

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:13 p.m. at City Hall, 8880 Clark Avenue, Parkville, Missouri on June 6, 2023, 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 Michael Lee
Ward 4 Alderman Allyson Berberich

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
Jeffery Rhodes, Assistant City Administrator
Jon Jordan, Police Captain
Dan Harper, Public Works Director (via videoconference)
Stephen Lachky, Community Development Director
Brittanie Propes, Parks & Recreation Director (via videoconference)
Chris Ashley, Parks & Recreation Project Manager (via videoconference)
John Mautino, City Attorney

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

2. CITIZEN INPUT

A. Recognize Parks and Recreation Director Brittanie Propes for being named Certified Parks and Recreation Executive

City Administrator Alexa Barton stated that the presentation would be deferred to the next meeting in order for Parks and Recreation Director Brittanie Propes to be present.

3. CONSENT AGENDA

- A. Approve the minutes for the May 16, 2023, regular meeting
- B. Approve the minutes for the May 16, 2023, work session
- C. Receive and file the April sewer report
- D. Amend the employment agreement with City Administrator Alexa Barton

- E. Approve accounts payable from May 12 through June 1, 2023

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 first reading of an ordinance to amend the Parkville Municipal Code Chapter 107 regarding the Code of Ethics**

City Administrator Alexa Barton said that the prior Board of Aldermen asked staff to review the Ethics Code. Staff sought guidance from legal counsel to research if other municipalities had their own ethics commissions.

City Attorney John Mautino stated that the proposed changes included removal of the Municipal Officials Ethics Commission and noted that there was not a process under Missouri law that provided regulations for a local Ethic Commission. In general, the only cities that had their own commission were Kansas City and St. Louis. He said that Missouri law provided for and had the Missouri Ethics Commission which did what the City's Commission did, but in a non-advisory and official capacity within the confines established by the Missouri Constitution. He recommended that the best process was to use the Missouri Ethics Commission, which had the power to investigate and take action, was made up of professional and independent members and had established practices to address ethics complaints. Cities similar in size to Parkville did not have their own Ethics Commission.

Discussion focused on providing an option for complainants to either submit complaints to the City Commission or to the Missouri Ethics Commission and giving the City Commission the option to refer the complaint to the State. City Administrator Alexa Barton said she was concerned about the implications for City employees because it could become political when personnel issues should be addressed internally. She added that the state had staff with the proper training to address ethics complaints.

Sheryl Bierman, 5310 NW Bluffs Way, spoke in opposition to the proposed Code changes.

City Attorney John Mautino stated that he believed the reason why larger cities had their own ethics commissions was because they had a larger population and could serve as the gatekeeper for the many complaints they could receive.

Jim Sfetko, 5301 NW Bluffs Drive, spoke in opposition to the proposed Code changes.

Further discussion focused on removing employees from Section 107.100, Subsection A. The consensus of the Board was to remove employees. Legal and staff would re-draft the ordinance based on feedback from the Board.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **POSTPONE THE ITEM TO THE JUNE 20, 2023, MEETING.**

RESULT: MOTION PASSED 7-0.

- B. **Approve the first reading of an ordinance to vacate a portion of 3rd Street between Main Street and Summers Street - Case No. VC 2022-02; Staci Korpala, applicant**

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO POSTPONE THE ITEM TO THE JUNE 20, 2023, MEETING.

RESULT: MOTION PASSED 7-0.

- C. **Approve the first reading of an ordinance to approve a preliminary development plan for Taliesin, a planned residential development consisting of ten single-family residential lots and two tracts of open space on approximately 12.57 acres - Case No. PZ 2023-16; RL Buford & Associates Engineering, applicant**

Community Development Planner Brad Stanton provided an overview of the development, noting that it would include ten single-family homes and two tracts of open space. The Board of Aldermen approved a conditional use permit (CUP) on April 6, 2021, for the subject property for office use of low traffic generation for a hardscape training center that was not constructed. Stanton said that in coordination with the CUP, the property was split into two tracts, one of which was for the proposed development. The subject property was zoned R-1, Single-Family Residential, which was the lowest density allowed per the Municipal Code. Rezoning it to R-1-P Planned Single-Family Residential would provide flexibility to preserve the topography and surrounding forest. Stanton said there were three exceptions. They included 1) a 30-foot front yard setback, which was a decrease of ten feet and would place the home closer to the street to preserve the topography in the back yard; 2) minimum lot widths on lots 1, 2, 3, 4, 7, 8 and 9; and 3) a reduction in the minimum lot areas for lots 2, 3, 4, 5, 7 and 8. He added that the Planning and Zoning Commission held a public hearing on May 9, 2023, and recommended approval.

Discussion focused on zoning district options, contributions to future improvements to Bell Road, public improvement plans to evaluate traffic patterns, aligning the entrance with the driveway on the other side of the street and the right-of-way needed for sidewalks on both sides of Bell Road.

Project Engineer Steve Warger, 6127 NW Pine Ridge Circle, stated that the development would have minimal traffic impacts and, because of the topography, they would not be able to align the entrance with the drive across the street.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3256, AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR TALIESIN, A PLANNED RESIDENTIAL DEVELOPMENT CONSISTING OF 10 SINGLE-FAMILY RESIDENTIAL LOTS AND TWO TRACTS OF OPEN SPACE ON 12.57 ACRES, MORE OR LESS, SUBJECT TO CONDITIONS RECOMMENDED BY STAFF AND THE PLANNING AND ZONING COMMISSION, ON FIRST

READING AND POSTPONE THE SECOND READING TO JUNE 20, 2023.

RESULT: MOTION PASSED 7-0.

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. City Hall Closed June 19 - Juneteenth

City Administrator Alexa Barton said that City Hall would be closed on June 19 in observance of Juneteenth.

2. 2024 Budget Calendar

Barton distributed the 2024 budget calendar; attached as Exhibit A. She said that dates were moved up slightly with the goal of adopting the budget by the first meeting in December.

B. Police Department

C. Community Development

1. Development Updates

Community Development Director Stephen Lachky said that he would be presenting a development update to the Parkville Area Chamber and EDC on June 7. He noted that there was a lot of development activity and permits were low, not because of the market but because there was a lack of buildable plats.

D. Public Works

Public Works Director Dan Harper stated that there was a streetlight on Route 9 that was leaning, but the Missouri Department of Transportation did not have any structural concerns that it would fall over. He added that another streetlight was hit and the police had found the person. Staff was working on obtaining quotes to repair the light. He also said that MoDOT was doing repair work on Highway 45 and I-435.

E. Parks & Recreation

Parks and Recreation Director Brittanie Propes provided an update on Pocket Park, noting that the landscaping was completed, lights were added and chairs would be added. She said that there were over 150 participants in the Rollin' on the River bike ride on June 13; the Department would show an outdoor movie at Creekside on June 10, Nature Camp was going on through June 9 and a tree climbing event was scheduled for the weekend in

English Landing Park. Staff was preparing the request for proposals for the Parks Master Plan update that would be presented to the Community Land & Recreation Board on June 14 and the Board of Aldermen on June 20.

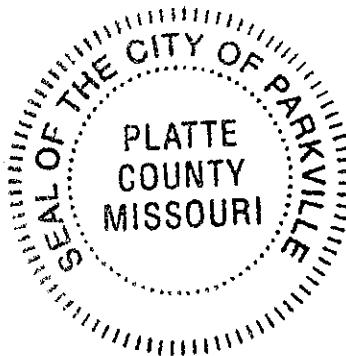
6. **MAYOR, BOARD OF ALDERMEN & COMMITTEE REPORTS & MISCELLANEOUS ITEMS**
7. **UPCOMING MEETINGS**
8. **EXECUTIVE SESSION**
9. **ADJOURN**

Mayor Katerndahl declared the meeting adjourned at 9:18 p.m.

The minutes for June 6, 2023, 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 June 2023.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney





City of Parkville: 2024 Budget Calendar

Updated: June 12, 2023

April						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30						

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December						
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31						

- ☐ Community Meeting / Input
- ☐ Board of Aldermen Meeting / Action
- ☐

2024 Budget Calendar

Staff Action / Deadline

April/May 2023

- April 24 & 25 – Staff & Board gather for strategic planning retreat and goal setting
- May 31 – Complete Budget Schedule/Overview for 6/6/2023 BoA distribution

June/July 2023

- June 6 – 2024 Budget calendar is published and shared with Board, Staff, and the public
- June 6 – CIP Guidelines/Overview at Staff Meeting
- June 6 – INCODE Budget Training by JR to AB & BK
- June 10 – Initiate 2024 INCODE Budget Documentation
- June 12 Commence CIP planning/Worksheets Distributed (from Strategic Planning/Goals) – to be completed before Budget Worksheets
- June 27 – Leadership Staff Training of new INCODE Budget Management Tool
- July 6 – Department Heads develop initial budget request, and completed CIP Due (provide 6 weeks to input request, due by August 11)
- July 24 – Submit GFOA Distinguished Budget Award application for 2023 budget
- Community Meetings in each Ward
- Provide Plan/Goals from Board of Aldermen & Senior Staff Strategic Planning Workshop (Event occurred April; provide Strategic Plan and Goals to BoA in June/July)

August 2023

- August 9 – Preliminary review of Parks and Nature Sanctuary budget proposals with Community Land & Recreation Board (CLARB)
- August 11 – Deadline for departments to have proposed budgets submitted to City Administrator
- August 21 – Proposed CIP to Finance Committee
- **August 15 – Public hearing for the revised Property Tax Levy for the 2024 tax year**
 - Provide Reserve Study/List of City Hall required maintenance
- September **(August 21-25)**– City administrator and department head budget meetings
 - General Fund and Departmental CIP
 - Revenues
 - Administration (includes information technology & public information)
 - Community development
 - Police
 - Municipal court
 - Public works – administration
 - Parks
 - Streets
 - Nature sanctuary
 - Other Funds: Transportation; Sewer Enterprise Fund, Other Funds
- August 28 – 31: Create Requested Budget Report, related reports/spreadsheets (graphs/charts), and initiate to next level: to prepare balanced Proposed Budget

September 2023

- September 11-15 – Prepare reports after review and creation of initial operating budget reports for entire budget (major funds and Capital Improvement Program (CIP) -- showing comparison between request & proposed budgets; personnel related expenses/benefits; impact of separating expense funds (Park, Transportation, Public Safety); programs remaining, completed/add for 2024; revenue forecast for 2023 performance vs. projection for 2024; revenues not meeting projections (why); performance of TIF projects (how they impact city); when they're projected to pay off; etc.
- September 13 – Final review of Parks and Nature Sanctuary budget request by Community Land and Recreation Board (CLARB)
- September 19 – CIP Adoption by BoA (via Resolution—actual CIP adoption included with Budget Adoption in December 2023)
- September 18-22 Complete balanced Proposed Budget reports for dissemination

October 2023

- October 3 – Distribute balanced Proposed Budget to Mayor/BoA; post on website
- October 17 – First budget work session with the Board of Aldermen on proposed 2023 budget
 - Public Budget Hearing
 - *3rd Tuesday @ 5:00 p.m. – Food will be served*
 - **Tentative Topics – revenue forecast, Outline of Stand-alone Funds (receiving transfers from General Fund); General Fund Operating Budget, Emergency Reserve Fund, Debt Service Funds, minor funds**
- October 23rd – 27th – Incorporate changes (if any) from BoA of 2024 Budget

November 2023

- November 7th – Second budget work session with the Board of Aldermen on proposed 2024 budget and 2024-2028 CIP
 - *1st Tuesday @ 5:00 p.m. – Food will be served*
 - **Tentative Topics – CIP, Parks Sales Tax Fund, Transportation Fund, Sanctuary Donation Fund, Public Safety Fund, General Fund operating follow-up**
- November 21 – Third budget work session, *if needed*, with the Board of Aldermen on proposed 2024 budget and 2024-2028 CIP
 - *3rd Tuesday @ 5:00 p.m. – Food will be served*
 - **Tentative Topics – Sewer Fund, miscellaneous follow-up**
- November 21 – First reading of ordinance adopting the 2024 Proposed to Final Budget, (CIP already approved):
 - **Tentative Topics - Summary review of final budget; follow-up from previous budget work sessions**

December 2023

- December 5 – Second reading of ordinance adopting the 2024 budget, 2024-2028 CIP (*1st Tuesday @ 7:00 p.m.*) (*CIP already approved*)
- December 6 – Post Final Budget to Website

January 2024

- January 1 – 2024 fiscal year begins
- January 31 – Publication & press release of adopted 2024 budget document
- Compile 2023 performance metrics for inclusion in the 2023 Annual Report & the Government Finance Officers Association (GFOA) Distinguished Budget Presentation application

February/March 2024

- Finalize GFOA budget document and submit 2024 Budget for annual recognition
- Publish 2023 Annual Report, with press release