



## **Economic Development Sales Tax Board Agenda**

Wednesday, September 24, 2025 at 2:00 PM

BRENTWOOD CITY HALL - COUNCIL CHAMBERS  
2348 S BRENTWOOD BLVD.  
BRENTWOOD, MO 63144

### **A. CALL TO ORDER & ROLL CALL**

1. Call to Order and Roll Call

### **B. AGENDA APPROVAL**

1. Approval Or Amendment of the Agenda

### **C. CONSENT AGENDA**

1. Approval of Meeting Minutes from September 27, 2024

#### **SYNOPSIS:**

The September 27, 2024, Economic Development Sales Tax Board Meeting Minutes

#### **INITIATING DEPARTMENT:**

Administration

#### **SUBJECT:**

The September 27, 2024, Economic Development Sales Tax Board Meeting Minutes

**PRESENTER:**

Octavia Pittman, City Clerk

**BACKGROUND:**

The September 27, 2024, Economic Development Sales Tax Board Meeting Minutes is provided for review and approval.

**FINANCE/OPERATIONS:**

Not Applicable

**RECOMMENDATIONS:**

Motion to approve the September 27, 2024, Economic Development Sales Tax Board Meeting Minutes.

**LIST OF SUPPORTING DOCUMENTS ATTACHED:**

[9.27.24 EDST MInutes.docx](#) 

Motion to approve the meeting minutes from September 27, 2024

**D. ELECTION OF OFFICERS**

1. Officer Election

**SYNOPSIS:**

The Election of officers

- Chair
- Vice Chair
- Designated Vice Chair
- Secretary of the Board

**INITIATING DEPARTMENT:**

Planning and Development

**SUBJECT:**

Officer Elections

**PRESENTER:**

Whitney Kelly, AICP, Planning and Development Director

**BACKGROUND:**

The EDST Board Bylaws calls for the election of officers at the first regular meeting of each calendar year where a quorum is present.

**ARTICLE III OFFICERS AND THEIR DUTIES**

**Section 1.** The officers of the Board shall be a Chair, a Vice- Chair, a Designated Alternate Vice Chair and a Secretary.

**Section 2.** The Chair shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by Robert’s Rules of Order on a presiding officer, including the appointment of all committees.

**Section 3.** The Chair shall be one of the citizen members and shall also have the privilege of discussing and voting on all matters before the Board.

**Section 4.** The Vice-Chair shall be one of the citizen members of the Board. She/he shall act for and have the same powers as the Chair during the absence or disability of the Chair.

**Section 5.** The Designated Alternate Vice Chair shall preside at meetings in the absence of both the Chair and Vice-Chair and have their same powers during their absences.

**Section 6.** At each meeting, and in the absence of performance of the below-described actions by a staff Recording Secretary, the Secretary shall, in cooperation with the City Administrator or her designee, report to the Board on developments within the City that substantively or procedurally impact the meetings or the composition of the Board or otherwise affect the normal duties of the Board. These include, but are not limited to, matters referred by the Board of Aldermen, upcoming items for deliberation, scheduling and cancellation of Board meetings.

## **ARTICLE IV ELECTION OF OFFICERS**

Section 1. The election of the Chair, Vice-Chair, Designated Vice Chair and Secretary of the Board shall be held at the first regular meeting of each calendar year where a quorum is present. Nominations may be made by any member of the Board without the need for a second, and, after all nominations are received, the election shall follow immediately thereafter by secret ballot.

Section 2. A candidate receiving three votes shall be declared elected and shall serve for one (1) year or until his/her successor shall be elected to the office.

Section 3. Vacancies in the Offices of Chair, Vice-Chair, Designated Vice Chair and Secretary shall be filled as soon as practicable by the election procedure set forth above.

### **FINANCE/OPERATIONS:**

Not Applicable

### **RECOMMENDATIONS:**

- Election of Chair
- Election of Vice-Chair
- Designated Alternate Vice Chair
- Secretary of the Board

Staff provides for reference the slate of officers elected at the 2024 meeting:

- A. Election of Chair - Stew Clark
- B. Election of Vice Chair - Ginny McDonald
- C. Election of Designated Alternate Vice Chair - Ruth Sorrell
- D. Election of Secretary of the Board – open (The incumbent in this position was Kelle Silvey, Deputy City Clerk. Effective September 8, 2025, the position is now filled by Octavia Pittman, City Clerk.)

**LIST OF SUPPORTING DOCUMENTS ATTACHED:**

[10.26.21 Brentwood EDST Board Bylaws - updated.pdf \(113 KB\)](#)

[Missouri Revisor of Statutes - Revised ...utes of Missouri, RSMo Section 67.pdf \(5,171 KB\)](#)

[City of Brentwood, MO Economic Development Sales Tax.pdf \(978 KB\)](#)

Motion to approve the slate of officers as referenced:

**E. ANNUAL REPORT FILING**

1. Economic Development Sales Tax - Annual Report

**SYNOPSIS:**

In accordance with Revised Statutes of Missouri, as amended, the City of Brentwood is to submit an annual report of the Economic Development Sales Tax Board to the Missouri Joint Committee on Economic Development. A request for the Board Chair to sign the report so that it may be submitted is requested. The purpose of this Annual Meeting is to review the 2024 sales taxes and authorize the filing of the report for 2024 with the State of Missouri.

**INITIATING DEPARTMENT:**

Planning and Development

**SUBJECT:**

Economic Development Sales Tax - Annual Report

**PRESENTERS:**

- Whitney Kelly, AICP, Planning and Development Director
- Michelle DePew, Finance Director
- Bola Akande, City Administrator

**BACKGROUND:**

On January 7, 2019, the City approved Ordinance No. 4868, authorizing the imposition of a sales tax for the purpose of economic development in accordance with the Act. The EDST will fund certain coordinated public works projects collectively known as "Brentwood Bound." The primary economic development goals of the Project

include eliminating widespread and unnecessary public health and safety risks and economic blight in the City of Brentwood, creating new recreational facilities for Brentwood residents, improving public health, managing storm water drainage and reducing risk of floods, and providing new employment and economic revitalization and expansion.

City staff is happy to report that the Deer Creek Flood Mitigation Project is now complete.

This Annual Report is submitted by the City of Brentwood Economic Development Tax Board to the City of Brentwood, Missouri and the Missouri Joint Committee on Economic Development in accordance with Section 67.1305.17 of the Revised Statutes of Missouri, as amended.

#### **FINANCE/OPERATIONS:**

During the calendar year ending December 31, 2024, the Board received approximately \$3,833,880 in EDST revenues and had approximately \$3,575,630 for the 2019 Certificates of Participation Debt Service Payment for the Brentwood Bound – Deer Creek Flood Mitigation Project, and \$2,823,921 for the purchase of 288 Hanley Industrial Court property for the new Public Works and Parks Garage for expenditures. Total 2024 expenditures were \$6,399,551.

#### **RECOMMENDATION:**

In accordance with Revised Statutes of Missouri, as amended, the City of Brentwood is to submit an annual report of the Economic Development Sales Tax Board to the Missouri Joint Committee on Economic Development. A request for the Board Chair to sign the report so that it may be submitted is requested.

#### **LIST OF SUPPORTING DOCUMENTS ATTACHED:**

- [City of Brentwood Financial Statements 12-31-2024 - Reference Page 28.pdf](#)  - Reference Page 24
- [EST Board Annual Report 2024.pdf](#) 

Motion to approve the annual report and have the Chairman sign report to send to the State.

**F. CITIZEN COMMENT**

1. Citizen Comment

**G. ADJOURNMENT**

1. Adjournment  
Motion to adjourn the meeting.

Posted this 22nd day of September 2025 at 11:00am

By: Octavia Pittman, City Clerk