



Finance Committee Meeting
February 8, 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, Mayor Nan Johnston, David Jones and Diane Driver
- **Aldermen Present:** Dave Rittman, Greg Plumb and Doug Wylie
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

Chair Werner welcomed the new Community Development Director Stephen Lachky.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the January 11, 2016 meeting

Diane Driver moved to approve the January 11, 2016 minutes. David Jones seconded; motion passed 4-0.

B. Approve a professional services agreement with Spark Management Consultants for assistance with the creation of the 9 Highway Community Improvement District

City Administrator Lauren Palmer stated that the Board of Aldermen approved a memorandum of understanding with QuikTrip Corporation (QT) obligating QT to participate in a Community Improvement District (CID) or Transportation Development District (TDD) including the direct competitors within 1,000 feet. Staff worked with legal counsel to draft a petition to create the 9 Highway CID to help with the improvements recommended in the Route 9 Corridor Study adopted on January 5, 2016. Palmer said that the petition would require discussions with property owners along the corridor to gauge interest and help determine the boundaries of the proposed CID. Petitions required signatures from two different groups: 50 percent of all property owners and 50 percent of assessed valuation of all the properties. Palmer added that the study prioritized segments of the corridor with the first priorities including properties from Highway 45 to Lakeview Drive.

Palmer said that neither City nor Parkville Economic Development Council staff had the capacity to meet with property owners so staff looked into hiring a consultant to help with the work. Palmer said staff approached Cook, Flatt & Strobel Engineers (CFS) and BNIM Architects who worked on the corridor study but they were unable to agree on price. Staff reached out to Robert Heacock of Spark Management because of his experience with CIDs and he was doing some economic development work in Platte City. Palmer said that after discussions with the Board on February 5 staff revisited the scope of work to address concerns raised. The consulting services would be split into three tasks: creating a marketing and communication strategy to be presented to the Board in March; meeting with small groups of critical property owners based on location and assessed valuation; and meeting with additional property owners to help finalize the boundaries. The agreement cost was itemized by task completed up to \$5,000 and the costs would be eligible for reimbursement from the CID if it was created.

The Finance Committee discussed talking points for the consultant meetings with the property owners, the timeline and the percentage of petition signatures exceeding the 50 percent required by statute which would be determined after the initial work was completed.

Driver moved to a professional services agreement with Spark Management Consultants in the amount of \$5,000, for assistance with the creation of the 9 Highway Community Improvement District. Jones seconded; motion passed 4-0.

C. Approve a work authorization with Spaces, Inc. to purchase and install two workstations at City Hall

Assistant to the City Administrator Tim Blakeslee said that staff considered three reconfiguration options for the east side of City Hall in order to have designated work space for employees. He added that the first option included the addition of two workstations and would not limit future changes in the other two options. Staff investigated other companies with the same product and Spaces, Inc. was the only local vendor and had the lowest prices.

Driver moved to approve a work authorization with Spaces, Inc. for the purchase and installation of two workstations in an amount of \$4,437.79. Jones seconded; motion passed 4-0.

D. Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for the annual clean-up events

Public Works Director Alysén Abel stated that the City had previously contracted with Damon Pursell Construction to use the property for the fall and spring clean-ups, yard waste collection events and the Northland Recycling Extravaganza. She provided an overview of the costs for 2014 and 2015, noting that in 2015 staff experimented with only holding a fall clean-up event. Staff received complaints and decided to survey residents in order to receive responses about the changes. Based on feedback, staff recommended holding both the spring and fall clean-ups for one day on April 23 and October 8. In addition, there would be two long-term collection periods for yard waste around the clean-up events. Abel added that staff was working with the Mid-America Regional Council and other communities to hold the household hazardous waste event in Platte Landing Park in the parking lot near the dog parks in conjunction with a scaled down version of the Northland Recycling Extravaganza.

Driver moved to approve the lot usage agreement with Damon Pursell Construction for the 2016 clean-up events in an estimated amount of \$4,300. Jones seconded; motion passed 4-0.

E. Approve the purchase of a 2016 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for the Public Works Department

Public Works Director Alysén Abel explained that there were nine trucks in the streets and parks fleet and the City was working on a 9-year replacement cycle. Bids were closed in January and three bids were received. Shawnee Mission Ford was the low bidder by one percent but the purchasing policy allowed purchases through local providers. Abel said that staff also researched the Missouri contracts and Kansas City Regional Cooperative but neither included the type of truck needed. She added that delivery was requested in May and a separate purchase order for snow equipment would be presented later in the year. One older truck would be rotated out of the fleet and would be auctioned in August.

Driver moved to recommend the Board of Aldermen approve the purchase of a new 2016 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for \$28,640.96; and, once the truck is fully equipped, to declare the 2003 Ford F-350 Truck and associated equipment as surplus property for auction. Jones seconded; motion passed 4-0.

F. Approve a small construction services agreement with Midwest Storm Restoration for the Train Depot roof replacement

Public Works Director Alysén Abel provided a history of repairs to the train depot, noting that in 2000 the shingles were replaced but the decking was not so staff was concerned that the entire roof decking was damaged. In 2014 in response to a complaint from a tenant, the Parks staff investigated the issue and found leaks in the ceiling. Midwest Public Risk and their claims management contractor investigated the issue and identified hail damage on the north side of the building. They agreed to cover one-half of the roof due of the hail damage and the City would be responsible to pay the deductible.

Abel said the bid package included a base bid to replace all the shingles, unit prices per square foot to replace the decking and an alternate to replace the gutters. After the bid was closed in January, seven bids were received with Cedaridge Roofing being the low bidder for the base bid only. However, based on visual observation, inspections by Community Development staff and history of repairs, staff felt at least 80 percent of the decking should be replaced and therefore Midwest Storm Restoration was the low bidder. Abel said that staff recommended replacing the gutters at a later date. Because insurance based its coverage on the low bid, it would cover \$7,216.

The Finance Committee discussed a strategy to fix other issues in the future and agreed that the entire deck and gutters should also be replaced. They requested additional information from staff regarding future costs for repairs and maintenance which would be presented to the Board on February 22.

Driver moved to recommend that the Board of Aldermen approve the small construction services agreement with Midwest Storm Restoration for the Train Depot roof replacement in an amount not to exceed \$26,125. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:28 a.m.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

February 22, 2016
Approval Date