



Finance Committee Meeting
January 11, 2016 – 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, Vice Chair Marc Sportsman and Diane Driver
- **Aldermen Present:** Dave Rittman
- **City Staff Present:** City Administrator Lauren Palmer, 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
- **Others Present:** City Engineer Jay Norco

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the December 7, 2015 meeting

Diane Driver moved to approve the December 7, 2015 minutes. Marc Sportsman seconded; motion passed 3-0.

B. Approve a maintenance agreement with Mid America Pump LLC for on-call pump maintenance and repair services

Public Works Director Alysén Abel stated the action requested was to approve a multi-year service agreement with unit prices locked for the duration of the contract. There were 15 pumps at six lift stations and the maintenance would prolong the life of the pumps. Abel said the contract would also include emergency services when needed and a service log would be provided for each pump. A bid request was released in November and three bids were received, including pricing for routine and emergency work. Abel added that staff asked for sample reports from each bidder. Staff determined that Mid America Pump LLC was the low bidder based on two realistic scenarios. City Engineer Jay Norco said he had worked with the vendor in the past and had positive comments.

Driver moved to approve a maintenance agreement with Mid-America Pump LLC for the on-call pump maintenance and repair services. Sportsman seconded; motion passed 3-0.

C. Approve Work Authorization No. 55 with North Hills Engineering for the Sanitary Sewer Repairs Phase 3 project

Public Works Director Alysén Abel stated that North Hills Engineering is the City's on-call engineering service provider. Data was accumulated by closed circuit television (CCTV) since 2007 and was used to prioritize projects. Abel added that Phase 1 was completed in 2010 and Phase 2 was approved in 2015 and was still underway. Staff was ready to proceed to Phase 3 which included design preparation, bidding and construction administration to repair sewer lines and manholes in areas downtown west of Main Street, as well as Park University, the Platte Hills Woodland View area and Hamilton Lane. Abel said the estimated cost of the project was \$290,000 and the engineering services would be completed in early 2016 while the bidding would be completed later in the year in order to get better pricing.

City Engineer Jay Norco stated that the sewer lines would be videoed when the project was completed to verify it was done properly and to create a record. He said that the project would involve detective work in the downtown area because of all the unknowns and the hope was to

avoid digging up the streets like had been done in the past. Norco added that the work could get done in 2016 but it was carried over to the 2017 Capital Improvement Program.

Driver moved to recommend the Board of Aldermen approve Work Authorization No. 55 with North Hills Engineering for the Sanitary Sewer Repairs Phase 3 project in the amount of \$30,975. Sportsman seconded; motion passed 3-0.

D. Approve Work Authorization No. 54 with North Hills Engineering for the 2016 closed circuit television and sewer cleaning project

Public Works Director Alysén Abel said that data collected since 2007 was used to prioritize sewer projects and the entire system would be reviewed every eight years. She added that the scope included data review, ratings, map updates and project management.

Driver moved to approve Work Authorization No. 54 with North Hills Engineering for the 2016 CCTV and sewer cleaning project in the amount of \$7,725. Sportsman seconded; motion passed 3-0.

4. NON-ACTION ITEMS

A. Building Maintenance Update

Assistant to the City Administrator Tim Blakeslee explained that in November 2015 staff catalogued maintenance projects at City Hall and the remaining budget capacity was used to implement some of the projects in 2015. Projects included ordering parts for broken chairs, repairing the north entryway heater, fixing the sink in the Police Department, cleaning of all the windows, heating and cooling and generator maintenance and pest control. He added that staff was working on a mat cleaning service with new logo mats. The requests for proposals that were received on January 4 for building maintenance would be reviewed by staff.

Vice Chair Sportsman asked about maintenance on the grounds of City Hall and Public Works Director Alysén Abel responded that the 2016 budget included an additional seasonal park position that would be used to take care of the property outside the building.

B. Community Assistance Fund Report

Police Chief Kevin Chrisman provided highlights from 2015, noting that Boyd McGathy was a contributor that helped with the beginning and ending balances. He said that approximately \$3,600 was spent on Shop with a Cop. The new policy helped to provide notice to more people which helped to get five online donations. Chrisman thanked the staff and elected officials that helped with the event and appreciated their cooperation and spirit. In addition, the Police Department held a breakfast for donors to the program. His staff also held a luncheon at Park Village apartments and those who could not attend were visited by the officers.

Chrisman said that next year his staff would look at a Back to School program in the fall, involvement with school lunches and a bike rodeo to distribute bicycle helmets and to teach bike safety. He added that staff would also pursue other options to give back to the community.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

City Administrator Lauren Palmer said that based on year-end reports from Platte County, the assessments for the Brush Creek Drainage and Brink Meyers Neighborhood Improvement Districts were the same as paid in 2015 from the same property owners. She also said that City Treasurer Steve Berg said that early revenues were coming in satisfactorily and the interfund loan transfer from the Emergency Reserve Fund had been repaid.

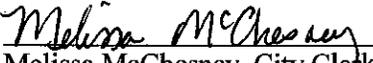
Palmer said that the Main Street Parkville Association (MSPA) returned the check for the City's share of the People Energizing Places grant from the Missouri Main Street Connection. She added that staff would keep it because the MSPA was optimistic that they could get the grant back.

Vice Chair Sportsman requested information on the dead tree behind the McKeon Stage and Assistant to the City Administrator said the public voted for the eagle as the design. Public Works Director Aysen Abel said staff was working on concepts with a local chainsaw artist.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:38 a.m. Sportsman seconded; motion passed 3-0.

Submitted by:


Melissa McChesney, City Clerk

February 8, 2016
Approval Date



Finance Committee Meeting
February 8, 2016 – 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
- **Aldermen Present:** Dave Rittman, Greg Plumb and Doug Wylie
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

Chair Werner welcomed the new Community Development Director Stephen Lachky.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the January 11, 2016 meeting

Diane Driver moved to approve the January 11, 2016 minutes. David Jones seconded; motion passed 4-0.

B. Approve a professional services agreement with Spark Management Consultants for assistance with the creation of the 9 Highway Community Improvement District

City Administrator Lauren Palmer stated that the Board of Aldermen approved a memorandum of understanding with QuikTrip Corporation (QT) obligating QT to participate in a Community Improvement District (CID) or Transportation Development District (TDD) including the direct competitors within 1,000 feet. Staff worked with legal counsel to draft a petition to create the 9 Highway CID to help with the improvements recommended in the Route 9 Corridor Study adopted on January 5, 2016. Palmer said that the petition would require discussions with property owners along the corridor to gauge interest and help determine the boundaries of the proposed CID. Petitions required signatures from two different groups: 50 percent of all property owners and 50 percent of assessed valuation of all the properties. Palmer added that the study prioritized segments of the corridor with the first priorities including properties from Highway 45 to Lakeview Drive.

Palmer said that neither City nor Parkville Economic Development Council staff had the capacity to meet with property owners so staff looked into hiring a consultant to help with the work. Palmer said staff approached Cook, Flatt & Strobel Engineers (CFS) and BNIM Architects who worked on the corridor study but they were unable to agree on price. Staff reached out to Robert Heacock of Spark Management because of his experience with CIDs and he was doing some economic development work in Platte City. Palmer said that after discussions with the Board on February 5 staff revisited the scope of work to address concerns raised. The consulting services would be split into three tasks: creating a marketing and communication strategy to be presented to the Board in March; meeting with small groups of critical property owners based on location and assessed valuation; and meeting with additional property owners to help finalize the boundaries. The agreement cost was itemized by task completed up to \$5,000 and the costs would be eligible for reimbursement from the CID if it was created.

The Finance Committee discussed talking points for the consultant meetings with the property owners, the timeline and the percentage of petition signatures exceeding the 50 percent required by statute which would be determined after the initial work was completed.

Driver moved to a professional services agreement with Spark Management Consultants in the amount of \$5,000, for assistance with the creation of the 9 Highway Community Improvement District. Jones seconded; motion passed 4-0.

C. Approve a work authorization with Spaces, Inc. to purchase and install two workstations at City Hall

Assistant to the City Administrator Tim Blakeslee said that staff considered three reconfiguration options for the east side of City Hall in order to have designated work space for employees. He added that the first option included the addition of two workstations and would not limit future changes in the other two options. Staff investigated other companies with the same product and Spaces, Inc. was the only local vendor and had the lowest prices.

Driver moved to approve a work authorization with Spaces, Inc. for the purchase and installation of two workstations in an amount of \$4,437.79. Jones seconded; motion passed 4-0.

D. Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for the annual clean-up events

Public Works Director Alysén Abel stated that the City had previously contracted with Damon Pursell Construction to use the property for the fall and spring clean-ups, yard waste collection events and the Northland Recycling Extravaganza. She provided an overview of the costs for 2014 and 2015, noting that in 2015 staff experimented with only holding a fall clean-up event. Staff received complaints and decided to survey residents in order to receive responses about the changes. Based on feedback, staff recommended holding both the spring and fall clean-ups for one day on April 23 and October 8. In addition, there would be two long-term collection periods for yard waste around the clean-up events. Abel added that staff was working with the Mid-America Regional Council and other communities to hold the household hazardous waste event in Platte Landing Park in the parking lot near the dog parks in conjunction with a scaled down version of the Northland Recycling Extravaganza.

Driver moved to approve the lot usage agreement with Damon Pursell Construction for the 2016 clean-up events in an estimated amount of \$4,300. Jones seconded; motion passed 4-0.

E. Approve the purchase of a 2016 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for the Public Works Department

Public Works Director Alysén Abel explained that there were nine trucks in the streets and parks fleet and the City was working on a 9-year replacement cycle. Bids were closed in January and three bids were received. Shawnee Mission Ford was the low bidder by one percent but the purchasing policy allowed purchases through local providers. Abel said that staff also researched the Missouri contracts and Kansas City Regional Cooperative but neither included the type of truck needed. She added that delivery was requested in May and a separate purchase order for snow equipment would be presented later in the year. One older truck would be rotated out of the fleet and would be auctioned in August.

Driver moved to recommend the Board of Aldermen approve the purchase of a new 2016 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for \$28,640.96; and, once the truck is fully equipped, to declare the 2003 Ford F-350 Truck and associated equipment as surplus property for auction. Jones seconded; motion passed 4-0.

F. Approve a small construction services agreement with Midwest Storm Restoration for the Train Depot roof replacement

Public Works Director Alysén Abel provided a history of repairs to the train depot, noting that in 2000 the shingles were replaced but the decking was not so staff was concerned that the entire roof decking was damaged. In 2014 in response to a complaint from a tenant, the Parks staff investigated the issue and found leaks in the ceiling. Midwest Public Risk and their claims management contractor investigated the issue and identified hail damage on the north side of the building. They agreed to cover one-half of the roof due of the hail damage and the City would be responsible to pay the deductible.

Abel said the bid package included a base bid to replace all the shingles, unit prices per square foot to replace the decking and an alternate to replace the gutters. After the bid was closed in January, seven bids were received with Cedaridge Roofing being the low bidder for the base bid only. However, based on visual observation, inspections by Community Development staff and history of repairs, staff felt at least 80 percent of the decking should be replaced and therefore Midwest Storm Restoration was the low bidder. Abel said that staff recommended replacing the gutters at a later date. Because insurance based its coverage on the low bid, it would cover \$7,216.

The Finance Committee discussed a strategy to fix other issues in the future and agreed that the entire deck and gutters should also be replaced. They requested additional information from staff regarding future costs for repairs and maintenance which would be presented to the Board on February 22.

Driver moved to recommend that the Board of Aldermen approve the small construction services agreement with Midwest Storm Restoration for the Train Depot roof replacement in an amount not to exceed \$26,125. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:28 a.m.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

February 22, 2016
Approval Date



Finance Committee Meeting
February 22, 2016 – 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, Vice Chair Marc Sportsman, Mayor Nan Johnston and Diane Driver
- **Aldermen Present:** Dave Rittman and Greg Plumb
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Tim Blakeslee, City Treasurer Steve Berg and Community Development Department Assistant Kelly Yulich
- **Others Present:** Tina Welch and John Freshnock, WSKF Architecture

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the February 8, 2016 meeting

Diane Driver moved to approve the February 8, 2016 minutes. Nan Johnston seconded; motion passed 3-0.

Marc Sportsman joined the meeting at 8:07 a.m.

B. Authorize staff to negotiate the scope and fee with the low bidder, Gunter Construction, for the English Landing Park restroom project

Public Works Director Alysen Abel stated that in March 2015 the City received an Outreach Grant from Platte County Parks and Recreation for improvements to the English Landing Park restrooms. She said that in July 2015 the Board of Aldermen approved a professional services contract with Williams, Spurgeon, Kuhl & Freshnock (WSKF) for the architectural services for the restrooms and storage building. Design concepts were presented to the Community Land and Recreation Board and the Board of Aldermen for approval prior to commencement of the bidding process. The architect's estimate to construct the restroom was \$197,871. The bidding closed on February 9 and seven responses were received. The bids came back much higher than the anticipated architect's estimate to construct the facility. Abel stated that Mr. Freshnock with WSKF was present to answer any questions.

The Finance Committee discussed and asked questions of Mr. Freshnock regarding the estimates and alternatives for the restroom project. Further discussion focused on creating a committee to reevaluate the needs for the restroom and the Finance Committee requested that the review committee report to the Board of Aldermen and keep them informed of its findings.

Driver moved to recommend that the Board of Aldermen reject all bids for the English Landing Park Restroom project. Sportsman seconded; motion passed 4-0.

C. Approve a work authorization with FTC Equipment, LLC for the replacement of the Spirit Fountain Pump

Public Works Director Alysen Abel stated that in October, the pump that operates the Spirit Fountain stopped working. Staff contacted FTC Equipment, LLC to evaluate the damage and

receive an estimate for the repairs. FTC was not able to fully evaluate the damaged pump due to the excessive damage. The company determined it is more cost effective to purchase a new pump rather than repair the existing pump. The Finance Committee discussed the current age of the existing pump and the time frame a new pump could be installed.

Driver moved to approve a work authorization with FTC Equipment LLC., for the replacement of the Spirit Fountain Pump in the amount of \$2,759. Sportsman seconded; motion passed 4-0.

D. Approve the Semi-Annual Financial Report for the second half of 2015 and direct City Administration to publish

City Treasurer Steve Berg stated that state statutes and city ordinances required the City Treasurer to produce a semi-annual financial report that summarized revenues and expenses for a six-month period. The last report was produced in July for the first half of 2015 and the report for the second half of 2015 was ready for review and publication in a local newspaper as required by law. The report was completed in mid-February and included all revenues and expenditures expected to be credited and charged to 2015, but did not include year-end adjustments, which would be part of the audit process. To reduce publication costs, an abbreviated version of the report would be published in the newspaper that directed readers to the City's website for additional information. Berg prepared an expanded version of the report for the website that included additional information, including a full year version of the report.

Driver moved recommend the Semi-Annual Financial Report for the second half of 2015 to the Board of Aldermen. Sportsman seconded; motion passed 4-0.

E. Approve a professional services agreement with Reserve Advisors to complete a long-range facility maintenance plan and capital cost reserve study

Assistant to the City Administrator Tim Blakeslee provided a background of City Hall and said one of the goals set by the Board of Aldermen was to identify basic services and infrastructure maintenance, along with critical success factors. One of the infrastructure goals was to regularly conduct a comprehensive capital needs assessment, with direction from the Board of Aldermen to properly take care of city-owned property. In December 2015, staff issued a request for proposals (RFP) to assess the condition of Parkville City Hall. Three companies responded to the RFP and a selection committee made up of City staff reviewed the proposals and selected Reserve Advisors based on its work with similar projects, the cost to complete the investigation and positive references.

The proposed product was a comprehensive study by experienced engineers who inspected City Hall, held interviews with City officials and collected documents. Following the inspection, Reserve Advisors determined the realistic remaining life of each system identified and replacement alternatives and cost. The report also included a condition assessment to extend the life of certain systems and a funding plan to meet the prescribed replacement schedule. The cost of the project was \$4,300 and Blakeslee stated that for an additional \$2,800 the vendor could include all the other City-owned buildings.

The Finance Committee discussed the additional fee to include the additional City-owned buildings and recommended to include them all in the recommendation to the Board of Aldermen.

Driver moved to approve a professional services agreement with Reserve Advisors to complete a long-range facility maintenance plan and capital cost reserve for \$7,500 to cover all facilities. Sportsman seconded; motion passed 4-0.

F. Approve the purchase of a new server to facilitate an upgrade to Microsoft Exchange 2013

Assistant to the City Administrator Tim Blakeslee stated that Microsoft Exchange was a calendar and email service that ran exclusively on the Microsoft Windows server product line. The City operated on Exchange 2007 and Microsoft would cease its support in April 2017, meaning that

the security flaws and other bugs would no longer be fixed by Microsoft. Implementation of Exchange 2013 offered the City more stability and functionality over what was available with the 2007 version.

Prior to 2013, a project was initiated to implement Exchange 2013 across the City's internal information technology network and the appropriate Exchange 2013 software and licenses were purchased by the City at that time. In an attempt to accommodate the switch, staff purchased used/refurbished server hardware equipment but determined that it was not capable of handling the increased requirements of Exchange 2013. In addition, due to the aging computer equipment and various email programs that were in place, staff was limited to installing the aged Exchange 2007 server.

Staff recommended purchasing a new server to facilitate completion of the implementation of the Exchange 2013 software already owned by the City. The cost of the new server equipment with a five year warranty was \$4,925.95 and staff anticipated that the new server would accommodate future software upgrades, including the Exchange 2016 release. Once the software was installed on the new server hardware, the existing server hardware would be repurposed to support the Police Department's Digital Ally VuVault software suite, which enabled law enforcement agencies quick and easy management of digital video evidence.

Due to a miscommunication between staff and the City's information technology service provider eNet, LLC, the new server was already ordered prior to approval by the Finance Committee. As a result, staff asked for retroactive approval to purchase the server to allow the Exchange 2013 upgrade to proceed. If the purchase was not approved, it would be returned minus any shipping and restocking fees.

Driver moved approve the purchase of a new server to facilitate an upgrade to Microsoft Exchange 2013 in an amount not to exceed \$4,925.95. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

City Administrator Lauren Palmer provided an update on the 2015 pending projects which were all in process and projected to be completed. She also provided an overview of the 2016 projects.

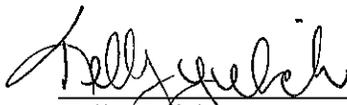
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:12 a.m.

Submitted by:



Kelly Yulich
Community Development Department Assistant

March 7, 2016
Approval Date



Finance Committee Meeting
March 7, 2016 – 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, Vice Chair Marc Sportsman, Mayor Nan Johnston, David Jones and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and Community Development Department Assistant Kelly Yulich
- **Others Present:** Jay Norco, North Hills Engineering

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the February 22, 2016 meeting

Diane Driver moved to approve the February 22, 2016 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve a professional services agreement with Kansas City Testing & Engineering, LLC for inspection services related to the conditional use permit issued to Park University for limestone mining operations

City Administrator Lauren Palmer stated that Park University has a conditional use permit to for limestone mining operations on campus. Park University, and its contract operator, are required to conduct mining operations in accordance with a mine development plan and regulations of all state and Federal mining regulatory agencies. The conditional use permit and the mine development plan authorize the City to employ a qualified registered engineer to make unscheduled inspections and written reports regarding compliance with applicable regulations. The inspections could be made not more than three times per any one year and the mine operator would be required to reimburse the City at a maximum of \$1,500 per inspection.

In 2015, staff responded to renewed complaints, primarily from residents in the Riss Lake and the River Hills subdivisions, about the impacts of mining operations. The City, in partnership with the mine operator Martin Marietta and Park University, conducted a series of neighborhood meetings to share information and hear concerns and during the meetings, the City committed to re-establish the regular mining inspections authorized by the various ordinances.

Staff recommended engaging Kansas City Testing & Engineering, LLC (KCTE) to perform independent mining inspections. Staff negotiated an hourly fee contract for up to three inspections in 2016 for a maximum cost of \$4,500.

The Finance Committee discussed the professional services agreement with KCTE and agreed that the inspections were needed.

Driver moved to approve a professional services agreement with Kansas City Testing & Engineering, LLC in the not-to-exceed amount of \$4,500 for mining inspection services. Sportsman seconded; motion passed 5-0.

C. Authorize staff to release the bid request for the 2016 Street Maintenance Program

Public Works Director Alysen Abel provided an overview of the 2016 Capital Improvement Program for street maintenance, noting that concrete curb and sidewalk repair, asphalt mill and overlay, pavement marking and crack sealing programs were included. Since 2014, the Public Works Director and Director of Operations had reviewed the quality of each street and rated them according to a standard pavement rating system. Abel said the goal was to repair all streets rated at a 6.0 or above and to maintain all streets within the city at a service level of 5.0 or higher, but in order to meet the standard a higher level of annual street maintenance would be required than what was done in the past. Since 2013, the City steadily increased its annual street maintenance budget to implement a more aggressive maintenance schedule.

The Finance Committee discussed the streets and curbs along the Riss Lake Dam and other areas of concern.

Driver moved to authorize staff to release the bid request for the 2016 Street Maintenance Program as outlined. Sportsman seconded; motion passed 5-0.

D. Approve Work Authorization No. 19 with H&H Septic Services for the cleaning and televising of downtown sewer lines associated with the Sanitary Sewer Phase 3 project

Public Works Director Alysen Abel stated that the Board of Aldermen approved a contract with H&H Septic Service, Inc. for on-call sewer cleaning and repair services, in order to have a service provider who could assist the City with routine and emergency services through work authorizations. The work authorization for the cleaning and televising of the downtown sewer lines associated with the Sanitary Sewer Phase 3 project was estimated at \$5,790 and included labor and materials necessary to clean and televise the old sewers with a focus on the sewer lines west of Main Street from 2nd to 10th streets.

The City previously attempted to televise the lines with the closed circuit television (CCTV) program, but had difficulty with access to upstream manholes because the average pipe diameter was approximately six inches. Abel said that H&H Septic Service had the proper equipment necessary to perform the work and the on-call contract included a standard cost of services and equipment for routine and emergency sewer cleaning and repairs based on unit prices. Staff recommended setting the expenditure limit at \$6,000 to provide some flexibility for additional work as needed.

The Finance Committee discussed and asked questions regarding other companies that provided the same service and Abel explained that the City received quality service from H&H Septic Service and could expedite the work through the on-call service contract.

Driver moved to approve Work Authorization No. 19 with H&H Septic Service for the cleaning and televising of downtown sewer lines associated with the Sanitary Sewer Phase 3 project in an amount not to exceed \$6,000. Sportsman seconded; motion passed 5-0.

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

Public Works Director Alysen Abel explained that the City accumulated data from the CCTV evaluation of sanitary sewer lines which was reviewed by Jay Norco, North Hills Engineering (NHE). She said the deteriorated areas were prioritized based on the severity of the problems and were determined by data review, field investigation, mapping, and smoke testing performed by NHE and Alliance Water Resources. Based on the evaluation, NHE prepared a bid request for the Sanitary Sewer Phase 2 repairs in June 2015 and the City received responses from two contractors for the specialized construction.

Abel provided a history of the sanitary sewer repairs and noted that on July 7, 2015, the Board of Aldermen approved a contract with Insituform Technologies, Inc. for Sanitary Sewer Phase 2 project for the cured-in-place pipe (CIPP) lining to repair badly collapsed pipe systems in three areas. Insituform also performed the 2009 Sewer Repairs Phase 1 Project and the prices received in 2015 were comparable to 2009. NHE prepared a price comparison of the CIPP for other communities and many of those were comparable to the 2015 prices. Abel said that Insituform

agreed to honor the 2015 pricing for the Phase 2 and Phase 3 repairs, and Phase 3 would include CIPP and manhole repairs. The portion for the manhole repairs would be bid separately since there were more contractors available for the type of repairs needed.

The Finance Committee discussed the timeframe of the project. Norco said that the Parkville system was older and would require some time to get the system brought up to industry standards. He added that State statutes required evaluations at different points in the project and staff would keep track of the evaluations and prioritize areas of need.

Driver moved to recommend the Board of Aldermen approve Change Order No. 3 with Insituform Technologies for the Sanitary Sewer Phase 3 cured-in-place pipe lining repairs in the amount of \$117,166. Sportsman seconded; motion passed 5-0.

F. Approve Work Authorization No. 57 with North Hills Engineering for the design of the clarifier repairs

Public Works Director Alysén Abel stated that on August 5, 2014, the Board of Aldermen approved a five-year agreement with North Hills Engineering (NHE) for on-call contract engineering services which allowed the City to execute individual work authorizations for supplemental engineering services for specific projects and studies.

The wastewater treatment plant was constructed in 1995 and two clarifiers, used to process the wastewater in a multi-step process, were installed in 2005. Work authorization No. 57 included engineering design, contract administration and construction administration to replace the concrete floor in the west clarifier. Abel added that staff planned to perform the same repairs to the east clarifier in 2018.

Further discussion focused on the process and timeframe for the project. Norco said that the work would be slated for August and September and would last about two weeks.

Driver moved to approve Work Authorization No. 57 with North Hills Engineering for the design of the clarifier floor repair and associated work in the amount of \$4,950. Sportsman seconded; motion passed 5-0.

G. Approve the purchase of a new 2016 John Deere Z997R Commercial L.C. Diesel Mower from Heritage Tractor, Inc. for the Parks Division

Public Works Director Alysén Abel explained that the Parks Division used two mowers for approximately 100 acres of area around the city that included English Landing Park, Platte Landing Park, Adams Park, Watkins Park, Parkville Athletic Complex (PAC) detention pond, Southern Platte Pass along Highway 45, the train depot property, park property located in the southeast corner of 62nd Street and Highway 9, and other trails around the city.

Abel said that the mower inventory included two zero-trim mowers that were purchased in 2010 through a Platte County Outreach Program grant, but they were in poor condition and needed to be replaced. The City targeted a schedule of replacing one mower per year for 2016 and 2017 in order to spread the cost over two budget cycles. Staff planned to continue using the two existing mowers, but one might require it to be out of service for maintenance. The additional mower would allow parks staff to continue the mowing operation without interruption.

The bid request was posted in early February and three bids were received, but only two bids met the specifications outlined in the bid documents. Heritage Tractor bid the preferred John Deere model and Professional Turf Products bid a Toro model for consideration as an equivalent alternate. Abel said that the bid documents did not include a suspension seat but Heritage Tractor provided two bids, one with the seat and the other without the seat, and staff preferred the suspension seat because of all the time spent mowing and the rough terrain. She stated that even though the bid from Heritage Tractor was not the low bid, the dealer had provided excellent service to the City in the past and staff was uncertain about the Toro brand of mower. She added by purchasing the same brand staff could use parts interchangeably with the existing mowers.

The Finance Committee discussed the bid received by Professional Turf Products and Abel said the difference in price was less than \$300 (less than 2 percent). The Committee recommended that staff research other brands in the future and noted that it recommended accepting the higher bid because it included the suspension comfort seat which was not in the original bid request.

Driver moved to recommend the Board of Aldermen approve the purchase of a new 2016 John Deere Z997R Commercial L.C. Diesel Mower with the suspension seat from Heritage Tractor, Inc. in the amount of \$16,135; and to postpone the surplus of one of the existing mowers until fall 2016. Sportsman seconded; motion passed 5-0.

H. Approve a small construction services agreement with American Sweeping for the 2016 Street Sweeping Program

Public Works Director Alysén Abel explained that due to heavy salt and sand usage over the winter and normal accumulation of leaves, trash, and other debris, the City's streets needed to be swept periodically. She stated that sweeping operations helped to keep contaminants out of the storm sewer systems, which helped improve the water quality in accordance with the Clean Water Act.

Abel said the City released a bid request for the 2016 Street Sweeping program and received responses from two companies, Delta Sweeping and American Sweeping. The contract would be limited to an hourly rate not to exceed 60 hours. She said that American Sweeping provided services in 2015 and were the lowest at \$120.00 per hour. Staff was satisfied with their performance in 2015 and the hours were limited to 60 hours for the entire street system. In 2015, the budget only allowed for street sweeping in the spring; however, street sweeping was planned for both spring and fall in 2016.

The Finance Committee discussed the capabilities of the street sweeping machine to pick up large chunks of asphalt. Abel stated that the streets crew would monitor the process and could address any minor maintenance issues outside of the scope of the street sweeping contract.

Driver moved to recommend the Board of Aldermen approve the small construction services agreement with American Sweeping for the 2016 Street Sweeping Program in an amount not to exceed \$14,400. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Nature Sanctuary Donations

Finance/Human Resources Director Matthew Chapman stated that after Parkville Nature Sanctuary Director Bob Fluchel's untimely passing, the City received donations in his memory. A total of \$620 had been donated from nine donors and each donor was sent a thank you note. Chapman added that all donations received were put into the Nature Sanctuary Donations Fund.

Staff recommended that the funds be used in the construction of a three seasons building in the Parkville Nature Sanctuary, subject to Board of Aldermen approval of the project. The building was Bob Fluchel's vision for the future of the sanctuary and the primary motivator for creating the Friends of the Parkville Nature Sanctuary (FOPNS). FOPNS was championing the project and working to bring forward a design concept and fundraising strategy.

The Finance Committee discussed the cost for a three season building. Staff stated that FOPNS was working on a plan for the project to be presented to the Board of Aldermen at a later day for review and input.

5. UNFINISHED BUSINESS (postponed from prior meetings)

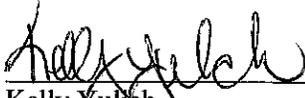
6. OTHER BUSINESS

Vice Chairman Sportsman asked Jay Norco about ways to fix the smell coming from the parks restroom facility and he provided some suggestions for staff to research.

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:50 a.m.

Submitted by: ' 1



Kelly Yulch
Community Development Department Assistant

April 11, 2016

Approval Date



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

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, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Plumb, Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysén 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
- **Others Present:** Bob Lock, Alan Schank, Tina Welch

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the March 7, 2016 meeting

Diane Driver moved to approve the March 7, 2016 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve a financial commitment to the City of Riverside for representation of the Platte County water district in the pending Missouri-American Water Company rate case before the Missouri Public Service Commission

City Administrator Lauren Palmer explained that Missouri American Water requested a regional consolidated rate which would reduce the rate for Platte County customers by approximately 10 percent, but it was opposed by the Office of Public Counsel. The City of Riverside hired Joe Bednar as its representative and requested financial help from the City. Palmer said that staff did not make a recommendation for the amount but there was money in the legal fee budget to cover the expense. She added that Parkville residents represented almost 30 percent of customers. The Finance Committee requested that staff draft a resolution of support for Board of Aldermen approval.

Driver moved to approve a financial commitment to the City of Riverside in the amount of \$10,000 to help offset legal expenses to represent Parkville customers within the Platte County water district in the Missouri American Water Company rate case before the Missouri Public Service Commission. Sportsman seconded; motion passed 5-0.

C. Approve the purchase of a new Ford Taurus All Wheel Drive Police Interceptor Sedan vehicle from Dick Smith Ford to be used as a patrol vehicle

Police Chief Kevin Chrisman said that bid requests were sent to five dealerships and the City received three responses. The budget included \$35,000 for the purchase of the car and associated equipment. The lowest bidder was Dick Smith Ford who the City had previously purchased the Chief's car from in 2014.

Driver moved to recommend that the Board of Aldermen purchase the new Ford Taurus Police Sedan from Dick Smith Ford of Raytown, Missouri in the amount of \$27,125; and declare the 2011 Ford Crown Victoria as surplus and eligible for auction upon receipt of the new vehicle. Sportsman seconded; motion passed 5-0.

D. Approve a construction agreement with Genesis Environmental Solutions, Inc. for the construction of a storage building at the Wastewater Treatment Facility

Public Works Director Alysen Abel explained that equipment, cranes and spare pumps for the lift stations were stored outside at the treatment plant and were exposed to the elements. The bid request was released in February and three responses were received. Abel explained that the low bidder was not the recommended bidder because the bid forms, the five percent bid bond or cost to install the concrete floor were not included in the bid. The lowest qualified bidder was Genesis Environmental Solutions. Abel added that since the facility is in the floodway, a variance was required from the Board of Zoning Adjustment (BZA) which was supposed to be considered on March 22 but due to the lack of a quorum the application was moved to the April 26 meeting. Abel explained the bid was over budget but there could be additional money in the Capital Improvement Program (CIP) if the tire and rim replacement purchases were postponed until 2017. She added that the final execution would be completed after the BZA approved the variance.

Driver moved to recommend the Board of Aldermen approve the construction agreement with Genesis Environmental Solutions, LLC for the construction of the storage building at the Wastewater Treatment Facility in the amount of \$97,400, with final execution dependent on floodplain variance. Sportsman seconded; motion passed 5-0.

E. Actions related to the 2016 Street Maintenance Program

Public Works Director Alysen Abel explained that the 2016 Street Maintenance Program included curb and sidewalk, mill and overlay, crack sealing, pavement marking and microsurfacing. Staff rated the city streets based on a standard system and prioritized them based on the ratings. She added that the Finance Committee authorized staff to release the bid request on March 7. She added that salary savings from personnel vacancies could be applied to the street maintenance program to add more areas. Change orders would be presented to the Finance Committee once the savings were determined.

1. Approve a construction agreement with Julius Kaaz Construction Co., Inc. for the 2016 Curb and Sidewalk Program

Abel said that in 2016 the primary areas for the curb replacement were in the Riss Lake subdivision and the Kelly industrial park and the sidewalk would be replaced along the Fourth Street frontage in front of Meyers Funeral Home. Abel added that the bid opening was held on March 29 and six bids were received. The 2016 CIP included \$100,000 and budget savings in the General Fund would help cover the additional cost.

Further discussion focused on fixing sidewalks covered by the homeowners' association and City Administrator Lauren Palmer responded that the City's policy was to repair those areas but they would be prioritized like the other areas. The Committee also discussed other cities that required the property owner to maintain the sidewalk on their property and Palmer said staff could look into it and discuss it during a work session. David Jones added that some cities share the cost with property owners.

Driver moved to recommend the Board of Aldermen approve the construction agreement with Julius Kaaz Construction Co., Inc. for the 2016 Curb and Sidewalk Program in the amount of \$103,924. Sportsman seconded; motion passed 5-0.

2. Approve a construction agreement with Tandem Paving Company, Inc. for the 2016 Mill and Overlay Program

Public Works Director Alysen Abel explained that staff identified areas in the Riss Lake subdivision, the Kelly industrial park, a section along Crooked Road, Main Street from 7th to 2nd street, Mill Street and Brink Myer Road. The bid opening was held on March 29 and nine bids were received. Abel added that the asphalt program included milling and microsurfacing and additional personnel savings could be used for additional areas. Vice Chair Sportsman

recommended that staff speak with the property owners in the Kelly industrial park about contacting the vendor to do additional work on private property while on-site.

Driver moved to recommend the Board of Aldermen approve a construction agreement with Tandem Paving Company, Inc. for the 2016 Mill and Overlay Program in the amount of \$206,165. Sportsman seconded; motion passed 5-0.

3. Approve a construction agreement with Vance Brothers, Inc. for the 2016 Microsurfacing Program

Public Works Director Alysén Abel stated that the program was new for 2016 and could be used in future years as well if it was successful. She explained that microsurfacing was a thin layer of asphalt that was beneficial for the roads with a good foundation and would prolong the life of the road. The areas for the program included Main Street areas downtown and Waters Edge, which had an escrow agreement that would be extended for the 2016 program. The bid opening was held on March 29 and two bids were received. Abel added that the remaining funds from the mill and overlay program and the escrow agreement would cover the contract amount.

Driver moved to recommend the Board of Aldermen approve a construction agreement with Vance Brothers, Inc. for the 2016 Microsurfacing Program in an amount of \$18,648. Sportsman seconded; motion passed 5-0.

F. Approve a small construction services agreement with Madget Demolition, Inc. for the demolition of the single-family house located at 6201 MO-9 Hwy

Public Works Director Alysén Abel stated that in 1995 the City accepted the property adjacent to the Pincrest subdivision as parkland. Previous development applications included demolition of the house. Abel said that \$15,000 was included in the 2016 budget for the City to demolish the structure. The bid opening was held on March 31 and four responses were received. She added that the low bidder did not acknowledge Addendum No. 1 and several of the elements could have resulted in a higher bid. The bid documents required acknowledgement of all the addendums and staff therefore recommended the second lowest bidder.

Abel said that the developer of the adjacent property previously committed to demolishing the house but development had not occurred. The City would request reimbursement from the developer for the cost once the adjacent property was developed.

The Finance Committee discussed how the City addressed dead trees on private property. City Administrator Lauren Palmer said the Parkville Municipal Code addressed dead or diseased trees that constituted a hazard to life and property or trees that affected the surrounding trees.

Driver moved to approve the construction agreement with Madget Demolition, Inc. for the demolition of the single-family house located at 6201 MO-9 Hwy in the amount of \$9,800. Sportsman seconded; motion passed 5-0.

G. Approve a work authorization with GS Structural for the structural improvements related to the parks building façade project

Public Works Director Alysén Abel explained that in 2013 the City approved an agreement with Pyramid Construction for improvements to the parks building, including exterior improvements. Issues over the years included staff transitions, difficulty working with the contract and design flaws. The City's inspector identified electrical and structural issues. Staff worked with the contractor over the past year and some of the issues were fixed but some were still outstanding. Abel said that staff made numerous attempts to contact the contractor that were unsuccessful so a letter of termination was mailed to them on March 14. The remaining balance for the project would be used to cover the unfinished work.

Abel said the work authorization would address the building code issues with the structural beams. Also, the electrical service required modification to bring it to code. Staff contacted three companies for quotes for the structural work and received one response. For the electrical work, a

design engineer completed plans that were approved by the City Administrator. The electrical work was estimated around \$10,000 but was not included in the 2016 budget.

Abel provided an overview of the budget for the façade improvements, noting that the original budget was \$75,000 funded by the Projects Fund and the Sewer Fund. Because the original contract was over budget, the Board of Aldermen authorized additional funds from the Parks Donation Fund. Abel added that two change orders were approved for a revised contract amount of \$80,104. Staff recommended transferring money from the General Fund and using the savings from the Route 9 house demolition to cover the cost for the structural work. City Administrator Lauren Palmer said it was important to bring the building up to code.

The Finance Committee discussed the transfer of funds to cover the overage and the cost for the electrical work. Chair Werner recommended using the General Fund instead and leaving the Parks Donations Fund for visible park-related items. The consensus of the Finance Committee was to complete the electrical work sooner rather than later.

Driver moved to approve the work authorization for GS Structural for the structural improvements to the Parks Headquarters building in the amount of \$3,820; and authorize a transfer of \$1,541 from the General Fund to the Projects Fund for the purchase. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Parkville Recycling Extravaganza

Public Works Director Alysén Abel said that the event would be held on May 21 in Platte Landing Park in conjunction with the Mid-America Regional Council Household Hazardous Waste event. She explained that in prior years the City participated in the Northland Recycling Extravaganza in partnership with Riverside and North Kansas City. Riverside did not want to be involved so the City planned to hold its own recycling event. Abel requested guidance from the Committee about limiting the event to Parkville residents. She added that staff would need to check residency and the City would be charged for tire recycling and paper shredding. The cost in 2015 was \$1,400.

David Jones left the meeting at 9:28 a.m.

The consensus of the Finance Committee was to discuss the item at the Board of Aldermen meeting on April 19.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Werner declared the meeting adjourned at 9:30 a.m.

Submitted by:


Melissa McChesney
City Clerk

April 25, 2016
Approval Date



Finance Committee Meeting

April 25, 2016 – 8:00 a.m.

Executive Chambers – Board Room

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, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver (Robert Lock attended via phone – did not vote)
- **Other Aldermen Present:** Greg Plumb
- **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 April 11, 2016 meeting

Diane Driver moved to approve the April 11, 2016 minutes. Marc Sportsman seconded; motion passed 4-0.

B. Appoint Marc Sportsman as Finance Committee chairman effective May 9, 2016

Chair Werner said he enjoyed being the chairman and recommended that Marc Sportsman be appointed as the new chair. He thanked him for his hard work.

Driver moved to appoint Marc Sportsman as Finance Committee Chairman, effective May 9, 2016. Nan Johnston seconded; motion passed 4-0.

C. Approve a professional services agreement with The Novak Consulting Group for facilitation services for a strategic planning process

City Administrator Lauren Palmer stated that for the past two years the Board of Aldermen and staff held a day-long retreat that was helpful to develop the budget and work plan for the following year. The retreat was scheduled for July 18 and staff recommended using Patty Gentrup because she facilitated the retreat in 2015 and there was value in continuity. Palmer added the fee was higher than in 2015 because The Novak Consulting Group updated its fee structure, but it was still within the budgeted amount. The process would be similar as in 2015 and Patty Gentrup would contact each Board member to hold pre-interview sessions.

Driver moved to approve a professional services agreement with The Novak Consulting Group in the amount of \$4,500 for facilitation services for a strategic planning process. Sportsman seconded; motion passed 4-0.

D. Approve a work authorization with Absolute Comfort Technologies, Inc. for radiator repair on the Parkville City Hall generator

Assistant to the City Administrator Tim Blakeslee explained that on April 1 an alarm sounded on the generator at City Hall warning of low coolant. The maintenance contractor diagnosed the issue and said there was significant radiator damage, but was unsure why the damage occurred. Staff requested quotes from three vendors and received two responses. The lowest quote was for a full replacement of the radiator and a rebuild would cost more than replacement. Blakeslee said the project was not budgeted for 2016 but there were adequate funds in the General Fund reserve.

Driver moved to authorize staff to execute a work authorization with Absolute Comfort Technologies, Inc. in the amount of \$6,698.77 for radiator repair on the Parkville City Hall generator. Sportsman seconded; motion passed 4-0.

E. Approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck

Public Works Director Alysen Abel stated that in February the Board of Aldermen approved the purchase of a new truck for the Public Works Department that would be delivered in May. The new truck needed to be equipped with a salt spreader, snow plow blade and a bed. The bid opening was held in April and one response was received from Kranz of Kansas City, Inc., who had provided equipment in prior years. The purchase of the truck and equipment was anticipated to be within budget because there was a savings of \$300 for the truck purchase. Robert Lock recommended that staff reach out to other vendors to find out why they did not submit a bid.

Driver moved to recommend the Board of Aldermen approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck in the amount of \$26,473. Sportsman seconded; motion passed 4-0.

Dave Rittman joined the meeting at 8:18 a.m.

F. Approve Change Order No. 4 with Insituform Technologies for the cured-in-place pipe lining work for the Sanitary Sewer Phase 2 repairs

Public Works Director Alysen Abel said that since 2007 staff had gathered closed circuit television (CCTV) data on the sewer system that had been reviewed by North Hills Engineering. From the data projects were prioritized in the annual Capital Improvement Program (CIP). On July 7, 2015, the Board of Aldermen approved a contract for cured-in-place pipe (CIPP) lining repairs and the unit prices were based on the size of the pipes. Abel added that for Phase 2 the CCTV footage from 2007 was reviewed to determine the quality of the pipe lining and it was found that the pipe sizes varied from what was originally anticipated. Abel recommended an as-built change order based on unit prices to account for the differences between the specifications and the actual field conditions. Staff recommended using money from the Sewer Fund working capital to cover the overage. Abel said the alternative would be to reduce the scope of the Phase 3 manhole repair since the project was being designed and could still be changed.

Driver moved to approve the Change Order No. 4 with Insituform Technologies for the Sanitary Sewer Phase 2 repairs in the amount of \$8,339, using the reserves in the Sewer Fund to pay for the overage and preserve the full scope of the manhole project. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

A. 2016 Mill and Overlay Project – Tandem Paving – Industrial Park Work

Public Works Director Alysen Abel said that at the last meeting the Finance Committee discussed the 2016 Mill and Overlay Project and requested that staff contact the contractor to see if the company would be able to do additional work with private property owners to improve the parking lots in the Kelly Industrial Park. Abel said that a pre-construction meeting was held and the contractor was interested in expanding the scope of work and privately negotiate with the property owners. Abel added that she told the contractor the City's work was a priority. She said staff would send letters to the business owners.

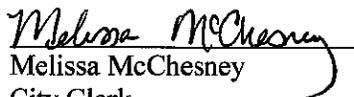
Dave Rittman noted that at the last Board of Aldermen meeting the Board approved the purchase of a police interceptor and said that the prior week's automotive news said police packages would be

changed in 2017 to include LED light bars built into the roof line of a car. Police Chief Kevin Chrisman noted that he was aware and said it could have possibly only been for sports utility vehicles.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:37 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney
City Clerk

May 9, 2016
Approval Date



Finance Committee Meeting
May 9, 2016 – 8:00 a.m.
Executive Chambers – Board Room

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Marc Sportsman, Nan Johnston, Diane Driver, Dave Rittman and Robert Lock
- **Other Aldermen Present:** Greg Plumb and Tina Welch
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysén Abel, Community Development Director Stephen Lachky, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee, City Treasurer Steve Berg and City Clerk Melissa McChesney
- **Others Present:** Jay Norco, North Hills Engineering; and Michael Keenan, Cochran Head Vick & Co., Inc.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the April 25, 2016 meeting

Diane Driver moved to approve the April 25, 2016 minutes. Robert Lock seconded; motion passed 5-0.

B. Review and comment on the audit for fiscal year 2015, as prepared by Cochran, Head, Vick & Co., P.C.

Finance/Human Resources Director Matthew Chapman stated that a contract was authorized by the Board of Aldermen for the 2015 audit which was needed only minor edits before it was completed. He introduced Michael Keenan of Cochran Head Vick & Co., Inc.

Mr. Keenan provided highlights of the draft audit, noting that management responded to each comment on improvements for internal controls. He thanked staff for their assistance with the audit. The Finance Committee discussed the process on how to address excess budget expenditures and savings and Keenan stated that amendments could be made to the budget to explain what happened. Some municipalities waited until the end of the budget year to make all the adjustments when working on the next year's budget and others amended the budget throughout the year. The auditors recommended amending the budget each time there was an overage and staff did not have a strong recommendation for either process. The Committee also discussed long-term debt, excess funds in past budget years, budgeting for full employment and the Emergency Reserve policy.

City Treasurer Steve Berg commented on the audit, noting that many of the problems were known ahead of time and staff asked the auditors for guidance on how to solve them. Items included recording additional debt with the neighborhood improvement districts, improvements on how to handle the streets infrastructure and the Municipal Court finance issues. Chapman responded that some of the issues did not come up in prior audits and staff did not realize there was an unexplained balance but needed to find out why.

City Administrator Lauren Palmer said that if the Committee wanted to view the final version and all the pieces it was okay and there was not a rush except to get the audit completed. She added that staff anticipated an adjustment due to infrastructure which was reflected in the presented numbers and most related to capital assets and special assessments. She did not anticipate any

other adjustments and staff was working to figure out the valuation of the infrastructure and assets that could be included in the capital asset inventory.

Dave Rittman left the meeting at 8:30 a.m.

Further discussion focused on material weakness in capital assets. Staff understood it was an issue that was important enough to be included in the audit so it would be addressed.

Driver moved to postpone the recommendation to the Board of Aldermen until the final draft is complete and presented to the Finance Committee. Lock seconded; motion passed 4-0.

C. Approve the purchase of two new DMV-800 in-car video systems for two existing patrol vehicles from Digital Ally Inc., to be installed by KC Wireless

Police Chief Kevin Chrisman stated that the Police Department used the 500-series in-car video system for the past nine years. In early 2015, Captain Jon Jordan completed an audit of the in-car video system and discovered \problems with the parts covered. Chrisman explained that upgraded technology would benefit the City and the current system could be exchanged for a \$500 trade-in value. Staff looked at other systems but they were too expensive to change the servers and the software. Chrisman added that a key component of the new system was that the video would be downloaded via Wi-Fi instead of manually which would free up staff time for other responsibilities. Staff planned to have all the police cars outfitted with the video systems by the end of 2017. KC Wireless would install the systems. The sole source vendor was selected because of the five reasons explained in the policy report.

Driver moved to approve the purchase and installation of two new DMV-800 in-car video systems from Digital Ally, Inc. with installation by KC Wireless for a total amount of \$7,410. Lock seconded; motion passed 4-0.

D. Approve a construction services agreement with Midwest Drain and Sewer LLC for the 2016 closed circuit television and cleaning program

Public Works Director Alysén Abel stated that since 2007 the City has accumulated data from the video of the sanitary sewer lines. North Hills Engineering (NHE) reviewed the data and ratings and provided mapping updates. A bid opening was held on April 28 and four bids were received. The bid form requested unit prices for the closed circuit television (CCTV) and light cleaning and trimming sewer laterals and heavy cleaning. Abel added that the City did not have prior experience with Midwest Drain and Sewer but the Platte County Regional Sewer District had used them in the past. A work authorization for the remaining balance of approximately \$47,000 would be completed by NHE. The unit prices would be locked in for any additional work.

City Engineer Jay Norco said that H&H Septic Service found old pipes and incomplete records and the project would be used to gather data to help complete the records.

Dave Rittman joined the meeting at 9:00 a.m.

Dave returned to the meeting at 9:00 a.m.

Driver moved to recommend that the Board of Aldermen approve the construction services agreement with Midwest Drain and Sewer LLC for the 2016 CCTV and cleaning program in the amount of \$32,000, with the unit prices as provided in the bid documents. Lock seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

City Administrator Lauren Palmer provided an overview of capital improvement projects for the first quarter of 2016, noting that staff was working to wrap up projects from 2015. She added that the Main Street electrical panel project would be reassigned to Assistant to the City Administrator

Tim Blakeslee. Public Works Director Alysén Abel said that a meeting would be held later in the date to discuss the demolition of the home on Route 9.

B. Street maintenance change orders

Public Works Director Alysén Abel explained that the contractors were working on curb repairs in the Riss Lake subdivision and the plan was to start the Kelly Industrial Park once those repairs were completed. She added that staff received a change order for 50 feet of additional sidewalk work on Twilight Place. The mill and overlay work would start in two or three weeks. Staff was working to determine personnel savings in the General Fund and would evaluate areas for additional work with those savings. City Administrator Lauren Palmer noted that she asked Abel to provide an update and requested the change orders go directly to the Board of Aldermen since the May 31 Finance Committee meeting was cancelled. Abel added that staff was testing to verify the materials were quality and would last because there had been issues in the past.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

A. May 30 Meeting Cancelled – Memorial Day

B. Appointment of the Vice Chair

Chair Sportsman recommended the appointment of Dave Rittman as the vice chair.

Driver moved to appoint Dave Rittman as the Finance Committee Vice Chair. Lock seconded; motion passed 5-0.

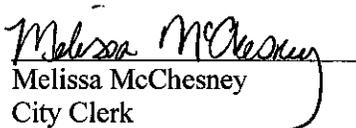
Police Chief Kevin Chrisman provided an update on an arrest that occurred over the weekend.

7. ADJOURNMENT

Driver moved to adjourn the Finance Committee meeting. Lock seconded; motion passed 5-0.

Chair Sportsman declared the meeting adjourned at 9:21 a.m.

Submitted by:


Melissa McChesney
City Clerk

June 13, 2016
Approval Date



Finance Committee Meeting
June 13, 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, Nan Johnston, Diane Driver and Robert Lock
- **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 Public Works Department Assistant Bonnie Buckmaster
- **Others Present:** Bob Charlesworth, Charlesworth Benefits, L.C.

2. FINANCIAL UPDATES

3. UNFINISHED BUSINESS (postponed from prior meetings)

A. 2015 audit update (postponed from the May 9 meeting)

Finance/Human Resources Director Matthew Chapman stated that the auditors raised a new question related to the impact of the sheriff's sale for the property held by 45 Park Place, LLC. The transaction was reported in the financial statements as a subsequent event that occurred after December 31, 2015, which caused a reduction in the long-term receivables recorded for the Neighborhood Improvement District (NID) assessments. Since the assessments on that property were cleared as part of the foreclosure and sheriff's sale, they were no longer receivables to the City and would soon acquire an asset in the land. A value needed to be recorded for the asset. The City received an appraisal for the property from April 2014, but the auditors were unable to audit the appraisal report because it was two years old and was unclear if the NID assessments factored into the conclusion on the valuation. The auditor would not issue a final opinion without additional information to support the value of the asset in reporting the subsequent event.

Palmer recommended that the Finance Committee postpone action until the issue was resolved because she was not comfortable recommending action without a final opinion from the auditor. Staff requested that the appraiser review the appraisal report and confirm if the 2014 valuation was still valid. If not, a new appraisal would be required. She was optimistic that staff could get additional information prior to the next committee meeting on June 27, 2016.

4. ACTION ITEMS

A. Approve the minutes from the May 9, 2016, meeting

Diane Driver moved to approve the May 9, 2016 minutes. Dave Rittman seconded; motion passed 5-0.

B. Approve a professional services agreement with Charlesworth Benefits, L.C. to conduct a Request for Information process for brokerage services

Finance/Human Resources Director, Matthew Chapman stated that CBIZ Benefits and Insurance Services, Inc. (CBIZ) provided employee benefit consulting services for the health, dental and life insurance products offered to eligible City employees. Staff was dissatisfied with the level of service as well as the escalating charges for ancillary services provided by CBIZ such as the administration of Flexible Spending Accounts (FSA) and the Consolidated Omnibus Budget

Reconciliation Act (COBRA) Account. If no change was made, the City would pay over \$1,800 in 2016 for the administration of these two accounts. Staff was confident this expense could be reduced dramatically with a new broker. Additionally staff believed a new broker would result in improved customer service and that a new firm would be motivated to negotiate the best possible insurance rates for the City.

Chapman recommended engaging Charlesworth Benefits, L.C. to manage a brokerage selection process on the city's behalf. Based on the proposal submitted by Charlesworth Benefits, L.C., the lump sum cost for services related to independent insurance consulting services would be \$4,500.

Bob Charlesworth spoke of his experience in working with public entities and was licensed in both Kansas and Missouri. He had experience in cities of a similar size and wanted to provide the best terms and policies available by researching nearby providers. The process would last approximately 90 days. Aldermen Rittman agreed to represent the Board of Aldermen on the selection committee.

Driver moved to approve a professional services agreement with Charlesworth Benefits, L.C. in the amount of \$4,500 for insurance consulting services. Rittman, seconded; motion passed 5-0.

C. Approve the renewal of Property & Liability and Worker's Compensation & Employer's Liability coverage with Midwest Public Risk for July 1, 2016 through June 30, 2017

Finance/Human Resources Director Matthew Chapman said that the City was a member of Midwest Public Risk (MPR) for property and liability coverage since January 1997 and for workers' compensation since April 1997. The agreement automatically renewed annually on July 1 unless cancelled by either party.

Chapman stated that staff evaluated alternative coverage options in 2014 after receiving higher than expected invoices in property and liability and workers' compensation coverage. Through a negotiation process, MPR adjusted the rates and offered a more competitive proposal in 2015. The invoices received and the quoted prices fit within the negotiations and within budget. Staff would continue to work closely with MPR to ensure the City received the lowest possible rates. Chapman added that MPR provides on-site quarterly trainings to all staff on any topic requested by the City and provided risk management services at no additional cost.

The Committee discussed the five percent increase in 2015 and Mayor Johnston asked if training was available for board and committee members and new staff to ensure the City was always in compliance. Chapman responded that staff would research training options.

Driver moved to recommend the Board of Aldermen approve the renewal of Workers' Compensation and Property & Liability insurance coverage with Midwest Public Risk for July 1, 2016 through June 30, 2017, in the amount of \$158,199.13. Robert Lock seconded; motion passed 5-0.

D. Approve Work Authorization No. 59 with North Hills Engineering for the design of the Main Street sanitary sewer improvements

Public Works Director Alysén Abel recommended engaging North Hills Engineering (NHE) for design of the Main Street sewer realignment. The project would include improving 250 feet of the collapsed sewer main located within the Burlington Northern Santa Fe right-of-way between Main and East streets. The pipe was not a good candidate for cured-in-place pipe because there was not a manhole on the lower end of the pipe to gain access for the lining. Abel noted that a new manhole would be installed on Main Street and the sewer main would be realigned so it was located outside of the railroad right-of-way. The Capital Improvement Program (CIP) included the project in 2017.

During routine preventative maintenance this year, more rock was found in the line than in previous years, which meant there was a more serious issue with the pipe than staff had expected. Abel said that staff recommended accelerating the pipe repair in 2016 due to the visible deterioration of the pipe.

Further discussion focused on the sewer fund and if there was adequate working capital to cover the repairs. Abel responded that there was an estimated expense overage that would deplete working capital by an additional \$68,000 beyond the budgeted amount, but adequate reserves were available to support this cost. Other discussion focused on the grease in the downtown lines and grease interceptors for downtown food businesses, and the creation of an ordinance for inspections and compliance with cleaning out the interceptor units. City Engineer Jay Norco stated that the deterioration was not only because of the grease buildup and the rocks could have been from a train derailment. Mayor Johnston said that it was an emergency situation that needed to be fixed and if work was deferred there could be a greater impact on the budget.

Driver moved to recommend that the Board of Aldermen approve Work Authorization No. 59 with North Hills Engineering for the engineering design, project management and construction administration of the Main Street sanitary sewer improvements in the amount of \$12,525. Rittman seconded; motion passed 5-0.

E. Approve an as-built change order with Midwest Storm Restoration for the train depot roof project

Public Works Director Alysen Abel stated that due to an incorrect measurement of the roof surface, staff realized there was a difference between the final cost and the original contract adopted by the Board of Aldermen. The original contract was approved for a cost not to exceed amount of \$26,125 but the invoice was for \$29,777. Abel added that the difference could be approved by the City Administrator but since the expense exceeded the not to exceed amount in the contract, approval was requested by the Finance Committee. Further discussion focused on guttering, which could be included on a future CIP list.

Driver moved to approve Change Order No. 2 with Midwest Storm Restoration for the additional decking costs for the Train Depot Roof in the amount of \$2,152. Rittman seconded; motion passed 5-0.

F. Approve the purchase of a new 5085E John Deere utility tractor and Land Pride DB2660 ditch bank mower from Heritage Tractor, Inc. for the Operations Division of the Public Works Department

Public Works Director Alysen Abel stated that the 2015 CIP included the purchase of a tractor with a cab and extendable arm mower for cutting trees and heavy brush along the rights-of-way throughout the city, but the equipment was carried over to 2016 because it was not purchased in 2015. A bid opening was held in April and two responses were received. Abel noted that the bid request included the specifications for both pieces of equipment and only one of the bidders submitted a bid to match the requested specifications.

Driver requested the manufacturer's warranty for both tractors. Chair Sportsman expressed his concerns about the significant price difference and the City not selecting the low bidder. Further discussion focused on selecting the low bid that did not meet the specifications listed in the bid document or selecting the higher bid because it met the specifications in the bid.

Diane Driver moved to approve with conditions for warranty for the purchase of a new 2016 Massey Ferguson MF-4609M and Woods Mechanical Drive Rotary Cutter SW106 6' from Shuck Implement in the amount of \$50,170. Rittman seconded; motion failed 2-3 (Johnston, Lock and Rittman opposed).

G. Approve the purchase of a new John Deere MX-8 Pull Type mower attachment from Heritage Tractor for the Operations Division of the Public Works Department

Public Works Director Alysen Abel provided an overview of the purchase of the mower attachment for the Public Works Department.

Driver moved to approve the purchase of a new John Deere MX-8 Pull Type Mower Attachment from Heritage Tractor, Inc. in the amount of \$6,200. Rittman seconded; motion passed 5-0.

H. Approve the purchase of a new pump and adaptor at the South National Pump Station from FTC Equipment LLC

Public Works Director Alysen Abel stated that the City had six pump stations and each included two pumps that worked together to pump the wastewater to the gravity system. The 2015 CIP included the purchase of spare pumps for four stations, but only two spare pumps were purchased – the Pinecrest Pump Station was deferred because of discussions with the developer of Lake Pointe Lodge but both pumps were replaced due to pump failures, and the South National Pump Station was deferred because of necessary upgrades needed for the entire station. Abel added that in January the Board approved a contract for on-call pump maintenance and repair services. After the South National Pump Station was inspected issues were found one of the pumps. Because the purchase was not budgeted, staff recommended deferring the design of the 45 Highway Pump Station improvements and the remaining funds would come from the Sewer Fund operating budget for pump station maintenance.

The Committee discussed investing the money in a used pump that would need to be replaced within two years, the scrap value and having a backup pump for emergencies. The Committee directed staff to use working capital reserves for the expense so as not to defer other projects planned in 2016.

Driver moved to recommend that the Board of Aldermen approve a purchase order with FTC Equipment LLC for the new pump and adapter for the South National Pump Station in an estimated amount of \$11,500. Rittman seconded; motion passed 5-0.

5. NON-ACTION ITEMS

A. 2016 Parkville in Art purchase award

City Administrator Lauren Palmer noted that she authorized participating in the 2016 event after a successful purchase award competition in 2015. The artwork purchased during the event would be displayed at City Hall. The Mayor and City Clerk were working with representatives from the event to coordinate details of the selection process.

B. Budget amendment process

City Administrator Lauren Palmer stated that staff determined that budget amendments would be required for the 2016 budget and that they would be presented as needed to the Board of Aldermen throughout the year.

6. OTHER BUSINESS

Mayor Johnston said she attended an event at Riss Lake and received positive comments on the new streets in the subdivision. She added that a negative comment was received from one resident but it did not reflect the opinion of the entire group. They commended Alan Schank and the streets staff for their hard work on the streets.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:50 a.m. Rittman seconded; motion passed 5-0.

Submitted by:


Bonnie Buckmaster
Public Works Department Assistant

June 27, 2016
Approval Date



Finance Committee Meeting
June 27, 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, Diane Driver and Robert Lock
- **Other Aldermen present:** Jim Werner
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysén Abel, Community Development Director Stephen Lachky, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Michael Keenan and David Cochran, Cochran Head Vick & Co., P.C.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the June 13, 2016, meeting

Diane Driver moved to approve the June 13, 2016, minutes. Robert Lock seconded; motion passed 4-0.

B. Accept the audited financial statement for fiscal year 2015 as prepared by Cochran Head Vick & Co., P.C.

Finance/Human Resources Director Matthew Chapman stated that the auditors had issued an unmodified opinion since the first review of the audit at the May 9 meeting.

David Cochran, Cochran Head Vick & Co., stated that the 2015 audit included a draft communication and management letter. He thanked City Administrator Lauren Palmer and the City staff for their work on the 2015 audit. Michael Keenan explained that the audit was of the basic financial statements of the City in 2015 that included an infrastructure report and an adjustment for special assessments. He noted that the City changed the accounting policy in 2015 related to the pension plan through the addition of Governmental Accounting Standards Board (GASB) statements 68 and 71 and adjustments were made to the beginning net position and fund balance.

The Finance Committee discussed changes to the audit process from prior years and noted it was more thorough than before. City Treasurer Steve Berg shared some of the issues that arose during the process. City Administrator Lauren Palmer discussed sewer write-offs, noting that there was discussion about a reasonable time to write off bad debt and engaging a collection service to collect older debt in the future. Palmer explained the issue with resolving the value of the land known as 45 Park Place, noting that staff reached out to the appraiser who confirmed that the April 2014 appraisal was still valid. The auditors accepted this confirmation.

Driver moved to recommend that the Board of Aldermen approve the audited financial statements for the fiscal year ending December 31, 2015. Rittman seconded; motion passed 4-0.

Chair Sportsman thanked the aldermen for their financial expertise and experience. Palmer noted that the City would have a consulting relationship with the auditors throughout the year. She also

said that the audit was delayed because of the appraisal issue and the timing of the judicial foreclosure and the sheriff's sale for 45 Park Place.

C. Approve a maintenance agreement with Blue Valley Public Safety Inc. for the outdoor warning sirens

Public Works Director Alysén Abel stated that the City maintained four sirens which were part of the Platte County Regional Tornado and Public Warning System. Maintenance was contracted annually with Blue Valley Public Safety Inc. who was the authorized representative for the region. She added that staff would contact the vendor to find out if a multi-year contract was an option instead of an annual renewal.

Driver moved to approve the maintenance agreement with Blue Valley Public Service Inc. for the outdoor warning sirens in the amount of \$2,808. Rittman seconded; motion passed 4-0.

Dave Rittman mentioned that the City had discussions in the past about adding sirens and Abel responded that none had been added. She noted that staff was aware of the issue and was working with intergovernmental partners to evaluate options for adding coverage. A recommendation will be made to the Board of Aldermen at a later time.

D. Approve a small construction agreement with Havens Construction for the River Hills Storm Sewer Reconstruction

Public Works Director Alysén Abel explained that in 2013 there was a small failure in the area adjacent to 10201 River Hills Drive, which was a different location than the problem that occurred in 2015. She added that the hole had been previously filled, but due to heavy rains in May a 15 foot sinkhole had appeared. Based on a recent inspection of the structure, staff did not find evidence that the pipe was properly grouted for a water-tight seal. Two contractors evaluated the storm sewer – Havens Construction worked on several properties in Thousand Oaks and Beemer Construction worked on the QuikTrip development. Havens Construction provided a more cost-effective alternative that would not require tree removal.

Further discussion focused on the quality of work being done, what it would look like from the ground and determining if other storm sewers in the city had the same issue.

Driver moved to approve a small construction agreement with Havens Construction for the River Hills Storm Sewer Reconstruction in an amount not to exceed \$5,000. Rittman seconded; motion passed 4-0.

E. Reject bids related to the Nature Sanctuary garden tractor

Assistant to the City Administrator Tim Blakeslee stated that the Nature Sanctuary Donation Fund budgeted for the purchase of a new garden tractor in 2016. A bid opening was held in June and one bid was received that was \$1,200 over budget. Blakeslee added that two other vendors were contacted to find out why they did not bid and one commented that they did not understand the bidding process.

Staff recommended rejecting the bid and rebidding the purchase with the removal of the mower deck to see if the new bid would fit within the budget. Rittman commented that the Parkville Rotary Club was looking to donate money for a City project and the tractor could be an option.

Driver moved to reject all bids and direct staff to reduce the scope by adding the mower deck as a bid alternate and rebid the equipment. Rittman seconded; motion passed 4-0.

The Committee discussed modifying the purchasing policy to increase the minimum for competitive bids because vendors were reluctant to bid for smaller purchases under \$2,500.

4. NON-ACTION ITEMS

5. OTHER BUSINESS

6. ADJOURNMENT

Chair Sportsman declared the meeting adjourned at 9:04 a.m.

Submitted by:

Melissa McChesney
Melissa McChesney
City Clerk

July 11, 2016
Approval Date



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



Finance Committee Meeting
July 25, 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 (*arrived at 8:02 a.m.*), Diane Driver and Robert Lock
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Bob Charlesworth, Charlesworth Benefits, LC

2. FINANCIAL UPDATES

3. CONSENT ITEMS

- A. **Approve the minutes from the July 11, 2016, meeting**
- B. **Approve the Fewson Fund Annual Financial Statement and report**
- C. **Approve the purchase of materials with PMSI for the 2016 Crack Sealing Program**

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

4. ACTION ITEMS

Mayor Johnston joined the meeting at 8:02 a.m.

- A. **Approve revisions to the Purchasing Policy related to smaller equipment, construction, and professional services purchases**

City Administrator Lauren Palmer explained that in the past staff had difficulty receiving competitive bids for smaller purchases less than \$10,000, so staff recommended raising the threshold for competitive bidding at \$10,000 for vehicles, equipment, new construction and professional services. She added that the two policy changes included adjusting the threshold and putting in general language to authorize the Board of Aldermen the authority to deviate from the policy as needed.

Driver moved to recommend that the Board of Aldermen amend the purchasing policy to (1) increase the threshold for competitive bidding to \$10,000 for all purchases and (2) clarify that the Board of Aldermen may deviate from the policy to address situations in which application of the provisions is infeasible. Rittman seconded; motion passed 5-0.

- B. **Approve the park signage project and associated agreements from Fossil Graphics, Acme Sign and Vireo**

Assistant to the City Administrator Tim Blakeslee stated that the 5k/10k course in English Landing Park and Platte Landing Park were certified in 2015 and later in the year the City received a \$4,405 grant from Platte County to market and map the trail. Concepts were shown to the Community Land and Recreation Board (CLARB) in April and a proposal was approved in July. The park signage project included new maps in three areas of the park to be completed by Fossil Graphics; 13 trail markers along the course to be completed by Acme sign who presented

the lowest quote that met the recommendation of CLARB; and graphic design for a new park map to be completed by Vireo.

The Committee discussed the trail markers and whether they should include miles or kilometers or both and Blakeslee responded that he would contact various organizations to determine the best option.

Driver moved to recommend that the Board of Aldermen approve the park signage project and associated agreements subject to staff review as described from Fossil Graphics, Acme Sign and Vireo as described in an amount totaling \$10,694. Rittman seconded; motion passed 5-0.

C. Approve a professional services agreement with Bukaty Companies for employee benefit consulting services

Finance/Human Resources Director Matthew Chapman said that a broker acts as an intermediary between the benefit providers and the City had contracted with CBIZ. Because staff was dissatisfied with their service, the Board of Aldermen approved an agreement with Charlesworth Benefits LC to develop a request for proposals for a new broker. Five responses were received and three finalists were chosen for an interview. The selection committee, composed of City Administrator Lauren Palmer, Finance/Human Resources Director Matthew Chapman, Alderman Dave Rittman and Bob Charlesworth, selected Bukaty Companies because they offered the most competitive packet of services and specialized in working with smaller entities. The City would engage with the broker for one year as staff continued to evaluate the services provided by Midwest Public Risk (MPR) while considering bidding for health insurance benefit providers.

Bob Charlesworth, Charlesworth Benefits, said that CBIZ was not recommended for an interview but staff reserved the right to visit with them if there was not another alternative. He added that staff wanted to evaluate the relationship with MPR over the next year because they were a trust and the termination provisions could be challenging. If an agreement with MPR was terminated, the City would be responsible for paying any open claims for up to three months after the termination. To assess the risk it was important to know how to get out of an agreement. Charlesworth also noted that if the City decided to approve an agreement with MPR it would only be able to use the healthcare providers chosen by MPR. Bukaty Companies would help staff evaluate the process.

Driver moved to recommend that the Board of Aldermen engage Bukaty Companies for employee benefits consulting services. Rittman seconded; motion passed 5-0.

D. Authorize staff to obtain three quotes for each of the trades required for the English Landing Park Restroom Rehabilitation Project

Public Works Director Alysen Abel stated that the bid package for the project was separated into four major construction categories: plumbing, electrical, carpentry and site construction while staff planned to work as the general contractor. A bid opening was held on July 14 and three responses were received, but one bid was for cleaning services which was not a valid bid, one bid was for electrical services only and the third bid was for general contracting services including overhead and profit. Abel noted that other contractors declined to bid since the City planned to be the general contractor. Staff felt it was unfair to accept the general contractor bid because the services were not included in the bid package. Abel recommended moving forward with the electrical work which was within staff's approval authority. Staff sought direction from the Finance Committee to confirm the direction of the project before moving forward. In order to meet the November 1 deadline for the Platte County Outreach Grant funds, staff recommended approval of the electrical contract with Merrill Industrial Electrical. Staff also requested approval to obtain three quotes from the remaining trade categories in lieu of requesting sealed bids and estimated the project would total approximately \$65,000 for the basic services package. She added that Platte County said the City could request an extension with an explanation of the reasons why it was not able to meet the deadline. Staff would confirm if extensions were approved by the Platte County Park and Recreation Board in writing.

Driver moved to authorize staff to execute an electrical construction agreement with Merrill Industrial Electric in the amount of \$1,954 and to recommend that the Board of Aldermen authorize staff to obtain three quotes from each of the other trades included in the bid request. Rittman seconded; motion passed 5-0.

E. Approve a work authorization with FTC Equipment to repair the blower at the Wastewater Treatment Facility

Public Works Director Alysén Abel explained that the wastewater treatment facility had two aeration basins that ran off of blowers that introduced air into the process, but one had stopped working and needed to be repaired. She noted that the facility could operate for a short time on a single blower. Mid-America Pump and FTC Equipment were contacted for quotes and both submitted quotes for repair and replacement of the blower. Abel said that the repair estimates were based on a cursory review but the extent of the damage was unknown until the blower was removed. FTC Equipment provided the lowest quotes for repair and replacement and freight and installation were not included, but were estimated at less than \$500. FTC Equipment provided a 12-month warranty for replacement but no warranty for the repair.

Discussion focused on repairing or replacing the blower and to cover the additional cost of the replacement funds might need to come from the Emergency Reserve Fund. She added that she would contact the vendor to find out the delivery time for a replacement blower.

Driver moved to approve the work authorization with FTC Equipment for the blower replacement, providing delivery time is acceptable by Public Works staff, in the amount of \$7,832. Rittman seconded; motion passed 5-0.

F. Authorize the City Administrator to approve Change Order No. 1 with Gunter Construction for the improvements to the Route 9 downtown markers

Public Works Director Alysén Abel stated that in October 2015 the Board of Aldermen approved a construction agreement with Gunter Construction but the downtown markers were removed from the project due to cost constraints. Donors raised enough funds to cover the cost of the markers and a supplemental agreement was approved with Gunter Construction in December 2015. Due to value engineering of the project, the blue metal background was removed from the downtown markers project.

Abel explained that the original aluminum letters that were installed were not visible in front of the stone so staff contacted Gunter Construction to determine what options were available. Options included removing the aluminum letters and painting them black; installing a one-eighth inch thick blue metal background on top of the stone and reinstalling the aluminum letters; or installing a one-eighth inch thick blue metal background with the contractor cutting out a portion of the masonry and installing it flush on the markers with a picture frame around it. Abel said there were no additional funds available but approximately \$2,200 from interest in the Fewson Fund could cover the first two options. The overage in option three could be covered by savings in the General Fund or requesting additional funds from the donors. Staff recommended the second option due to budget constraints and it met the design's original intent.

Driver moved to authorize the City Administrator to approve Change Order No. 1 with Gunter Construction for the improvements to the Route 9 downtown markers in the amount of \$1,466. Sportsman seconded; motion failed 2-3 (Rittman, Johnston and Lock opposed).

Further discussion focused on covering the additional cost for Option 3. Public Works Director Alysén Abel said that the Fewson Fund interest, the General Fund or additional funds from the donors could help to cover the additional costs. City Administrator Lauren Palmer noted staff was seeking direction from the Committee and said that the second issue was that any vote not approved by a four-fifths majority of the Finance Committee would require approval by the Board of Aldermen.

Driver moved to authorize the City Administrator to approve Change Order No. 1 with Gunter Construction for the improvements to the Route 9 downtown markers in the amount of \$1,713.50. Sportsman seconded; motion failed 1-4 (Rittman, Johnston, Driver and Lock opposed).

Driver moved to authorize the City Administrator to approve Change Order No. 1 with Gunter Construction for the improvements to the Route 9 downtown markers in the amount of \$5,521.50, contingent upon private fundraising for the balance of the cost. Rittman seconded; motion passed 4-1 (Driver opposed).

5. NON-ACTION ITEMS

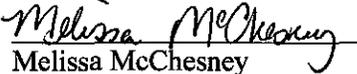
6. OTHER BUSINESS

Public Works Director Alysen Abel introduced a bear crafted by chainsaw artist TJ Jenkins, who also carved the eagle in English Landing Park. She added that staff planned to give the bear as the winning prize for a future picture contest.

7. ADJOURNMENT

Chair Sportsman declared the meeting adjourned at 9:16 a.m.

Submitted by:


Melissa McChesney
City Clerk

August 8, 2016
Approval Date



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.

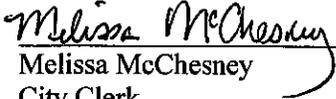
5. NON-ACTION ITEMS

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



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



Finance Committee Meeting
September 12, 2016 – 8:00 a.m.
Executive Chambers – Board Room

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 8:06 a.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston, Diane Driver and Robert Lock
- **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 Community Development Department Assistant Shakedra Knight

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the August 29, 2016, meeting

Driver moved to approve the August 29, 2016, minutes. Rittman seconded; motion passed 5-0.

B. Authorize the city attorney to file an intervention on behalf of Platte County customers in the Office of the Public Counsel appeal of the Missouri Public Service Commission rate determination for Missouri American Water Company

City Administrator Lauren Palmer detailed the rate case intervention with the Public Service Commission on behalf of the Platte County water district. Missouri American Water Company planned to construct a new water treatment plant in 2017. If the consolidated rates were not approved, water rates in Platte County were estimated to jump as much as 50 percent to support costs associated with the new plant. The City of Riverside requested that Parkville handle the motion to intervene on behalf of Platte County customers in the appeal. The City could continue to engage Joe Bednar as special counsel at an hourly rate of \$300.

Driver moved to recommend that the Board of Aldermen authorize the city attorney to file an intervention on behalf of Platte County customers in the Office of the Public Counsel appeal of the Missouri Public Service Commission rate determination for Missouri American Water Company, subject to the following conditions: costs of the engagement are capped at \$40,000 without prior written authorization from the City of Parkville in accordance with the Purchasing Policy; and the City of Riverside commits to pay Parkville \$10,000 to offset the legal costs. Rittman seconded; motion passed 5-0.

C. Approve an employee recognition gift in accordance with the Miscellaneous Expense Authorization and Reimbursement Policy

City Administrator Lauren Palmer stated that City Treasurer Steve Berg was retiring at the end of September and the policy stated that gifts over \$100 required approval by the Committee. Palmer requested approval for the purchase of a painting for Mr. Berg for his retirement.

Driver moved to approve the employee recognition gift in the amount of \$350, as recommended by staff. Rittman seconded; motion passed 5-0.

D. Approve a purchase order for the rental of waste collection containers from Metro Rolloff Container Services for the 2016 Fall Cleanup event

Public Works Director Alysén Abel stated that in fall of 2015 Metro Rolloff Container Services quoted total fees of \$3,400 for services for 2016 Fall Cleanup. Abel stated that the Streets budget included \$13,500 for City cleanup events and the estimated cost of \$2,500 for the 2016 fall cleanup could fluctuate depending on the tonnage received. Abel anticipated that the event would need ten containers at \$300 per unit and she added that Metro Rolloff did not have a business license and that approval would be contingent upon approval of the license.

Driver moved to approve the rental of waste collection containers from Metro Rolloff Container Services, LLC for the 2016 Fall Cleanup Event in an estimated amount of \$3,400, contingent upon the company obtaining a valid Parkville business license. Rittman seconded; motion passed 5-0.

E. Approve Work Authorization No. 2 with Arbor Masters for removal of hazardous trees at 13th and Main streets and approve a tree removal agreement with the homeowners at 1206 Main Street

Public Works Director Alysén Abel stated that a work authorization with Arbor Masters needed approval for hazardous tree removals at 13th and Main streets and at 1206 Main Street. Abel stated that the residents agreed to pay 50 percent of the costs and legal staff drafted an agreement. The impact to the budget was \$1,400, which was the remaining half after payment was received by the residents.

Driver moved to approve Work Authorization No. 2 with Arbor Masters for the removal of two hazardous trees adjacent to 1206 Main Street in the amount of \$2,800, and to approve a tree removal agreement with the homeowners of 1206 Main Street that outlines the obligations regarding the removal of the two hazardous trees. Rittman seconded; motion passed 5-0.

F. Approve Work Authorization No. 64 with North Hills Engineering for design and project management of the 45 Highway pump station reconstruction project

Public Works Director Alysén Abel stated that a work authorization for 45 Highway pump station reconstruction with North Hills Engineering was needed because the station had a malfunction that caused sewage overflows and needed new mechanical and electrical upgrades. The reconstruction included pumps, base elbows, discharge piping and motor controls replacement.

Driver moved to approve Work Authorization No. 64 with North Hills Engineering for the design and project management of the 45 Hwy pump station reconstruction in the amount of \$6,150. Rittman seconded; motion passed 5-0.

G. Approve two change orders with Full Nelson Plumbing for plumbing work for the English Landing restroom rehabilitation

Public Works Director Alysén Abel stated that approval of a change order was needed for the English Landing Park Restroom rehabilitation project. She noted that Tier 1 of the project included basic restroom maintenance and sidewalk improvements. The contractor, Full Nelson Plumbing, split up the labor and materials costs for the fountain installation on the bid that totaled \$15,840 for both items. Staff believed that the cost was excessive and the element was not critical and could wait until after the November 1 deadline to be completed. Abel noted that a possible donation and other alternatives were being explored in regards to the water fountain installation. She stated that during the initial review regarding the pipe replacement, staff discovered that Wirsbo (PEX) piping was less expensive than PVC and would require less maintenance. The decrease in cost for the change in piping reduced the total bid to \$12,139.

Driver moved to approve Change Order No. 1 and 2 with Full Nelson Plumbing for the plumbing work associated with the English Landing Park Restroom rehabilitation, with a revised contract amount of \$12,139.25. Rittman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. OTHER BUSINESS

A. September 26th meeting cancelled

City Administrator Lauren Palmer reminded the Committee that the September 26, 2016, meeting was cancelled.

6. ADJOURNMENT

Driver moved to adjourn the meeting at 8:53 a.m. Rittman seconded; motion passed 5-0.

Chair Sportsman declared the meeting adjourned at 8:53 a.m.

Submitted by:



Shakedra Knight
Community Development
Department Assistant

October 10, 2016
Approval Date



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.

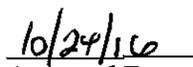
6. OTHER BUSINESS

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



Finance Committee Meeting
October 24, 2016
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, Nan Johnston, Diane Driver (*arrived at 8:04 a.m.*) and Robert Lock
- **City Staff Present:** City Administrator Lauren Palmer, Interim City Administrator Kirk Davis, 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
- **Others Present:** Scott Hefner, Bukaty Company; Tom Kaleko, Springsted, Inc.

2. FINANCIAL UPDATES

3. CONSENT ITEMS

- A. Approve the minutes from the October 10, 2016, meeting
- B. Renew the intergovernmental agreement with the MARC Solid Waste Management District for the 2017 Regional Household Hazardous Waste Collection Program

Robert Lock moved to approve the consent agenda, as presented. Dave Rittman seconded; motion passed 4-0.

Diane Driver joined the meeting at 8:04 a.m.

4. ACTION ITEMS

- A. Approve the employee health insurance renewal for 2017 with Aetna

Finance/Human Resources Director Matthew Chapman stated that the City offered three benefit plans through Blue Cross Blue Shield (BCBS). The City's insurance broker, Bukaty Companies, marketed to carriers in the area and initially BCBS was the lowest quote, but still remained higher than the rate paid in 2016. Chapman noted it could have been a challenge for employees to cover the cost of the increase because of the one percent merit raise proposed for 2017. Bukaty Company received a late proposal from Aetna that provided cost savings to both the City and to the employees. Chapman noted that Aetna ensured staff that the provider network closely mirrored BCBS. The employee health insurance committee met before the Aetna proposal was received and he would meet with them again to discuss the new proposal.

Chapman said that Bukaty Companies also marketed dental and vision coverage which had both not been marketed for several years. Delta Dental provided flat rates for 2017. Other vendors would have provided cost savings but many area dentists were not in the provider network, so the committee recommended staying with Delta Dental. In regards to vision benefits, the City did not contribute to vision but the committee recommended switching to Surency because there would be approximately 44 percent savings for employees across all the tiers, but keep a similar provider network.

Diane Driver moved to recommend that the Board of Aldermen approve the health insurance renewal for 2017 with Aetna with the premium plans, rates and costs shares attached hereto as Attachments 2 and 3 and incorporated by reference. Rittman seconded; motion passed 5-0.

B. Approve Work Authorization No. 7 with FTC Equipment, LLC for the Mission Control Unit at the Wastewater Treatment Facility

Public Works Director Alysen Abel said that per statutes the City was required to have an alarm system at each lift station and the treatment plant to notify staff of failures. Over the years the units were replaced at six pump stations, but the treatment plant used an unreliable analog/telephone/voice alarm system on a LAN line. The new cellular technology would allow staff to monitor the plant remotely.

Driver moved to approve Work Authorization No. 7 with FTC Equipment for the Wastewater Treatment Facility Mission Control Unit in the amount of \$3,873.40. Rittman seconded; motion passed 5-0.

C. Approve a deduct change order with Foley Company for the clarifier floor replacement

Public Works Director Alysen Abel explained that in August 2016 the Board of Aldermen approved an agreement with Foley Company for the replacement of the clarifier floor with a concrete mix that included fiber mesh to help improve reinforcement and prevent cracking. During testing after one-half of the floor was poured, staff determined that the concrete mix did not include the mesh, but the contractor agreed to finish the floor at their own risk. Staff provided the contractor with three options: replace the floor with the mesh; provide a credit to the City, which City Engineer Jay Norco determined was \$5,000, and require an extended five-year maintenance bond; or provide the \$5,000 credit to the City and use the money and savings from the entire project to replace the floor in the second clarifier. Abel said that the contractor would provide a credit to the City. Staff was not concerned that the materials were substandard. During the maintenance period staff would drain the clarifier annually to check for cracks or imperfections.

Abel said the first clarifier was programmed in the 2016 Capital Improvement Program (CIP) and the second was programmed for the 2018 CIP. With the cost savings from the project and the credit of \$5,000 the third option was still available. Abel said she would speak with the contractor about a change order in 2017 for the second clarifier.

Driver moved to approve the deduct change order with Foley Company in the amount of \$5,000 and ask vendor about 10-year maintenance bond or accept the 5-year maintenance bond. Rittman seconded; motion passed 5-0.

5. NON-ACTION ITEMS

A. Discuss a preliminary proposal for debt financing for transportation projects

City Administrator Lauren Palmer stated that the issue was presented to the Board of Aldermen at the first budget work session on October 18 and the City had a couple of options. She said she was seeking feedback from the Finance Committee to determine what to present at the third budget work session on November 8.

The Committee discussed the grant for improvements to Route 9. Palmer said the grant would not kick in until federal fiscal year 2019-2020, but the City could request a grant anticipation loan through the Transportation Fund to issue debt financing to accelerate the improvements. The Board of Aldermen directed staff to budget for more street maintenance so staff determined that approximately \$1 million would be helpful to complete a large portion of street maintenance that could be completed in one year. Palmer said that approximately \$400,000 was budgeted for street maintenance annually and a portion of the funds could be used to cover the debt payment for the larger project. Palmer added that staff was working on a recommendation for the third budget work session and Springsted, Inc. helped put together a five-year debt picture.

The Finance Committee discussed the timing of the larger project because of the oil and asphalt prices, concerns with taking on more debt, possible risks, the timing of the 9 Highway Community Improvement District (CID) and grants and how they related to each other, the estimated CID revenues, the importance of getting the streets up to grade, accelerating the Route

9 improvements by using debt financing, and concerns about the status and debt related to the Brush Creek and Brink Meyer Road neighborhood improvement districts.

The Finance Committee requested that staff provide information at the third budget work session for a timeline, estimated CID revenues, the timing of the grants and the CID formation and analytics.

B. Discuss city and developer costs for the asphalt repairs to South National Drive between Highway 45 and Limestone Road

Public Works Director Alysen Abel explained that dirt was hauled from the QuikTrip development to the Cider Mill 6th Plat. Prior to the work being started staff asked the contractor for a maintenance bond and other items to help protect the quality of Bell Road. QuikTrip originally requested that the haul route be from Route 45 to Bell Road to Limestone Road, but because of the status of Bell Road staff felt a better route would be South National Drive. In late June the truck traffic increased. Staff reviewed the condition of the road and found that 36 different areas needed to be addressed, including patching or full-depth replacement and some curb repairs. Staff met with the contractor and developer to review the conditions and negotiate the repairs and found that 12 locations needed full-depth replacement. The Public Work staff would complete the minor street repairs, as well as crack sealing which was planned for the fall. Because of the excess truck hauling, South National Drive, on a scale of one to ten with one being the best, dropped from a 2.5 rating to a six. The estimated cost of the repairs was approximately \$56,000 for the major areas that needed full-depth replacement.

Abel said that the work began the prior week and the areas were almost complete with the exception of the top two inches. The developer originally requested a cost share and the contractor determined the City's portion would be 25 percent of the cost. Abel noted that in about three years the road would need to be milled and overlaid. Following discussions between staff and the developer, the developer decided they would cover the full cost of the 12 locations.

The Finance Committee discussed other areas that would be impacted by excess vehicle traffic for future development. Abel said that River Road was a concern because of future improvements for Thousand Oaks 16th Plat. She noted that River Road was substandard and sought guidance from the Committee on whether to share the costs with the developer or create a policy to address the issues in the future. The Committee recommended that staff contact the developer of Thousand Oaks to discuss the possible issues.

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 9:50 a.m.

Submitted by:


Melissa McChesney
City Clerk

November 4, 2016
Approval Date



Finance Committee Meeting
Friday, November 4, 2016
Executive Chambers – Board Room

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 7:33 a.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Nan Johnston, Diane Driver and Robert Lock (*via phone*)
- **Other Aldermen Present:** Jim Werner
- **City Staff Present:** Interim City Administrator Kevin Davis, Finance/Human Resources Director Matthew Chapman, Public Works Director Alysén Abel, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Jay Norco, North Hills Engineering

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the October 24, 2016, meeting

Diane Driver moved to approve the October 24, 2016, minutes. Nan Johnston seconded; motion passed 3-0.

B. Approve Work Authorization No. 3 with Arbor Masters for the removal of hazardous trees in English Landing Park

Public Works Director Alysén Abel stated that staff received notification in September that the City received a TRIM grant for the removal of hazardous trees in English Landing Park. The original estimate was completed by Urban Tree Specialists under the prior on-call services agreement that expired on July 21, 2016. The new on-call tree trimming provider Arbor Masters identified three additional trees to remove. Abel noted that the project recommended more tree removal than originally budgeted and she provided an alternate to reduce the scope, but staff recommended completion of the full project in 2016.

Driver moved to recommend that the Board of Aldermen approve Work Authorization No. 3 with Arbor Masters for the removal of hazardous trees in the amount of \$16,100. Johnston seconded; motion passed 3-0.

C. Approve a purchase order with Hach for the three dissolved oxygen probes for the Wastewater Treatment Facility

Public Works Director Alysén Abel said that the Wastewater Treatment Facility had two aeration basins with a total of four dissolved oxygen probes. The probes monitored the oxygen level and controlled the blower speeds. In October staff found that two of the probes had failed and anticipated a third probe would fail. Staff was unable to repair the failed probes and recommended replacing the three probes and keeping the third on-hand until the probe failed. Abel said that only two companies provided the product and Hach also included a 20 percent promotion through the end of the year. Freight was not included in the quote and staff anticipated it would cost about \$100.

Driver moved to approve the purchase order with Hach for the replacement of three dissolved oxygen probes at the Wastewater Treatment Facility in the amount of \$4,700.80. Johnston seconded; motion passed 3-0.

D. Approve a professional services agreement with RL Buford & Associates for the survey services for the Riverchase Sewer Replacement Project

Public Works Director Alysén Abel explained that a failure occurred in the sewer line at 4906 Riverchase Lane. Staff received three quotes. Abel said the project was not originally budgeted in the Sewer Fund for 2016, but there were savings from the Main Street sewer repairs project. The design would take most of the rest of the year and the work was planned for spring 2017.

Driver moved to approve the professional services agreement with RL Buford & Associates for the survey services for the Riverchase Sewer Replacement Project in an amount of \$5,780. Johnston seconded; motion passed 3-0.

E. Approve a property damage claim at 4906 Riverchase Lane

Public Works Director Alysén Abel stated that the house at 4906 Riverchase Lane was built in 2010 and had numerous sewer issues, several of which were caused by a substandard grinder pump and some caused by the configuration of the sewer main. The homeowners had installed two Zollar grinder pumps since 2010. In March 2015 staff reviewed the pump and sent the homeowners a letter notifying them of the substandard pump and recommending purchasing an E1 pump because it had the capacity to handle higher volumes. The letter also outlined that staff would monitor the lines. In September the grinder pump failed and the homeowners submitted a property damage requesting a reimbursement from the City. Abel said that staff responded to the claim and offered \$2,500 to cover replacement of the grinder pump with the recommended E1 pump, sales tax and a service call from Haynes to ensure it was installed properly. In response to the offer, the homeowners submitted a counter-offer for \$4,500 to cover one Zollar pump, one E1 pump, warranty and the service call and in exchange they would sign the agreement. Abel said that staff planned a long-term repair of the sewer main and design and construction would begin spring 2017.

For future staff reports, the Finance Committee requested more information regarding the overall budget in addition to information about the line item being used to cover the expense.

Driver moved to approve the property damage claim at 4906 Riverchase Lane in the amount of \$4,500. Johnston seconded; motion passed 3-0.

F. Approve Change Order No. 3 with Foley Company for repairs to the Pinecrest Pump Station

Public Works Director Alysén Abel stated that during the design phase the discharge pipes at the pump station were evaluated and staff did not see any issues that needed to be fixed. When staff completed the annual preventative maintenance at the pump station they determined there was a leak in one of the pipes that caused leaking into the wet well. As a short-term measure staff turned the pump off and operated on a single pump which was acceptable for the short-term but with the opening of QuikTrip in December the problem needed to be fixed immediately. Abel said that staff reviewed the existing contracts for the work and determined that Foley Company could complete the work quicker than the other vendors. In addition to the repairs, additional work included by-pass pumping and cleaning out the area. She noted that as a cost-saving measure, the equipment would be purchased by the City instead of through a contractor at an estimated cost of \$5,300.

Driver moved to approve Change Order No. 3 with Foley Company for the Pinecrest Pump Station repair in the amount of \$2,942.47. Johnston seconded; motion passed 3-0.

4. NON-ACTION ITEMS

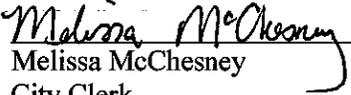
5. OTHER BUSINESS

Mayor Johnston said that the selection committee that reviewed proposals for city attorney services narrowed the proposals down to two firms and interviews would be held the week of Thanksgiving.

6. ADJOURNMENT

Chair Sportsman adjourned the meeting at 8:22 a.m.

Submitted by:


Melissa McChesney
City Clerk

November 28, 2016
Approval Date



Finance Committee Meeting
November 28, 2016
Executive Chambers – Board Room

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 8:01 a.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman and Diane Driver
- **City Staff Present:** Interim City Administrator Kevin Davis, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman (*joined meeting at 8:39 a.m.*), 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 4, 2016, meeting

Diane Driver moved to approve the November 4, 2016, minutes. Dave Rittman seconded; motion passed 3-0.

B. Revise the authorized not-to-exceed amount for special legal counsel services with Zerger & Mauer, LLP related to the Brush Creek Drainage and Brink Meyer Neighborhood Improvements Districts

Assistant to the City Administrator Tim Blakeslee explained that Zerger & Mauer LLP provided legal services for the judicial foreclosure and tax sale for property in the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts (NID). In 2015 there was a discrepancy in the title work and two parcels were left out of the process. One parcel was purchased by Billy Goat Empire LLC. The former city administrator negotiated an additional cost of \$3,500 which increased the not-to-exceed amount to \$18,500. The Finance Committee discussed the purchased parcel and its affect future development in the area.

Driver moved to recommend to the Board of Aldermen to revise the authorized not-to-exceed amount for special legal counsel services with Zerger & Mauer, LLP related to the Brush Creek Drainage and Brink Meyer Neighborhood Improvements Districts to \$18,500. Rittman seconded; motion passed 3-0.

C. Renew the professional services agreement with Cochran Head Vick & Co., P.C. for auditing services for the 2016 fiscal year

Assistant to the City Administrator Tim Blakeslee stated that Cochran Head Vick & Co., P.C. completed the 2015 audit and the City had a policy to issue a request for proposals for auditor services every three years. The cost for the 2016 audit increased by \$450.

Driver moved to recommend that the Board of Aldermen renew the professional services agreement with Cochran Head Vick & Co., P.C. in the amount of \$18,570 for auditing services for fiscal year 2016. Rittman seconded; motion passed 3-0.

D. Approve a professional services agreement with Williams & Campo, P.C. for city attorney services

Interim City Administrator Kirk Davis distributed the draft agreement, appended as Exhibit A, and said that four aldermen and City staff interviewed the top two applicants and recommended Williams & Campo, P.C. The selection committee suggested capping services at 30 hours per

month, including eight hours at City Hall per week. The firm was flexible on providing educational sessions and would attend Planning and Zoning Commission meetings when directed by staff. The agreement included a 60-day out clause and a flat rate structure.

Driver moved to recommend that the Board of Aldermen approve a professional services agreement with Williams & Campo, P.C. for city attorney services in the amount of \$74,400, subject to negotiations. Rittman seconded; motion passed 3-0.

E. Authorize staff to advertise a public hearing and prepare an ordinance to implement a 10 percent rate increase for the sewer utility

Public Works Director Alysén Abel stated that the Sewer Fund was a self-sustaining enterprise fund that operated on its own revenue. As discussed during the fourth budget work session, the Emergency Reserve fund dropped below the working capital target level and staff proposed reducing the Capital Improvement Program and the transfer from the General Fund for sewer related expenses to get the reserve back up to the target. Abel said that a public notice would be published on November 29 with the first reading of the ordinance at the Board of Aldermen meeting on December 6 and the public hearing on January 17, 2017.

The Finance Committee recommended including the average impact to customers in the policy report to the Board and requested information on the lower revenues in 2017 compared to prior years.

Driver moved to authorize staff to advertise a public hearing and prepare an ordinance to implement a 10 percent rate increase for the sewer utility in 2017. Rittman seconded; motion passed 3-0.

F. Approve a supplemental agreement for 2017 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 said that the initial agreement with Alliance Water Resources was approved in 2014 and would expire in 2017. The agreement allowed for rate increases between three and six percent annually or based on the Consumer Price Index, whichever was lower. The proposed increase was one percent over the cost of services in 2016.

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 2017 in the amount of \$293,400. Rittman seconded; motion passed 3-0.

G. Approve a maintenance agreement with H&H Septic Service for on-call sewer cleaning and repair services

Public Works Director Alysén Abel said that in August 2015 the Board approved an agreement with H&H Septic Service for a one-year term. In 2016, staff released a bid request but did not receive any responses. Staff continued to work with H&H Septic Service in the interim until an agreement could be reached. They agreed to honor the 2015 prices but there were slight increases in some areas.

Driver moved to recommend that the Board of Aldermen approve the maintenance agreement with H&H Septic Service for on-call sewer cleaning and repair services, with the unit prices listed in the agreement. Rittman seconded; motion passed 3-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

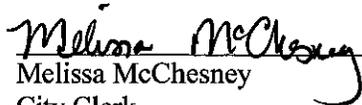
Departments presented an overview of the projects.

5. OTHER BUSINESS

6. ADJOURNMENT

Chair Sportsman adjourned the meeting at 8:55 a.m.

Submitted by:


Melissa McChesney
City Clerk

December 12, 2016
Approval Date