



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

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 8:03 a.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Nan Johnston, Diane Driver and Robert Lock
- **Other Aldermen Present:** Jim Werner
- **City Staff Present:** City Administrator Lauren Palmer, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, Police Captain Jon Jordan, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Jay Norco, North Hills Engineering

2. FINANCIAL UPDATES

3. CONSENT ITEMS

- A. **Approve the minutes from the July 25, 2016 meeting**
- B. **Authorize the transfer of funds from the Emergency Reserve Fund to the Brink Meyer Debt Service Fund sufficient to cover the payment of bond interest and fees due on September 1, 2016**
- C. **Approve a construction agreement with Foley Company for the clarifier floor replacement at the Wastewater Treatment Facility**

Diane Driver moved to approve the consent agenda as presented. Nan Johnston seconded; motion passed 4-0.

4. ACTION ITEMS

- A. **Approve the 2016 property tax levy for Fiscal Year 2017**

City Treasurer Steve Berg stated that staff received the annual pro forma calculations from the Missouri Auditor in August to continue or decrease the current general temp levy rate and noted that the City had the option to increase the temp levy in even-numbered years. The valuations increased substantially over the past year and the general property tax increased by approximately \$28,000. Berg presented two proposals for the general temp levy which included a slightly reduced level or an increase assuming that all assessments on the neighborhood improvement districts (NID) remained the same. He added that the City would be drawing down the Emergency Reserve fund over the next eight years to cover the NID assessments.

Berg explained that an increase in the temp levy would reduce the amount of the total tax levy. The impact to a homeowner with a home value of \$210,000 would be under two dollars.

City Administrator Lauren Palmer recommended increasing the temp levy which would reduce the total tax levy in 2017. The temp levy would need to be renewed in 2025 when it expired. Palmer added that the increase would return the temp levy to the same level it was in 2012.

Driver moved to recommend that the Board of Aldermen adopt an ordinance to set the 2016 General Tax Levy at \$0.4701 per \$100.00 of assessed valuation and the General-Temp Levy at \$0.1777 per \$100.00 of assessed valuation. Robert Lock seconded; motion passed 4-0.

- B. **Provide direction regarding improvements to the Route 9 downtown markers**

City Administrator Lauren Palmer explained that at the July 25 meeting the Finance Committee discussed options to approve the appearance of the lettering on the stone pillars at the entrance to downtown Parkville. The Committee recommended Option 3 contingent on the receipt of additional money from the donors to cover the cost. Palmer said she approached each of the five donors and there was not a good indication of support so she requested additional direction from the Committee.

Palmer asked for direction regarding other options that would be supported if the donor funding did not come through. She noted that Public Works Director Alysén Abel was approached by Alliance Water Resources who said they would be willing to donate money. Palmer also sought direction on whether or not the City would accept donations from a vendor contracted by the City or other groups who were not part of the five original donors. Palmer said she would contact the donors to verify black lettering was acceptable for the markers.

Driver moved to authorize the City Administrator to amend Change Order No. 1 with Gunter Construction for the option 1 improvements to the Route 9 downtown markers in the amount of \$1,466 pending approval from each of the donors. Lock seconded; motion passed 4-0.

C. Approve the purchase of a new 2016 Ford Focus SE sedan from Shawnee Mission Ford to be used as be used as a Community Development Department and citywide vehicle

Community Development Director Stephen Lachky explained that the City's Ford Taurus, used for Community Development and as a general staff vehicle, had some maintenance issues and needed to be replaced. In order to receive a wider range of vehicle options, the bid document included generic specifications instead of specific that had been used in the past. Staff sent an e-mail to the vendors who were contacted in 2015 for the purchase of the Ford Escape for Community Development. A bid opening was held in July and only one bid was received but it was invalid because it was received after the deadline. Lachky noted that staff reviewed the Kansas City Regional Cooperative Purchasing Cooperative and statewide purchasing contracts and determined the low bid was from Shawnee Mission Ford. The remaining budget would be used for optional additions, which staff determined should include weather-tech floor mats, rust proof undercoating and a cold weather package. Staff recommended the purchase of a 2016 Ford Focus with the additional features.

The Committee debated whether it preferred to use a Missouri vendor instead of an out-of-state vendor. Because the cost was similar the consensus was to purchase from the Missouri vendor, which was Joe Machens Ford.

Driver moved to recommend that the Board of Aldermen approve the purchase of a new 2016 Ford Focus SE sedan Joe Machens Ford in the amount of \$15,689 plus \$1,489 for additional features for a total amount of \$16,724 plus the delivery fee unless staff could negotiate its removal; and declare the 2004 Ford Taurus as surplus and eligible for auction upon execution of the purchase order. Lock seconded; motion passed 4-0.

D. Approve a work authorization with Mid-America Pump for the mixer repair at the Wastewater Treatment Facility

City Engineer Jay Norco stated that the mixer was seven years old and would require disassembly. He added that the amount requested was not guaranteed and staff could authorize additional funds if the cost did not exceed \$2,500. The building maintenance budget did not have any remaining funds available to cover the cost but savings from the replacement of the clarifier floor could cover the expense.

Driver moved to approve a work authorization with Mid-America Pump for the mixer repair at the Wastewater Treatment Facility in the estimated amount of \$5,933.96. Lock seconded; motion passed 4-0.

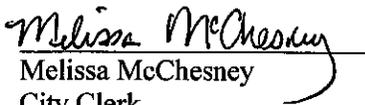
5. NON-ACTION ITEMS

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman declared the meeting adjourned at 8:44 a.m.

Submitted by:


Melissa McChesney
City Clerk

August 29, 2016
Approval Date