

City of Battlefield
Planning and Zoning Commission Meeting
April 14, 2025

1) General Business

- a) Meeting called to order by Chairman Danny Klopfer at 6:00 p.m. Members present were as follows: Tim Friel, Tim Kelley Sr., Danny Klopfer, David Byrd, Jenna Cole, Brenie Gerwel, and Ron Yancey. Member Keith Wright was absent for the meeting. Staff present were City Administrator Tommy Vanhorn, Building Inspector Tristan Losh, and City Clerk Beth Anne West. Mayor Mark Crabtree was also in attendance.
- b) Reports
 - i) P & Z Chairman Report. Mr. Klopfer reported that the Board of Alderman approved the Sanitary Sewer Study Amendment at their 3-18-25 meeting. The first reading of the rezone for Lone Pine Farms was approved 3-18-25 and second and final reading was approved on 4-1-25
 - ii) Building Inspector Report stated at the next meeting would have rate increase for the Commission members to consider since the building fees have not been increased in years therefore it is necessary. Mr. Losh noted that 3 of the lots have been sold that are being built by Shupert Mitchell and that 12 lots have been sold for Fahrlander in the Old Wire Crossing Subdivision.
 - iii) City Administrator Report-Mr. Tommy Vanhorn stated he hoped to have the inspection rates to the commission at the meeting in May. Mr. Vanhorn noted he had found a base rate source to calculate the rates which would help fund the salary for the building inspector since the rates had not been reviewed in many years.
- c) Approval of March 10, 2025, Commission Meeting Minutes. Minutes reviewed. Motion was made by Member Tim Friel to approve the March 10, 2025, Meeting minutes as presented. The motion was seconded by the Member David Byrd. A vote was taken, and the vote was 7 Ayes- Tim Friel, Tim Kelley Sr., Danny Klopfer, David Byrd, Jenna Cole, Brenie Gerwel, and Ron Yancey. Member Keith Wright was absent for the vote. Motion approved.

2) Public Input

Deziree Marsh-4548 W. Cloverleaf Terrace-Battlefield, MO 65619-Mrs. Marsh stated she was a resident of Battlefield, and a property owner and suggested the Members communicate activities that occur at the meeting by using YouTube meetings to convey what is happening rather than hearsay from others. Ms. Marsh mentioned the March 10, 2025 meeting was not posted on the website and then asked what the election of chairperson meant. Mrs. Marsh provided suggestions on how the planning and zoning

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board could improve what they are doing as a body. Mrs. Marsh suggested the review of the rezoning process as a whole and hoped the Capital Improvement Plan would be added to the City's website.

3) Old Business

- a) None.

4) New Business

- a) Election for Chairperson.

Member Tim Kelley Sr. asked the current chairman to give some detail on his experience related to his potential to retain the position before nominations began. Mr. Danny Klopfer replied to Mr. Kelley Sr.'s request and stated he was a Professional Engineer He worked for Des Moines Water Works for 31 years prior to retirement. During his first 19 years he managed field operations. He moved to engineering for the last 12 years. He was the manager of Engineering for his final four years. Before retiring and moving here to Battlefield where he volunteered for the position of Planning and Zoning member ultimately being elected chairman after the former chairman left and have since spending approximately 30 hours a month or more attending and/or preparing for meetings and also served on the comprehensive plan and the comprehensive implementation team plus assisting the City Administrator with the CIP plan and any other items that I can be of assistance to the City.. Motion was made by Member Tim Kelley Sr. to keep Mr. Klopfer as the Chairman for the Planning and Zoning Commission . The motion was seconded by the Member David Byrd. The vote was 6 Ayes-Tim Friel, Tim Kelley Sr. David Byrd, Jenna Cole, Brenie Gerwel, and Ron Yancey. 0 Nays. 1 Abstain-Danny Klopfer. Absent was Member Keith Wright. Motion approved.

- b) Election for Vice-Chairperson. Chairman Danny Klopfer stated Mr. Keith Wright who is currently the Vice-Chairperson was away on a trip and had shared with him he was willing to continue to serve unless someone else is wanting to serve. Mr. Klopfer noted that Mr. Wright was also an engineer by trade. Motion was made by Member Bernie Gerwel to nominate Mr. Keith Wright to continue serving as Vice-Chairman. The movement was seconded by Member David Byrd. A vote was made, and the vote was 7 Ayes- Tim Friel, Tim Kelley Sr., Danny Klopfer, David Byrd, Jenna Cole, Brenie Gerwel, and Ron Yancey. 0 Nays. Member Keith Wright was absent for the vote. Motion approved.

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- c) Request for Qualifications for Engineering Services Update – Vote for Recommendation Next Meeting.
- d) Discussion of rezoning property at 5511 S. State Highway FF, Battlefield, MO 65619 from C-1 to C-2 and possible vote to set May 12th, 2025, for public hearing for rezoning. Request staff to publish in appropriate Newspaper(s) as needed to ensure compliance with State Requirements.
 - i) Review of Rezoning Process. Chairman Danny Klopfer explained the process for the audience.
 - ii) Review of C-1 and C-2 Zoning Code. Mr. Klopfer reviewed the differences between the zoning classifications.
 - iii) Review of legal description of property. Mr. Klopfer referenced the description from the title company paperwork.
 - iv) Review materials to be published, to be posted, and to be sent to neighboring property owners. City Clerk Beth Anne West stated she provided a map, the legal posting that was put in the paper, and a copy of the code related to the process for the surrounding property owners withing 185 feet which is sent by USPS mail as certified, return receipt, to make sure the materials are received by the property owners rather than just sending via regular mail.
 - v) Set Public Hearing. The move was made by Member David Byrd to set a public hearing for May 12, 2025, at 6 p.m. for the rezoning of 5511 S. State Highway FF and to direct the City clerk to publish in the appropriate newspaper to meet requirements as stated above. The motion was seconded by the Member Bernie Gerwel. A vote was taken, and the vote was 7 Ayes- Tim Friel, Tim Kelley Sr., Danny Klopfer, David Byrd, Jenna Cole, Brenie Gerwel, and Ron Yancey. 0 Nays. Member Keith Wright was absent for the vote. Motion approved.
- e) Capital Improvements Plan for the City of Battlefield, MO.
 - i) Review of Scope of Services.
 - ii) Presentation by Scott Hansen of Crawford, Murphy & Tilly, Inc., Consulting Engineers (CMT). Mr. Hasen stated it took a 2–3-month process to go through the CIP process, since then they have found items that need to be altered before the final product is to be approved to provide to the Board of Aldermen for possible approval. Mr. Vanhorn noted they wanted the CIP to give more directions on the infrastructure within the City for streets, sewer, etc. this would give the guideline on how long assets would last since they depreciate and deteriorate over time. Mr. Vanhorn stated that previous administrations had not

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put forth a plan to this extent and had just kicked known issues down the road and now it was time to fix items that need attention and prepare for growth and needs for the community going forward. Mr. Hansen stated his company was able to utilize AI technology to get data on the roads within town that will allow the city to figure out what needs to happen first meaning road improvements, so there is a base line then can build on future repairs so the City can figure out how to budget for those needs. Mr. Hansen provided a sampling of how the technology worked and how it saved so much time and money rather than the physical man hours it would have taken without this type of software for the 32 miles of road the city has. Mr. Hansen reported that for the most part the city's roads are in good shape. Mr. Hansen stated the focus of the report would be through the 2029-2030 fiscal years. Mr. Vanhorn stated the City's budget does not increase more than 1% in property tax per year. Mr. Hasen hoped the Commission would have time to review the material to get to the Board within a month. Ron Yancey left the meeting at 8:06 p.m. and returned at 8:08 p.m.

iii) Questions and Comments.

iv) Determine the Next Steps.

5) Future Agenda Items

- a) Recommendation for City Engineering Services.
- b) Final Review of CIP and Recommendation.
- c) Recommendation to Update Zoning Map.
- d) Public Hearing and Recommendation for Rezoning of Property 5511 S State Highway FF.
- e) Public Hearing and Recommendation for Rezoning of Property Lewis and 3rd R-1L to R-1M.
- f) Old Wire Expansion Revisions.
- g) Preliminary Plat Lone Pine Farms.
- h) Recommendation to Update all Fees.

6) Board Member Comments, Questions & Open Discussion

Brief discussion of comments made during public input.

- 7) Adjournment-** Motion was made by Member David Byrd to adjourn the meeting at 8:26 p.m. Motion was seconded by Member Ron Yancey. A vote was taken, and the vote was 7 Ayes- Tim Friel, Tim Kelley Sr., Danny Klopfer, David Byrd, Jenna Cole,

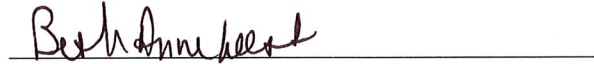
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Brenie Gerwel, and Ron Yancey. 0 Nays. Member Keith Wright was absent for the vote. Motion approved.



Chairman -Danny Klopfer

ATTEST:



City Clerk-Beth Anne West, City Clerk

First Reading and vote: 6 Ayes - Ron Yancey, Jenna Cole, Danny Klopfer, David Byrd, Tim Kelley Sr., and Tim Friel. 0 Nays. Member Keith Wright and Brenie Gerwel were absent for the vote. May 12, 2025.
Approved

