

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:03 p.m. at City Hall, 8880 Clark Avenue, Parkville, Missouri on January 30, 2024, and was called to order by Mayor Dean Katerndahl. City Clerk Melissa McChesney called the roll as follows:

Present:

Ward 1 Alderman Tina Welch - *via videoconference*

Ward 1 Alderman Philip Wassmer

Ward 2 Alderman Brian T. Whitley

Ward 2 Alderman Bob Bennett

Ward 3 Alderman Douglas Wylie

Ward 3 Alderman Stephen Melton

Ward 4 Alderman Allyson R. Berberich

Absent:

Ward 4 Alderman Michael Lee - *with prior notice*

A quorum of the Board of Aldermen was present.

The following staff was also present:

Alexa Barton, City Administrator

Bryan Kidney, Deputy City Administrator/Finance Director

Jeffery Rhodes, Assistant City Administrator

Kevin Chrisman, Police Chief

Dan Harper, Public Works Director

Stephen Lachky, Community Development Director

Brittanie Propes, Parks & Recreation Director

Chris Ashley, Parks & Recreation Project Manager?

John Mautino, City Attorney

Levi Droleski, a Boy Scout from Troop 393, led the Board in the Pledge of Allegiance to the Flag of the United States of America.

2. CITIZEN INPUT

A. Proclaim February 2024 as National Girls and Women in Sports Month

Ward 4 Alderman Allyson Berberich presented the proclamation to Park University Athletic Director Kristin Gillette and local student women's basketball players Emma Perry, Nevaeh Spillman and Kiersten Robbins.

B. Platte County Recorder of Deeds Chris Wright regarding initiative to protect property owners from deed/title theft

Platte County Recorder of Deeds Chris Wright presented information on an initiative to protect property owners from deed and title theft. He said that the initiative would notify residents who signed up when a document was filed under their name. He added that Platte County would be the third in the United States with a property record notification system.

3. CONSENT AGENDA

- A. Approve the minutes for the January 16, 2024, regular meeting
- B. Approve the minutes for the January 16, 2024, work session

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. **Review and approve the audit for fiscal year 2022 as prepared by Hood & Associates, CPAs, P.C.**

Michael Keenan, Hood & Associates CPAs, P.C., provided an overview of the 2022 audit; presentation attached as Exhibit A.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **APPROVE THE AUDIT FOR FISCAL YEAR 2022, AS PREPARED BY HOOD & ASSOCIATES, CPAS, P.C.**

RESULT: MOTION PASSED 7-0.

- B. **Approve Resolution No. 24-002 to authorize the mayor to execute a termination of water service agreement with Missouri-American Water Company**

City Administrator Alexa Barton said staff received notice that Missouri American Water wanted to update the fees to assist the City with terminating water service when a sewer bill was delinquent. The rate to disconnect and reconnect water for a customer would be passed through the City to the customer.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **APPROVE RESOLUTION NO. 24-002 AUTHORIZING THE MAYOR TO EXECUTE THE TERMINATION OF WATER SERVICE AGREEMENT WITH MISSOURI-AMERICAN WATER COMPANY.**

RESULT: MOTION PASSED 7-0.

- C. **Approve Resolution No. 24-003 authorizing the mayor to execute a real estate donation agreement with River North Development LLC for the Parkville Commons 8th Plat**

City Administrator Alexa Barton stated that when the City became aware that the Parkville Commons property was going to be sold, staff reached out to the developer regarding the

three parcels located on the north side of City Hall. The parcels were not included in the sale because of the City's interest. Per the agreement, the property would be donated to the City.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE RESOLUTION NO. 24-003 ACCEPTING LOT 17, LOT 18 AND TRACT O FROM THE PARKVILLE COMMONS 8TH PLAT SUBDIVISION AND AUTHORIZING THE MAYOR TO EXECUTE A REAL ESTATE DONATION AGREEMENT WITH RIVER NORTH DEVELOPMENT, LLC.

RESULT: MOTION PASSED 7-0.

D. Adopt an ordinance to approve the second amendment to the tax increment financing contract with CBC Parkville LLC for Redevelopment Project Area 2 of the Parkville Market Place Tax Increment Financing Redevelopment Plan

Community Development Director Stephen Lachky stated that economic development incentives were approved in 2017 for the APEX Plaza development that required all businesses to generate retail sales that would be used to pay down the development costs in the form of tax increment financing. The amendment was discussed at a work session on January 16, 2023, to allow a non-retail business on Lot 4 for Chase Bank. The City's investment and advisory consultant, Columbia Capital, determined the amount the City would need to be made whole from the lost sales tax revenues and the agreement bound the developer to the site plan.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3283, AN ORDINANCE APPROVING THE SECOND AMENDMENT TO THE TAX INCREMENT FINANCING CONTRACT WITH CBC PARKVILLE LLC FOR REDEVELOPMENT PROJECT AREA 2 OF THE PARKVILLE MARKET PLACE TAX INCREMENT FINANCING REDEVELOPMENT PLAN, ON FIRST READING.

RESULT: MOTION PASSED 7-0.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3283, AN ORDINANCE APPROVING THE SECOND AMENDMENT TO THE TAX INCREMENT FINANCING CONTRACT WITH CBC PARKVILLE LLC FOR REDEVELOPMENT PROJECT AREA 2 OF THE PARKVILLE MARKET PLACE TAX INCREMENT FINANCING REDEVELOPMENT PLAN, ON SECOND READING TO BECOME ORDINANCE NO. 3216.

RESULT: MOTION PASSED 7-0.

AYES: TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, BOB BENNETT, DOUGLAS WYLIE, STEPHEN MELTON, ALLYSON R. BERBERICH

NOES: NONE

ABSTAIN: NONE

E. **Adopt an ordinance to approve a preliminary development plan for Chase Bank, a financial institution on Lot 4 of APEX Plaza - Case No. PZ23-36; Cumulus Design, applicant**

Community Development Planner Brad Stanton provided an overview of the preliminary development plan for Chase Bank on Lot 4, a one-story, 3,333 square foot building with 35 parking stalls. The Planning and Zoning Commission recommended approval on January 9. Stanton added that public comments were received from Community Land and Recreation Board members regarding the addition of native plants, which would help with the applicant's goal to be LEED Certified.

Representatives for Chase Bank said that the landscaping plan would be amended to incorporate the suggestions regarding native plants.

Dan Carr, CBC Parkville 4, clarified that the City would receive the lump sum payment at the closing with Chase Bank.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3284, AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR CHASE BANK, A FINANCIAL INSTITUTION ON LOT 4 OF APEX PLAZA, SUBJECT TO CONDITIONS RECOMMENDED BY STAFF AND THE PLANNING AND ZONING COMMISSION, ON FIRST READING.

RESULT: MOTION PASSED 7-0.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3284, AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR CHASE BANK, A FINANCIAL INSTITUTION ON LOT 4 OF APEX PLAZA, SUBJECT TO CONDITIONS RECOMMEND BY STAFF AND THE PLANNING AND ZONING COMMISSION, ON SECOND READING TO BECOME ORDINANCE NO. 3217.

RESULT: MOTION PASSED 7-0.

AYES: TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, BOB BENNETT, DOUGLAS WYLIE, STEPHEN MELTON, ALLYSON R. BERBERICH

NOES: NONE

ABSTAIN: NONE

5. STAFF UPDATES ON ACTIVITIES

A. Administration

B. Police Department

Police Chief Kevin Chrisman said that former officer Martinez would be returning to the City and a new officer would start on February 20.

C. Community Development

Community Development Director Stephen Lachky discussed the survey for the architectural design project and showed how to access the link through the City website.

D. Public Works

Public Works Director Dan Harper said crews were filling potholes left from the winter storms, but it was taking time to receive materials due to the high demand. He also said the electronics recycling and paper shredding events would be held on February 3.

E. Parks & Recreation

Parks and Recreation Director Brittanie Propes provided an update on the wetlands, noting that crews began drilling for the wells, they were looking for more clay in other areas of the park, the bentonite was purchased and they would begin working on the landscaping plan.

Propes also said that the parks maintenance staff attended the Maintenance Rodeo and two staff members placed in two different events. She added they took fourth place and were invited to state because one of the top three teams were not able to have all their members attend.

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

7. UPCOMING MEETINGS

8. EXECUTIVE SESSION

9. ADJOURN

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

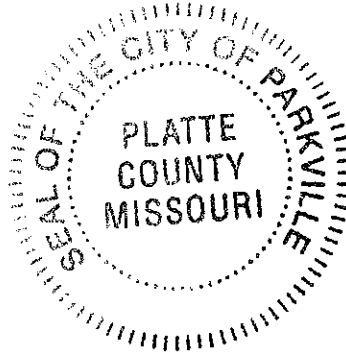
MINUTES OF THE BOARD OF ALDERMEN REGULAR MEETING OF JANUARY 30, 2024

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The minutes for January 30, 2024, 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 February 2024.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney



**Report to
The Honorable Mayor
and Members of the Board of Aldermen**

City of Parkville, Missouri



**Financial and Compliance Audit
For the year ended December 31, 2022**

Hood & Associates CPAs PC

Hood & Associates CPAs PC

- Serving Missouri, Kansas, Oklahoma, and Texas.
- Peer Review – We have been awarded the highest rating given as a result of our peer review.
- Member of-
 - American Institute of Certified Public Accountants (AICPA)
 - AICPA Government Audit Quality Center
 - One (1) member of our governmental services audit team is a member of the Government Finance Officers Association (GFOA) Special Review Committee
 - Licensed in Missouri, Kansas, Oklahoma, and Texas

Scope of Audit

- We were engaged to perform an audit of the City's basic Financial Statements and Single Audit.

Management Responsibilities

- Management is responsible for:
 - The preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
 - Following laws and regulations.
 - Ensuring that financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.
 - Selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America.

Auditor Responsibilities

- Conduct our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America, and Uniform Guidance.
- Plan and perform our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists.
- Report on internal controls over financial reporting and compliance with laws and regulations.

The Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA) recommends that we communicate the following matters to the Governing Board:

City of Parkville, Missouri

Illegal Acts – None came to our attention as a result of performing our audit procedures.

Changes in Significant Accounting Policies – The City implemented Government Accounting Standards Board (GASB) Statement No. 87 Leases in 2022.

No difficulties or disagreements with management. However, there were delays in receiving certain required audit information and schedules.

Cooperation – Full access to books and records.

Financial and Compliance Audit addresses three basic questions:

Question	Answers
Are the financial statements free of material misstatement?	We issued an unmodified opinion that the financial statements are fairly presented in all material respects.
Are internal controls over financial reporting adequately designed and operating effectively?	We identified a certain deficiency in internal control that we consider to be a material weakness. ➤ Financial Reporting
Did the City of Parkville, Missouri comply, in all material respects, with the finance-related laws and regulations?	No noncompliance was noted with the finance-related laws and regulations that govern the City's operations.

Other Management Letter Comments

Other Management Letter Comments – Contains suggestions for best practices and possible improvements in internal control noted in the conduct of the audit.

- Key Personnel
- Future Accounting Pronouncements

Hood & Associates CPAs PC

**We appreciate the opportunity to serve as the
auditor for
The City of Parkville, Missouri**