



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

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Mayor Nan Johnston and Diane Driver
- **Other members present:** Jim Werner
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen 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

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the June 27, 2016, meeting

Diane Driver moved to approve the June 27, 2016, minutes. Dave Rittman seconded; motion passed 4-0.

B. Approve a maintenance agreement with Lippert Mechanical for annual HVAC maintenance and on-call repair services

Assistant to the City Administrator Tim Blakeslee stated that the agreement covered seven HVAC items that required proper maintenance to prolong the life of the equipment and to remain functional. Blakeslee explained that since the last contract expired in 2013 regular maintenance was not regularly performed which contributed to recent issues with the system. A request for proposals was released in May and one proposal was received. The on-call rate of the proposal was less than comparable rate in the prior contract. He added that the Committee could approve a quarterly or bi-annual maintenance option but based on the age of the equipment and recent care staff recommended quarterly maintenance. Blakeslee noted that even though the cost was over budget staff anticipated savings in other budget line items.

Driver moved to approve a maintenance agreement with Lippert Mechanical for annual HVAC maintenance and on-call repair services for a base amount of \$2,533.32. Rittman seconded; motion passed 4-0.

C. Approve the purchase of a new John Deere X570 tractor for the Nature Sanctuary

Assistant to the City Administrator Tim Blakeslee stated that the Nature Sanctuary budgeted for the replacement of the garden tractor that was over 20 years old. A bid opening was held in June and one bid was received that was \$1,200 over budget. At the June 27, 2016 meeting the Finance Committee directed staff to research what was needed and after internal discussion it was determined that there was a need for a mower deck, which was included in the original bid that was over budget. Blakeslee noted that staff researched options and found two models that met the specifications needed and that were available locally. The John Deere tractor had better reviews, was more reliable and had a four year bumper-to-bumper warranty.

Blakeslee said that the Parkville Rotary Club offered to donate the \$1,200 to cover the overage. Members of the Committee shared their concerns about setting a precedent and relying on donations for budgeted equipment. Dave Rittman explained that he had a conflict of interest

because he was a member of the Parkville Rotary and noted that the Rotary was looking for projects and he thought a donation to cover the overage would help the Nature Sanctuary purchase what it needed.

Further discussion focused on the limitations of the City's purchasing policy for receiving additional bids for purchases because of all of the paperwork involved. City Administrator Lauren Palmer responded that staff would recommend modifications to the purchasing policy at the next Finance Committee meeting.

Driver moved to approve the purchase of a new John Deere X570 Tractor from Heritage Tractor in the amount of \$4,900 and accept a \$1,200 donation from the Parkville Rotary Club toward the purchase. Mayor Johnston seconded; motion passed 3-0-1 (Rittman abstained).

D. Approve a maintenance agreement with Arbor Masters for tree trimming on-call services

Public Works Director Alysen Abel said that in 2015 the Board approved the first contract for on-call tree trimming services with Urban Tree Specialists for the period of one year. Because the contract was set to expire, staff released a bid request that requested unit prices based on the diameter of the tree, labor and equipment. A bid opening was held in June and three responses were received. In order to determine the low bidder, staff created a hypothetical scenario based on past work. The lowest non-emergency bidder was Arbor Masters while the low bidder for emergency work was Custom Tree Care. Abel added that since the contract was approved, over 84 percent of the tree trimming and removal work done for the City was non-emergency and therefore staff recommended an agreement with Arbor Masters for a one-year term with the option to renew for one additional year.

Driver moved to recommend that the Board of Aldermen approve a one-year maintenance agreement with an optional one-year renewal with Arbor Masters for tree trimming on-call services, with the unit prices listed in the agreement. Johnston seconded; motion passed 4-0.

E. Approve a construction services agreement with Merrill Industrial Electric for electrical improvements at the Parks headquarters

Public Works Director Alysen Abel provided a history of improvements to the Parks headquarters building and noted a complete punch list of outstanding repairs was included in the agenda packet. Staff was unable to contact the previous contractor over the last year so the remaining work was not completed. A termination letter was issued on March 14, 2016 and the remaining contract balance is being retained.

Abel explained there were two issues that remained from the original contract: improvements to the structural beams and modifications to the electrical service to bring it up to code. In April 2016 the Committee approved a work authorization with GS Structural for the beams. In regards to the electrical service, a bid opening was held in June and five responses were received. Abel noted that the boring and trenching work could be done in-house by the Public Works staff, so it was removed from the base bid and included as an alternate. She also added that the work was not included in the 2016 budget but the City received a \$16,345.19 reimbursement from the Federal Emergency Management Agency (FEMA) for the storm damage in 2015 that could be used to cover the cost.

Driver moved to approve a construction services agreement with Merrill Industrial Electric for the electrical improvements to the Parks headquarters building in the amount of \$5,975. Rittman seconded; motion passed 4-0.

F. Approve Change Order No. 5 with Insituform Technologies for the cured-in-place lining work for the Sanitary Sewer Phase 3 repairs

Public Works Director Alysen Abel provided a history of the closed circuit television (CCTV) work done since 2007. She noted that in June 2015 the Board of Aldermen approved a contract with Insituform and the Phase 2 improvements were contracted and designed. Phase 3 included

cured-in-place pipe (CIPP) and manhole repairs. The work for the change order was only for the CIPP repairs, the manhole repairs would be bid out in the fall. Abel added that staff found slight differences in the pipe sizes as compared to the 2007 CCTV and based on the new sizes Insituform needed to be reimbursed for the actual work that was done. Staff would add more contingency in the future to cover any differences in pipe sizes.

Discussion focused on the Sewer Fund Reserve amount and when a budget amendment would be needed. City Administrator Lauren Palmer responded that staff preferred to wait to amend the budget later in the year so it would be clearer as to what was needed or not needed. She added that the auditors did not have a preference as long as the overages were addressed and peer communities had various processes.

Driver moved to approve Change Order No. 5 with Insituform Technologies for the Sanitary Sewer Phase 3 repairs in the amount of \$9,400, using reserves in the Sewer Fund to pay for the overage and preserve the full scope of the manhole project. Rittman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. 2017 Budget Calendar

City Administrator Lauren Palmer explained that the 2017 budget process was similar to what was done in the past with four work sessions. She added that staff would start working on the budget sheets and the property tax levy would be approved one week earlier at the August 16 Board of Aldermen meeting. Dave Rittman shared his concern with the work session scheduled on November 1 and Palmer said that she would present November 8 as an option and get feedback from the rest of the Board.

5. OTHER BUSINESS

The Committee discussed the River Hills sinkhole and Abel responded that the issue was fixed and caulking was placed in the pipe. Staff also found a small gap in the pipe and sealed it too. They also discussed the asphalt work on Vista Circle which would be completed after Platte County finished the bridge work on Crooked Road and it was resurfaced. In addition, a pre-proposal conference would be held on July 20 regarding the neighborhood improvement district request for proposals (RFP). The Parkville Economic Development Council will also provide feedback on the RFPs.

6. ADJOURNMENT

Chair Sportsman declared the meeting adjourned at 8:58 a.m.

Submitted by:


Melissa McChesney
City Clerk

July 25, 2016
Approval Date