



Finance Committee Meeting
August 29, 2016 – 8:00 a.m.
Executive Chambers – Board Room

Minutes

1. CALL TO ORDER

Vice Chair Rittman called the meeting to order at 8:02 a.m. A quorum was present.

- **Members Present:** Vice Chair Dave Rittman, Nan Johnston, Diane Driver and Robert Lock
- **Other Aldermen Present:** Jim Werner and Greg Plumb
- **City Staff Present:** City Administrator Lauren Palmer, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, Police Chief Kevin L. Chrisman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. CONSENT ITEMS

- A. Approve the minutes from the August 8, 2016, meeting
- B. Approve the Semi-Annual Financial Report for the first half of 2016 and direct City Administration to publish
- C. Declare the 1997 Jeep Cherokee as surplus equipment and auction it through KCI Auto Auction
- D. Approve a construction agreement with Twin Traffic Marking Corp. for the 2016 Pavement Marking Program
- E. Approve an increase in expenditure authority for Cunningham, Vogel & Rost, P.C. for special legal counsel services related to telecommunications and cell phone towers

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

4. ACTION ITEMS

- A. Amend the professional services agreement with the Platte County Citizen for newsletter creation, publishing and mailing services

City Clerk Melissa McChesney stated that the Board of Aldermen approved a contract with the Platte County Citizen in September 2015 for the fall newsletter which was renewed for one year through December 31, 2015. As part of the agreement, the newsletter would be supported entirely by advertisements. Citizen staff approached the City and requested help to cover postage because it had trouble receiving money from a few of the advertisers for the past newsletters. McChesney stated that, due to the late notice and additional burden, staff recommended covering a portion of the postage.

The Committee discussed the importance of the newsletter and other options for publication, including checking with the organization that did the Riss Lake Magazine; staff noted that that the organization required a monetary advertising guarantee. Discussion focused on the collection of payments by the Citizen and how it should be changed in the future to prevent non-payment of invoices. Alderman Lock noted that the Platte County Citizen signed a contract and the City should not have to make a concession on their behalf.

Driver moved to amend the professional services agreement with The Platte County Citizen for newsletter creation, publishing, and mailing services and authorize the expenditure of up to the total cost of postage if needed to cover a portion of the postage for the fall 2016 newsletter. Nan Johnston seconded; motion passed 3-1 (Lock opposed).

B. Approve the selection of Nationwide Payment Solutions/Municipay to provide credit and debit card processing for City Hall and the Parkville Municipal Court

Assistant to the City Administrator Tim Blakeslee stated that the City started accepting credit and debit card payments in 2014 for administrative fees and sewer payments, and had previously for court payments. The City was charged processing fees and collected a convenience fee for administrative purchases. Blakeslee added that over the years fees were added and rates grew and quality customer service through TSYS declined, which led staff to determine a vendor change was warranted. The recommended vendor provided lower effective rates, estimated at \$2,200 per year for processing, the payment gateway was easier to use, the convenience fee model was simplified – the current tiered structure would change to a \$3.00 fee or 2.45 percent, whichever was higher, – security reporting would no longer be the City’s responsibility and the vendor was preparing for the EMV chip switch in the future. Blakeslee noted that staff looked into other options but they were more limited than the current vendor.

Driver moved to recommend that the Board of Alderman approve the selection of Nationwide Payment Solutions/Municipay to provide credit and debit card processing for City Hall and the Parkville Municipal Court and approve a resolution revising credit card convenience fees in the Schedule of Fees. Lock seconded; motion passed 4-0.

C. Approve a professional services agreement with TekCollect for a pilot project to collect delinquent account balances owed by sewer customers

Finance/Human Resources Director Matthew Chapman said that in November 2012 the City took over sewer billing and collection and a significant portion of the billing clerk’s time was dedicated to collecting from customers with past due accounts. He added that a portion of the past due accounts were still collectible but staff had exhausted all its resources. A portion of the delinquent accounts would be assigned to a sewer collection company and staff identified 38 accounts that were ready to be submitted. The agreement would be for a six month trial period and staff would evaluate if it was providing a value to the City. If the consensus was to continue staff would commence with a request for proposals to help competitively choose an agency to collect delinquent sewer account balances.

Driver moved to recommend that the Board of Aldermen approve a professional services agreement with TekCollect for the collection of delinquent sewer account funds due. Lock seconded; motion passed 4-0.

D. Approve Work Authorization No. 1 with Arbor Masters for tree trimming in the Parkville Nature Sanctuary and Sullivan Nature Sanctuary

Assistant to the City Administrator Tim Blakeslee stated that staff identified several hazardous trees in the Parkville Nature Sanctuary and Sullivan Nature Sanctuary that were split into two priority categories. The first priority, totaling \$2,640, identified the hazards that needed to be removed immediately and the second priority, totaling \$1,120, identified future hazards that needed to be removed in six months to one year. Blakeslee added that there was room in the budget to also remove the second priority trees. The Finance Committee had a discussion about whether to approve one priority or both priorities.

Driver moved to approve Work Authorization No. 1 with Arbor Masters for tree trimming in the Parkville Nature Sanctuary and Sullivan Nature Sanctuary for priority 1 and priority 2 trees in the amount of \$3,760. Lock seconded; motion passed 4-0.

E. Items related to the English Landing Restroom Rehabilitation

- 1. Approve a construction agreement with Across the Board Contracting, LLC for carpentry work**
- 2. Approve a construction agreement with Full Nelson Plumbing, Inc. for plumbing work**

3. Approve a construction agreement with Action Concrete Const. for site construction work

Assistant to the City Administrator Tim Blakeslee explained that the bids submitted in 2015 for the restroom project were over budget and the Board approved moving forward with a rehabilitation of the restrooms in a tiered plan. Only one of the bids received for the rehabilitation project met the specifications in the bid documents and the Finance Committee approved an agreement for electrical work with Merrill Industrial Electric. The Board authorized staff to obtain three quotes for the remaining work that included plumbing, carpentry and site construction. The total cost of the rehabilitation project, including electrical, was \$48,420.52 which was within the estimate for the first tier of work.

Driver moved to recommend that the Board of Aldermen approve a construction agreement with Across the Board Contracting, LLC in the amount of \$19,189.92 for the carpentry work and Tnemec flooring installation and approve a construction agreement with Full Nelson Plumbing in the amount of \$19,800.60 for the plumbing work and installation of the ADA drinking fountain with a dog bowl; and approve a construction agreement with Action Concrete in the amount of \$7,480 for site construction work for the English Landing Restroom rehabilitation. Lock seconded; motions passed 4-0.

F. Approve Work Authorization No. 62 with North Hills Engineering for evaluation and mapping of the City's sanitary sewer system

City Administrator Lauren Palmer said that the maps used to locate sewers were completed in 2006 and needed to be updated. She noted that the City did not have its own geographic information system (GIS) so staff relied on Platte County and the Mid-America Regional Council for the underlying data layers. Palmer said that Community Development Director Stephen Lachky reached out to a partner to evaluate options. The work authorization would update the hard copy maps and the information could be imported into a future GIS system. Greg Plumb recommended contacting Park University.

Driver moved to approve Work Authorization No. 62 with North Hills Engineering for sewer evaluation and mapping in the amount of \$6,450. Lock seconded; motion passed 4-0.

G. Approve a work authorization with Blue Valley Laboratories for the repair of the aerator in the Parkville Athletic Complex retention pond

City Administrator Lauren Palmer explained that the work authorization was related to dredging the retention pond behind the Parkville Athletic Complex. The City partnered with QuikTrip for a maintenance project to serve the additional drainage needs and the City would provide maintenance. Palmer said that the aerator in the retention pond needed to be replaced and the process was more complex than City staff could handle. Staff had a hard time obtaining three quotes because only one contractor was able to do the work. The cost included labor and a new screen.

Driver moved to approve a work authorization with Blue Valley Laboratories for the installation of the aerator in the Parkville Athletic Complex pond in the amount of \$2,635. Lock seconded; motion passed 4-0.

5. NON-ACTION ITEMS

A. Quarterly Projects Update

City Administrator Lauren Palmer stated that the parks building façade project was the only remaining project from prior years and was close to being finished.

B. NID Financing Strategy and 2017 Budget Preview

City Administrator Lauren Palmer said the strategy preview was the foundation for starting the 2017 budget and would be covered during the work sessions in October and November. The first chart was discussed in 2015 and provided a game plan to cover the delinquencies and

demonstrated to the community that there was a financing strategy in place. The charts were based on the assumption that the assessments received would remain the same in future years, savings that were captured in the 2006 Certificates of Participation refunding that occurred in 2015, and the temporary levy being renewed when it expired in 2025.

Palmer noted that the chart presented in 2015 regarding the Emergency Reserve Fund showed a balance of close to zero but an error was fixed in the chart presented. The General Fund shows a deficit in 2020; however, staff was working to refine the numbers for the 2017 budget. She added that the chart for Route 9 was provided for clarity to show that there would be capacity from the community improvement district sales tax money to cover the City's portion of the improvements.

Robert Lock left the meeting at 9:13 a.m.

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:14 a.m. Johnston seconded; motion passed 3-0. Vice Chair Rittman declared the meeting adjourned at 9:14 a.m.

Submitted by:


Melissa McChesney
City Clerk

September 12, 2016
Approval Date