



Finance Committee Meeting
December 7, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

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, Mayor Nan Johnston, David Jones and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Public Works Director Alysén Abel, 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 November 23, 2015 meeting

Diane Driver moved to approve the November 23, 2015 minutes. David Jones seconded; motion passed 4-0.

B. Authorize city staff to issue a Request for Proposals to create a long-range facility maintenance plan for Parkville City Hall

Assistant to the City Administrator Tim Blakeslee stated the Board of Aldermen held a strategic planning session in July and the Request for Proposals (RFP) was a response to a critical success factor in the strategic plan for 2016. The RFP requested that proposals include an assessment of City Hall and development of a maintenance plan with short- and long-term schedules. Blakeslee said the plan would help staff budget for future repairs to help prolong the infrastructure and fix unknown issues. Staff researched other communities and similar plans ranged from \$5,000 to \$10,000.

Driver moved to authorize city staff to issue a Request for Proposals for a long-range facility maintenance plan. Jones seconded; motion passed 4-0.

C. Approve a supplemental agreement for 2016 with Alliance Water Resources for the continued management, operation, and maintenance of the City's wastewater treatment and collection system

Public Works Director Alysén Abel explained that the City had a contract with Alliance Water Resources since 2002 with an initial three-year term that renewed annually thereafter. Alliance proposed a 2.9 percent increase from 2015. Abel said the increase was based on the Consumer Price Index and reflected increases in wages, insurance, supplies and materials. Alliance proposed a five-year contract that would also cover the storm sewer and sanitary sewer utility One Call services, which was currently being done by the Community Development Department. Abel recommended that staff review the services for one year in order to learn the new requirements for One Call services before approving a five-year contract.

Driver moved to recommend that the Board of Aldermen approve the supplemental agreement to the contract with Alliance Water Resources for management, operation, and maintenance of the City's wastewater collection system and treatment plant in 2016 in the amount of \$290,483. Jones seconded; motion passed 4-0.

D. Approve Work Authorization No. 5 with Urban Tree Specialists for tree removal and pruning in the Sullivan Nature Sanctuary

Public Works Director Alysén Abel stated that the City was awarded a Tree Resource Improvement and Maintenance (TRIM) grant from the Missouri Department of Conservation for \$7,425. Abel said that Urban Tree Specialists had an on-call services contract and prepared an estimate to remove and trim trees in the Sullivan Nature Sanctuary that were damaged in the 2011 flood. Funding for the local match included \$500 from the Nature Sanctuary budget but staff was looking at options for the remaining funds. The consensus of the Finance Committee was to use the remaining funds in the Nature Sanctuary Donation Fund.

Driver moved to approve Work Authorization No. 5 with Urban Tree Specialists for tree removal and pruning in Sullivan Nature Sanctuary in the amount of \$9,900. Jones seconded; motion passed 4-0.

E. Authorize staff to negotiate and the Mayor to execute a detention maintenance agreement with QuikTrip for the PAC detention pond

Public Works Director Alysén Abel stated that the detention pond behind the Parkville Athletic Complex was constructed to detain water west of Highway 9 and the City was responsible for its maintenance. Abel added that sediment built up over time and the pond needed to be dredged. She said that an opportunity arose with the QuikTrip development because they were looking for a location to drain the water runoff from the development site. Staff reviewed the cost to modify the pond to handle the additional water. Abel noted that if the pond was graded and the outlet structure was changed, modifications would be possible and it would have adequate capacity to handle the new development. Abel said the agreement outlined each party's commitment and financial contribution. Staff reached out to Platte County to negotiate a match because the Platte County Community Center South (YMCA) caused silt to drain to the pond. Abel said the deadline to reimburse the developer was December 2017 and initial dredging would begin in the winter..

Driver moved to recommend that the Board of Aldermen authorize City staff to negotiate and the Mayor to execute the detention maintenance agreement with QuikTrip for the PAC detention pond. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Process for staff oversight on gas transactions

Public Works Director Alysén Abel explained that there were issues with gas transactions made by staff. She provided an overview of the process for each department and explained that various authorized employees in each department were given a unique identification number and they also entered the mileage at the time of the gas purchase. Abel added that the Public Works staff created a tracking system in addition to monthly reports provided by the Assistant to the City Administrator. The Finance Committee recommended that staff confirm the mileage on each vehicle once per year to verify the accuracy. David Jones requested that staff be cognizant of what work would be sacrificed when new procedures were adopted.

B. Parks tree inventory

Public Works Director Alysén Abel stated that the original inventory included trees that were larger than three inch caliper. She said that City staff, along with Urban Tree Specialists, generated a separate list that included all the trees in English Landing Park. Four trees were highlighted in the spreadsheet that would be completed in early 2016. Abel added that all the A and B level trees were taken care of.

David Jones left at 8:56

C. 2006 Certificates of Participation Refunding update

City Administrator Lauren Palmer explained that the refunding was complete and bond counsel cut their fees by 20 percent.

D. 2015 audit update

Finance/Human Resources Director Matthew Chapman explained that staff met with the new auditor about audit planning and dates for presentations to the Finance Committee and Board of Aldermen. The auditors would be on-site the following week for preliminary audit fieldwork.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Chair Werner said that Nature Sanctuary Director Bob Fluchel passed away and funeral services would be held on December 12.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:08 a.m. Chair Werner seconded; motion passed 3-0.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

January 11, 2016
Approval Date