

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:25 p.m. at City Hall, 8880 Clark Avenue, Parkville, Missouri on November 16, 2021, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Present:

Ward 1 Alderman Tina Welch
Ward 1 Alderman Philip Wassmer
Ward 2 Alderman Dave Rittman
Ward 2 Alderman Brian T. Whitley
Ward 3 Alderman Robert Lock
Ward 3 Alderman Douglas Wylie
Ward 4 Alderman Marc Sportsman

Absent:

Ward 4 Alderman Greg Plumb - with prior notice

A quorum of the Board of Aldermen was present.

The following staff was also present:

Joe Parente, City Administrator
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Finance/Human Resources Director
Chris Ashley, Public Works Project Manager
Jeffery Rhodes, Assistant to the City Administrator
Chris Williams, City Attorney

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

2. CITIZEN INPUT

Public Works Director Alysen Abel discussed the 76th Street Bridge that was located near I-435, noting that it was an old Missouri Department of Transportation (MoDOT) route that was given to the City when the area was annexed. She said that a consultant reviewed the condition of the bridge to determine the cost to repair it and the cost to replace it. Platte County had Bridge Engineering Assistance Program grant funding available through MoDOT for similar projects and additional funding would be needed to assist with the City's grant match. Abel noted that a short-term solution was adding a sign, locking the bridge and providing each property owner with a key to access their properties.

Jim Wyrick, 13480 NW 79th Terrace, said he did not receive notification from the City that access to the bridge was locked and the safety concerns were with the structure and the decking.

Robert Lay, property owner, said he was unable to farm his land and was unable to get access to his equipment.

City Administrator Joe Parente said that American Rescue Plan Act (ARPA) funds could be used for the bridge. The consensus of the Board was to direct staff to get an update from Platte County about when the grant funds would be available. Abel said she would update the Board of Aldermen and the property owners with the information.

3. CONSENT AGENDA

- A. Approve the minutes for the November 2, 2021, regular meeting
- B. Approve the minutes for the November 10, 2021, work session
- C. Receive and file the October Municipal Court report
- D. Receive and file the financial report for the month ending October 31, 2021
- E. Receive and file the crime statistics for January through September 2021
- F. Receive and file the October sewer report
- G. Approve a construction agreement with Woodward LLC for masonry work for the Busch Drive improvements
- H. Approve accounts payable from October 29 to November 10, 2021

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTIONS, AS PRESENTED.

RESULT: MOTION PASSED 7-0.

4. ACTION AGENDA

- A. **Approve the employee health insurance renewal for 2022 with Blue Cross/Blue Shield and the Employee Benefits Plan**

Finance/Human Resources Director Matthew Chapman said that the City marketed health, dental and vision insurance annually and staff recommended renewing the health insurance with Blue Cross/Blue Shield because other carriers did not provide competitive rates. Blue Cross/Blue Shield proposed a 9.2 percent increase, but because the City had positive claims in 2021 the increase was negotiated to 2.9 percent. He added there would be no changes to dental or vision. The budget impact of the health insurance increase was \$10,104.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE THE EMPLOYEE HEALTH BENEFITS PLAN WITH THE HEALTH, DENTAL AND VISION INSURANCE RENEWALS FOR 2022 WITH BLUE CROSS/BLUE SHIELD WITH THE PREMIUM PLANS, RATES, AND COSTS SHARES, USING THE HIGH DEDUCTIBLE PLAN AS THE BASE PLAN AND DEPENDENT COVERAGE BASED ON 87.5

PERCENT OF THOSE RATES WHERE THE CITY AND EMPLOYEES WILL SHARE IN THE COST ADJUSTMENTS IN HEALTH, DENTAL AND VISION INSURANCE PREMIUMS.

RESULT: MOTION PASSED 7-0.

B. Approve the second reading of an ordinance to amend Parkville Municipal Code Chapter 140 to add the pickleball courts to the list of reservable facilities in English Landing Park

Mayor Johnston stated that the ordinance was presented on November 2. No additional information was presented.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3161, AN ORDINANCE AMENDING THE PARKVILLE MUNICIPAL CODE SECTIONS 140.010 AND 140.350 PROVIDING FOR THE RESERVATION OF PICKLEBALL COURTS AND THE ADDITION OF THE BASKETBALL COURTS AS A FACILITY AVAILABLE ON A FIRST-COME, FIRST-SERVE BASIS, ON SECOND READING TO BECOME ORDINANCE NO. 3100.

RESULT: MOTION PASSED 7-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN

NOES: NONE

ABSTAIN: NONE

C. Approve Resolution No. 21-013 setting the fees to reserve the pickleball courts in English Landing Park in the Schedule of Fees

Assistant to the City Administrator Jeffery Rhodes stated that the resolution was an administrative action to set the fee to reserve the pickleball courts in the Schedule of Fees.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE RESOLUTION NO. 21-013 SETTING THE FEES TO RESERVE THE PICKLEBALL COURTS IN ENGLISH LANDING PARK IN THE SCHEDULE OF FEES.

RESULT: MOTION PASSED 7-0.

D. Adopt an ordinance approving an agreement with the Office of State Courts Administrator for Show-Me Courts and implementing an automation surcharge

City Clerk Melissa McChesney said that the municipal court was required to implement

Missouri's statewide case management automation system, known as show-me courts, as the new case management system that will replace the justice information system. She added that the next item was to set the state court automation surcharge for all cases in which court costs were taxed in the schedule of fees.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3166, AN ORDINANCE **APPROVING AN AGREEMENT WITH THE OFFICE OF STATE COURTS ADMINISTRATOR FOR SHOW-ME COURTS AND IMPLEMENTING A STATE COURT AUTOMATION SURCHARGE FOR ALL CASES IN WHICH COURT COSTS ARE TAXED, ON FIRST READING.**

RESULT: MOTION PASSED 7-0.

ACTION: IT WAS MOVED BY ALDERMAN MARC SPORTSMAN AND SECONDED BY ALDERMAN DAVE RITTMAN TO APPROVE BILL NO. 3166, AN ORDINANCE **APPROVING AN AGREEMENT WITH THE OFFICE OF STATE COURTS ADMINISTRATOR FOR SHOW-ME COURTS AND IMPLEMENTING A STATE COURT AUTOMATION SURCHARGE FOR ALL CASES IN WHICH COURT COSTS ARE TAXED, ON SECOND READING TO BECOME ORDINANCE NO. 3101.**

RESULT: MOTION PASSED 7-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN

NOES: NONE

ABSTAIN: NONE

E. Approve Resolution No. 21-014 setting the state court automation surcharge for Show-Me Courts in the Schedule of Fees

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO **APPROVE RESOLUTION NO. 21-014 SETTING THE STATE COURT AUTOMATION SURCHARGE FOR SHOW-ME COURTS IN THE SCHEDULE OF FEES.**

RESULT: MOTION PASSED 7-0.

F. Approve the second reading of an ordinance to approve a new Parkville ward map

Mayor Johnston stated that the first reading was presented on November 2. No additional information was presented.

ACTION: IT WAS MOVED BY ALDERMAN MARC SPORTSMAN AND

SECONDED BY ALDERMAN DAVE RITTMAN TO APPROVE BILL NO. 3162, AN ORDINANCE **APPROVING THE NEW WARD MAP FOR THE CITY OF PARKVILLE**, ON SECOND READING TO BECOME ORDINANCE NO. 3102.

RESULT: MOTION PASSED 7-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN

NOES: NONE

ABSTAIN: NONE

G. **Approve the second reading of an ordinance to approve a preliminary development plan for Village on the Green, a planned residential development on approximately 27.14 acres generally located south of Highway 45 and South National Drive**

Mayor Johnston stated that the first reading was presented on November 2. No additional information was provided.

Discussion focused on the impact of the development on the golf course, the golf course's involvement in the discussions and concerns that the applicant did not attend either meeting to provide additional information or answer questions.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3163, AN ORDINANCE **APPROVING THE PRELIMINARY DEVELOPMENT PLAN FOR VILLAGE ON THE GREEN**, ON SECOND READING TO BECOME ORDINANCE NO. 3103.

RESULT: MOTION PASSED 6-1.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN

NOES: BRIAN T. WHITLEY

ABSTAIN: NONE

H. **Approve the second reading of an ordinance to approve a preliminary development plan for KC Cattle Company, a planned commercial development consisting of one 9,922 square foot office/retail building constructed over two phases on approximately 2.60 acres generally located at the northwest corner of the intersection of Highway 45 and North National Drive**

Mayor Johnston stated that the first reading was presented on November 2. No additional information was provided.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED

BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3164, AN ORDINANCE **APPROVING THE PRELIMINARY DEVELOPMENT PLAN FOR KC CATTLE COMPANY**, ON SECOND READING TO BECOME ORDINANCE NO. 3104.

RESULT: MOTION PASSED 7-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN

NOES: NONE

ABSTAIN: NONE

- I. **Approve the first reading of an ordinance to approve a conditional use permit for Evergy to operate an electrical substation on approximately 6.28 acres generally located at the southwest corner of Highway 45 and Ensign Drive - Case No. PZ21-41; Burns & McDonnell, applicant**

Community Development Planner Brad Stanton stated that the electrical substation, allowed through a conditional use permit, would be located on property at the southwest corner of Highway 45 and Ensign Drive behind the communication tower. The Planning and Zoning Commission held a public hearing on November 9 and recommended approval with the condition that landscaping be added as a buffer. He noted that the applicant submitted a preliminary landscaping plan.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3167, AN ORDINANCE **APPROVING THE CONDITIONAL USE PERMIT FOR EVERGY TO OPERATE AN ELECTRICAL SUBSTATION**, ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 7, 2021.

RESULT: MOTION PASSED 7-0.

- J. **Approve the second reading of an ordinance to renew the intergovernmental agreement with the Mid-America Regional Council Solid Waste Management District for the 2022 Regional Household Hazardous Waste Collection Program**

Mayor Johnston stated that the first reading was presented on November 2. No additional information was provided. Alderman Wylie recused himself because he served as the chair of the Solid Waste Management Committee.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3165, AN ORDINANCE **APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE MID-AMERICA REGIONAL COUNCIL SOLID WASTE MANAGEMENT DISTRICT FOR THE 2022 REGIONAL HOUSEHOLD HAZARDOUS WASTE COLLECTION**

PROGRAM, ON SECOND READING TO BECOME ORDINANCE NO. 3105.

RESULT: MOTION PASSED 6-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, MARC SPORTSMAN

NOES: NONE

ABSTAIN: DOUGLAS WYLIE

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. City Hall Closed November 25-26 - Thanksgiving

Finance/Human Resources Director Matthew Chapman stated that City Hall would be closed on Thursday, November 25 and Friday, November 26 for the Thanksgiving holiday.

2. Ethics Commission Vacancies

City Attorney Chris Williams stated that there were two vacancies on the Municipal Officials Ethics Commission. The Code of Ethics stated that the Commission consisted of five members with the chair appointed by the mayor and one member from each ward appointed by the Board of Aldermen. He said that there was not a process outlined in the Code of Ethics for filling vacancies. On November 8, the Ethics Commission moved to recommend that the Board of Aldermen fill the vacancies.

Discussion focused on the revised ward map and how it affected the membership. Williams responded that the existing members would remain in the ward until their terms expired and new members would be appointed from within the new ward boundaries. The consensus of the Board was for the Ethics Commission chair to provide appointment recommendations and that staff post information on the City website and communicate with the Ethics Commission chair to request his assistance to identify appointees to fill the vacancies.

3. Ethics Commission Special Counsel

City Attorney Chris Williams discussed the need to hire outside counsel to provide legal advice for the Ethics Commission to assist with the pending complaint because he had a conflict of interest as the legal counsel for the Board of Aldermen. On November 8, the Ethics Commission made a motion to request that the Board of Aldermen provide outside legal counsel which required an ordinance. The consensus of the Board was for aldermen Plumb and Rittman to make a recommendation at the December 2 meeting.

4. **Review of 2021 Events**

Assistant to the City Administrator Jeffery Rhodes provided an overview of events in 2021.

B. **Public Works**

1. **Snow Operations Overview**

Public Works Director Alysén Abel provided an overview of the City's snow operations; presentation attached as Exhibit A.

Police Chief Kevin Chrisman said that the Park Village senior luncheon was scheduled for December 15 and Shop with a Cop was scheduled for December 19. He added that in addition to these events for the holidays, the Police Department delivered gifts on Christmas Eve.

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

Alderman Whitley said that in February 2019 he recommended that the City place e-mail correspondence on the City website. He suggested that record requests and the City's responses be placed on the website.

Alderman Welch requested information on the project the railroad was working on downtown at the crosswalk and Public Works Director Alysén Abel responded that they were rebuilding the tower on Main Street.

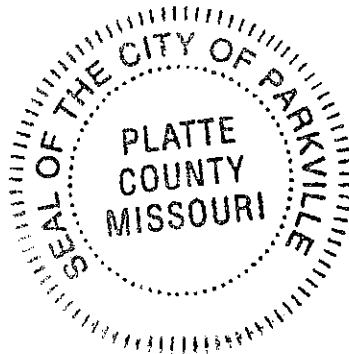
7. **ADJOURN**

Mayor Johnston declared the meeting adjourned at 9:01 p.m.

The minutes for November 16, 2021, 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 December 2021.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney



City of Parkville Snow Removal Operations

City of Parkville Public Works Department

Department Goals

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

- Monitor weather and road conditions (with the Police Department) 24-hours a day
- Maintain streets in a safe-driving condition
- Have all streets passible within 14 hours after snow has ceased from falling

City of Parkville Public Works Department

Personnel

- The Streets and Parks Divisions work together to provide 24-hour weather and road condition monitoring
- Currently have 10 employees who participate in snow operations
- Operators take breaks every two hours, and a meal break every four hours to ensure driver safety



City of Parkville Public Works Department

Snow Clearing Jurisdictions

- Major highways are cleared by MoDOT
 - Highway 9, Highway 45, FF Highway, etc...
- Parkville clears city streets
 - 100 lane-miles of roadway
 - 120 cul-de-sacs
 - Public parking lots
- Unincorporated Platte County is plowed by Parkville Special Road District and Platte County
 - Not by the City of Parkville

City of Parkville Public Works Department

Clearing Equipment



- The City's fleet includes 10 trucks equipped with front plow blades and material spreaders
- Front-end loaders are used when needed
- Regular hand tools are utilized for sidewalk snow removal at public places (such as City Hall)

City of Parkville Public Works Department

Material Spreading

- City uses a 50/50 mixture of washed sand and salt material to provide traction on steep roadway slopes
- Crews typically spread 100 tons of this mixture during an average snowstorm
- The current storage building can store up to 500 tons of material
- Satellite location for areas on the west side of Parkville
- Salt is effective with temperatures above 20°F to assist in melting ice and hard packed snow



City of Parkville Public Works Department

Dispatching of Equipment

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

City of Parkville Public Works Department

Clearing Procedures *Collector/Arterial and Residential Streets*

- 1st Priority - Collector/Arterial roads are cleared first due to higher volumes and travel speeds
- 2nd Priority - Residential streets are cleared second. The middle of the street will be plowed first and then snow will be pushed left to right.
- 3rd Priority - Cul-de-sacs are cleared last. Crews will make a first pass in a cul-de-sac to provide residents access to the roadway. Once all streets are cleared, the crews will return to clear the bulb of the cul-de-sac.

City of Parkville Public Works Department

Clearing Procedures

Downtown Business Districts



- Business owners are responsible for removing snow from sidewalks in front of their businesses
 - DO NOT push snow into the street
- Snow from private business lots is not permitted to be placed into the street or alley
- The City will plow snow on public streets in a manner that minimizes the disruption of business operations
- The City may plow snow into piles due to lack of storage
- Snow removed from the public alleys may be deposited into street windrow due to lack of storage

City of Parkville Public Works Department

Clearing Procedures

Exceptions and Special Cases

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

City of Parkville Public Works Department

Emergency Snow Routes

- o No overnight parking on Emergency Snow Routes to ensure proper clearing can occur
- o Cars will be towed, if necessary

City of Parkville Public Works Department



Driveways and Sidewalks

- When plowing, sometimes snow has no place to go but into driveways, crosswalk areas or sidewalks
- City will not clean private driveways and sidewalks for financial reasons and personnel limitations
- Residents and Business Owners are expected to clear adjacent sidewalks as thoroughly as possible
- Residents should clear driveways pushing the snow side-to-side
 - DO NOT push snow into the street

City of Parkville Public Works Department

Driveway Snow Removal Tips



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

City of Parkville Public Works Department

Mailboxes and Mail Delivery

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

City of Parkville Public Works Department

Damages and City Liability

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

City of Parkville Public Works Department

Complaints and Requests for Services

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

City of Parkville Public Works Department

Questions?

City of Parkville Public Works Department