



Finance Committee Meeting
April 11, 2016 – 8:00 a.m.
Executive Chambers – Board Room

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, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Plumb, Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysén Abel, Community Development Director Stephen Lachky, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Bob Lock, Alan Schank, Tina Welch

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the March 7, 2016 meeting

Diane Driver moved to approve the March 7, 2016 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve a financial commitment to the City of Riverside for representation of the Platte County water district in the pending Missouri-American Water Company rate case before the Missouri Public Service Commission

City Administrator Lauren Palmer explained that Missouri American Water requested a regional consolidated rate which would reduce the rate for Platte County customers by approximately 10 percent, but it was opposed by the Office of Public Counsel. The City of Riverside hired Joe Bednar as its representative and requested financial help from the City. Palmer said that staff did not make a recommendation for the amount but there was money in the legal fee budget to cover the expense. She added that Parkville residents represented almost 30 percent of customers. The Finance Committee requested that staff draft a resolution of support for Board of Aldermen approval.

Driver moved to approve a financial commitment to the City of Riverside in the amount of \$10,000 to help offset legal expenses to represent Parkville customers within the Platte County water district in the Missouri American Water Company rate case before the Missouri Public Service Commission. Sportsman seconded; motion passed 5-0.

C. Approve the purchase of a new Ford Taurus All Wheel Drive Police Interceptor Sedan vehicle from Dick Smith Ford to be used as a patrol vehicle

Police Chief Kevin Chrisman said that bid requests were sent to five dealerships and the City received three responses. The budget included \$35,000 for the purchase of the car and associated equipment. The lowest bidder was Dick Smith Ford who the City had previously purchased the Chief's car from in 2014.

Driver moved to recommend that the Board of Aldermen purchase the new Ford Taurus Police Sedan from Dick Smith Ford of Raytown, Missouri in the amount of \$27,125; and declare the 2011 Ford Crown Victoria as surplus and eligible for auction upon receipt of the new vehicle. Sportsman seconded; motion passed 5-0.

D. Approve a construction agreement with Genesis Environmental Solutions, Inc. for the construction of a storage building at the Wastewater Treatment Facility

Public Works Director Alysen Abel explained that equipment, cranes and spare pumps for the lift stations were stored outside at the treatment plant and were exposed to the elements. The bid request was released in February and three responses were received. Abel explained that the low bidder was not the recommended bidder because the bid forms, the five percent bid bond or cost to install the concrete floor were not included in the bid. The lowest qualified bidder was Genesis Environmental Solutions. Abel added that since the facility is in the floodway, a variance was required from the Board of Zoning Adjustment (BZA) which was supposed to be considered on March 22 but due to the lack of a quorum the application was moved to the April 26 meeting. Abel explained the bid was over budget but there could be additional money in the Capital Improvement Program (CIP) if the tire and rim replacement purchases were postponed until 2017. She added that the final execution would be completed after the BZA approved the variance.

Driver moved to recommend the Board of Aldermen approve the construction agreement with Genesis Environmental Solutions, LLC for the construction of the storage building at the Wastewater Treatment Facility in the amount of \$97,400, with final execution dependent on floodplain variance. Sportsman seconded; motion passed 5-0.

E. Actions related to the 2016 Street Maintenance Program

Public Works Director Alysen Abel explained that the 2016 Street Maintenance Program included curb and sidewalk, mill and overlay, crack sealing, pavement marking and microsurfacing. Staff rated the city streets based on a standard system and prioritized them based on the ratings. She added that the Finance Committee authorized staff to release the bid request on March 7. She added that salary savings from personnel vacancies could be applied to the street maintenance program to add more areas. Change orders would be presented to the Finance Committee once the savings were determined.

1. Approve a construction agreement with Julius Kaaz Construction Co., Inc. for the 2016 Curb and Sidewalk Program

Abel said that in 2016 the primary areas for the curb replacement were in the Riss Lake subdivision and the Kelly industrial park and the sidewalk would be replaced along the Fourth Street frontage in front of Meyers Funeral Home. Abel added that the bid opening was held on March 29 and six bids were received. The 2016 CIP included \$100,000 and budget savings in the General Fund would help cover the additional cost.

Further discussion focused on fixing sidewalks covered by the homeowners' association and City Administrator Lauren Palmer responded that the City's policy was to repair those areas but they would be prioritized like the other areas. The Committee also discussed other cities that required the property owner to maintain the sidewalk on their property and Palmer said staff could look into it and discuss it during a work session. David Jones added that some cities share the cost with property owners.

Driver moved to recommend the Board of Aldermen approve the construction agreement with Julius Kaaz Construction Co., Inc. for the 2016 Curb and Sidewalk Program in the amount of \$103,924. Sportsman seconded; motion passed 5-0.

2. Approve a construction agreement with Tandem Paving Company, Inc. for the 2016 Mill and Overlay Program

Public Works Director Alysen Abel explained that staff identified areas in the Riss Lake subdivision, the Kelly industrial park, a section along Crooked Road, Main Street from 7th to 2nd street, Mill Street and Brink Myer Road. The bid opening was held on March 29 and nine bids were received. Abel added that the asphalt program included milling and microsurfacing and additional personnel savings could be used for additional areas. Vice Chair Sportsman

recommended that staff speak with the property owners in the Kelly industrial park about contacting the vendor to do additional work on private property while on-site.

Driver moved to recommend the Board of Aldermen approve a construction agreement with Tandem Paving Company, Inc. for the 2016 Mill and Overlay Program in the amount of \$206,165. Sportsman seconded; motion passed 5-0.

3. Approve a construction agreement with Vance Brothers, Inc. for the 2016 Microsurfacing Program

Public Works Director Alysén Abel stated that the program was new for 2016 and could be used in future years as well if it was successful. She explained that microsurfacing was a thin layer of asphalt that was beneficial for the roads with a good foundation and would prolong the life of the road. The areas for the program included Main Street areas downtown and Waters Edge, which had an escrow agreement that would be extended for the 2016 program. The bid opening was held on March 29 and two bids were received. Abel added that the remaining funds from the mill and overlay program and the escrow agreement would cover the contract amount.

Driver moved to recommend the Board of Aldermen approve a construction agreement with Vance Brothers, Inc. for the 2016 Microsurfacing Program in an amount of \$18,648. Sportsman seconded; motion passed 5-0.

F. Approve a small construction services agreement with Madget Demolition, Inc. for the demolition of the single-family house located at 6201 MO-9 Hwy

Public Works Director Alysén Abel stated that in 1995 the City accepted the property adjacent to the Pincrest subdivision as parkland. Previous development applications included demolition of the house. Abel said that \$15,000 was included in the 2016 budget for the City to demolish the structure. The bid opening was held on March 31 and four responses were received. She added that the low bidder did not acknowledge Addendum No. 1 and several of the elements could have resulted in a higher bid. The bid documents required acknowledgement of all the addendums and staff therefore recommended the second lowest bidder.

Abel said that the developer of the adjacent property previously committed to demolishing the house but development had not occurred. The City would request reimbursement from the developer for the cost once the adjacent property was developed.

The Finance Committee discussed how the City addressed dead trees on private property. City Administrator Lauren Palmer said the Parkville Municipal Code addressed dead or diseased trees that constituted a hazard to life and property or trees that affected the surrounding trees.

Driver moved to approve the construction agreement with Madget Demolition, Inc. for the demolition of the single-family house located at 6201 MO-9 Hwy in the amount of \$9,800. Sportsman seconded; motion passed 5-0.

G. Approve a work authorization with GS Structural for the structural improvements related to the parks building façade project

Public Works Director Alysén Abel explained that in 2013 the City approved an agreement with Pyramid Construction for improvements to the parks building, including exterior improvements. Issues over the years included staff transitions, difficulty working with the contract and design flaws. The City's inspector identified electrical and structural issues. Staff worked with the contractor over the past year and some of the issues were fixed but some were still outstanding. Abel said that staff made numerous attempts to contact the contractor that were unsuccessful so a letter of termination was mailed to them on March 14. The remaining balance for the project would be used to cover the unfinished work.

Abel said the work authorization would address the building code issues with the structural beams. Also, the electrical service required modification to bring it to code. Staff contacted three companies for quotes for the structural work and received one response. For the electrical work, a

design engineer completed plans that were approved by the City Administrator. The electrical work was estimated around \$10,000 but was not included in the 2016 budget.

Abel provided an overview of the budget for the façade improvements, noting that the original budget was \$75,000 funded by the Projects Fund and the Sewer Fund. Because the original contract was over budget, the Board of Aldermen authorized additional funds from the Parks Donation Fund. Abel added that two change orders were approved for a revised contract amount of \$80,104. Staff recommended transferring money from the General Fund and using the savings from the Route 9 house demolition to cover the cost for the structural work. City Administrator Lauren Palmer said it was important to bring the building up to code.

The Finance Committee discussed the transfer of funds to cover the overage and the cost for the electrical work. Chair Werner recommended using the General Fund instead and leaving the Parks Donations Fund for visible park-related items. The consensus of the Finance Committee was to complete the electrical work sooner rather than later.

Driver moved to approve the work authorization for GS Structural for the structural improvements to the Parks Headquarters building in the amount of \$3,820; and authorize a transfer of \$1,541 from the General Fund to the Projects Fund for the purchase. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Parkville Recycling Extravaganza

Public Works Director Alysén Abel said that the event would be held on May 21 in Platte Landing Park in conjunction with the Mid-America Regional Council Household Hazardous Waste event. She explained that in prior years the City participated in the Northland Recycling Extravaganza in partnership with Riverside and North Kansas City. Riverside did not want to be involved so the City planned to hold its own recycling event. Abel requested guidance from the Committee about limiting the event to Parkville residents. She added that staff would need to check residency and the City would be charged for tire recycling and paper shredding. The cost in 2015 was \$1,400.

David Jones left the meeting at 9:28 a.m.

The consensus of the Finance Committee was to discuss the item at the Board of Aldermen meeting on April 19.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:30 a.m.

Submitted by:


Melissa McChesney
City Clerk

April 25, 2016
Approval Date