

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:14 p.m. at City Hall, 8880 Clark Avenue, Parkville, Missouri on November 15, 2022, and was called to order by Mayor Dean Katerndahl. City Clerk Melissa McChesney called the roll as follows:

Present:

Ward 1 Alderman Tina Welch
Ward 1 Alderman Philip Wassmer
Ward 2 Alderman Brian T. Whitley
Ward 3 Alderman Douglas Wylie
Ward 3 Alderman Stephen Melton
Ward 4 Alderman Greg Plumb
Ward 4 Alderman Michael Lee

Absent:

Ward 2 Alderman Bob Bennett - *with prior notice*

A quorum of the Board of Aldermen was present.

The following staff was also present:

Alexa Barton, City Administrator
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Human Resources Director
Brittanie Propes, Parks & Recreation Director
Chris Ashley, Public Works Project Manager
Jeffery Rhodes, Assistant to the City Administrator
Rich Wood, City Attorney
Bryan Kidney, Interim Finance Director

Two scouts, Justin Woodland and Fran Spadafure, from Troop 495 led the Board in the Pledge of Allegiance to the Flag of the United States of America. They were working on their Citizenship in the Community merit badge.

2. CITIZEN INPUT

A. Recognize Tammie Dickerson for the City's 2022 Paint Parkville purchase award

Mayor Katerndahl presented the Paint Parkville purchase award to artist Tammie Dickerson for her painting titled "Looking Up Main – Across the Tracks."

B. Recognize Kevin Blair for his service to the City

Mayor Katerndahl presented a certificate of recognition to Kevin Blair for his service to the City.

3. CONSENT AGENDA

- A. Approve the minutes for the November 1, 2022, regular meeting
- B. Approve the minutes for the November 1, 2022, work session
- C. Approve the minutes for the November 9, 2022, work session
- D. Receive and file the October Municipal Court Report
- E. Receive and file the financial report for the month ending October 31, 2022
- F. Receive and file the crime statistics for January through September 2022
- G. Approve agreement with Baker Tilly US to evaluate alternatives for providing wastewater services
- H. Approve accounts payable from October 29 to November 10, 2022.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE 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 2023 with Blue Cross/Blue Shield and the Employee Benefits Plan

Finance/Human Resources Director Matthew Chapman stated that Bukaty Companies marketed the City's insurance to all the carriers and the only competitive bid was Blue Cross/Blue Shield. The same five plans as 2022 would be provided to employees. The initial increase was 13.9 percent and staff negotiated the increase down to 8.9 percent, which was a budget impact of \$34,938. Chapman added that the dental portion was a 6.1 percent increase.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **APPROVE THE EMPLOYEE HEALTH BENEFITS PLAN WITH THE HEALTH, DENTAL AND VISION INSURANCE RENEWALS FOR 2023 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 FORMULA BASED ON 87.5% 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 first reading of an ordinance to authorize a ballot question to impose a local use tax on out-of-state purchases

City Administrator Alexa Barton stated that at the direction of the Board from budget work sessions, different revenue sources would be needed to generate additional revenue, including a use tax. The use tax to be placed on the April 2023 ballot would address two projects - Bell Road and improvements to Route 9 downtown. She noted that with the results of the report from the railroad, and if the Board decided to move forward, funds could be put toward downtown quiet zone funding.

Discussion focused on restricting use of the revenue for capital projects and including specific projects for the funding. City Attorney Rich Wood stated that if the information was included in the ballot language, the City was bound to it in perpetuity. He recommended postponing the first reading to the December 6 meeting to give staff time to refine the ballot language to add infrastructure.

ACTION: IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN WYLIE TO POSTPONE THE FIRST READING TO THE DECEMBER 6, 2022, MEETING.

RESULT: MOTION PASSED 7-0.

The consensus of the Board was to add infrastructure and capital to the ballot language.

C. Approve the first reading of an ordinance to authorize a ballot question to impose a public safety sales tax

City Administrator Alexa Barton said that the public safety sales tax would be one-half of one percent for items listed in the ballot language.

Discussion focused on limiting what the sales tax affected, exempting a sales tax increase on food and increasing real estate and personal property taxes instead of a sales tax.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3214, AN ORDINANCE IMPOSING A CITYWIDE PUBLIC SAFETY SALES TAX OF ONE-HALF OF ONE PERCENT TO BE PLACED ON ALL RETAIL SALES MADE IN THE CITY OF PARKVILLE; CALLING AN ELECTION OF THE CITY OF PARKVILLE FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS THE QUESTION OF WHETHER TO IMPOSE SAID PUBLIC SAFETY SALES TAX; AND AUTHORIZING THE CITY CLERK TO GIVE NOTICE OF THE ELECTION TO BE HELD ON APRIL 4, 2023; ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 6, 2022.

RESULT: MOTION PASSED 6-1 (MELTON OPPOSED).

D. Approve the first reading of an ordinance to repeal and replace Parkville Municipal

Code Chapter 515 regarding right-of-way management

Public Works Director Alysén Abel said that Parkville Municipal Code Chapter 515 included general information about cuts, tunnels and excavations but did not provide specific guidance to staff. She provided a comparison of the changes proposed in the new Code that included requirements and expectations for pulling permits to do work within a right-of-way. She also provided an overview of the new fee structure and penalties.

Discussion focused on how the proposed Code compared to other cities and who was responsible for notifying property owners.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3215, AN ORDINANCE **REPEALING THE EXISTING PARKVILLE MUNICIPAL CODE CHAPTER 515 AND ADOPTING A NEW CHAPTER 515 TITLED RIGHT-OF-WAY MANAGEMENT**, ON FIRST READING AND POSTPONED THE SECOND READING TO DECEMBER 6, 2022.

RESULT: MOTION PASSED 7-0.

E. **Approve the first reading of an ordinance to amend various sections of the Parkville Municipal Code regarding provisions for home-based businesses - Case No. PZ 2022-38**

Community Development Director Stephen Lachky said that House Bill 1662 limited cities' ability to limit home-based business types of uses. Cities could not limit the hours of operation or the types of businesses, restrict space used in a home for business and limit it to family members. He said that per the statute, a no-impact home-based business did not create excessive noise and there was no evidence that a business was inside a home. The city attorney reviewed the Code and proposed amendments to various sections of the Code. Lachky added that the Planning and Zoning Commission recommended approval on November 13, 2022.

Discussion focused on the statute no longer allowing cities to require a business license.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3216, AN ORDINANCE **AMENDING PARKVILLE MUNICIPAL CODE SECTION 402.010, SUBSECTION B; SECTION 405.040, SUBSECTION C; AND VARIOUS SECTIONS OF CHAPTER 605 AMENDING THE PROVISIONS FOR HOME-BASED BUSINESSES TO REFLECT REVISED STATUTES OF MISSOURI**, ON FIRST READING AND POSTPONE THE SECOND READING TO DECEMBER 6, 2022.

RESULT: MOTION PASSED 6-1 (WELCH OPPOSED).

5. STAFF UPDATES ON ACTIVITIES

A. **Administration**

1. **City Hall Closed Thursday, November 24 and Friday, November 25 - Thanksgiving**

City Administrator Alexa Barton said that City Hall would be closed November 24-25, 2022, for the Thanksgiving holiday.

In addition, she said that she was asked how much business collected in sales taxes, but per state statutes the detailed information about a business could not be shared because it was illegal. She noted that staff could provide general totals, but not specific totals.

B. **Police Department**

Police Chief Kevin Chrisman reminded the Board about the Park Village Senior Luncheon on December 7 and Shop with a Cop on December 11. He also said he was about to finalize the winter coats, hats and gloves project with Graden Elementary. He thanked the generous donors to the Police Community Assistance Fund. He also provided an update on the numbers for the managed deer hunt.

C. **Community Development**

1. **Development Updates**

Community Development Director Stephen Lachky said that the Tax Increment Financing (TIF) Commission would hold a meeting on November 22, 2022, to discuss changes to lots within the Creekside TIF. He said the project areas needed to be amended to line up with the plats properly.

D. **Public Works**

1. **Annual Snow Presentation**

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

E. **Parks & Recreation**

Parks and Recreation Director Brittanie Propes provided updates on the Watkins Park Stream Bank project, the playground in English Landing Park, Pocket Park and the coyotes in Platte Landing Park.

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

A. **2023 Legislative Priorities**

City Administrator Alexa Barton said that the legislative priorities list were items of concern for the City and projects for which the City was seeking support.

Alderman Welch said that the Platte County Community Center South YMCA's Teen Night Out event would be held on November 18. She added that they had several job openings, including lifeguards.

7. UPCOMING MEETINGS

- A.
- Tuesday, December 6, 2022 at 7:00 p.m.
 - Tuesday, December 20, 2022 at 7:00 p.m.
 - Tuesday, January 3, 2023 at 7:00 p.m.
 - Tuesday, January 17, 2023 at 7:00 p.m.

8. EXECUTIVE SESSION

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ATTORNEY-CLIENT MATTERS PURSUANT TO RSMO 610.021(1) AND PERSONNEL MATTERS PURSUANT TO RSMO 610.021(3) AND (13).

RESULT: MOTION PASSED 7-0.

AYES: TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, DOUGLAS WYLIE, STEPHEN MELTON, GREG PLUMB, MICHAEL LEE

NOES: NONE

ABSTAIN: NONE

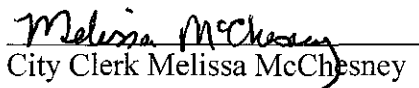
The Board entered the executive session at 9:27 p.m. At 10:14 p.m., the Board reconvened in open session and announced that no action was taken.

9. ADJOURN

Mayor Katerndahl declared the meeting adjourned at 10:15 p.m.

The minutes for November 15, 2022, 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 2022.

Submitted by:


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, Parks and Public Works employees 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

JURISDICTIONS

- State highways are maintained by MoDOT
 - Highway 9, Highway 45, FF Highway, etc...
- Parkville plows City streets
 - 100 lane-miles of roadway
 - 120 cul-de-sacs
 - Public parking lot
- 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

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

- 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

DISPATCH

- 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 businesses 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

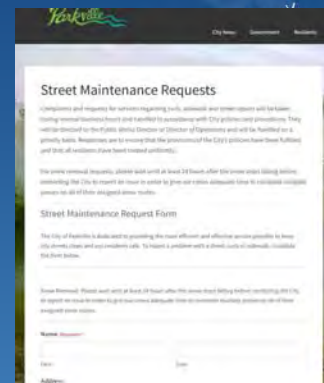
DAMAGES AND CITY LIABILITY

- 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 / REQUESTS FOR SERVICE

- Complaints are directed to the Public Works Director and Director of Operations
 - Snow Request Database available on City's website
- 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

