



Finance Committee Meeting
January 11, 2016 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chair Werner called the meeting to order at 8:00 a.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman and Diane Driver
- **Aldermen Present:** Dave Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysén Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** City Engineer Jay Norco

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the December 7, 2015 meeting

Diane Driver moved to approve the December 7, 2015 minutes. Marc Sportsman seconded; motion passed 3-0.

B. Approve a maintenance agreement with Mid America Pump LLC for on-call pump maintenance and repair services

Public Works Director Alysén Abel stated the action requested was to approve a multi-year service agreement with unit prices locked for the duration of the contract. There were 15 pumps at six lift stations and the maintenance would prolong the life of the pumps. Abel said the contract would also include emergency services when needed and a service log would be provided for each pump. A bid request was released in November and three bids were received, including pricing for routine and emergency work. Abel added that staff asked for sample reports from each bidder. Staff determined that Mid America Pump LLC was the low bidder based on two realistic scenarios. City Engineer Jay Norco said he had worked with the vendor in the past and had positive comments.

Driver moved to approve a maintenance agreement with Mid-America Pump LLC for the on-call pump maintenance and repair services. Sportsman seconded; motion passed 3-0.

C. Approve Work Authorization No. 55 with North Hills Engineering for the Sanitary Sewer Repairs Phase 3 project

Public Works Director Alysén Abel stated that North Hills Engineering is the City's on-call engineering service provider. Data was accumulated by closed circuit television (CCTV) since 2007 and was used to prioritize projects. Abel added that Phase 1 was completed in 2010 and Phase 2 was approved in 2015 and was still underway. Staff was ready to proceed to Phase 3 which included design preparation, bidding and construction administration to repair sewer lines and manholes in areas downtown west of Main Street, as well as Park University, the Platte Hills Woodland View area and Hamilton Lane. Abel said the estimated cost of the project was \$290,000 and the engineering services would be completed in early 2016 while the bidding would be completed later in the year in order to get better pricing.

City Engineer Jay Norco stated that the sewer lines would be videoed when the project was completed to verify it was done properly and to create a record. He said that the project would involve detective work in the downtown area because of all the unknowns and the hope was to

avoid digging up the streets like had been done in the past. Norco added that the work could get done in 2016 but it was carried over to the 2017 Capital Improvement Program.

Driver moved to recommend the Board of Aldermen approve Work Authorization No. 55 with North Hills Engineering for the Sanitary Sewer Repairs Phase 3 project in the amount of \$30,975. Sportsman seconded; motion passed 3-0.

D. Approve Work Authorization No. 54 with North Hills Engineering for the 2016 closed circuit television and sewer cleaning project

Public Works Director Alysén Abel said that data collected since 2007 was used to prioritize sewer projects and the entire system would be reviewed every eight years. She added that the scope included data review, ratings, map updates and project management.

Driver moved to approve Work Authorization No. 54 with North Hills Engineering for the 2016 CCTV and sewer cleaning project in the amount of \$7,725. Sportsman seconded; motion passed 3-0.

4. NON-ACTION ITEMS

A. Building Maintenance Update

Assistant to the City Administrator Tim Blakeslee explained that in November 2015 staff catalogued maintenance projects at City Hall and the remaining budget capacity was used to implement some of the projects in 2015. Projects included ordering parts for broken chairs, repairing the north entryway heater, fixing the sink in the Police Department, cleaning of all the windows, heating and cooling and generator maintenance and pest control. He added that staff was working on a mat cleaning service with new logo mats. The requests for proposals that were received on January 4 for building maintenance would be reviewed by staff.

Vice Chair Sportsman asked about maintenance on the grounds of City Hall and Public Works Director Alysén Abel responded that the 2016 budget included an additional seasonal park position that would be used to take care of the property outside the building.

B. Community Assistance Fund Report

Police Chief Kevin Chrisman provided highlights from 2015, noting that Boyd McGathy was a contributor that helped with the beginning and ending balances. He said that approximately \$3,600 was spent on Shop with a Cop. The new policy helped to provide notice to more people which helped to get five online donations. Chrisman thanked the staff and elected officials that helped with the event and appreciated their cooperation and spirit. In addition, the Police Department held a breakfast for donors to the program. His staff also held a luncheon at Park Village apartments and those who could not attend were visited by the officers.

Chrisman said that next year his staff would look at a Back to School program in the fall, involvement with school lunches and a bike rodeo to distribute bicycle helmets and to teach bike safety. He added that staff would also pursue other options to give back to the community.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

City Administrator Lauren Palmer said that based on year-end reports from Platte County, the assessments for the Brush Creek Drainage and Brink Meyers Neighborhood Improvement Districts were the same as paid in 2015 from the same property owners. She also said that City Treasurer Steve Berg said that early revenues were coming in satisfactorily and the interfund loan transfer from the Emergency Reserve Fund had been repaid.

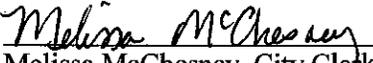
Palmer said that the Main Street Parkville Association (MSPA) returned the check for the City's share of the People Energizing Places grant from the Missouri Main Street Connection. She added that staff would keep it because the MSPA was optimistic that they could get the grant back.

Vice Chair Sportsman requested information on the dead tree behind the McKeon Stage and Assistant to the City Administrator said the public voted for the eagle as the design. Public Works Director Aysen Abel said staff was working on concepts with a local chainsaw artist.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:38 a.m. Sportsman seconded; motion passed 3-0.

Submitted by:


Melissa McChesney, City Clerk

February 8, 2016
Approval Date