

CITY OF WARRENSBURG, MISSOURI  
TAX INCREMENT FINANCING COMMISSION  
REGULAR MEETING MINUTES  
July 19, 2023

The meeting was called to order by Chair Scott Holmberg at 4:00 p.m. at the Warrensburg Municipal Center, 200 S. Holden, Warrensburg, Missouri.

Roll Call

The members present were Chair Scott Holmberg, Mayor Jim Kushner, Greg Hall, Dr. Steve Ritter, Shane Lockard, George Wilson and Mark Reynolds. Members Jonna Albert, Linda Schnakenberg and Dr. Troy Marnholtz were not present. Chair Holmberg declared a quorum.

Also present were City Manager Danielle Dulin, Assistant City Manager/Public Works Director Enrico Villegas, Community Development Director Barbara Carroll, Finance Director Marcella McCoy and City Clerk Jodi Schneider.

Approval of Agenda

Lockard moved to approve the agenda. Ritter seconded. Approved 7-0.

Approval of Minutes

Members reviewed the minutes. Lockard moved to accept the minutes from the December 14, 2022 Public Hearing and Regular Meeting. Hall seconded. Approved 7-0.

Reports of Committees and City Staff

Finance Director McCoy said the TIF district included both sides of Russell Avenue with the hotel and restaurant businesses and a couple of undeveloped properties. McCoy said the City is collecting economic activity taxes ("EATS") from those existing businesses and the County collects the payments in lieu of taxes ("PILOTS") which are the property taxes and submits those to the special allocation fund.

McCoy said she sent preliminary numbers to the County for them to pay their additional EATS on the economic activities. McCoy said when the TIF Plan Redevelopment Agreement was originally adopted, it included one-half (or 0.875%) of the 1.75% County sales taxes as a part of that revenue sharing. McCoy said the City had not been collecting the County's 0.875% of EATS.

McCoy alerted the TIF Commission that as new sales taxes are voted in by citizens then the governing body must take action at that point for the new sales tax to be

included into the EATS. Further, McCoy said any new sales taxes that have been proposed and implemented are excluded because none of the taxing jurisdictions took action to include those EATS in that area specific to that tax. For example, the County Commission voter-approved 911 communications half-cent sales tax in November 2022 effective April 1, 2023, or the City's voter-approved marijuana 3% sales tax in April 2023 are both excluded from those EATS.

McCoy said the 1.75% was established in the Redevelopment Agreement and according to state law, the City is required to collect one-half of the 1.75% (or 0.875%), and place those collected revenues into a special allocation fund as part of the reimbursement to the developer. McCoy said those revenue receipts are reported on an annual TIF report that is submitted to the state each year in November. The last annual TIF report was done in November prior to the meeting in December 2022. There were no questions.

### Unfinished Business

Chair Holmberg noted the Minutes, Bylaws and Policy Procedures were not approved/adopted since the scheduled meeting set for July 15, 2013 was not held due to lack of quorum, and these items were inadvertently left off the following meeting agenda dated September 11, 2015.

6.1 Tax Increment Financing Commission Minutes June 17, 2013. Members reviewed the minutes. Wilson moved to accept the minutes from the June 17, 2013 Regular Meeting. Lockard seconded. Approved 7-0.

6.1.i. Review and Approve Bylaws. Lockard said the bylaws looked like a basic set of bylaws with general officer descriptions and assumed that the document had been reviewed by the city attorney. City Clerk Schneider said the bylaws had been presented for adoption at the July 15, 2013 meeting and it was customary for a review by the city attorney prior to a request for adoption. Lockard asked if there had been any changes since then and City Clerk Schneider confirmed no changes had been made to the bylaws since July 15, 2013. Chair Holmberg asked what is expected of the Secretary's duties. Lockard said his assumption, based on serving for other boards and commissions, was that the secretary duties are often delegated to professional staff and noted as city staff reports. Holmberg agreed with that assumption and just wanted clarity noting that the commission was playing significant catchup from 2013. There were no further questions. Ritter moved to approve the Bylaws of the Tax Increment Financing Commission. Hall seconded. Approved 7-0.

6.1.ii. Review and Approve Policies and Procedures. Lockard said the policies and procedures appear to follow state law regulations. There were no questions. Kushner

moved to approve Tax Increment Financing Policies and Procedures. Reynolds seconded. Approved 7-0.

Election of Officers

Chair Holmberg said the term for election of officers is one-year beginning every July at the annual meeting. Chair Holmberg received the following nominations for the 2023-2024 term:

7.1.i President. Kushner nominated Scott Holmberg as Chair. There were no further nominations. Kushner moved to approve Scott Holmberg as Chair. Ritter seconded. Approved 7-0.

7.1.ii Vice-Chair. Reynolds nominated Greg Hall as Vice Chair. There were no further nominations. Holmberg moved to approve Greg Hall as Vice Chair. Reynolds seconded. Approved 7-0.

7.1.iii Secretary/Treasurer. Hall nominated Mark Reynolds as Secretary/Treasurer. There were no further nominations. Hall moved to approve Mark Reynolds as Secretary/Treasurer. Holmberg seconded. Approved 7-0.

Adjourn

Seeing no further business, Holmberg adjourned the meeting at 4:12 p.m.

Date: \_\_\_\_\_  
Chair Scott Holmberg