



**Finance Committee Meeting**  
**October 10, 2016**  
Executive Chambers – Board Room

**Minutes**

**1. CALL TO ORDER**

Chair Sportsman called the meeting to order at 8:08 a.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston, Diane Driver and Robert Lock
- **Other Aldermen Present:** Tina Welch, 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, Public Works Director Alysén Abel, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Jay Norco, North Hills Engineering; Richard Wilson Alliance Water Resources

**2. FINANCIAL UPDATES**

**3. CONSENT ITEMS**

- A. Approve the minutes from the September 12, 2016, meeting
- B. Approve a purchase order with Dale Brothers, Inc. for salt and sand materials for the 2016/2017 winter season
- C. Approve the purchase of hydrogen sulfide odor control chemicals from Brenntag for the sanitary sewer lines in the Riss Lake subdivision

Driver moved to approve the consent agenda, as presented Rittman seconded; motion passed 5-0.

**4. ACTION ITEMS**

- A. Approve the reinvestment of funds from two matured CDs in the Debt Service Reserve Funds of the Brush Creek Drainage Area Neighborhood Improvement District (Fund No. 23) and the Brink Meyer Road Neighborhood Improvement District (Fund No. 24)

Finance/Human Resources Director Matthew Chapman stated the Debt Service Reserve Funds (DSRF) were held by BOK Financial as the banking agent for the 2014 Neighborhood Improvement District (NID) bonds for the Brush Creek and Brink Meyer projects. Each of the issues included a reserve fund which would be used to fund part of the final payment in 2034. The City had options of using CDs at the bank or investing the funds in brokered CDs, which typically offered substantially better interest rates than those offered by BOK Financial or other local banks. Two CDs matured with amounts of \$130,000 (Brush Creek) and \$95,000 (Brink Meyer). Staff recommended that the Finance Committee approve the reinvestment of funds from the two brokered CDs for a three-year term for each in order to provide the highest income available for intermediate term CDs at rates significantly above rates that were paid on the matured CDs. The three-year term was also consistent with the City's strategy of laddering the investments within the debt service funds so that approximately one-third of each fund matured each year.

**Driver moved to recommend the Board of Aldermen grant the Finance/Human Resources Director authority to reinvest \$130,000 of the Debt Service Reserve Fund for the Brush Creek Drainage Area Neighborhood Improvement District and \$95,000 of the Debt Service**

**Reserve Fund for the Brink Meyer Road Neighborhood Improvement District into brokered CDs having a 3-year term. Rittman seconded; motion passed 5-0.**

**B. Approve the purchase of a new RD8100 PDLG Locator Kit from Subsurface Solutions for Missouri One-Call requests for utility line locating sewer infrastructure**

Community Development Director Stephen Lachky stated that the equipment is used to locate sanitary sewer and stormwater lines. The current equipment was 15 years old and did not pick up any tracer lines. Staff looked into equipment with radio detection, a stronger antenna for better accuracy and with built-in GPS. The purchase was budgeted at \$5,000, but the proposed cost was \$6,396. Staff noted there were additional savings from the Route 9 house demolition and the vehicle purchase to cover the additional cost.

Dave Rittman left the meeting at 8:17 a.m.

**Driver moved to approve the purchase of RD8100 PDLG Locator Kit equipment from Subsurface Solutions in the amount of \$6,396. Lock seconded; motion passed 4-0.**

**C. Approve Work Authorization No. 68 with North Hills Engineering for the design of the Wastewater Treatment Facility Headworks Screen Reconstruction**

Public Works Director Alysén Abel said that the original screen was installed in 2004 and ran continuously to handle grit and debris, but needed to be rebuilt or replaced. Due to the cost to replace the screen, staff recommended rebuilding it. The work authorization was for design, plan preparation, bid documents and construction administration and was within the anticipated budget.

Rittman rejoined the meeting at 8:27 a.m.

City Engineer Jay Norco said that the cost savings came from not replacing the frame but instead the rotating stainless steel teeth. He added that if the City purchased a new screen it would need to be rebuilt in 10 to 12 years. The replacement would take approximately two weeks.

**Driver moved to approve Work Authorization No. 68 with North Hills Engineering for the design and project management of the Wastewater Treatment Facility headworks screen reconstruction in the amount of \$3,000. Rittman seconded; motion passed 5-0.**

**D. Approve Work Authorization No. 67 with North Hills Engineering for design of the Riverchase sewer repair**

Public Works Director Alysén Abel explained that the existing force main sewer on Route 9 had several blockages over the years and staff was made aware of an issue at 4906 Riverchase Lane in March 2015. The majority of the issues were believed to be caused by the installation of a substandard pump, so staff contacted the property owners and recommended they replace the pump. In late September the homeowners notified City staff that the pump had failed. Abel noted that a partial blockage or high pressure in the main could have caused the issue. The project would include replacement of the line. Construction of the project was included in the 2017 Capital Improvement Program and staff requested that the design occur in 2016 because there was capacity in the Sewer Fund to cover the expense.

City Engineer Jay Norco said the line was installed in the mid-1980s and was originally connected to the Kansas City sewer system. Over the years there were point repairs and he wondered about the quality of the pipe that was installed by the contractor. He noted the project was the next logical step in renewal of the system.

Greg Plumb recommended that staff ask Missouri American Water to provide notification of new water customers to the City so the City could add the customer to the City's sewer billing system. City Administrator Lauren Palmer said staff had previously requested the information but was not successful. Chair Sportsman recommended that staff contact the Riss Lake Homeowners' Association to include a reminder in its newsletter.

**Driver moved to approve Work Authorization No. 67 with North Hills Engineering for the design and project management of the Riverchase sewer repair in the amount of \$6,525. Rittman seconded; motion passed 5-0.**

**5. NON-ACTION ITEMS**

**A. Health Insurance Renewal Update**

City Administrator Lauren Palmer said that staff was working through the process and met the prior week with the broker, but the process was taking longer than anticipated. She noted that the City had a good renewal option with Blue Cross Blue Shield and staff was waiting on two additional quotes. The agenda item would be presented to the Finance Committee on October 24 and the Board of Aldermen on November 1. She added that in 2015 the Board of Aldermen directed staff to complete a competitive process for health insurance in 2016.

**B. Downtown Entryway Markers Update**

Public Works Director Alysén Abel said that staff was working with Acme Sign, a subcontractor of Gunter Construction on the Route 9 Downtown Entryway Beautification Project. Staff was working on a work authorization to install a blue background behind the silver letters on the downtown markers and installation was anticipated by November 1. The Finance Committee discussed maintenance of the ground around the large entryway sign and Abel noted that Park University was responsible for the mowing and maintenance.

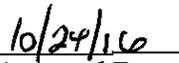
**6. OTHER BUSINESS**

**7. ADJOURNMENT**

**Driver moved to adjourn the meeting at 9:12 a.m. Lock seconded; motion passed 5-0.**

Submitted by:

  
Melissa McChesney  
City Clerk

  
Approval Date