JERRY FELKER TO THE INDUSTRIAL DEVELOPMENT AUTHORITY THROUGH MAY 2018. ALL AYES; MOTION PASSED 8-0.

**4. CONSENT AGENDA**

- A. Approve the minutes for the November 1, 2016, regular meeting
- B. Approve the minutes for the November 1, 2016, work session
- C. Approve the minutes for the November 8, 2016, work session
- D. Receive and file the October Municipal Court Report
- E. Receive and file the financial report for the month ending October 31, 2016
- F. Receive and file the crime statistics for January through September 2016
- G. Approve Resolution No. 16-020 to revise the municipal court fees in the Schedule of Fees
- H. Adopt an ordinance to amend Parkville Municipal Code Section 385.010 regarding penalties for traffic code violations
- I. Approve a work authorization with Arbor Masters to remove hazardous trees in English Landing Park
- J. Approve the second reading of an ordinance to amend Parkville Municipal Code Chapter 505, Section 505.080, Subsection A.1. to include street lights; and to amend Section 505.090 to add Subsection H to include standard specifications and design criteria for street lights

- K. Adopt an ordinance to authorize a license agreement with the Missouri Department of Transportation for the existing monument sign along Highway 45 at Monticello Road
- L. Approve accounts payable from October 28 to November 9, 2016
- M. Items related to correcting a clerical error regarding approval of both readings of ordinances on the consent agenda:
  - 1. Approve the second reading of an ordinance to amend Parkville Municipal Code Section 505.090 and Section Five of the Parkville Residential Construction Guidelines regarding the cross slope requirements for driveways and sidewalks in order to be compliant with requirements set forth by the American Disability Act
  - 2. Approve the second reading of an ordinance to approve the final plat of Lots 4-1 Through 4-3, Townhomes at the National – 2nd Plat – Case No. PZ16-11; applicant, Double Eagle Builders, LLC, owner
  - 3. Approve the second reading of an ordinance to assign the city treasurer responsibilities and duties to the Finance/Human Resources Director Matthew Chapman
  - 4. Approve the second reading of an ordinance to approve the installation of a no truck traffic sign at Brink-Myers Road
  - 5. Approve the second reading of an ordinance to approve the installation of a no U-turn sign at Lewis Street

Mayor Johnston removed items 4H and 4K from the consent agenda for further discussion.

Alysen overview of reason to remove items and addition of 2<sup>nd</sup> readings

**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.**

**H. Adopt an ordinance to amend Parkville Municipal Code Section 385.010 regarding penalties for traffic code violations**

City Clerk Melissa McChesney stated that the amendment was recommended by Judge Humiston in response to the adoption of minimum operating standards by the Missouri Supreme Court.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2899, AN ORDINANCE AMENDING THE PARKVILLE MUNICIPAL CODE CHAPTER 385, SECTION 385.010 REGARDING PENALTIES FOR TRAFFIC CODE VIOLATIONS, ON FIRST READING. ALL AYES; MOTION PASSED 8-0.**

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2899 ON SECOND READING TO BECOME ORDINANCE NO. 2969. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.**

**K. Adopt an ordinance to authorize a license agreement with the Missouri Department of Transportation for the existing monument sign along Highway 45 at Monticello Road**

Public Works Director Alysen Abel said that a right-of-way agreement with the Missouri Department of Transportation (MoDOT) was required for the existing monument sign at Highway 45 and Monticello Road. MoDOT required that an ordinance be adopted for approval of any agreement with them.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2900, AN **ORDINANCE AUTHORIZING A LICENSE AGREEMENT WITH THE MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION FOR THE EXISTING MONUMENT SIGN ALONG HIGHWAY 45 AT MONTICELLO ROAD**, ON FIRST READING. ALL AYES; MOTION PASSED 8-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2900 ON SECOND READING TO BECOME ORDINANCE NO. 2870. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

## 5. ACTION AGENDA

### A. Adopt the 2016 Parkville Parks Master Plan

Assistant to the City Administrator Tim Blakeslee stated that in December 2015 the Board of Aldermen approved an agreement with Vireo for an update to the 2008 Parkville Parks Master Plan with emphasis on the riverfront corridor. The consultants held focus group meetings, employee interviews, online surveys and two open houses that helped to develop a park master plan concept. Blakeslee provided an overview of the sections of the report and noted that the large scale project will be added to the Capital Improvement Program future unfunded projects list. The Platte County Commission was scheduled to review the plan at its November 21 meeting. Blakeslee added that the plan was a guide that could be modified as needed and any future action would be required to go through the appropriate approval channels.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **ADOPT THE 2016 PARKVILLE PARKS MASTER PLAN**. ALL AYES; MOTION PASSED 8-0.

### B. Approve a donation agreement with Friends of Parkville Parks

Assistant to the City Administrator Tim Blakeslee said that the 2016 Parkville Parks Master Plan update identified new fields and shelters as priorities. Friends of Parkville Parks (FOPP) planned to disband and were looking to donate some of the remaining funds to the parks. Blakeslee said the City had to apply for the funds before it could be reviewed by the Community Land and Recreation Board. The City would seek additional support for the practice fields and shelter house and the donation agreement was drafted to protect the investment from the donation of the FOPP. The group would be recognized at a future Board meeting.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE A DONATION AGREEMENT WITH FRIENDS OF PARKVILLE PARKS IN THE AMOUNT OF \$25,000**. ALL AYES; MOTION PASSED 8-0.

### C. Approve the first reading of an ordinance to authorize an engineering services agreement with the Missouri Highways and Transportation Commission for a traffic study at Lewis Street

Public Works Director Alysen Abel explained that in August 2016 staff applied for two Traffic Engineering Assistance Program (TEAP) grants for traffic studies at Lewis Street and Crooked Road. The grant required a 20 percent match from the City plus any addition funds over \$10,000. MoDOT required that an ordinance be adopted with approval of any agreement with them. A notice to proceed would follow and the City would need to contract with a consultant on the approved list by MoDOT; staff would bring forward a work authorization with one of the City's on-call engineering services vendors at a future Finance Committee meeting. The study was required to be completed by April 2017.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2901, AN **ORDINANCE AUTHORIZING AN ENGINEERING SERVICES AGREEMENT WITH THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION FOR A TRAFFIC STUDY AT LEWIS STREET, ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 6, 2016. ALL AYES; MOTION PASSED 8-0.**

**D. Approve a purchase order with Marshall's Nursery for trees in the City parks**

Public Works Director Alysén Abel stated that there was money remaining in the Parks budget for tree planting. Staff compiled a list of trees that could withstand flooding and locations in English Landing and Platte Landing parks and obtained three quotes. Abel noted that the delivery charge was not included in the staff report and the total cost was \$3,990. A revised purchase order was sent to the nursery that included a detailed list of the trees and included the delivery charge. Abel said the quotes obtained were based on the Park employee's history with vendors.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO **APPROVE THE PURCHASE ORDER WITH MARSHALL'S NURSERY FOR THE PURCHASE OF TREES FOR CITY PARKS IN THE AMOUNT OF \$3,990. ALL AYES; MOTION PASSED 8-0.**

**6. STAFF UPDATES ON ACTIVITIES**

**A. Administration**

**1. Health Insurance Enrollment**

Finance/Human Resources Director Matthew Chapman provided an update on health insurance enrollment, noting that three open enrollment meetings were held on November 2 and Bukaty Companies provided an update on new and existing benefit options. An online enrollment portal was set up at no charge to the City.

**B. Police Department**

**1. Deer Count**

Police Chief Kevin Chrisman provided an update on the deer counts, noting that eleven deer had been taken and there were two months remaining. He also reminded the Board of Christmas on the River on November 18 and noted that Shop with a Cop would be held on December 18.

**C. Community Development**

**1. Zoning and Subdivision Regulations Update**

Community Development Director Stephen Lachky provided an update on the zoning and subdivision regulations update, noting that Gould Evans completed the initial draft. An open house was scheduled on November 16 and approval was anticipated in January 2017.

**D. Public Works**

**1. English Landing Park Restroom Rehabilitation**

Public Works Director Alysén Abel provided an update on the English Landing Park Restroom Rehabilitation Project, noting that the interior work, including plumbing, site construction, carpentry and electrical work, was completed. She hoped to have the water fountain installed the following week. Staff was planning an unveiling ceremony on November 30.

Abel also provided an update on the grant submitted for the low water crossing in English Landing Park, noting that the Missouri State Emergency Management Agency (SEMA) was interested in promoting the application, which was removed from the waitlist and was with the Federal Emergency Management Agency for their review. SEMA would write a letter of support for the project and the City planned to move forward with the design study to provide options and pricing.

Abel also added that the road work on South National Drive was completed and City staff was working on smoothing out the transitions.

## **7. COMMITTEE REPORTS AND MISCELLANEOUS ITEMS FROM THE BOARD**

Mayor Johnston provided a summary of events and meetings she attended over the prior month, noting that she was involved with the 9 Highway Corridor Community Improvement District, the I-435/Route 45 request for proposals selection committee, the city attorney selection committee and had also met with potential developers. She also met with the Banneker Foundation to get an update on the progress on restoring the Banneker School, Dr. Gundersen with Park University about possible development of their land, Representative Kevin Corlew to discuss municipal issues, new and outgoing Platte County Commissioners, the Platte County mayors group and the school district superintendent. She also presented a state of the city address to the Reese Nichols North office. Events she attended included the Northland Neighborhoods annual awards breakfast, the Route 45 groundbreaking ceremony, a women's leadership think tank, Ghost Stories, the last Final Fridays of 2016, the Kansas City Area Development Council annual luncheon and the Veterans Community Project annual dinner. She noted that the mobile mammography was in the parking lot at City Hall. Mayor Johnston added that she recorded a public service announcement (PSA) with Time Warner Cable and also represented Parkville in a second PSA regarding the metropolitan anti-violence effort. She also noted that she and Alderman Welch met with a Missouri Arts Council representative to garner interest to promote art in Parkville. Representative Donna Fauch from Harrisonville contacted the Mayor to hear her ideas on community improvement district legislation.

## **8. EXECUTIVE SESSION**

### **A. Attorney-client matters pursuant to RSMo 610.021(1)**

**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). ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN.**

The Board entered the executive session at 8:08 p.m. At 8:18 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 the following motion was made during executive session:

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE PUBLIC WORKS DIRECTOR ALYSEN ABEL TO AUTHORIZE THE INCREASED EXPENDITURE FOR CUNNINGHAM, VOGEL & ROST FOR CELL TOWER NEGOTIATIONS IN THE AMOUNT OF \$7,500. ALL AYES BY ROLL CALL VOTE: PLUMB, WYLIE, WERNER, DRIVER, WELCH, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.**

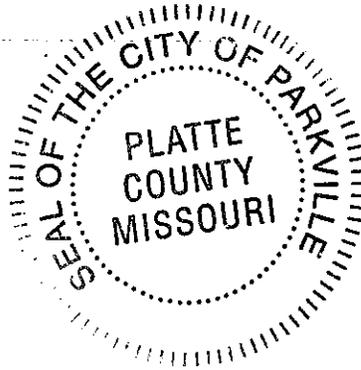
## **9. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:18 p.m.

The minutes for Tuesday, November 15, 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 sixth day of December 2016.

Submitted by:

Melissa McChesney  
City Clerk Melissa McChesney



Mayor Nanette K. Johnston opened the work session at 5:30 p.m. on December 6, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

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

Melissa McChesney, City Clerk

Steve Chinn, City Attorney

## **1. GENERAL AGENDA**

### **A. Update from Parkville Economic Development Council on I-435/Route 45 Development**

Parkville Economic Development Council Executive Director Mike Kellam provided an update on development in the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts (NID) located near Interstate 435 and Route 45. He said that the Parkville Economic Development Council (PEDC) received important feedback from developers and developed a relationship with the Kansas City Area Development Council (KCADC). The City issued a Request for Proposals for development of the tracts and received one proposal. Kellam confirmed from the KCADC that the sites were tough, not shovel-ready and the market was multiple years away to be ready for development. He noted that the City received the same confirmation from the Urban Land Institute Kansas City.

Kellam noted that there were not many strategies that he did not delve into and continued to try to spark interest and to market the property. He noted that the PEDC had met with several companies that were interested but changed their mind because the land was not ready for their development.

The Board asked if the site had a national presence and Kellam responded that his initial reaction was that the site was too small and developers were looking for shovel ready available sites. Additional strategies discussed included preparing the sites to make them shovel ready, reaching out to developers who had experience with challenging sites or contracting with a national broker. Kellam cautioned the Board about contracting with a national broker because it could be costly and provide limited results. His second recommendation was that the City could act as the developer to prepare the sites and add roads, grading and extend the utilities to all the lots, which he said would be risky and was not recommended.

The Board discussed the impact of the widening of Route 45, possible development options such as self-storage, issues with the land and topography, the demand for light industrial, and the type of development was dependent on the sector. Platte County Economic Development Council (PCEDC) Executive Director Alicia Stephens said that more homes would help with retail in the future. Stephens also said that it was important to keep working on relationship building and that just because strategies haven't worked yet does not mean they will not work in the future.

The Board also discussed costs associated with making the northwest portion shovel ready and moving the dirt to the southwest corner to address the ravine. Kellam said a preliminary engineering study would be needed to determine how to move forward. The consensus of the Board was to schedule a work session in January to meet with a consultant to discuss costs and options to make the properties shovel ready.

**B. Parkville Economic Development Council 3<sup>rd</sup> Quarter 2016 Report**

Parkville Economic Development Council Executive Director Mike Kellam provided an update on the third quarter for the PEDC, noting there were four active projects. He noted that the PEDC took on the administrative services of the Industrial Development Authority. There were seven formal and several information business visits, membership increased by 45 percent, marketing efforts were successful, social media platforms had 23 percent growth, private investment had grown by 60 percent year over year, and a drone video was launched by the PCEDC of the NID development areas. Kellam also noted that the first Economic Summit luncheon was held and had over 90 attendees.

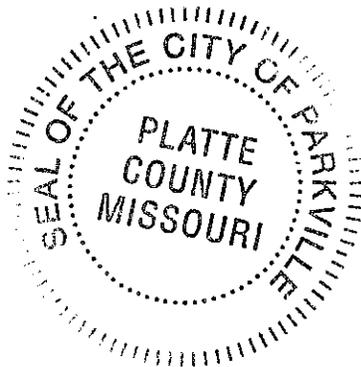
Further discussion focused on incorporating the conceptual drawings from 2005 when the NIDs were established. The Board also discussed the proposal received reading the NID RFP and received an overview as to the reasons why the committee did not recommend accepting the proposal. Kellam noted there were concerns with the project phasing, uncertainty of the financing for each phase and there was not enough clarity in the proposal.

The work session ended at 6:55 p.m.

The work session minutes for 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:

  
City Clerk Melissa McChesney



**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.

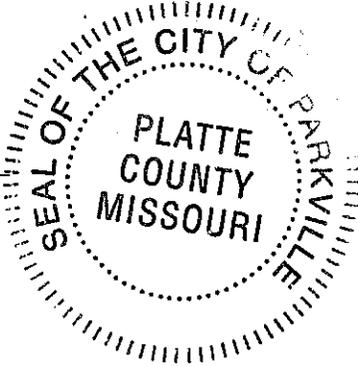
**7. ADJOURN**

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



Mayor Nanette K. Johnston opened the work session at 5:39 p.m. on December 20, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

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

Melissa McChesney, City Clerk

Steve Chinn, City Attorney

## **1. GENERAL AGENDA**

### **A. Zoning Code and Subdivision Regulations Update**

Community Development Director Stephen Lachky explained that the original zoning code was adopted in 1953 and the subdivision regulations were adopted in 1964. Over time the City adopted amendments to the Municipal Code, but a consultant never looked at it comprehensively. Gould Evans was selected in 2015 to review the Code. During the process, two public open houses were held and the Planning and Zoning Commission held a public hearing on December 14.

Chris Brewster, Gould Evans, provided an overview of the process and the meetings held with the Planning and Zoning Commission, who served as the advisory committee. He noted that prior plans adopted by the City were reviewed, along with reviewed each section of the Code. Brewster also provided an overview of the phases and recommended changes, which were included in the presentation in the agenda packet.

On behalf of the Planning and Zoning Commission, Chairman Dean Katerndahl thanked the Board for investing in a consultant to review the Code. He also complimented staff and the consultants for their hard work. He said the revised Code was much more organized than the prior Code and reduced 41 chapters down to ten.

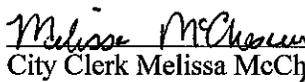
Brewster provided an overview of subdivision standards, zoning districts, uses and site design and landscaping, access and parking and revised sign regulations. Discussion focused on the new sign requirements that scaled the size of the sign to the size of the building and any signs taking up more than 25 percent of the window would require a sign permit.

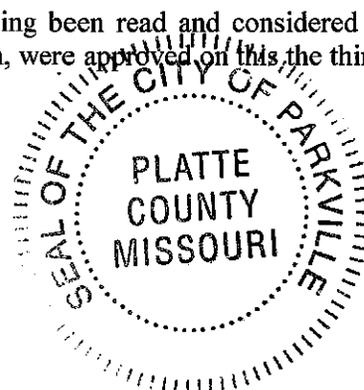
Further discussion included the transition between districts and buildings in the district. The consensus of the Board was to have the new city attorney review the revisions to look at possible consequences with pending litigation.

The work session ended at 6:52 p.m.

The work session minutes for December 20, 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 third day of January 2017.

Submitted by:

  
City Clerk Melissa McChesney



## 1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, December 20, 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: 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  
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 Steve Chinn for his work as City Attorney

Mayor Johnston recognized City Attorney Steve Chinn for his work with the City since January 2012.

### B. Recognize Landon Beyer from Boy Scout Troop 333 for his Eagle Scout project at the Parkville Nature Sanctuary

Mayor Johnston presented a certificate of recognition for to Landon Beyer from Boy Scout Troop 333 for his Eagle Scout project for a new wetland bridge on the Old Kate Trail at the Parkville Nature Sanctuary.

Mayor Johnston recognized a member of Boy Scouts of America Troop 333 who was working on his Citizenship in the Community merit badge.

## 3. CONSENT AGENDA

- A. Approve the minutes for the December 6, 2016, regular meeting
- B. Approve the minutes for the December 6, 2016, work session
- C. Receive and file the November Municipal Court report
- D. Receive and file the financial report for the month ending November 30, 2016
- E. Receive and file the crime statistics for January through October 2016
- F. Approve the second reading of an ordinance to approve the petition to establish the 9 Highway Corridor Community Improvement District
- G. Approve the second reading of an ordinance to adopt the 2017 Operating Budget and 2017 – 2022 Capital Improvement Program

- H. Approve the second reading of an ordinance to classify all employee positions and establish compensation for such classifications
- I. Approve the second 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
- J. Approve the second 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
- K. Approve the second 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
- L. Approve accounts payable from December 1 to December 15, 2016

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, RITTMAN, LOCK AND SPORTSMAN. MOTION PASSED 8-0.

#### 4. ACTION AGENDA

**A. Approve the first reading of an ordinance to approve a cooperative agreement with the 9 Highway Corridor Community Improvement District**

Community Development Director Stephen Lachky stated that a public hearing was held on December 6 to establish the 9 Highway Corridor Community Improvement District (CID). The proposed district included properties along Route 9 from Route 45 to Lakeview Drive and the one percent sales tax generated from the retail sales within the district would be used for the local match for the state and federal grants to complete improvements from the Route 9 Corridor Study. The cooperative agreement described the priorities of the CID, reimbursements and other administrative matters, including the submission of an annual budget, enforcement of the sales tax and providing funds for the improvements to Route 9. The first CID board meeting was scheduled for December 21.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2910, AN ORDINANCE APPROVING A COOPERATIVE AGREEMENT BY AND BETWEEN THE CITY OF PARKVILLE, MISSOURI AND THE 9 HIGHWAY CORRIDOR COMMUNITY IMPROVEMENT DISTRICT, ON FIRST READING AND POSTPONE THE SECOND READING TO JANUARY 3, 2017. ALL AYES; MOTION PASSED 8-0.

**B. Approve Resolution No. 16-021 supporting the relocation and placement of the Bill Grigsby statue to Pocket Park**

Assistant to the City Administrator Tim Blakeslee explained that staff received a proposal from a citizen group led by Kevin Heaton in late November to move the statue of Bill Grigsby formerly located at the National clubhouse to Pocket Park. The project would be funded entirely by private donations and the City would conduct a boundary survey. The citizen group requested a resolution of support from the City to show that it was willing to move forward with moving the statue. The Board would approve the final plans, a donation agreement and insurance requirements after the donations were received. Blakeslee added that the project did not conflict with the 2016 Parks Master Plan. The Community Land and Recreation Board approved the project by a vote of 9-0 and recommended that the statue be moved deeper into the park instead of in the center.

The Board discussed the location of the statue and ongoing maintenance. The Board asked what would happen after the donation agreement expired and City Attorney Steve Chinn said it would become the City's property and could be declared as surplus.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE RESOLUTION NO. 16-021 SUPPORTING THE RELOCATION AND PLACEMENT OF THE BILL GRIGSBY STATUE TO POCKET PARK. ALL AYES; MOTION PASSED 8-0.**

**C. Approve an agreement with the Prodigy Baseball Academy for use of the baseball fields in English Landing Park**

Assistant to the City Administrator Tim Blakeslee said that the Prodigy Baseball Academy requested use of the baseball fields in the English Landing Park two days per week in exchange for monthly maintenance, which would help fill the maintenance gap, and two major improvements each year. Staff researched the costs of improvements to the windscreen, batting cage, warm-up area and portable batting cage and determined it was a relatively equal trade for use of the field and maintenance. Blakeslee noted that the agreement included provisions about what happened if the maintenance and improvements were not completed. The Community Land and Recreation Board approved the agreement in November and was interested in expanding the agreement to include the Friends Field in the future.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO AUTHORIZE STAFF TO FINALIZE AND THE MAYOR AND CITY CLERK TO EXECUTE THE AGREEMENT WITH THE PRODIGY BASEBALL ACADEMY FOR THE USE OF THE BASEBALL FIELDS IN ENGLISH LANDING PARK. ALL AYES; MOTION PASSED 8-0.**

**D. Approve the first reading of an ordinance to approve a conditional use permit to operate an office use of low traffic generation at 8904 NW Highway 45 in the "R-1" Single-Family Residential District – Case No. PZ16-21; By the Blade, applicant**

Community Development Director Stephen Lachky stated that since 2003 the property at 8904 NW Highway 45 operated as a real estate office. The property was zoned residential and any business located in the residence would require a conditional use permit (CUP). The applicant By the Blade planned to use the property for office use only and the landscaping equipment would be kept off-site. Lachky noted that the CUP was the same as the one approved in 2003 with the exception of one additional condition. Signs in residential districts required Board of Aldermen approval, but the condition would allow administrative approval of signs on the property.

The Planning and Zoning Commission recommended approval by a vote of 8-0. The consensus of the Board was to include a condition prohibiting equipment parking and storage on the property.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE BILL NO. 2911, AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO OPERATE AN OFFICE USE OF LOW TRAFFIC GENERATION AT 8904 NW HIGHWAY 45 IN PARKVILLE, MISSOURI, SUBJECT TO STAFF CONDITIONS AND THE BOARD'S CONDITION TO PROHIBIT OUTDOOR STORAGE OF EQUIPMENT OR MATERIALS ON-SITE, ON FIRST READING AND POSTPONE THE SECOND READING TO JANUARY 3, 2017. ALL AYES; MOTION PASSED 8-0.**

**E. Approve a Planned District Development permit for exterior modifications in the "OTD" Old Town District at 112 Main Street for the addition of a roof over an existing outdoor patio/dining area at Café Des Amis – Case No. PZ16-20; La Petite France, LLC, applicant**

Community Development Director Stephen Lachky stated that the applicant wanted to add a roof over the existing patio at Café Des Amis. The Planning and Zoning Commission approved the permit by a vote of 8-0 and verified it conformed to the Municipal Code and Vision Downtown Parkville. Lachky noted that the work had already begun and the property owner was aware it was at his own risk to complete the work without a permit.

**IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN DRIVER TO APPROVE A PLANNED DISTRICT DEVELOPMENT PERMIT TO ALLOW EXTERIOR MODIFICATIONS IN THE "OTD" OLD TOWN DISTRICT AT 112 MAIN STREET, AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION. ALL AYES; MOTION PASSED 8-0.**

## **5. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

#### **1. Holiday Schedule**

Interim City Administrator Kirk Davis thanked Steve Chinn for his work with staff over the years. He noted that City Hall would be closed December 26-27, 2016, and on January 2, 2017.

### **B. Police Department**

#### **1. Deer Count**

Police Chief Kevin Chrisman provided an overview of the deer counts at Park University, noting that there were no changes from the last report. He said the last report would be presented on January 17.

#### **2. Park Village Luncheon**

Police Chief Kevin Chrisman said that a luncheon was held on December 12 at Park Village and 30 residents attended. The luncheon was funded by the Police Community Assistance Fund.

#### **3. Shop with a Cop**

Police Chief Kevin Chrisman noted that Shop with a Cop was held on December 18 and 14 children and one family were helped. He thanked the volunteers and said that 13 Police Department staff helped at the event.

### **C. Public Works**

#### **1. Downtown Sewer Repairs**

Public Works Director Alysén Abel provided an update on the downtown sewer repairs, noting that the manhole on Main Street near the railroad tracks was completed and the next phase would begin shortly. The contractor Westland Construction was also helping out with an emergency repair at 900 Main Street because staff determined it was a sewer main issue. Because of a water line nearby, the City was coordinating with Missouri American Water on the repair. Abel added that work had started and a second repair was found nearby that also needed to be fixed. The additional repairs would require a change order.

Abel also provided an update on the snow storm on December 17, noting that there were approximately 230 man hours used to clear and treat the snow and ice and 180 tons of salt and sand were used. She added that staff would refill the salt dome and a remote storage

structure was located on the west side of the city that would help save on staff time and fuel costs during future winter weather. She thanked the staff for their work to help clear the roads.

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

Mayor Johnston provided a summary of events and meetings she attended over the prior month. She congratulated Assistant to the City Administrator Tim Blakeslee for being accepted into the International City/County Management Association Emerging Leaders Development Program and Public Works Director Alysén Abel for being named as the first year director for the Kansas City metropolitan chapter of the American Public Works Association Board of Directors.

Mayor Johnston said she attended several meetings, including the Parkville Economic Development Council executive committee, Mid-America Regional Council Total Transportation Policy Committee, Main Street Parkville Association, Parkville Rotary and the Northland Regional Chamber Board of Directors. She also met with Kevin Heaton and Alysén Abel to discuss decorative street lights, with staff and downtown business owners to discuss moving the Bill Grigsby statue to Pocket Park and a third meeting with downtown business owners to discuss the state of progress and work through issues. She and the Platte County mayors group met with outgoing and incoming Platte County Commissioners; representatives Brian Higdon and Kevin Corlew were also in attendance. She thanked the Community Land and Recreation Board for holding a special meeting to discuss moving the Grigsby statue and thanked the I-435/Route 45 Committee who reviewed the proposal received. She also attended a meeting with Park University president Dr. Gunderson and was involved in the city administrator search committee who narrowed down the applicants for interviews.

She said she attended the following events: Platte County Economic Development Council (PCEDC) VIP luncheon; White Goss holiday reception; Parkville Economic Development Council holiday reception; Gallery of Trees; Christmas on the River; second open house for the zoning code and subdivision regulations update; groundbreaking ceremony for the new Missouri American Water treatment plant; ribbon cutting ceremony for the newly remodeled restroom in English Landing Park; QuikTrip grand opening; customer appreciation event with Parkville Artisan's Studio, Cool Vintage Watches, The Middle KC and Om Prana Yoga; Independence Mayor's Prayer Breakfast; and Shop with a Cop. Johnston noted that at the PCEDC VIP luncheon, Parkville selected Bank Liberty for the community award because of their consistent support and strong presence in the community and the PCEDC selected two businesses in Parkville for its community awards: Park University and Roll On Transportation.

Alderman Werner noted that he attended the Police Department's holiday luncheon at Park Village on December 12 and thanked the department for their hard work.

Alderman Plumb said that the Parkville Chamber of Commerce appointed Lisa Hatcher as the new president, the Annual Gala and Awards banquet was scheduled for January 27 and the Chamber planned to move its office to Parkville Commons.

**7. ADJOURN**

Mayor Johnston declared the meeting adjourned at 8:10 p.m.

MINUTES OF THE BOARD OF ALDERMEN REGULAR MEETING OF DECEMBER 20, 2016

Page 6 of 6

The minutes for Tuesday, December 20, 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 third day of January 2017.

Submitted by:

Melissa McChesney  
City Clerk Melissa McChesney

