

Finance Committee Meeting Minutes of January 11, 2012

1. Scott McRuer opened the meeting at 12:02 p.m.

Committee Roll Call:

Members Present: Scott McRuer, Gerry Richardson, Nan McManus and Chris Fisher (Quorum present).

Other Aldermen Present: Jim Werner and Diane Driver.

City Staff Present: Shannon Thompson, Kirk Rome and Steve Berg.

Public/Media Present: none

2. **Approval of Minutes:** Minutes for the December 14, 2011 meeting were presented. Nan McManus moved, Gerry Richardson seconded to approve the minutes. Approved 4/0.

3. **McKeon Stage/Gazebo Reconstruction Discussion:** Kirk Rome began a discussion regarding structures to replace the McKeon Stage and Gazebo in English Landing Park. He said that he anticipates that FEMA will reimburse the City for about \$35,000 for the damage sustained by those structures in last year's flood. He added that these funds can be spent on any park improvements at our discretion. Discussion proceeded with various ideas being offered on replacement stage possibilities and locations, with one recurring theme being that a stage should be positioned near areas where vendors can be located. Scott McRuer asked about possible impact on plans for the proposed adjacent County park area due to budgeting changes at the County government level. Gerry Richardson and others said that they feel that for the present the County Parks Sales Tax is securely dedicated to parks since it would require a public vote to redirect this funding to other types of expenditures. If such a vote were to be brought to the public, the City would know of any such proposals well in advance. Discussion then proceeded to whether a planner should be hired, and at what point a planner could be helpful. It was also suggested that City plans should be coordinated with the County plans. Chris Fisher said that it may be beneficial to develop Parkville's plan ahead of the County, as this may direct more what the County decides to do. It was agreed to continue the discussion at a one-hour work session to be scheduled on February 7. Shannon said that members of CLARB would be invited to participate in the session. Shannon also requested that board members send facilities proposals to her so cut-outs can be made so these can be placed on aerial photographs of the Park to help evaluate different proposals. No action taken.

4. **Sewer Flooring Bids:** Kirk has received a new bid for flooring for the Sewer Plant from GEM Flooring. This bid upgrades the proposed flooring to materials that are comparable to the materials used in the competing bids. GEM still has offered the lowest bid, now at \$4,440.00. Nan moved to recommend the GEM bid at \$4,440.00, Gerry seconded. Approved 4/0.

5. **Household Hazardous Waste Renewal:** Kirk showed charts showing the usage by residents of the Household Hazardous Waste disposal program. Gerry asked if the City could contact MARC's contractor to see if the City could do the HHW program for less if we contracted it directly. Shannon pointed out that there would be problems in handling hazardous waste ourselves. Kirk will look into what would be involved if the City were to take over the program. No action taken.

6. Parks Building Façade Improvements: Kirk Rome presented a proposal from Cantrell & Associates Architectural Design for architectural fees to develop a façade for the pump station in English Landing Park. It was noted that Cantrell has donated advice and preliminary plans in the past and is already familiar with the proposed project. Gerry said that the City should request that any proposed design should be in a style consistent with other buildings. Nan moved, Gerry seconded, to recommend acceptance of the Cantrell contract proposal. Approved 4/0.

Other Business:

Shannon gave an update on plans for a reception for retiring City Attorney Jack Campbell. She is looking at a Thursday evening time, 5:00 to 7:00 p.m., on either February 16 or 23. She said that she will approach the National to see about the possible use of their facilities.

The meeting was adjourned at 1:10 p.m. Motion by Gerry Richardson with second by Nan McManus. Approved 4/0.

Steve Berg

Finance Committee Meeting Minutes of January 26, 2012

1. Jim Brooks opened the meeting at 9:55 a.m.

Committee Roll Call:

Members Present: Jim Brooks, Scott McRuer, Gerry Richardson and Nan McManus (Quorum present).

Other Aldermen Present: Jim Werner, Kendall Welch and Diane Driver.

City Staff Present: Shannon Thompson, Sean Ackerson, Steve Chinn and Steve Berg.
Public/Media Present: none

2. **Approval of Minutes:** Minutes for the January 11, 2012 meeting were presented. Gerry Richardson moved, Nan McManus seconded to approve the minutes. Approved 4/0.

3. **Trash and Recycling:** Kendall Welch said that the city currently has hired two trash service providers with some City facilities using one while other facilities use the other provider. She said that it would make more sense for the City to contract with one provider for all service. Shannon Thompson said that she would have Kirk Rome request bids from providers. He will ask for bids for two levels of service, a comprehensive level including recycling, and a second level that does not include recycling. Shannon will get bids and report back to the Finance Committee at a future meeting. No action taken.

4. **City Website:** Shannon gave an update on the City website, and said that the current website, managed by CivicPlus, costs the City \$4,800 per year, but has proven to be very difficult to work with. She then said that Breht Burri (under the name of TooBaRoo) has expressed interest in becoming the City website provider. He has already been helpful, and has demonstrated how the City might develop a much superior website. Shannon proposed that Melissa Estes would be able to handle website updates, with Shannon overseeing the website content. His fee would be \$4,000 for 10 months, or \$400 per month. Committee members asked if Mr. Burri, as a one person business, would be able to provide the level of service we would require, however Shannon replied that he has been very attentive, and has said he would be able to get the website up in one month's time. Other questions concerned whether the City might be able to take over the site at a later time at less cost, and if there might be security or reliability issues with such a small company operating the site. Gerry Richardson recommended a work session to work out the various questions. Shannon said that she would propose a meeting with Mr. Burri to discuss the various questions regarding the proposal. Nan moved/Scott seconded to recommend moving forward with the cancellation of the CivicPlus contract and, pending satisfactory answers to the questions raised, to recommend that the City proceed with TooBaRoo to develop a new website at a cost of \$4,000. Motion failed 1 / 2.

Gerry then moved, Nan seconded, to send the proposal to a work session with the aldermen and Mr. Burri, scheduled for February 2, 4:00 p.m. Motion approved 2/1. Shannon requested that Board members send her any questions that they would like to see addressed at the work session.

Other Business:

Fewson Project Fund: Jim Brooks presented for discussion his proposal for operating documents for the Fewson Project Fund. As he went through the document point by point, the following issues were discussed.

1. Jim asked for consideration as to how to define 'community land' as it would relate to Fewson projects.
2. Jim suggested that funds distributed to the City, but not expended in the same year should be held in fund #95 (the Capital Projects Fund). This would aid in tracking, and would assure the funds were kept available for use in future years.
3. Nan McManus asked whether funds receiving less than half of their funding should receive designation as a Fewson Project. The consensus was that such projects should be so designated.
4. It was suggested that a lower limit should be set for loan amounts, however members agreed with Jim's preference to simply stipulate the projects be defined as 'major projects.'
5. Discussion followed on the terms of loans. It was noted that longer terms for larger loans might be desirable.
6. Steve Chinn discussed legal aspects of the Fewson Fund, and said that the current board cannot bind future boards to a super majority vote.

Comptroller/Collector Duties: Jim Brooks asked for a chart showing the finance department duties that would be expected of the new replacement for Kapina Williamsen.

The meeting was adjourned at 11:18 a.m. Motion by Nan McManus with second by Gerry Richardson. Approved 3/0.

Steve Berg

Finance Committee Meeting Minutes of February 29, 2012

1. Jim Brooks opened the meeting at 12:00 p.m.

Committee Roll Call:

Members Present: Jim Brooks, Scott McRuer, Gerry Richardson and Nan McManus (Quorum present).

Other Aldermen Present: Jim Werner, Kendall Welch and Diane Driver.

City Staff Present: Shannon Thompson, Sean Ackerson, Kirk Rome and Steve Berg.

Public/Media Present: none

2. **Approval of Minutes:** No minutes were presented for approval.

3. **City Website:** Shannon Thompson reported on bids from various website hosting companies and asked board members to select a company to host the City website. She recommended TooBaRoo, with the understanding that our long-term goal of the City maintaining the site with City personnel. Shannon also said that the City would not pay for the site design until the design is completed. The site would include compatibility with online bill payments, although Shannon said that she does not know if TooBaRoo has experience with managing this feature. Nan McManus said that web plug-ins make this easy to do and so should not be a problem. It was also noted that the City should be careful to protect the City's proprietary rights to the web site and its contents. Shannon asked for approval to proceed with entering into an agreement with TooBaRoo for City web-site service. Nan so moved, and Scott seconded. Approved 4/0.

4. **Request from Pat Kelly:** Shannon presented a discussion responding to a request from Pat Kelly regarding possible purchase of City land lying to the west of the Country Garden neighborhood. She said that Mr. Kelly has expressed an interest in purchasing the land, which she estimates to include about 8 to 10 acres running parallel to the Kansas City Public Works substation. He proposes relocating the FOPAS animal shelter to this area. Shannon said that the land was donated to the City as parkland, but without restrictions as to its future use. Committee discussion focused on how the residents would respond, particularly to the potential for noise and the possible effects on property values of the neighboring residential properties. An appraisal of the land was also requested. Sean Ackerson said that he will produce a map of the area. Committee members said they would accept the proposal for consideration, but with any commitment. Gerry Richardson moved to recommend approval of an appraisal for a cost not to exceed \$500, Nan seconded. Approved 4/0.

5. **Utility Billing:** Shannon gave an update on efforts to find a billing system to replace Missouri American Water when it discontinues billing City sewer fees in May. She reported that the Incode system seems way to expensive. She said she will get quotes from other vendors.

6. **UPDATE: Business Licenses:** Shannon requested permission to add business license work to Dorrit Bender's responsibilities. She said this would add additional hours to her work schedule, but they would be paid at her regular hourly rate rather than at an overtime rate. Gerry Richardson moved to approve \$2,000 for additional time to be worked by Dorrit, Nan seconded. Approved 4/0.

Interlude: Responding to a question, Shannon gave information on City Stickers for golf carts including instructions for placement of the stickers.

At 12:47 p.m., Jim Brooks left the meeting, and Scott McRuer assumed the role of chairman and presided over the remainder of the meeting.

7. Spring/Fall Clean-Up Lot Usage Agreement: Kirk Rome asked for approval for \$2,500 for use of Damon Pursell Construction Company Land at 6105 Riverpark Drive for the City's Spring and Fall Clean-Up and Recycling Extravaganza. The Clean-Up will be held on April 14-16 and the recycling event will be held on April 21. Gerry moved, Nan seconded to recommend approval. Approved 3/0.

Kendall Welch gave an update on the Recycling Extravaganza and said that information will go out in the newsletter. Although the event will be sponsored by Parkville and Riverside, there will be no restrictions on who can use the program.

8. Household Hazardous Waste Contract Renewal: Kirk gave an update on the possibility of the City doing HHW collection ourselves. He said that there are 4 state approved vendors that we could hire for the collection and disposal of the waste. However, costs could be open-ended, depending on what types of waste are brought in. To protect ourselves against uncontrollable costs, Kirk recommended that we stay with MARC if we are going to continue the HHW program. Kendall noted that so long as Parkville participates in the MARC program, Parkville residents can also use any other MARC HHW site including the Deramus site. Nan moved, Gerry seconded to authorize Kirk to enter into the proposed agreement with MARC for continued HHW Waste services. Approved 3/0.

9. Livable Community Study Agreement with TranSystems: Kirk presented a proposal for a Parkville Regional Multi-Modal Access and Livable Community Study by TranSystems Corporation. He asked for comments and suggestions regarding the scope of services. There being none, he asked for a recommendation to enter into a contract. Gerry moved, Nan seconded to recommend approval of a contract with TranSystems, not to exceed 140,000. Approved 3/0.

10. Brush Creek NID Phase IV KCP&L Extension Agreement: Kirk requested approval of a contract with KCPL to extend power to the new wastewater pumping station that is part of the Brush Creek NID development. The bid price of \$42,357 is within budget, but considerably higher than Jay Norco had projected. Shannon said she hopes to get the amount reduced. Gerry moved, Nan seconded, to recommend approval of the contract, not to exceed \$42,357. Approved 3/0.

11. Brush Creek NID Phase IV Construction Contract. Kirk presented a bid from Garney Construction Company for construction of the Brush Creek Interceptor section 4. Kirk said it was the best price of six bids, and he thought it was a good price for the work at \$319,100. Nan moved, Gerry seconded, to recommend approval for Kirk to enter into the contract with Garney Construction. Approved 3/0.

12. DRJP Workers: Kirk said that the City can get a grant for DRJP workers to assist with restoration of English Landing Park. Under the grant, the City pays only for materials while the grant pays the workers, which provides up to \$300,000 to employ up to 20 workers for as long as 5 months, employing persons who would otherwise be unemployed. Kirk estimates the costs of materials for trees, shrubs and flowers at about \$25,000, plus there may be about \$100,000 of FEMA money available for materials on a use it or lose it basis. He said that the City

participates in the program, but is not considered the employer of the workers. He proposed that projects would include projects already wanted by CLARB, including replacing the stage and landscaping, as well as many other projects.

Kirk asked for authorization for Shannon and himself to proceed with purchases of up to \$100,000 of materials to get the project moving as swiftly as possible. It was noted that purchases under \$2,500 do not require 3 bids. Also, the Finance Committee chairman will oversee the purchases of up to \$100,000 in materials, which will be made from the funds to be received from FEMA. Shannon noted that FEMA will reimburse more than had been expected, which will cover the additional \$25,000 for the trees and greenery. Nan moved, Gerry seconded, to recommend authorization for Kirk to proceed with purchases of materials for the proposed work to be performed, with total costs not to exceed \$100,000 plus \$25,000 for greenery, with all purchases of \$2,500 or more requiring 3 bids. Approved 3/0.

Kirk noted that the DRJP program would extend through September. There was general excitement over Kirk's landing of this grant, and the anticipated improvements to the park.

13. Brush Creek NID Inspection: Kirk asked for preferences as to whether the City should go for an in-house inspector or hire an outside contractor to inspect construction of the NID phase 4 interceptor. He said that the purpose of the inspections would be to make sure that the construction is done correctly. Gerry recommended that we have a real inspector, rather than an "observer," although it will cost more. Shannon recommended getting RFPs from several inspectors, including two recommended by the Sewer District. Kirk will proceed on that basis.

14. Route 9 Bicycle/Pedestrian Trail Design Proposal: Kirk said he has received a fee proposal for the trail design that is much higher than expected. Although the engineering firm has dropped the price considerably, it is still \$12,000 over budget for engineering. Shannon asked that dollar amounts be assigned to each portion of the bid to determine which assumptions may have been under in the original estimates, to which there was agreement. Gerry also asked that the contract documents be clear that the engineers will provide the construction plans. Gerry moved, Nan seconded, to recommend approval, pending satisfactory resolution of contract obligations as overseen by Kirk, of the Route 9 Trail Design Proposal. Approved 3/0.

Other Business:

Moratorium on Changes in Adult-Oriented Business Regulations: Sean Ackerson said he will recommend extending a moratorium for 6 months regarding changes in City ordinances regulating adult-oriented businesses, as recommended by the City attorney.

Work Session on Going Paperless: Kendall Welch announced a work session on going paperless. She proposed allowing 45 minutes for a presentation, to be held on March 6 at 5:00 p.m.

The meeting was adjourned at 2:08 p.m. Motion by Nan McManus with second by Gerry Richardson. Approved 3/0.

Steve Berg

Finance Committee Meeting Minutes of March 14, 2012

1. Jim Brooks opened the meeting at 12:00 p.m.

Committee Roll Call:

Members Present: Jim Brooks, Scott McRuer, Chris Fisher and Nan McManus (Quorum present).

Other Aldermen Present: Jim Werner, Kendall Welch and Diane Driver.

City Staff Present: Shannon Thompson, Sean Ackerson, Kirk Rome, Jay Norco and Steve Berg.

Attorneys Representing the City Present: Jack Campbell and Jeff Rosen.

Public/Media Present: none

2. **Approval of Minutes:** Minutes from the January 26 meeting were presented. Scott McRuer moved to accept the minutes and Nan McManus seconded. Approved 4/0.

3. **Audit for 2011:** Shannon Thompson presented a proposal from Bruce Culley to perform the annual audit for year 2011 for \$12,000. Shannon recommended the City contract for only one year of audit services at this time, rather than for three years as has been done in the past, and this was agreed to by committee members. As a contract was not yet available, no further action was taken.

4. **Brush Creek Project NID Work Authorization:** Shannon presented a proposal for assignment of responsibilities for oversight of the Brush Creek Project construction to Jay Norco (North Hills Engineering) at a cost of \$8,662.00. She noted that this is within the project budget. She also said that Jay has the expertise to perform the oversight, and while Kirk Rome will be able to oversee some parts of the work, his other duties do not allow him enough time to be fully responsible for this oversight. Scott McRuer moved to recommend approval of the contract with North Hills Engineering for oversight of the Brush Creek Project work, and Nan seconded. Approved 4/0.

5. **Eastside Park Property:** Shannon gave an update regarding a proposal to sell a strip of City land to the east of the Country Gardens neighborhood for the possible purpose of becoming a site for relocating the FOPAS animal shelter. She reported that she, Kirk and Sean Ackerson have driven the area, and noted that the terrain is very difficult and close by the homes. Shannon said that the proximity to the neighborhood would make an animal shelter likely to be disturbing to nearby residents. Most committee members agreed that such use would be highly objectionable. The consensus was to keep the space as a green space, and there was no interest expressed in the City pursuing selling the property at this time. The matter died for lack of a motion.

6. **UPDATE: Polsinelli Shughart Cost:** Jack Campbell discussed the legal costs of the litigation against Miles Excavating regarding the Brink Meyer retaining wall collapse. He said that as litigation nears the trial date, the number of hours of legal work being performed is much higher, and he wanted to alert the board members as to the costs, which he estimated will run around \$40,000 per month. Jeff Rosen gave a history of the legal work done, and said that they have used lower-priced attorneys and paralegals where possible in order to hold costs down. He

said that costs will run between \$100,000 and \$200,000 for the work that will be done over the next several months. Shannon said that she expects the total cost of the litigation to be around \$400,000. Mr. Rosen said that he has billed the City at a rate of \$225 per hour, reduced from his normal \$425 per hour. He also said that he is cautiously optimistic that at least some of the legal costs can be recouped if the City wins the case. However he warned that there are no guarantees on this. He recommended that the City hire an evaluation expert to look at the financial condition of Miles Excavating in case punitive damages might be available. If so, it would be important to ask for an amount that would be both reasonable and within the range of what the defendant would actually have the resources from which to pay.

7. UPDATE: Sewer Billing: Shannon gave an update on the search for a new utility billing software package or service to handle City sewer billings after Missouri American Water ceases providing this service in May. She said that Incode has given her a quote of about \$22,000 for their package, while the Platte Regional Sewer District has offered to handle both the billings and the collections for about \$9,500 per year. She said she will continue to research these and other possible vendors.

Other Business:

None

The meeting was adjourned at 1:18 p.m. Motion by Scott McRuer with second by Nan McManus. Approved 4/0.

Steve Berg

Finance Committee Meeting Minutes of March 28, 2012

1. Gerry Richardson opened the meeting at 12:01 p.m.

Committee Roll Call:

Members Present: Jim Brooks, Scott McRuer, Chris Fisher, Nan McManus and Gerry Richardson (Quorum present).

Other Aldermen Present: Kendall Welch, Diane Driver and Jim Werner (arrived at 12:15).

City Staff Present: Shannon Thompson, Sean Ackerson, Kirk Rome, Claudia Willhite and Steve Berg.

Attorneys Representing the City Present: Steve Chinn and Tim Mudd.

Public/Media Present: none

Executive Session: Nan McManus moved, Scott McRuer seconded, at 12:02 p.m. to move the meeting into Executive Session. Motion approved 5/0.

End of Executive Session and return to Finance Committee Meeting: The executive session ended at 1:08. Steve Chinn, Tim Mudd and Claudia Willhite left the meeting at that time.

2. **Approval of Minutes:** Minutes from the February 29 meeting were presented. Scott McRuer moved to accept the minutes and Nan McManus seconded. Approved 5/0.

3. **Sewer Billing Update:** Shannon Thompson reported on the possibility of the City sewer billing being performed by the Platte Regional Sewer District. She said that Dan Koch of the Sewer District is waiting for Incode to provide information on the conversion cost. Steve Berg gave an update on information on Missouri American Water usage file conversion issues and said these should not be difficult for any good programmer to solve. Shannon said that she will keep the board members informed. Jim Werner asked about what the City or Sewer District procedures would be regarding matters such as water shut-offs for non payment. Shannon said she will provide an update.

4. **Street Sweeping:** Kirk Rome said that Delta Sweeping provided the lowest bid for street sweeping, with a total bid of \$8,715.00. Discussion followed concerning whether the streets really need sweeping at the present time due to the mild winter with little need for snow treatment. Chris Fisher suggested waiting until after July 4, at which time a street cleaning might be more needed. Scott McRuer moved, Chris seconded, to recommend the City hire Delta Sweeping for the bid of \$8,715 to sweep the City streets after July 4. Motion approved, 5/0. Several members questioned why the budget for street sweeping had been set at \$13,000, which is not adequate to fully fund a second, fall sweeping.

5. **Mower Bids:** Kirk presented three bids for a commercial lawn mower for the sewer department, with Ball Power Equipment providing the lowest bid at \$11,729.00 after credit for a trade in of the current, 13 year-old mower. Jim Brooks moved, Chris seconded to recommend purchase of the proposed Ferris IS 4300Z Commercial lawn mower from Ball Power Equipment for the stated price of \$11,729.00. Approved 5/0.

6. **UPDATE: Grants Approved by Platte County:** Kirk announced that Platte County has approved two grants to the City, a \$25,000 grant for maintenance of the Waddell Bridge in English Landing Park, and a \$4,000 grant for exterior improvements for the Train Depot.

Other Business:

None

The meeting was adjourned at 1:33 p.m. Motion by Gerry Richardson with second by Chris Fisher. Approved 4/0.

Steve Berg

Finance Committee Meeting Minutes of April 11, 2012

1. Jim Brooks called the meeting to order at 12:43 p.m.

Committee Roll Call:

Members Present: Jim Brooks, Scott McRuer, Chris Fisher, Nan McManus and Gerry Richardson (Quorum present).

Other Aldermen Present: Kendall Welch, Diane Driver, Jim Werner and Marc Sportsman.

City Staff Present: Shannon Thompson, Sean Ackerson, Kirk Rome and Steve Berg.

Public/Media Present: none

2. **Approval of Minutes:** Minutes from the March 14 meeting were presented. Scott McRuer moved to accept the minutes and Nan McManus seconded. Approved 5/0.

3. **Bank Signatories, Finance Chair, and Finance Committee:** Jim Brooks, the mayor elect, said that changes in the finance committee membership resulting from the recent election will take effect at the next finance committee meeting, after the new members are sworn in. He then asked for nominations for finance committee chairman, but then deferred the decision until after the new members are seated. Jim said that he intends to appoint as committee members: Diane Driver (ward 1), Jim Werner (ward 2), Chris Fisher (ward 3), and Nan McManus (ward 4), to take effect at the next finance meeting. The chair and vice chair will be selected at that time. Jim added that these two officers will also become the new signatories on City bank accounts.

4. **UPDATE: Sewer Utility Billing:** Shannon Thompson postponed discussion concerning the sewer billing pending the City receipt of more definite information.

5. **Finance Procedures:** Jim Brooks recommended switching finance meetings to Monday since this would enable Marc Sportsman to attend more frequently. He said that staff could simply move preparation forward to the end of the previous week. Steve Berg agreed that this should not present a problem for staff. Consensus was to defer a decision until the new board members are seated. Gerry Richardson suggested consideration of whether all board members should become voting members. He added that since the committee does not act, but only recommends, a quorum could be set at any number, such as four members. Various meeting times were discussed, with noon or earlier being preferred by most members. Action was postponed until the new board is seated. Jim that he will work on revising the ordinances regarding the finance committee.

6. **Skid Loader Bids:** Kirk Rome proposed a plan to purchase a new Case unloader for the Street Department for a cost of \$30,750. The cost he proposed includes trading in the City's oldest unloader, now used by the Parks Department. In return, the current Street Department unloader would be transferred to the Parks. He also requested approval to purchase a broom attachment, which would help clean streets before applying patching, for an additional cost of \$4,165. Kirk noted that the combined cost would be covered within the budget. Nan McManus moved to recommend purchase of the Case unloader for \$30,750 and the broom attachment for a price not to exceed \$4,165. Scott McRuer seconded. Approved 5/0.

7. **Construction Inspector Proposals for Brush Creek NID Sewer Project:** Kirk said that he has received three proposals for the Brush Creek project inspection services. Each has bid the job at \$65.00 per hour, but they each have different time and cost estimates. Kirk said he considers the bid by Schulte Engineering to be the best of the three bids. However, at \$34,000, the estimate is way over the \$10,000 amount that was budgeted. He noted that Platte Regional Sewer District will require full inspection for

the project work rather than less expensive observation. Jim Brooks asked that any contract for inspection include definitions of the specific scope of services to be rendered, and also a not-to-exceed limit. Kirk proposed limiting the initial contract amount to \$20,000, with the understanding that additional work would be evaluated if and when the initial \$20,000 threshold is reached. Jim Werner asked for an update to be given at the next Finance Committee meeting. A motion was considered to recommend approving an agreement with Schulte Engineering, not to exceed \$20,000. However the motion was dropped pending receipt of more information, to be presented by Kirk at the next Board of Aldermen meeting. No action taken. Scott McRuer left the meeting at 1:30 p.m.

Other Business:

Nan McManus asked about the Eastside pump station status. Kirk said that the station is being watched, and has not caused any problems. He said that all pump stations are monitored for problems.

The meeting was adjourned at 1:57 p.m. Motion by Gerry Richardson with second by Nan McManus .
Approved 4/0.

Steve Berg

Finance Committee Meeting Minutes of April 25, 2012

1. Jim Brooks called the meeting to order at 12:32 p.m.

Committee Roll Call:

Members Present: Jim Brooks, Chris Fisher, Nan McManus, Jim Werner and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch, Kari Lamer and Marc Sportsman.

City Staff Present: Shannon Thompson, Kirk Rome and Steve Berg.

Public/Media Present: Dan Koch

2. **Approval of Minutes:** No minutes were presented for consideration.

3. **Adoption of Finance Chair, Vice Chair, & Finance Committee Members:** Jim Brooks nominated Jim Werner for chairman of the Finance Committee, and Nan McManus seconded. There were no further nominations, and Jim Werner was elected 5/0. Jim Brooks then nominated Nan McManus for vice-chairman of the Finance Committee, with Nan seconding. There were no further nominations, and Nan McManus was elected 5/0. Steve Berg will take care of setting up Jim and Nan as new signatories to the City bank accounts.

4. **Day and Time of Finance Meetings:** Jim Werner assumed the role of chairman and proposed that the Finance Committee meeting day be changed to Monday. He asked for proposals for the regular meeting time, and suggested continuing at the noon time. This met with general agreement. Kendall Welch asked about the cost of providing meals for the noon lunches. Several members said that the lunches are appreciated since we are taking people's lunch time for the meetings. Shannon Thompson said that costs can be reduced by providing only sandwiches. Nan moved to recommend to the full board that the meeting date be moved to Monday at noon, Chris Fisher seconded. Approved 4/0.

5. **Voting Members:** After discussion, the consensus of the members was that the voting membership of the Finance Committee should remain unchanged. No further action was taken.

6. **Elected Officials Conference:** Shannon recommended that the newly elected board members attend the training conference for elected officials to be presented by the Missouri Municipal League on June 14 and 15. Jim Werner, Nan McManus and Diane Driver each agreed that the conference had been very helpful for them. Kari Lamer expressed interest in attending.

7. **Platte County Regional Sewer District Proposal for Sewer Billing:** Dan Koch from the Platte County Regional Sewer District presented a proposal for performing the Sewer Billing for the City Sewer Operations. He said that the Sewer District would do the sewer billing for a cost of 42 cents per month per customer. This would include both the billing and the payment processing. The bills would be sent out about the 4th of each month, with a due date on the 24th. Dan noted that sewer bills tend to be a lower priority for customers to get paid and that the Sewer District has experienced a delinquency rate of around 10% each month. Jim Werner asked for City staff to provide an estimate of the cost per bill if the City were to perform the billing in-house. Nan asked how postal rate increases would be handled by the sewer district. Shannon answered that the per-customer rate would be adjusted for any postal rate increases, and that otherwise a CPI rate increase would adjust rates annually and this would be included in the Sewer District contract. Jim Brooks suggested that the bills should be from the City rather than the Sewer District. Dan noted that regardless of who performs the billing, the City will need to update City codes regarding penalties and shut-offs for non payment. He also said that the Sewer District already has an arrangement with Missouri American Water to do water shut-offs when necessary. These would be performed only with the City's authorization, and the City would send out notices warning customers whose water service was under threat of shut-off. Dan said that he would be happy to advise the City regardless of whether the City chooses the Sewer District as its billing agent.

Other Business: No other business was presented.

The meeting was adjourned at 1:11 p.m. Motion by Nan McManus with second by Jim Brooks. Approved 5/0.

Steve Berg

Finance Committee Meeting Minutes of May 21, 2012

1. Jim Werner called the meeting to order at 12:01 p.m.

Committee Roll Call:

Members Present: Jim Werner, Chris Fisher, Jim Brooks and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch, Jackie Snyder and Kari Lamer

City Staff Present: Sean Ackerson, Kevin Chrisman, Kirk Rome, Claudia Willhite and Steve Berg.

Public/Media Present: none

2. **Approval of Minutes:** Minutes were presented for the Finance Committee meetings on March 28 and April 11. Motion to approve by Chris Fisher with second by Jim Brooks. Approved 3/0.

3. **Fewson Fund:** Jim Werner gave a brief history of the Fewson Trust and Fund, explaining its origin and purpose, as well as the transfer of the original trust to the City as a City fund. He said that for 2012 we anticipate around \$12,000 in earnings, half of which would go to the City for capital projects, and half to be returned to the fund. Jim then explained the option, considered by the previous Finance Committee members, to loan money from the fund to the City as a way of funding projects and also as a way of investing the funds. Jim said that he was not asking for any decision at this meeting, but he did want the aldermen to consider the parameters under which any such loans might operate. He also said that the fund will be managed by a "Management Committee," which will consist of the Mayor, the Finance Committee Chair, and the City Treasurer. He clarified that the 50-50 split of interest earned between projects and money to be added to the fund is a stipulation of Fewson as stated in his will. The proposal to allow loans from the fund for projects is from the management committee.

Jim Brooks said that issues that need to be considered include how much of the fund balance should be allowed to be loaned to the City for projects, how the loan interest rate on such a loan would be set, and the maximum duration for any such loan. The management committee has proposed a maximum of 67% of the fund balance be available, however Jim suggested that 50% had also been considered. Discussion followed on establishing an interest rate, with the idea that it should be somewhere between available market rates for available investments, and the rate at which the City could borrow funds from a financial institution. Chris Fisher recommended setting a specific margin, perhaps 1%, above available investment rates. There was also discussion as to whether the rate should be adjusted annually to reflect market changes. As for loan terms, Jim Brooks said he prefers a shorter term to keep money moving to enable more projects. A consensus formed supporting maximum initial terms of up to 36 months, with a onetime 12-month extension allowed, but requiring a 0.25% interest rate increase.

Jim Brooks also discussed his criteria regarding appropriate projects for Fewson funding. He would like projects to have a significant life span, and for projects to receive at least 50% of the funding from the Fewson Fund in order to qualify as "Fewson Projects."

4. **Sewer Utility Billing:** Steve Berg presented a staff proposal to purchase a utility billing software package from Data Technologies Summit Software to enable the City to begin billing City sewer customers later this year. He showed comparisons with similar packages from two other vendors and said they all have similar capabilities and overall costs, however Data Technologies has a local office, which would save the City money in the setup process. All three systems had received good reviews by current users. Steve also compared the costs with the option of contracting with the Platte County Regional Sewer District to perform the billing for the City. He said that while this would be less expensive initially, built-in cost increases could eventually reduce these savings considerably. Also he suggested that the City would likely provide better customer service than an outside agency. Discussion centered what staffing would be needed to manage the billing. Diane Driver said that she had at one time handled receipts for Missouri American Water Company, and that the processing of receipts can be done very quickly. Jim Brooks moved to recommend the City proceed with performing the

sewer billing in-house, and that the City purchase the Data Technologies software for \$9,587.00 for that purpose. The motion was seconded by Chris Fisher, and approved 3/0.

5. Paperless Presentation: Kendall Welch presented the results of the research she and other aldermen have performed looking at various outside entities that have switched to the paperless approach and the costs of setting up a paperless system. She estimated the costs of preparing the current paper packets to show that there would be significant cost savings by going paperless. After her research, she recommends either of two vendors, IQM2 and Laserfiche, with her preference being the IQM2. For computers she recommends using the Apple iPad 2 with WiFi 3G. She suggested that part of the initial cost could come from the MERF fund.

Claudia Willhite said that there would still be a lot of work in preparing packets, especially initially, and she is still struggling to catch up from the time she was out due to illness. Sean Ackerson said that he already prepares some of his packets electronically, and it really does save a lot of time, at least half the time compared to preparing the packets on paper. Jim Werner noted that other groups who have switched to electronic packets do like it. He said that particularly likes the search features. Claudia expressed concerns that a lot of the saved time will be consumed by the scanning that will have to be done of some documents and materials.

Kendall gave a cost for the IQM2 system at about \$4,000 for a server, \$12,200 for the computers, and an annual fee of \$4,680. Jim Werner suggested waiting for further action until Shannon Thompson can propose some budget sources to cover the cost. Jim Brooks said he would prefer to hold off on any new expenses until we know the actual cost required to rebuild the Brink Meyer wall. He said he is in favor of going to the paperless system, but not at the current time. Jim Werner agreed and proposed deferring the matter and placing it on the September agenda. No Action was taken.

6. Corps of Engineers Flood Study Grant: Kirk Rome proposed the City participate in an Army Corps of Engineers Flood Study by paying a 50% matching share of \$25,000 for the study. He said that the study would include looking at options for temporary dams to offer protection to the City from future floods. The City has \$20,000 budgeted for the study, and would need to appropriate an additional \$5,000. Diane Driver moved and Jim Brooks seconded to recommend approval. Chris Fisher said that he could not support the expenditure until the full \$25,000 was funded. The motion was amended to read that pending full funding of the \$25,000 for the Corps of Engineers Study, the Finance Committee recommends approval of the grant. Motion was approved as amended 4/0.

7. Discussion: Train Depot Roofing Color: Kirk Rome said that the City has received a \$4,000 grant from the County for depot repair. Timberline shingle samples were shown, and would cost about \$3,500. The remainder of the grant could go towards replacing windows. The red color was liked by all members, however it was pointed out that the CLARB members should also have input on selecting the color.

8. Request to Donate Graden Road Right-of-Way—Bill Tott: Sean Ackerson described changes to the layout of the entrance to Graden Road that are being made as part of the MODot Highway 45 widening project. Due to the realignment of Graden Road, a portion of the existing right-of-way will be vacated to the City, part of which would be of benefit to Mr. Bill Tott for commercial purposes. He has requested the City vacate the land to him. Sean said the City would retain the right-of-way to the City Street facilities, and any such arrangement would include provisions that there be no cost to the City. He also said the City Attorney has found that the City can give the land to Mr. Tott without a public auction if the City can show that this would provide a benefit to the City. Sean said he will bring the proposal back to the Finance Committee when he has more information.

Other Business: No other business was presented.

The meeting was adjourned at 2:07 p.m. Motion by Jim Werner with second by Diane Driver. Approved 4/0.

Steve Berg

Finance Committee Meeting Minutes of June 12, 2012

1. Jim Werner called the meeting to order at 12:01 p.m.

Committee Roll Call:

Members Present: Jim Werner, Jim Brooks, Nan McManus and Diane Driver (Quorum present).

Other Aldermen Present: Jackie Snyder and Kari Lamer.

City Staff Present: Shannon Thompson, Sean Ackerson, Kirk Rome and Steve Berg.

Public/Media Present: Jay Norco.

2. **Approval of Minutes:** Minutes were presented for the Finance Committee meetings on April 25 and May 21, 2012. Motion to approve April 25 minutes by Nan McManus with second by Diane Driver. Approved 4/0. Motion to approve May 21 minutes by Diane Driver with second by Jim Brooks. Approved 3/0.

3. **Platte County EDC Contract:** Nan McManus strongly recommended the City renew its contract with the Platte County Economic Development Council. She said that she feels the work of the EDC is of great value to the City and well worth the cost. Shannon agreed and pointed out that the Platte County EDC provides assistance to Parkville's local Economic Development Council. After discussion of the two levels of membership, a gold level costing \$2,000 and a silver level at \$1,000, Jim Brooks moved recommending the City renew at the gold level. Nan seconded the motion. Approved 4/0.

4. **Emergency Reserve Fund:** Jim Werner began a discussion of the City's Emergency Reserve Fund. Jim said that the City is currently well-positioned with the Emergency Reserve currently holding over \$700,000. However, he said that he would like to build the reserve to 25% of our annual budget, which is currently around four million dollars. Jim then presented a plan to increase the fund each year by dedicating any year-end carryover each year to the Emergency Reserve until the 25% goal is achieved. He also proposed that any expenditures from the Emergency Reserve Fund should require a super majority vote by the Board of Aldermen. Sean Ackerson suggested allowing an exception to the super-majority requirement in the event of a major disaster event, during which finding enough aldermen for a supermajority approval might not be possible. Jim Werner agreed and moved to recommend his proposal, with an amendment allowing for state-of-emergency exceptions, to the Board of Aldermen. Nan seconded, and motion passed 4/0.

5. Auditing Services:

Shannon Thompson presented an RFP for auditing services to conduct the City's annual audits for fiscal year 2012, extendable through 2014. She said if approved, the RFP will be sent out as soon as possible, with due date for proposals of June 29, interviews to be conducted the week of July 16, and a recommendation to the Board to be made on August 7. Diane Driver moved to approve proceeding with the RFP, and Jim Brooks seconded. Approved 4/0

6. **A-Truss Bridge Sandblasting & Painting Bid-Dayco Painting:** Kirk Rome presented four bids for sandblasting and repainting the A-Truss Waddell Bridge in English Landing Park. Jim Werner asked why there was such a wide spread between the bids. Kirk said that the project is very unique, and this may have made bidding difficult to judge. At least one high bidder may have also allowed for removal of lead paint. However, Kirk said that previous tests have indicated little or no lead is present. Nan moved to recommend the City accept the bid from Dayco Painting Company provided they

confirm that they are following the City specifications, and their references provide good reports. Jim Brooks seconded. Approved 4/0.

7. Stage Cover Bid: Kirk presented proposals for the design for the roof of the new stage in English Landing Park. He said that the low bid was for \$26,486, and that Friends of Parkville Parks (FOPP) has offered to contribute \$20,000. Nan recommended the structure include a plaque acknowledging the donation, and everyone agreed. Nan moved to recommend proceeding with the low bid to the Board of Aldermen. Diane seconded. Approved 4/0.

8. Seal Coating Material Bid Award (Transportation Fund): Kirk then noted that the City is receiving more in transportation taxes than had been budgeted, and he proposed using \$20,000 of these funds to apply a seal coat on the streets and parking lots south of the railroad tracks, totaling about 250,000 square feet. Questions were asked regarding the relative merits of performing a longer-lasting slurry seal surface. Kirk said that either coating would extend the life of the pavement, with the seal coating lasting 2 to 3 years, while the slurry seal would last 3 to 5 years. The slurry seal would cost about \$73,000 while the seal coat could be done this year, using DRJP workers, for \$20,000.

Steve Berg explained that the increased transportation funds were due to the increase in Parkville's population relative to the County and the State as found by the 2010 census. This has produced an increase in the City's share of the County transportation sales tax and the State gasoline tax. He then suggested that the Board also consider applying the funds toward the Crooked Road repairs that are needed. Other projects were also noted, including beautification of the parking lots. Jim Brooks asked when Kirk would have scheduled the seal coat had the extra money not become available. Kirk said it would need to be done within a year or two.

Jim Werner asked to postpone a decision until the next meeting to get a better understanding of the long term scheduling and priorities for street maintenance projects.

9. North Hills Engineering Proposal for UV Disinfection Study at the WWTP: Jay Norco presented a proposal to perform preliminary planning work for the UV disinfection facility for the sewer plant, which will be required by the end of 2013. Jay said that he will include exploration of several options and techniques for performing the disinfection, including use of chlorine rather than UV. He said the study will be completed by September, which will easily fit into the construction schedule needed to build the facility on time. Jim Brooks asked Kirk if he thought the hours listed in the proposal were reasonable, and Kirk said that they were. Jay said that certain hours could be omitted for items 11, 12 and 13 in the proposal. Jim Werner then proposed the authorization be approved for not to exceed 120 hours, with the understanding that some issues in the proposal could require additional hours, which could be authorized at a later time, if necessary. Nan moved to recommend approval of a contract for 120 hours with North Hills Engineering for the UV study. Diane seconded. Approved 4/0.

Other Business: Nan said that her email copy of the Finance Committee agenda included a garbled version of the header on the page. This is probably due to the font used. Sean said he will look into the problem.

The meeting was adjourned at 1:33 p.m. Motion by Nan McManus with second by Diane Driver .
Approved 4/0.

Steve Berg

Finance Committee Meeting Minutes of July 9, 2012

1. Jim Werner called the meeting to order at 12:00 p.m.

Committee Roll Call:

Members Present: Jim Werner, Chris Fisher, Nan McManus, Jim Brooks and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch and Kari Lamer

City Staff Present: Shannon Thompson, Sean Ackerson, Kirk Rome and Steve Berg.
Public/Media Present: none

2. **Approval of Minutes:** Minutes were presented for the June 12 Finance Committee meeting. Motion to approve, by Nan McManus with second by Diane Driver. Approved 5/0.

3. **Nature Sanctuary Director:** Shannon Thompson announced that Jim Reed will be retiring again as director of the Nature Sanctuary. Shannon said that Jim has indicated that Mary Beth Ogle is interested in being his replacement. She has been an active volunteer for the Nature Sanctuary. Shannon said she will meet with her to discuss the position once Jim meets with her.

4. **Golf Cart Ordinance:** Chris Fisher discussed proposals for safety inspections for golf carts used on public streets that would include basic requirements regarding breaks, tires, rear view mirrors, and similar matters. He said that owners would be required to certify that their golf carts have not been modified for higher speeds. Discussion followed on who would be able to perform the inspections. He also suggested the proposed license fees be reduced to \$15.00 per year, or \$25.00 for a two year license. Jim Werner asked that Chris and Marc Sportsman present their finished proposal to a work session for full board discussion. Jim Brooks suggested bringing it back to the finance committee to keep the process moving along, to which Jim Werner agreed.

5. **Audit Bids:** Shannon said that the City has received 4 bids for performing the City's annual audits for years 2012 through 2014. She suggested the four Finance (Audit) Committee members review the bids. Discussion then ensued regarding the goals and quality of audits proposed as compared to the prices that were quoted. Shannon said she will distribute copies of the audit proposals to the Audit Committee members to look over and set up a meeting.

6. **Curb, Gutter & Sidewalk Bids:** Kirk Rome said we have received seven bids for the City's proposed Curb, Gutter and Sidewalk repair project. He said that K & M Concrete came in with the lowest bid, and they have performed our work for the last two years, and have done good work for us.

Kirk then said that the bids the City has received for proposed asphalt and gutter projects are about \$30,000 less than had been budgeted. He said that he would like to add an additional \$10,000 worth of curb repair work to cover additional calls for repairs that the City has received. Kendall Welch asked how curb repair work is prioritized, and Kirk

and Shannon said that priorities are set by inspections of damaged areas. They said they have a multi-year plan for accomplishing needed repairs. Calls are also used to determine priorities. Questions also were asked about why the City was doing substantial repair work in the Parkville Commons area, including installation of ADA compliant pedestrian ramps. It was suggested that the TDD ought to cover these repair costs.

Jim Brooks asked whether the City had any liability for accidents on City sidewalks due to disrepair. Chris said that the homeowner is responsible. Sean Ackerson said that this is the City policy, however this does not appear in any City ordinance.

Nan McManus moved to recommend approval of the contract with K & M Concrete for \$76,612 for curb and gutter repairs, with a review of all projects listed for the possibility of funding any of them from other sources. Diane Driver seconded. The motion passed 5/0. Approval was also give to Kirk to authorize change orders for an additional \$10,000 in repairs, and to reallocate the funds to add additional projects, should outside funding be procured to cover any of the proposed work.

7. Asphalt Overlay & Patching Bid: Kirk Rome said that the City has received eight bids for the 2012 asphalt mill and overlay and patching project proposal. He recommended accepting the low bid by Barkley Asphalt Company for \$47,794.43. Diane Driver moved, Nan McManus seconded, to recommend accepting the Barkley Asphalt bid. Approved 5/0.

8. Seal Coating Material--Park: Kirk proposed administering a seal coating to the parking lot areas and streets south of the railroad tracks and east of Main Street. He said the materials will cost about \$20,000, with the labor to be performed by the DJRP workers. He said that this work would protect the pavement as well as improve the appearance of the pavement. Nan asked if landscaping can be done, and if so, should the landscaping be done first so the seal coating is not damaged. Kirk said that any damage to the pavement can be touched up afterward by City staff at minimal cost. Kirk added that pavement degradation will begin if a seal coating is not applied. Jim Brooks pointed out that winter is the critical time for protecting the asphalt since it is the freeze and thaw cycle that is most damaging. Jim Werner asked to defer action until CLARB can look at the landscaping plans at their meeting later in the week. He said that the seal-coating proposal can be revisited at the next Finance meeting after we have received CLARB input.

Jim Brooks moved to recommend approval of \$20,000 for the proposed seal coat materials, with the timing of acquisition and application of the materials to be subject to CLARB approval of such acquisition and application. Diane seconded. Passed 5/0.

Other Business: No other business was presented.

The meeting was adjourned at 1:34 p.m. Motion by Nan McManus with second by Jim Brooks. Approved 5/0.

Steve Berg

Finance Committee Meeting Minutes of July 30, 2012

1. Jim Werner called the meeting to order at 12:00 p.m.

Committee Roll Call:

Members Present: Jim Werner, Chris Fisher, Nan McManus, Jim Brooks and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch and Jackie Snyder

City Staff Present: Shannon Thompson, Sean Ackerson, Kirk Rome, Steve Berg, and Sarah Cave.

Contract Personnel Present: Anna Jaffe and Mike Horrinc.

Public/Media Present: none

2. **Approval of Minutes:** Minutes were presented for the July 9, 2012, Finance Committee meeting. Motion to approve by Nan McManus, with second by Jim Brooks. Approved 5/0.

3. **Channel 2:** Shannon Thompson introduced Anna Jaffe and Mike Horrinc from Curious Eye. Anna presented a history of our involvement with Channel 2. She stated that until now, the only citizens able to view Channel 2 were Time Warner Cable (TWC) subscribers. The quality of those transmissions has always been an issue, especially the audio portion. Anna stated that technological advances in the last three years have now come to a point where anyone with a computer would be able to view a live stream to the internet. (This would be in addition to the TWC customers.) Anna mentioned that a past public poll indicated that there were only 10 viewers watching Channel 2.

Anna presented three options for consideration: Option 1 (Basic Account) would be provided at no charge by UStream. Hardware required is estimated at \$1400, which is already included in the Channel 2 budget. However, UStream is not able to guarantee a consistent high quality video stream and there is no control over the advertising presented. Option 2 (mid-range), provided by Livestream, has the smallest initial outlay for hardware - \$725, but there would be an on-going subscription fee of \$45/month. Anna noted that Livestream offers a consistently high quality video stream and will allow us to create our own public service announcements. Option 3 is Livestream's Premium Account. The initial outlay for hardware is the same as with Option 2; however, the subscription/month is \$269. It is Anna's expert opinion that Option 3 includes functionality that we would never use for Channel 2. Her recommendation is Option 2.

Jim Brooks moved and Nan McManus seconded a motion to recommend proceeding with Option 2 at the Board of Alderman (BOA) meeting on August 7, 2012. Motion passed 5/0. Shannon told Anna to order the equipment now since the expense is already included in the approved 2012 budget. Anna anticipates that she will be up and running in time to provide a live stream of the first BOA meeting in September.

4. **RTE Technologies:** Shannon reported that RTE Technologies was the only company to respond to our RFQ for design services on the Brink-Myer Rd retaining wall reconstruction. RTE was previously used by the City to provide expert testimony on why the wall failed. The City provided temporary wall bracing or shoring to stabilize the failed wall so that Brink-Myer Rd could be re-opened.

The original fee proposal from RTE was \$130,000. At Shannon's request, Mr. Mark Campbell, P.E., and President of RTE, provided a revised letter of intent which reduced the scope and fees to \$103,000. This amount includes \$93,000 for RTE's design and an estimated \$10,000 for geotechnical services. If hired, Mr. Campbell could meet with the Finance Committee as soon as August 13th to receive clear direction regarding the type of wall desired.

Committee members discussed RTE's revised scope and fees, then determined that the geotechnical portion should be awarded separately. Kirk Rome was tasked with going out to bid for the geotechnical services. Nan McManus moved that we recommend entering into an agreement for design services in the amount of \$93,000 with RTE Technologies at the next BOA meeting on August 7th. Diane Driver seconded the motion. Motion passed 5/0.

5. Chamber of Commerce Agreement: Shannon expressed her appreciation for all that the Chamber of Commerce of Parkville has done under the leadership of Chamber President Steve Wood and Executive Director Amy Acock. The committee was saddened to learn that Amy has taken a position elsewhere, but they feel confident that Steve will choose a competent successor.

Steve has presented the City with a proposal to renegotiate the lease agreement between the City and the Chamber from \$550 to \$400/month for the next three years. Shannon conceded that the amount the Chamber pays for rental of the Depot does not begin to equal what the City spends on maintenance and utilities for the facility. But the intangible benefits of having them in the Depot outweigh that negative. Jim Werner, who serves as the Chamber liaison, confirmed that they are operating on a very tight budget, especially when you consider the gains versus losses of Chamber members during the last few years.

Jim Brooks moved that we recommend to the BOA that we reduce the lease amount (as outlined in the agreement dated 4/20/12) to \$450/month beginning September 1, 2012, and continuing thru December 31, 2013. The current lease will remain in effect and the rent will increase to \$600/month effective January 1, 2014. Nan McManus seconded the motion and it passed 5/0. Shannon will prepare an amended ordinance and agreement for the August 7th BOA meeting.

6. Auditor Selection: Postponed at this time.

7. Public Relations Consultant: Shannon said that we have \$5000 in the budget for public relations-type expenses. She recommends that a portion of these funds be used to hire a "media" person to assist the City in presenting to the public the City's plans for repairs to the Brink-Myer wall. Shannon noted that the wall collapse and delays in repairs have been a sore point for nearby residents, and she would like to be able to present the repair plans in the most positive way to both the media and to Thousand Oaks residents.

Shannon and Mayor Brooks have met with Katie Horner, former chief meteorologist at Channel 5 News. In her new role as a media consultant, Katie presented the City with a proposal for scope of service. There are three options: (1) \$60,000/year, with Katie being full-time staff; (2) \$2,000/month for a minimum 25 hours of her services; or (3) \$100/hr with a minimum of 15 hours.

Kendall Welch asked about Katie's qualifications as a media consultant. Chris Fisher knows Katie well and believes she would do a good job as spokesperson for the City.

Shannon recommended we give Katie a “trial run,” to consist of a press release and meeting with Thousand Oaks residents on August 6th. It was the consensus of the attendees to allocate up to \$2500 for Katie’s time. Since this is a service versus a contract, Board approval is not needed.

In conjunction with this effort, Nan McManus and Jackie Snyder have volunteered to work on an overall marketing plan for the City.

8. Outdoor Siren Agreement: Shannon stated that it is time to renew our annual agreement with BVPS Complete Solutions for maintenance of our outdoor siren warning system. She and Kirk agree that BVPS has done a good job and the funds are in the budget. Nan moved to recommend to the BOA that we continue the maintenance agreement. Diane seconded. Motion passed 5/0.

9. Tax Levy Discussion: Steve Berg presented an overview of the General-Temp (Debt) Levy Adjustment for 2012 and 2013. He prefaced his remarks by saying that we must act in accordance with Senate Bill 711, which includes a provision that allows for prior voluntary reductions to be rescinded only in even-numbered years. He explained the complications that this bill poses.

Steve’s handout then listed three options: (1) because of the even-numbered year requirement of SB 711, the City could set the levy near the minimum required for bond payments, but on the high side for even-numbered years, then enact a voluntary reduction for the odd-numbered years; (2) leave the levy at or near its maximum in order to pay off the bonds early; or (3) set the tax levy rate at a level that will cover the bond payments due over the next six years. This would stabilize the tax rate until at least 2018, but could be adjusted in 2014 or 2016.

Since this is not an action item, a straw poll was taken of the voting members, with three voting for Option 2 and two in favor of Option 3. Steve will take this into consideration as he formulates further recommendations.

10. Street Sweeping: Shannon pointed out that staff believes the City streets do not need sweeping at this time. It was decided to defer to Kirk’s judgment as to the most prudent time for the next street sweeping event. At that point, he will make a recommendation to the Finance Committee.

Other Business: Sean Ackerson said that the City applied for an STP/BR grant for the purpose of widening 45 Highway (Phase C, from K to 435). He has now been informed that our request ranked second in it’s classification for 2015 – 2016. The \$14-15M monies would be divided as follows: MoDOT - \$7.5M, the grant – \$5.8M and the City/County would be responsible for \$1 – 1.5M. He will keep the committee apprised of future developments.

The meeting was adjourned at 2:20 p.m. Motion by Diane Driver with second by Nan McManus. Approved 5/0.

Sarah Cave
DRJP Clerk

Finance Committee Meeting
Monday, August 13, 2012, 12:00 p.m.
Board Conference Room

Minutes

Item 1. Call to order

Chairman Jim Werner called the meeting to order at 12:00 p.m.

Chairman Werner called roll and announced a quorum. Attendance as follows:

- **Committee Members Present:** Mayor Jim Brooks, Diane Driver, Chris Fisher, Nan McManus and Jim Werner.
- **Other Aldermen Present:** Kari Lamer, Jackie Snyder and Kendall Welch.
- **City Staff Present:** City Administrator Shannon Thompson, Assistant City Administrator Sean Ackerson, Public Works Director Kirk Rome, Police Chief Kevin Chrisman.
- **Contract Personnel Present:** Jay Norco, North Hills Engineering.
- **Public/Media Present:** none

Item 2. Approval of minutes

Minutes were presented for the July 30, 2012, Finance Committee meeting. Discussion ensued about draft minutes being submitted to the Board of Aldermen prior to being adopted by the Finance Committee. Chairman Werner directed staff to indicate that minutes were drafts until adopted.

Motion to accept the July 30, 2012 minutes as written by Diane Driver, with second by Nan McManus. Motion passed 5-0. Minutes approved.

Item 3. Tax levy

City Administrator Shannon Thompson stated that Treasurer Steve Berg was on vacation, but in his absence had prepared a report and recommendation on setting the levy. She reminded the committee that this was a continuation of their prior discussion and that they had discussed options to raise, lower or leave the levy the same. Since the last meeting, the City had received the State Auditor pro forma calculations which showed a slight increase in the General Levy and the General Debt (Temp) Levy.

Shannon referenced an August 7, 2012 memo from Steve and summarized his recommendation to increase the General Levy from 0.4748 to 0.4784 and to lower the General Debt Levy from 0.1795 to 0.1759, leaving the combined levy at 0.6543 as it has been for the past several years. It was explained the benefit of the reallocation was to avoid an increased cost to property owners while still being able to pay the debt service. Shannon concurred and recommended the same. Discussion ensued.

Motion to accept staff recommendation (decrease General Debt Levy to 0. 1759 and increase General Levy to 0. 4784, for a total levy of 0.6543) and recommend approval by the Board of Aldermen by Nan McManus, with second by Jim Brooks.
Motion passed 5-0.

Item 4. Update on Parks Department building stone façade materials purchase

Public Works Director Kirk Rome stated that the project architect, Steve Cantrell and Parks Director Tom Barnard were recommending a faux stone façade around the base of the building. Kirk described the product as “lick and stick” stone, explaining that it was adhered to the building and then mortared. The stone would be similar to the faux stone on the new Mosaic building east of City Hall.

Kendall Welch enquired whether natural stone could be used. Kirk explained that the proposed stone costs much less than natural stone. Mayor Brooks added that natural stone was also much heavier, requiring a new footer.

Kirk summarized progress and design for other improvements to the building and stated that overall the project was expected to be well under budget. Kirk also gave updates on other current park projects. Discussion ensued.

Chairman Jim Werner asked what the process was for approving design changes. City Administrator Shannon Thompson explained that generally change orders come before the Finance Committee for recommendation and then the Board of Aldermen for approval. She reminded them that for the flood recovery project the Finance Committee and Board had approved a total budget and authorized staff to make changes within that budget to build in needed flexibility and speed up the projects. Werner requested the Finance Committee be apprised of any project overages as they happen.

Chairman Werner asked if any motion was needed. Shannon reminded everyone the budget for the stone and other projects was previously approved and this was only an update. No action was taken.

Item 5. Contract with Strick & Co. for as-built surveying of the Brush Creek NID improvements

Public Works Director Kirk Rome explained that the surveying was necessary to locate recently constructed improvements. He stated Strick & Company, Inc. submitted a low bid of \$1,200. A second bid of \$1,600 was also received. He explained that Strick was likely lower because they had completed the prior survey work on the project and had already established the necessary horizontal and vertical site survey controls. Kirk recommended approval of the attached contract with Strick.

Diane Driver enquired why the contract was to be governed by the laws of the State of Kansas and not Missouri. Kirk explained that Strick was from Kansas, but said he would have the contract changed to state Missouri. City Administrator Shannon Thompson recommended approval of a contract with Strick in an amount not to exceed \$1,200. She stated they would have a revised contract for the Board meeting.

Motion to recommend the Board of Aldermen approve a contract with Strick in an amount not to exceed \$1,200 by Jim Werner. Second by Diane Driver. Motion passed 5-0.

Other Business

- **Channel 2** – Kendal Welch suggested that the City seek bids to operate Channel 2, film meetings and produce content. She recalled a statement by Anna Jaffe from the prior committee meeting that a survey indicated only about 10 citizens were watching. Kendall suggested that the annual budget appeared to be excessive in light of the limited benefit and suggested that the City get bids for these services. Jim Werner, Nan McManus and Chris Fisher stated their agreement. Kendall stated she knew that the Park Hill School District and Park University had broadcast programs and might be interested in filming and developing content. All agreed that it would be appropriate to seek bids / proposals to operate Channel 2.

Discussion ensued regarding desired content. Mayor Jim Brooks stated the primary objective at this point was to film meetings and to make them available online so more people could be reached. Kendall suggested that students might have more capacity to film community events and make other content available like had been done with a few articles last year. Chris Fisher agreed. All agreed that additional content was desired. Nan McManus stated her desire to see more content and better information displayed.

Chairman Jim Werner stated that no action was needed, but it was clear that staff should proceed with obtaining bids.

Mayor Jim Brooks said it felt like we were paying a lot of money, but not getting much content. He stated that was in part the City's fault for not giving direction, setting quotas and following up. He agreed with the need for more content.

No action was taken.

- **English Landing Park playground equipment** – Kari Lamer explained that flood damaged playground equipment for toddlers and small children had been replaced with playground equipment for children 5 years old and older. She stated the equipment was not suitable for emerging climbers and requested the equipment be relocated out of the toddler play area and replaced with more suitable equipment. She explained a desire to have separate play areas for younger and older children and her belief that it would improve safety by not encouraging small children to play on equipment designed for older children.

Public Works Director Kirk Rome, City Administrator Shannon Thompson and Mayor Jim Brooks were all aware of the issue, had visited the site and discussed alternatives. Kirk clarified that the new equipment was not unsafe. Shannon stated that staff had discussed moving the new equipment to a new area, but that it could cost \$3,000 to \$5,000 assuming we could use DRJP program labor. Kirk explained that the cost was due to the need to replace the equipment posts which are set in concrete and to expand the play area where the equipment would be located. Shannon explained that the playground budget had adequate funds to cover the costs.

Mayor Brooks suggested that signs be located at each area indicating the appropriate age range. Brooks also stated that he had discussed options for replacing the ladder on the existing equipment to solve the problem. Kirk stated that the ladders could be replaced but none were appropriate for the younger children. Discussion ensued regarding options.

Chairman Jim Werner questioned whether enough information existed to give any direction. Kirk stated staff would continue to pursue a solution. Shannon stated she did not believe any action was necessary since a solution was within the available budget.

No action was taken.

- **Disaster Recovery Jobs Program (DRJP) updates** – Mayor Jim Brooks gave a summary of the DRJP program and workers. Director Kirk Rome summarized current DRJP projects and schedules for completion. Funding was discussed.

No action was taken.

- **2013 budget process** – City Administrator Shannon Thompson stated the budget process had begun. She outlined upcoming budget deadlines and meetings beginning the week of September 20th through 24th. She stated a preference to start with the general operating expenses by department and completing each department before moving on to the next. After each operating budget was complete she would move onto MERF and CIP budgets.

Shannon stated it would be necessary for planning to assume a uniform salary increase in order to project FICA and other benefits and proposed a 5% increase. Discussion ensued regarding when salaries should be considered and what assumptions should be made. Shannon stated salaries were previously a last consideration. Nan McManus concurred. Jackie Snyder suggested staff evaluations be completed prior to budgeting so actual salaries could be included. Mayor Brooks suggested that the general operating budget be completed first and then salaries could be considered. Werner suggested that we leave the details of the plan to Shannon, and hold her accountable for an on-time conclusion of the process. After discussion, it was concluded that a 3% placeholder increase be used for salaries, rather than the 5% initially proposed.

The Committee agreed that it was a good idea to consider salaries earlier in the process rather than waiting for reviews to be completed in November. In light of the discussion, Shannon directed staff to complete employee evaluations in the next two weeks.

No action was taken.

- **Livable Communities Grant** – Assistant City Administrator Sean Ackerson stated that he wished to pursue a Livable Communities Grant through Mid-America Regional Council. The grant requires a 20% match which Ackerson did not believe would be more than \$20,000. He stated that Parkville had received the very first Livable Communities Grant last year (the downtown transportation study). He stated the grant could be used for planning and implementation, including implementation of the current study. He suggested pursuing a downtown master plan to address how the transportation study would be implemented through land use, zoning regulations, design guidelines and an overall uniform improvement plan.

Discussion ensued about the limit of the current study and what a new study might accomplish. Ackerson stated a downtown master plan had been needed for some time and was needed so all parties would be working toward common objectives. He stated that several improvement projects were on hold because they needed to be coordinated around a common vision which didn't currently exist. The Committee agreed that a master plan was appropriate and should be pursued.

Ackerson stated that additional points were granted for the participation of financial partners and asked that he be allowed to pursue partnerships with Main Street Parkville Association, the OTD CID, the Chamber, Parkville EDC, Park University and others. Direction was given to proceed. Jim Werner agreed to contact the Chamber and Nan McManus agreed to contact the EDC.

No action was taken.

- **Transportation Enhancement Grant** – Public Works Director Kirk Rome stated that he would also like to submit a transportation enhancement grant. The grant requires a 20% match. Kirk stated he would apply for improvements to the 9 Highway corridor including landscaping, extending a trail / sidewalk and other improvements. Discussion ensued about how this could fit with the livable communities grant. The Committee agreed that the grant was a good idea and discussed the benefits. Kirk was directed to pursue the grant.

No action was taken.

Adjournment

Diane Driver moved to adjourn. Second by Nan McManus. Motion to adjourn passed 5-0.

Meeting adjourned at 1:30 p.m.

Submitted by: _____
Sean Ackerson, Assistant City Administrator

08/14/12
Date

Information on these items is maintained at Parkville City Hall and is available for viewing during normal office hours. Finance Committee recommendations are forwarded to the Parkville Board of Aldermen unless otherwise noted. Inquiries on items contained herein can be made by visiting Parkville City Hall at 8880 Clark Avenue, Parkville, or by calling (816) 741-7676.

Finance Committee Meeting Minutes of August 27, 2012

1. Jim Werner called the meeting to order at 12:01 p.m.

Committee Roll Call:

Members Present: Jim Werner, Nan McManus, Jim Brooks and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch, Jackie Snyder and Kari Lamer

City Staff Present: Shannon Thompson, Sean Ackerson, Kevin Chrisman and Steve Berg.

Public/Media Present: Bruce Culley

2. **Approval of Minutes:** No minutes were presented for approval.

3. **Draft Audit Presentation:** Bruce Culley presented the draft version of his audit for 2011. He discussed a number of significant changes in the City's financial position, as stated on page 3 of the Audit report under Financial Highlights. He particularly noted the increase of net assets by \$820,021, and an increase in fund balances of \$45,452, both highly favorable. He also noted an increase in the General Fund balance, putting it at about 17% of the expenditures for 2011. He said that many cities aim for a goal of having reserves equal to about 25% of annual expenditures. Also, he said that 2011 revenue had exceeded amounts budgeted, while expenditures had been held below budget. Overall debt of the City has decreased, and Bruce said he found no major problems with the City finances, although he would like to see a more complete and updated depreciation schedule. Jim Brooks questioned a difference between a year-end entry for 2010 and the corresponding beginning entry for 2011, and Bruce said he would find the difference and correct it. It was agreed that Bruce will present the final version of the audit to the Board of Aldermen for approval at the September 19, 2012 Board of Aldermen meeting. He will also present his management letter at that time.

4. **Public Safety Radio System:** Shannon Thompson said that bids for the new public safety radio system for the police had come in much lower than anticipated at \$78,000, well under the budget of \$118,000. She proposed adding the Public Works to the system, which would cost an additional \$12,000, and which would still be well under the amount budgeted. She said that Public Works had not been included before since it appeared the cost for the police portion would be much higher, and that the Public Works radios would have to be added at a later time. Questions were asked about how essential it would be to include the Public Works. Chief Chrisman said that during snow removal and emergency events it would be very helpful to maintain good communications. Nan McManus moved, Jim Brooks seconded, to add the Public Works to the proposal (along with the Police Department) and recommend approval to the Board to purchase the Public Safety Radio System for a cost of \$90,000.

Other Business:

IT Technician: Shannon Thompson said that Rob Poe has resigned as the City IT technician. She recommended the City contract with David Thornberg to replace him. Kevin Chrisman said that Mr. Thornberg does similar work for the Platte County administration and also has a backup person for when he is unavailable. His contract would be for \$1000.00 per month, with a charge of between \$50.00 and \$60.00 per hour for any time exceeding the time allotted in the contract. Nan McManus moved, with Diane Driver seconding, to recommend approval of a contract for IT services with Mr. Thornberg.

Civic Engagement Class: Nan McManus said that she is planning to attend a class at UMKC on civic engagement. She recommended the course to others who might be interested. She also requested \$200.00 for reimbursement for the cost of the class, and Jim Brooks agreed that this class would qualify as training and should be reimbursed. Nan said that she would forward information on the class to other board members. Jim Werner moved, and Diane Driver seconded to recommend approval to reimburse Nan and any others who attend the class for the class registration fee and mileage costs of traveling to and from the class.

The meeting was adjourned by Jim Werner at 12:30 p.m.

Steve Berg



DRAFT

Finance Committee Meeting Minutes of September 10, 2012

1. Jim Werner called the meeting to order at 12:01pm.

Committee Roll Call:

Members Present: Jim Werner, Nan McManus, Jim Brooks, and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch, Kari Lamer, Marc Sportsman

City Staff Present: Shannon Thompson, Kirk Rome, Sean Ackerson, Chief Kevin Chrisman, Steve Berg and Melissa Estes

2. Approval of Minutes:

Minutes were presented from the August 13, 2012 Finance Committee meeting. Draft minutes were distributed to the Board of Aldermen for review previously. Minutes from the August 27, 2012 Finance Committee meeting were also presented. Draft minutes were distributed to the Board of Aldermen for review as well.

Nan McManus motioned to accept the August 13, 2012 and August 27, 2012 meeting minutes as written. Diane Driver seconded. **Approved 4-0.**

3. Engineering Agreement: The Mayor had already discussed the scope of work with the Board of Alderman. Shannon explained how Olsson Engineering has performed the same function for Riverside. She presented an email with suggestions of changes for the agreement from Susan McGreevy in Steve Chinn's office. Shannon indicated the agreement determines conceptual options, not to exceed \$10,000. The agreement also determines a

timeline of 60 days. Since the Finance Committee had not had an opportunity to review the agreement since Shannon just received the changes from Susan at 11:00a.m., she indicated two options for the Committee to consider: 1) Recommend approval of the agreement at the Board of Aldermen meeting on September 19th based on recommendations of Steve Chinn's office, or 2) Shannon can go through changes and present a final form next Finance meeting. Nan asked about the agreement with MO American Water. Shannon explained the language within the agreement that will need some clarification. Nan would like to look into legal aspects of the contract before spending this \$10,000.

Marc asked if Riverside has looked into distributing water. Mayor Brooks confirmed that they have, and Mayor Kathy Rose said Riverside would more than likely buy water from KC Water Dept. Riverside has decided to not go forth with it at this time. Nan said that if there is truly a large benefit, Riverside would be going forth with it right now. Mayor Brooks does not want our decision to be based only off of different opinions. He stated that we need the engineering study to show us which is the better way. Jim Werner seconded that thought and said how this is on the minds of many residents in Parkville due to the increase of water bills by 17% each year. Nan suggested hiring lobbyists before committing to the study. It was confirmed that Riverside has done this. Jim Werner believes that MO American Water is just as frustrated and they will not be able to get everything done in ample time. Diane believes we owe it to the residents to have a solid answer, whether it's a \$10,000 answer or \$2.00 answer, we need one. Nan does not believe residents will know that we completed the study. Kendall said we need to let them know by way of newsletter, email, at Board meetings, etc. Marc asked what would prevent MO American Water from competing with us and our water plant. Mayor Brooks confirmed that they certainly could, but if we could compete with their rate, we might be able to provide water for less than their rate; therefore, gaining all residents. Nan pointed out that their operating expenses are spread out among thousands of customers, which is not a benefit to us. Shannon explained that we don't know exact amounts.

Jim Werner recommended we put this on the agenda next Finance meeting and spend two weeks to gather other information, including budget impact and reading the information Shannon distributed at the beginning of the meeting. Marc thinks it would be beneficial to have Steve Chinn attend the next finance meeting to hear his fundamental view. Shannon would like to have as many people here as possible for the October 8th meeting to ask Steve Chinn questions. Nan asked that Melissa email everyone to make sure they schedule around the Oct 8th meeting.

4. Replacement Pump Purchase – Pinecrest Pump Station: Kirk reported that we have recently been doing maintenance on the Pinecrest pump station and we found a bad pump. They asked for a bid from Douglass and they gave us a repair bid of approximately \$5,000. However, the cost to replace the pump is just over \$6,000, only a little more than the repair costs. Kirk recommended that we replace the pump. Shannon asked if there is a life time on the new pump; possibly 20 years. Kirk confirmed this. Nan asked if we are keeping the same brand/type of pumps to utilize interchangeable parts. Shannon and Kirk both confirmed that pumps are specific to location and size, etc. so interchangeable parts do not always work out.

Nan McManus motioned to recommend the approval of the purchase of a replacement pump for the Pinecrest Pump Station. Mayor Jim Brooks seconded. **Approved 4-0.**

5. Purchase of Police Vehicle: Chief Kevin Chrisman presented a brochure with an all-wheel drive 4-door Sedan and Utility Vehicle. He requested the approval of purchasing a Police vehicle. He explained that he has waited until this time of year because of the new Police radio system that is to be purchased. He proposed to purchase the Utility Vehicle because it has more space in the back and it could transition to an animal control vehicle. In the future, he will recommend the 4-door sedan. The price of Ford Explorer (quote from Thoroughbred Ford) is \$28,480. This pricing surpasses the pricing for all previous Crown

Vic's, including all wiring, lights, etc. This price comes with everything except light bar; it is for a fully equipped police vehicle, with in-car police video system (\$5,000 regular pricing). He will get an updated quote without the \$295 Snyc service that is unnecessary. Chief also reported a suggestion: Gladstone had success with a company that does wraps on the police vehicle doors to ensure better resale of the all black car, instead of a black and white police vehicle.

Chief stated that we really need another 4-wheel drive vehicle, as we only have one SUV now and have made the Jeep work for bad weather in the past. Nan was in support of the SUV purchase and stated that it is a 2012 budgeted expense. Mayor Brooks asked how many cars we have now. Chief and Shannon confirmed that we have 11 cars now. Marc asked if we need 11 cars. Chief stated that we do. Jim Werner would like to have a uniform number of how many vehicles the police need. Chief will come up with a uniform number. Mayor Brooks would like to make sure we have a policy for replacing patrol cars. Chief showed a chart that the Board created in 2009 for replacing cars, but we did not stick to this plan. Jim Werner would still like Chief to present a new plan.

Nan McManus motioned to recommend to approve the purchase of proposed new police car as budgeted. Diane Driver second. **Approved 4-0.**

Other Business

6. Budget Update: Shannon will meet with Department Heads this week to look at operating costs and a capital plan for the 2013 budget. Shannon asked if board members want to schedule an Executive Session regarding personnel and salaries because Kendall brought it up a couple finance meetings ago. Jim Werner and Nan both said yes. The Board will hold an Executive Session on September 19th regarding personnel.

Grant Update: Sean gave an update on recent grants: we applied for a downtown master plan grant. We have 7 partners in total. We asked for the grant to help us decide the future

of downtown. It would be \$100,000. We got \$1,500 from Park U. All partners said if the project moves forward, money can possibly be contributed. Applications will be scored through October and the final approval is in December. The STP 45 Highway Widening Grant: Other communities have requested to pull Parkville off list because we do not have the money upfront. We found that we are not the only community in that situation and it is not a requirement of the application. We are attending a meeting to refute this and are hoping for good results.

Diane Driver motioned to adjourn the meeting at 1:30 p.m. Nan McManus seconded.

Approved 4-0.

Melissa Estes

Finance Committee Meeting Minutes of September 24, 2012

1. Jim Werner called the meeting to order at 12:00 p.m.

Committee Roll Call:

Members Present: Jim Werner, Jim Brooks, Nan McManus, Chris Fisher and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch, Jackie Snyder and Kari Lamer

City Staff Present: Shannon Thompson, Kirk Rome, Sean Ackerson, Kevin Chrisman and Steve Berg.

Public/Media Present: none

2. **Approval of Minutes:** Minutes were presented for the September 10 Finance Committee meeting. Nan McManus asked that a few clarifications be made, and she then moved to accept the minutes with her clarifications. Second by Jim Brooks. Approved 4/0.

3. **Contract for 2 Soil Borings by Alpha-Omega Geotech:** Kirk Rome presented a bid from Alpha-Omega Geotech to perform 2 soil/rock borings on the Bly property on the east side of the Brink Meyer wall for a price not to exceed \$4,800. The proposed work would also require additional site preparation, engineering and soil analysis that would bring the total cost up to \$7,325. He said that this work is needed to determine if the option to slope the hillside along Brink Meyer Road is actually a feasible alternative to replacing the retaining wall. Various questions were asked concerning whether the costs associated with sloping the land, removal of dirt and rock, and possible costs of acquiring land easements would make this option too expensive to consider. Members said that they preferred not to spend any money on the soil testing until some of these questions were better answered. Shannon and Kirk said that Mr. Bly, the owner of the property that would be sloped, has expressed interest in the proposal, and has been very cooperative in the past. Jim Werner proposed discussing the matter as soon as possible with Mr. Bly to determine his desires and intentions regarding what arrangements he would find agreeable, should the sloping option be selected. Jim Brooks and Kirk said they will try to meet with Mr. Bly later in the week. In order to keep the timing on the engineering on track, the aldermen agreed to meet again October 1 for a work session to revisit the boring proposal so that it can be placed on the October 2 Board of Aldermen meeting. It was agreed that any boring work would be deferred until after the October 2 meeting.

4. **Salt Bids:** Kirk Rome then proposed the purchase of 150 tons of straight salt and 100 tons of a 50/50 salt and mix for winter road treatment. He presented three bids, and recommended going with the low bid by Dale Brothers, Inc for a total cost of \$14,435.00. Nan McManus moved, Jim Brooks seconded, to recommend approving the Dale Brothers bid. Passed 5/0.

5. **DRJP Material Expense limit increase:** Kirk said that materials purchased for the DRJP worker projects is now approaching the \$100,000 that was previously authorized. Kirk requested authorization to purchase up to an additional \$30,000 for additional projects and to complete some of the current work. He presented a list of projects currently in progress and others that have been proposed if time and funds allow. Questions were asked about the amount of FEMA funds still remaining. Shannon Thompson said that the FEMA funds were mostly spent, but that some of the projects charged to the FEMA funds could be charged to other budget lines that still have funds available. She cited playground equipment replacement, as an example, which were funded in the

2012 budget, but which were charged to the FEMA funds when those funds became available. Shannon said these expenses could be moved back to the originally budgeted lines, and this would provide funding for some of the additional work requested by Kirk. Several members said they would like to see the funds reallocated in this manner. Jim Werner requested Shannon prepare a summary of how the FEMA funds have been allocated and the amounts still remaining. Shannon suggested that \$20,000 be authorized for additional park restoration expenditures. Diane Driver moved to recommend authorization of an additional \$20,000 for materials for park restoration. Nan McManus seconded. Passed 5/0.

6. Crack Seal Material and Equipment Rental Bid: Kirk Rome requested authorization to rent a hot-applied crack filling machine and six pallets of rubberized asphalt material for \$9,400 as bid by Pavement Maintenance Supply, Inc. He said this would rent the machine for 1 week, which would allow the Street Department crew to use between 4 and 6 pallets of the crack filling material. He added that any material not used can be stored and used at a later time since it does not go bad. Nan McManus moved to recommend accepting the bid for \$9,400 from PMSI. Diane seconded and motion passed 5/0.

7. Brush Creek NID Final Payment: Kirk presented for approval the final billing from Garney Construction Company for work on the Brush Creek Sewer Line Interceptor for \$31,910.00. He said that all the work is substantially completed. Diane Driver moved to recommend approval of the payment of \$31,910 to Garney Construction Company. Nan seconded, motion passed 5/0.

8. Proposed changes to the park User Fee Ordinance for the new McKeon Stage/Patio: Kirk proposed that the daily rental fee for use of the new McKeon stage be set at \$400.00, which would include \$300.00 for the event fee and a \$100.00 stage fee. The proposal also included some changes in other fees. Jim Werner suggested that the proposal go to CLARB for their approval before it goes to the Board of Aldermen, to which Kirk and others agreed. However Kirk said that since the McKeon Stage is new, a fee needs to be set as soon as possible. Jim Brooks moved to recommend approval of the \$100.00 stage reservation fee. Diane Driver seconded and motion passed 5/0. The motion passed with the understanding that the Resident/Non-Resident fee associated with the McKeon Stage should be reviewed in 90 days. Diane Driver left the meeting.

9. NID Boundary Survey Contract: Sean Ackerson presented three bids to perform survey work in the land within the Brush Creek and Brink Meyer Neighborhood Improvement Districts (NIDs). He said that survey work is needed to prepare legal descriptions of the various tracts and of the NID boundaries as a whole. He said that this would be necessary before the NID assessments could be made on the property owners within the NIDs. Sean said that because the amount of work that will be required cannot be determined exactly in advance, he requested estimated times and hourly rates. R.L. Buford and Associates submitted the best bid, and estimated the cost at \$3,000, assuming no field work is required. Sean noted that the work would qualify as NID work and the expense would be charged to the NIDs rather than the City. Nan moved to recommend approval of the contract with R.L. Buford and Associates, not to exceed \$3,000. Jim Werner seconded, motion carried 4/0.

Other Business: none

The meeting was adjourned by motion by Chris Fisher, with second by Nan McManus, passed 4/0.

Steve Berg

Finance Committee Meeting Minutes of October 1, 2012

1. Jim Werner called the meeting to order at 12:01pm.

Committee Roll Call:

Members Present: Jim Werner, Nan McManus, Jim Brooks, Chris Fisher, and Diane Driver (Quorum present).

Other Aldermen Present: Kendall Welch, Kari Lamer, Marc Sportsman

City Staff Present: Shannon Thompson, Kirk Rome, Steve Berg, Kevin Davis, and Melissa Estes

2. Approval of Minutes:

Minutes were presented from the September 24, 2012 Finance Committee meeting. Draft minutes were distributed to the Board of Aldermen for review previously. Chris Fisher found a typo "Brush Creed NID." Kendall Welch found a couple corrections, including that Diane Driver left the meeting early.

Nan McManus motioned to accept the September 24, 2012 meeting minutes with corrections discussed. Diane Driver seconded. Motion Passed 5-0. Minutes approved.

3. Brink Myer Wall:

Shannon Thompson reported that Option 5 has not changed and the cost estimate of \$326K is for the excavation of current materials. There is the possibility that someone would want to buy these materials from the City after excavation as well. However, the City should just assume that we are spending the full amount of money because we do not know the recovery at this time.

Discussion issued regarding the estimated cost to date for the project. City Administrator is going to provide actual numbers.

Marc Sportsman asked what the original cost of first wall was. The Mayor reported that it was about \$700K. Marc questioned that if the wall would have been built correctly the first time, how much more would it have cost the City at the time. Shannon indicated it was approximately \$150K. Diane Driver is concerned that Day 1, according to RTE Technologies, the backfill was a big part of the problem, and it is still a concern. However, at the last meeting, RTE said they could work with the backfill.

Kari Lamer clarified that at this point, the City will not have to pay out anymore money from our budget. Shannon explained that the total cost for the City is not money we have to come up with in the future, as it has already come out of our budget. The City will not have to deplete the Emergency Reserve Fund to pay this amount. Marc & Chris agreed that this discussion needs to come up during future budget discussions.

Shannon explained that Michael Short from Oppenheimer gave the City a bond payment schedule of the NIDs and this shows what year the City would have to start putting money in. Chris explained we should not consider using the NID reserves because if the City spends these

reserves, this would make it very difficult to borrow money in the future. Shannon stated that there will be some serious budget cuts this year. If the City had to pay the NID assessments, within a year and a half, the current Emergency Reserve would be gone.

Jim Werner stated the City needs to solve the wall issue at this time and RTE Technologies' Option 5 seems to be an acceptable option. Diane again raised concern about the backfill issue and the engineer's standards coming down to meet our budget. It is stated that the backfill is listed as a disadvantage of Option 5. Chris asked which of the other options were structurally better. Shannon explained that Option 1 was a total rebuild. The Mayor stated that no other option was structurally better necessarily; it has been more about the appearance of the wall. Option 5 is structurally sound. This option would include weeps in the field that the backfill was in. Shannon explained that the top will be soil nailed, and the lack of that is what caused the wall to fail last time. Nan questioned if the City is comfortable that RTE Technologies has exhausted all options and if we should get another opinion. The Mayor explained that no other engineering firm wanted to take on the project. Shannon explained that a third party engineer can take a look at the plans and that would be money well spent.

Marc asked if MODOT has any help or recommendations. The Mayor and Kirk Rome explained that MODOT needs a certain amount of space to work with and we do not have enough space; therefore, they do not have many suggestions. Marc & Nan asked if MODOT would look at the plans then. Kirk confirmed that they will not, but a third party firm that RTE Technologies has suggested can look at them. Nan asked why RTE was the only one that bid on this project. Kirk explained that RTE already had a headstart with the design work so essentially, they had already run half the race. Other firms could not even compete with their pricing.

Mayor Brooks moved to recommend the approval of Option 5. Chris Fisher seconded. Motion passed 5-0.

4. Geotech Services:

The City had a meeting with Mr. Bly & his daughter and options were discussed. Mr. Bly said if the City wants his property in total, it will be \$500,000-\$560,000. He will not budge. If the City were to do this, the two garages would have to be replaced, potential costs of \$100,000. Also, costs of a new driveway and new sewer line have been estimated at \$181,000. Shannon Thompson reported that she and the Mayor decided we are up to 0.5 million. The land is full of mostly rock; there is not much dirt. Mayor Brooks explained that the mining aspect is open ended. The City would like to approve some borings to be done by RTE Technologies. These will give the City an understanding of what materials the hillside consists of, so a conclusion can be made that it does not include enough dirt to meet Mr. Bly's needs. The Mayor further explained that Mr. Bly was reassured that the land would not be left like county left it (all rock) and that we need to get a solid core sample.

Diane Driver asked if the \$7,250 is for these borings and Kirk Rome clarified it is. There are three numbers: \$6,000, \$7,300 and \$7,250; three choices respectively: a single bore with less material analysis, two bores with less material analysis, or a single bore with more material analysis. Kendall Welch, Diane, and Kari Lamer questioned if the City has to do this analysis no

matter what. Kirk says yes, it needs to be done. Jim Werner clarified that last week we thought the two deep bores were needed, and now we are saying we need an additional deep bore that will cost us more. Kirk explained that the S1 and S2 bores are what we looked at last week. The S3 bore is the new one RTE Technologies would like to do. Mayor Brooks questioned if the criteria has changed or if the description has changed. Kirk reported that it would cost \$50-\$60K to clear the area to do the 16 holes, 15ft behind wall option. The Mayor clarified that there has been a shift of thinking since the last meeting. Nan McManus questioned the mining rights. Kari said mining is still an option. Mayor Brooks explained that the mining is not something we should spend a lot of time/money on, but if we just do this additional drilling/mining while we are already up there, then we will have a solid answer and there will be no gray area in the future. Diane is worried about the mining rights and what will happen when we change a part of someone's property and they continue to live on the property. The Mayor proposed that if the City spends this small amount of money to do the deep boring with material analysis, and sends it to Nichols Engineering to see if they are interested, they might report that it is more rock than they want to deal with. In the future, the engineering company might need to discuss issues with Mr. Bly directly. The Mayor continued to say the City will put up a retaining wall that will not "break" the City today.

Jim Werner asked if RTE Technologies is charging us extra to do the deep boring or is it included in the other costs. Kirk explained that the City anticipated \$10,000 for these expenses. Kari stated that we need this to move forward regardless, even with building the wall. Chris Fisher clarified that two borings is a cost of \$7,300 and this one boring is \$7,250. Kirk explained that the analysis of this single boring will be more in depth, and the boring will also be taken closer to the wall, which is an advantage. Jim Werner asked if the money we are talking about is money RTE says we need to spend no matter what. Kirk said yes. Diane asked if it was money in addition to the nail drilling expenses. Kirk said yes. Marc Sportsman clarified that the City did no borings the first time around for the retaining wall. Kirk explained that some borings were done, but they were on the property down below. These borings will be up above on Bly's property and will be more helpful. The Mayor stated that the old borings were limestone, shale, limestone, shale, etc. Marc asked if this will possibly be the same. Mayor Brooks said yes, but we need to be sure.

Marc questioned how the City will pay for this. Mayor Brooks said we need to understand the cost of RTE Technologies' Option 5 and include it in future budget discussions. Nan asked if it is out of the question to put these expenses in the NID. Mayor Brooks said no, not necessarily. Nan questioned what would happen if part of the NID property owners default on payments. If the City pays for this amount up front, it is a one time payment and will have to happen when we do not have the actual money in hand from property owners. Jim Werner stated that funding can be discussed after the wall discussion.

Mayor Brooks moved to recommend the approval of the single boring with more material analysis that RTE Technologies can do for \$7,250. Diane Driver seconded. Motion passed 5-0.

5. DISCUSSION: 2013 staffing – new position:

Shannon Thompson reported that because the City will be billing sewer soon. There was discussion about moving Tracy Sisney to handle sewer billing, business licenses, and assist the front desk. There was also discussion about hiring a Project Manager for Community Development. These suggestions were rejected due to budget constraints.

Nan McManus pointed out that there would still be a salary increase in the budget if we hired a project management professional. Marc Sportsman stated that the City needs budget cuts right now, and instead of adding more personnel, the Department Heads need to be asked to cut their department budget by 10%. Shannon stated that the City could choose to not move Tracy and hire a part-time person for sewer billing instead. It is an advantage to hire a part-time sewer billing person as the salary would be charged to the Sewer Service Fund. Nan clarified that if Sisney were to be serving in a combined capacity, then \$15K would still be charged to sewer. Marc stated that it is a great solution, but it is in conflict with the City adding head count.

Shannon clarified that the direction is to leave Staff the way it is right now and hire a part-time person for sewer billing. Nan explained that typically she would say the City should move forward with the project management, but not right now, in light of all these other decisions. Kirk Rome explained that more administrative assistance is needed, not exactly project management assistance.

Shannon stated that the City will have to advertise for the part-time personnel for sewer billing in the local newspaper and on the website. Nan stated that when the budget starts looking better in the future, we can revisit this issue.

Nan McManus moved to advertise for part-time personnel for sewer utility billing not to exceed \$12.50/hour. Diane Driver seconded. Motion passed 5-0.

6. Alliance Service Agreement:

Shannon Thompson explained that the request for Alliance Water Resources' annual fee to be increased by 1.022% is in the Finance packets. She thought it to be a modest request from Alliance. They put in a lot of service hours that the City does not get charged for. Nan McManus agreed. Shannon stated that it is Staff's recommendation to put this on the BOA Agenda for the October 17th meeting. Kendall Welch questioned the repair limit. Shannon verified that it has never changed. Diane Driver questioned the repair costs. Shannon explained that Alliance has submitted a capital outlay request just like the other Departments to be discussed at budget, but this contract discussion is solely for the operations agreement.

Nan McManus motioned to recommend the approval of the Alliance Water Resources 2013 contract service agreement with the 1.022% increase. Diane Driver seconded. Motion passed 5-0.

7. Budget Update:

The Mayor reported that all operations have been entered into the budget and it is ready to insert employment increases, capital purchases, etc. Shannon showed the Revenue over Expenditures for 2010-2013. Jim Werner pointed out that Sales Tax has dropped. Steve Berg explained that

the biggest impact on Sales Tax has been what the City receives from the State for vehicle tax. A vehicle tax will be discussed at the next Finance meeting. Shannon thought the City should have people lobby to help the community understand how this decrease will impact the City.

Marc Sportsman clarified that the 3.8M amount Shannon showed earlier is the operating budget, exclusive of capital and salary increases. Shannon confirmed. Mayor Brooks stated that in the \$3,698,630 expenses shown, there is still some eliminating to do. Nan McManus questioned if the Street programs were included in the budget already. Steve Berg explained that those programs are in the Transportation Fund, which is not included in these revenue and expense numbers.

The Mayor stated that the City needs to have an in-depth, long-term financial evaluation. There needs to be a very clear understanding of the range of budgetary goals. Jim Werner agreed and stated that this evaluation should proceed any budget discussion. Mayor Brooks agreed, but said all things will not be fixed in one budget year, so the budget process should not be held up necessarily. Jim Werner questioned if something could be ready before the next budget discussion. Mayor Brooks said he is not quite ready logistically yet. Jim Werner clarified that the City could possibly get through the 2013 budget and come up with something after. Marc thought it to be important that the City understands what our long-term options are so that budget decisions can be better guided now and in the future. He also thought it would be healthy to provide guidance to Department Heads on how to manage a significant budget cut, so if it is necessary, the City is prepared.

Other Business:

Diane Driver reported that the Farmers Market manager requested that the City complete an agreement for EBTs (Electronic Bank Transfers) so food stamps can be accepted. This would put the City in the position of paying monthly fees for the EBT transactions and per transaction fees. The City would also have to be prepared to accept the annual audits to verify all transactions were valid. Shannon Thompson explained this would be an approximate \$100/month cost and the Farmers Market manager said there is a grant available, but the grant will conclude this year and will not be available next year. It is Shannon's recommendation to not go forward with this request.

Nan McManus moved to adjourn the meeting at 1:30 p.m. Diane Driver seconded. 5-0 meeting adjourned.

Melissa Estes

Items for future meetings: (listed at the 9/10/12 Finance Meeting)

Fewson Trust

Channel 2 questions

Golf Cart ordinance revision

Playground Equipment

Livable Community Grant

Finance Committee Meeting
Monday, October 29, 2012, 12:00 p.m.
Board Conference Room

Minutes

ITEM 1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:17 p.m.

Chairman Werner called roll and announced a quorum. Attendance as follows:

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Diane Driver, Chris Fisher and Mayor Jim Brooks.
- **Other Aldermen Present:** Jackie Snyder, Kendall Welch and Marc Sportsman
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Public Works Director Kirk Rome, Police Chief Kevin Chrisman and City Attorney Steve Chinn
- **Public/Media Present:** none

ITEM 2. APPROVAL OF MINUTES

2A. Approval of Minutes from the October 1, 2012 Meeting

Approval of the minutes from the October 1, 2012 Finance Committee meeting was postponed until the next Finance Committee meeting.

ITEM 3. ACTION ITEMS

Prior to proceeding with the agenda, Chairman Werner explained the format and intent of the new agenda. He explained that action items would be handled first with non-action items to follow. Items that had previously been tabled or postponed would be listed on the agenda, but not be discussed unless removed from the table. The intent of listing the postponed items was to prevent them from being forgotten. Action on these items would be taken at a future meeting as appropriate.

Jim also explained that he hoped future agendas would not be this long. He explained that the Policy Committee was working on policies that would allow smaller and routine financial issues to be handled by staff, reserving the Finance Committee time for larger issues.

3A. Administration

3A-1 Utilities – Missouri American Agreement – Steve Chinn

City Attorney Steve Chinn reviewed and summarized the City's agreement with Missouri American Water. Chinn explained that the agreement gives Missouri American exclusive rights to the existing system. He discussed concerns and court rulings on exclusive franchise rights. The agreement was unclear as to the City's ability to provide alternative water service, but he believed the City could provide an alternative system.

The committee discussed concern for routine rate increases, Missouri American plans for expansion and improvements, City options and need to address citizen concerns. The committee discussed the potential to hire a consultant to evaluate

alternative service options. Discussion ensued regarding existing costs, partnering with other communities and other concerns. After discussion, the committee determined a study was premature due to contractual constraints, but recognized the need to closely monitor changes and to reconsider studying options in the future. No action was taken.

3A-2 Hiring for Part-Time Sewer Utility Billing Position

Assistant City Administrator, Sean Ackerson stated that the City would be taking over sewer utility billing in November 2012 and needed to hire a part time utility billing assistant. The assistant would be responsible for maintaining and updating a database of sewer users, preparing and mailing out bills and collecting payments each month. The position would be 20 hours a week.

Sean summarized the selection process and recommended hiring Tami Gittings Hayes for \$11.50 per hour with no benefits. He recommended employment starting Wednesday, November 7, 2012, pending successful completion of all applicable employment criteria.

Chris Fisher moved to approve the hiring of a part-time sewer utility billing position. Nan McManus seconded. Motion passed 5-0.

3B. Public Works

3B-1 Purchase a Replacement Scum Pump for the Sanitary Sewer Treatment

Public Works Director, Kirk Rome explained that the existing pump needed to be replaced and that the system was not operating efficiently without the pump. He stated this was a necessary expenditure. It was questioned whether there was some advantage to all the pumps being the same brand. Rome said there was not, explaining that pumps were different sizes meaning parts were not interchangeable in most cases and that service contractors serviced multiple pump brands. He recommended purchasing a pump from the low bidder.

Kirk obtained four bids and recommended purchasing a Flygt pump for \$3,522.00 from low bidder JCI.

Chris Fisher moved to recommend approving the replacement scum pump purchase for \$3,522.00 from low bidder JCI. Mayor Brooks seconded. Motion passed 5-0.

3B-2 Contract for Pinecrest Pump Station Electrical Panel Upgrade

Public Works Director, Kirk Rome summarized progress on the Pinecrest pump station electrical panel upgrade. The panel had been purchased and a contract for electrical services was needed to install the new panel. City crews installed the panel support posts and brackets and the approximately 15' of underground conduit to the existing panel. This contract will provide the labor for an electrician to make all of the necessary electrical connections and final conduit connections.

Kirk had obtained two bids and recommended approval of the low bid of \$5,800.00 from Brookside Electrical Project Services. Kirk explained that adequate funds exist in the sewer fund to cover the expense.

Chris Fisher moved to recommend contracting for electrical services with Brookside Electrical Project Services. Nan McManus seconded. Motion passed 5-0.

3B-3 Contract for Narrow banding and Radio Purchases

Public Works Director Kirk Rome summarized the need to replace or modify existing public works radios in light of federal narrow banding requirements. He explained options of switching to P25 radios versus other less expensive radio options. Kirk did not recommend switching to all P25 radios like the police department at this time. Instead, he recommended:

1. Purchasing five new truck mounted radios to replace radios that are obsolete and are not capable of being re-programmed to this new narrower bandwidth.
2. Programming the new radios and reprogramming five existing radios to work within the new FCC narrowband requirements.
3. Purchasing and installing three "P25" radios that will act as a relay mechanism for communication with the police department in emergencies (one "P25" radio to be located at the Public Works street barn and two to be mounted in trucks).
4. Purchasing five handheld radios for communication outside of the trucks.

Kirk stated that switching to P25 radios now would cost approximately \$35,000 to \$40,000 more than his recommended option.

Kirk summarized the two bids received and recommended accepting the low bid of \$8,987.62 submitted by Custom Radio Communications Ltd.

Discussion ensued about the benefits of switching to all P25 radios now. Kirk explained his recommended changes would have a 5 to 10 year life. He explained that many radios would need to be replaced at that time anyway due to attrition and maintenance.

Diane Driver moved to recommend approving the bid of \$8,987.62 from Custom Radio Communications Ltd. Nan McManus seconded. Motion passed 4 to 0 (Brooks temporarily absent).

3B-4 Additional Funding for DRJP Materials Expense

Public Works Director Kirk Rome summarized flood restoration projects being completed by DRJP workers in the park and downtown. Kirk requested an additional \$20,000 dollars so the project could be completed including, installing curbed landscape islands in the parking lot. Discussion ensued about project options, available funds, needed improvements to Grigsby Field and FEMA projects/funding. Kirk stated he believed adequate funds were available. Assistant City Administrator Sean Ackerson recommended approving the request subject to verifying adequate funds existed.

Diane Driver moved to recommend authorization of an additional \$20,000 for flood restoration projects subject to verification that adequate funds existed. Nan McManus seconded. Motion passed 5-0.

3B-5 Commitment of Funds and Authorization to apply for Transportation Enhancement Grant for 9 Highway Improvements

Public Works Director Kirk Rome stated the Finance Committee previously authorized staff to proceed with a Transportation Enhancement grant application, but wanted to discuss the grant again in light of current budget discussions. He summarized the intent to apply for a \$200,000 grant to improve 9 Highway from the eastern City limits to downtown. To the extent possible, the improvements would include a sidewalk from the White Alloe Bridge to the train depot, street and pedestrian lighting, street trees, landscaping at the bridge, a City entry sign and banner poles to replace those removed when the bridge was widened. He proposed that staff complete the design in house (except for needed surveying work) and explained that part of the design would be completed as part of the existing Livable Communities Study.

Kirk explained that if awarded, the project would begin in 2013 and would have to be completed by the end of 2014. The City would have to commit to a \$50,000 match, but the funds could be provided over the two years. Kirk recommended that \$10,000 be budgeted in 2013 and \$15,000 be budgeted in 2014 with the balance of the grant match being funded with the \$35,000 obligated by Magellan Pipeline. Assistant City Administrator Sean Ackerson explained that the City had not yet received the \$35,000 but that it was an obligation of Magellan's conditional use permit and could be used for improvements to the area, including those described.

Chris Fisher moved to authorize Kirk to proceed with the grant application and obligating \$10,000 in 2013 and \$15,000 in 2014 if the grant is awarded. Nan McManus seconded. Motion passed 5-0.

3C. Community Development

3C-1 Memorandum of Understanding for the 45 Highway Corridor Plan

Assistant City Administrator Sean Ackerson presented a proposed agreement between the City and County for a joint 45 Highway corridor plan. The plan was recommended by the both the City and County master plans. It would include a vision for the corridor and goals, objectives, guidelines and strategies to implement the vision.

The City budgeted \$20,000 which would be matched with the County's \$20,000 for a total \$40,000 total project budget. Ackerson recommended approval of the MOU, explaining that final agreement details would be approved with a separate contract. Ackerson explained the next steps would be selection of a consultant through an RFP process and contracting for service.

Nan McManus motioned to approve the signing of the MOU. Mayor Brooks seconded. Motion passed 5-0.

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 Paperless Update

Jim Werner explained that this item was being presented in light of ongoing budget discussions. He explained that no action was requested and that this information

was being provided so the committee would be aware of options during the upcoming budget discussions.

Kendall Welch presented options for going paperless and a summary of benefits. She explained benefits included better access, less paper, better communications, safe storage, etc. Kendall summarized options offered by several vendors, including agenda creation, indexing, meeting filming and other options. Computer expenses, potential savings, meeting recording options and program features were discussed. No action was taken.

4A-2 Use Tax Ordinance Update

Assistant City Administrator Sean Ackerson explained that a court ruling determined that collecting sales taxes on out of state vehicle sales had been determined to be illegal and that a use tax was now need to collect the taxes. City Treasurer, Steve Berg estimated the City was currently loosing \$30,000 to \$40,000 dollars annually. City Attorney Steve Chinn explained that a City wide vote was needed to pass the tax. Ackerson explained that the language was prepared and submitted to the City in July but was never submitted to the County Election Board to be placed on the November ballot. He is now working with the MML on educational materials with the intent of placing the use tax on the April ballot. No action was taken.

4A-3 Budget 2013 Update

Mayor Brooks summarized the new approach to the budget separating basic operating costs from discretionary spending. Discretionary spending will be broken into five categories, including salaries and benefits, continuing education, equipment, projects and emergency reserves. He explained that the budget was behind schedule and a revised schedule would be prepared and distributed. No action was taken.

4A-4 Fewson Trust Update

City Treasurer, Steve Berg stated that the bank found two additional CD's, which were turned over to the State as unclaimed property. The Fewson trust must be reopened to claim them. The bank can reopen the trust, but will charge the City service fees. Taxes will apply. Berg believed the City would have a net gain of around \$25,000. Discussion ensued. There was general consensus to proceed, and that no further action was needed at this time. Direction was given to present to the Board when the time is appropriate. No action was taken.

4B. Public Works

4B-1 Parks Headquarters Building Façade Improvement Update

Public Works Director Kirk Rome summarized façade improvements planned for the parks headquarters building. The City had received bids on several of the improvements, but he did not believe they were tight enough and believed additional work was needed. Options for proceeding immediately versus delaying improvements until spring were discussed. Rome recommended reworking the specs and re-bidding this spring. No action was taken.

4C. Community Development (no items)

4D. Police Department (no items)

5. UNFINISHED BUSINESS

No items were removed from the table for discussion. No action taken.

6. OTHER BUSINESS

No other business was discussed.

7. ADJOURNMENT

Diane Driver moved to adjourn. Nan McManus seconded. Motion passed 5-0.

Meeting adjourned at 1:49 p.m.

Submitted by: _____
Sean Ackerson, Assistant City Administrator

11/11/12
Date

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Finance Committee Meeting
Tuesday, November 13, 2012, 12:00 p.m.
Board Conference Room

Minutes

ITEM 1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:01 p.m.

Chairman Werner called roll and announced a quorum. Attendance as follows:

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Diane Driver, Chris Fisher and Mayor Jim Brooks.
- **Other Aldermen Present:** Marc Sportsman
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Public Works Director Kirk Rome, Police Chief Kevin Chrisman, Treasurer Steve Berg, Matthew Chapman, and Melissa Estes
- **Public/Media Present:** none

ITEM 2. APPROVAL OF MINUTES

2A. Approval of Minutes from the October 1, 2012 Meeting

Minutes from the October 1, 2012 meeting were presented. Discussion took place about previous changes to the minutes and it was confirmed that these changes were included in the minutes presented.

Driver motioned to approve the October 1, 2012 meeting minutes as presented. Brooks seconded. Motion passed 5-0. Minutes approved.

Minutes from the October 29, 2012 meeting were distributed in hard copy. These minutes will be presented for approval at the next Finance meeting on November 26, 2012.

ITEM 3. ACTION ITEMS

3A. Administration

3A-1 Microsoft Exchange & Server

Dave Thornburg, the City's contract IT employee, accessed the current computer system status and made several recommendations as follows: 1) Improve server, 2) Update Microsoft Office, and 3) Address/replace old computers at City Hall. It was identified that the Police server and data are required to be separate from other City department servers and data, in order to be in compliance with new federal (CJIS) data requirement standards. It was decided that this is the City's first need and Staff recommended the purchase of an OSSEC server, not to exceed the amount of \$2,500, as projected by Dave Thornburg based off a similar purchase for Platte County.

It was determined that the second need is the purchase of Microsoft Exchange server software. The purchase of this software will allow all City Staff to be on the same email program, to be able to use email on multiple devices, and to have an all City Staff linked calendar. It was recommended that the funds come from the Administration Department computer budget for the Exchange software and funds for the OSSEC server come from the Police Department computer budget, leaving both budgets with a positive balance. It was recommended by Staff to purchase this software from World Wide Technology, Inc., the low bidder, for \$2,701.56, which includes the Exchange software and 50 licenses.

The committee discussed purchasing used computers for City Staff through the Park University program and the Dell refurbished program through the Police Department. Discussion ensued regarding whether or not this should be budgeted for in 2013 instead of being a 2012 purchase. It was confirmed that Staff recommended purchasing the Exchange software and OSSEC server in 2012 using sufficient funds.

Nan McManus motioned to recommend the approval of the purchase of the OSSEC server for an amount not to exceed \$2,500 and the purchase of the Microsoft Exchange server software from World Wide Technology, Inc. for an amount not to exceed \$2,701.56. Jim Brooks seconded. Motion passed 5-0.

3B. Public Works

3B-1 Storm Windows at Depot – County Grant

Public Works Director, Kirk Rome explained that it was recommended by the architect to replace the storm windows at the Depot. The windows would initially have a white trim, but would be painted burgundy to restore the original appearance of the Depot, consistent with historic preservation. Staff recommended the purchase of the storm windows from Columbia Glass and Window Co., the low bidder, for \$1,956.10, including installation. Platte County will reimburse the City at 66% of the cost and the reimbursement should be received 3-4 weeks after submittal of City payment to the vendor. The total City responsibility after receiving reimbursement from the County grant would be \$652.

The committee discussed the priority of window replacement versus other insulation issues. Discussion ensued regarding other changes, including roof replacement (an approximate cost of \$18,000) and insulation under the roofing (an approximate cost of \$1,000). These changes will be addressed in the early spring due to weather concerns. The architect confirmed that the storm windows could be replaced in current weather conditions.

Nan McManus motioned to recommend the approval of the purchase of storm windows for the Depot for an amount not to exceed \$1,956.10 from Columbia Glass and Window Co. Diane Driver seconded. Motion passed 5-0.

3B-2 McKeon Stage Non-Resident Fees

Kirk Rome explained the request to add a \$125 non-resident fee to the ordinance for McKeon Stage Fees. Discussion ensued about what qualifies as an event, with or without the use of McKeon Stage and other shelters. The committee discussed the reasoning and difference between the non-resident and resident fee. There was discussion about whether or not our fees compare to other community's fees; it was recommended to benchmark and research fees and event guidelines for 2013.

Nan McManus motioned to recommend the approval of the addition to the ordinance regarding McKeon Stage fees for the non-resident event fee to be \$125, as the stated resident event fee is \$100. Diane Driver seconded. Motion passed 5-0.

3C. Community Development (no items)

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 Health Insurance Discussion

The City has received 2013 rate increases from United Healthcare. Additional bids from other insurance vendors have not been pursued at this time. The committee discussed continuing insurance with United Healthcare instead of switching vendors this year. Discussion ensued regarding the departmental increases in the current budget working document. The committee discussed City employees sharing the cost of health insurance as a percentage for each available election category (ie: Employee Only, Employee + Child, Employee + Spouse, and Employee + Family). The 2012 budget with increased salaries to offset cost of health insurance and LAGERS was discussed.

The committee discussed the need to negotiate with United Healthcare to decrease the projected increase for 2013. Having the CBIZ broker acquire bids from other insurance providers was discussed, as well as using the broker to research and provide different coverage options through United Healthcare in order to fit different employee situations. Discussion occurred regarding Midwest Public Risk and whether or not there is a program available to assist with health insurance benefits and decisions. Jim Brooks and Matthew Chapman verified that Midwest Public Risk has a program designed to assist with these issues. The committee discussed how it would be beneficial to have a United Healthcare representative come to City Hall and discuss coverage options and answer any questions, due to employee turnover.

It was concluded that more options need to be researched by the broker and Staff before the Board will make a decision for 2013. No action was taken.

4A-2 2013 Budget Discussion

Assistant City Administrator Sean Ackerson distributed a schedule of benchmark dates to follow in regards to the 2013 budget. It was explained how the budget will be presented and created this year. An operating budget will be determined and that will be the most simple, minimal budget to continue regular day-to-day operations within the City. These numbers will be realistic and will come straight from actual expenditure amounts. Sean Ackerson clarified that instead of building a contingency into several line items for each department, there will only be one line item per department, titled "Contingency," to be used for unbudgeted expenditures. There will also be a consolidation of multiple line items that relate to similar expenditures and decisions will be made about whether or not the expenditures need to be tracked by department or if a general "global" budget is more appropriate. It was discussed that this is forward movement thinking for the 2013 budget; however it may mean some line items are over budget next December, but it will only be because the funds were absolutely necessary.

The committee discussed the idea of a separate Project Fund, in which a specific amount of monies will be designated to each year. This fund will have carryover if all monies are not expended and there will be a project priority list that denotes where the monies will be used. Discussion ensued regarding project completion throughout the year. It was determined that the Board should be involved and decide whether or not budgeted projects move forward, should there ever be a question.

Ackerson summarized progress on the Brush Creek and Brinkmyer NID improvements and the schedule for first assessments. He presented projections for annual assessments prepared by Michael Short. The annual assessments for the Brush Creek NID are approximately \$1,100 per acre per year or \$380,000 annually for the NID. The annual assessments for the Brinkmyer NID are approximately \$3,400 per acre per year or \$260,000 annually for the NID. Ackerson presented a map of the NID properties and summarized current ownership and acreage.

Discussion ensued about likely assessment payment scenarios. Marc Sportsman asked if the City had contacted the owners. Ackerson stated the City had met with or discussed property development options throughout the year. Discussion ensued about how the City could assist property owners with development options and encourage owners to pay assessment when due. The Committee discussed likely risks and the likelihood that some assessments may not be paid and would have to be paid by the City.

The Committee discussed the need to plan for the need to pay NID assessments if not paid and the need to build up a greater reserve as a precaution. Aldermen Sportsman suggested all departments take a 10% budget cut. Ackerson verified all departments have worked to cut budgets and he believed cuts would result in more than 10% overall. The Committee discussed the budget approach and expectations as they relate to the NID risks. Mayor Brooks questioned when actual NID assessment numbers would be known. Ackerson stated that the City's Bond Counsel was preparing documents necessary to proceed with authorization to notify property owner of assessments. The documents would be presented for action at the December 4th Board meeting and projections would be updated prior.

The Committee directed Ackerson to prepare a summary of actual projections for discussion at the next Finance Committee meeting. No action was taken.

4B. Public Works (no items)

4C. Community Development (no items)

4D. Police Department (no items)

5. UNFINISHED BUSINESS

No items were removed from the table for discussion. No action taken.

6. OTHER BUSINESS

Nan McManus gave a Search Committee update and a hard copy of a new search proposal from a firm out of Texas was distributed. It was reported that the next time the Search Committee meets, a firm will be selected. No action was taken.

7. ADJOURNMENT

Diane Driver motioned to adjourn. Jim Brooks seconded. Motion passed 5-0.

Meeting adjourned at 1:59 p.m.

Submitted by: _____
Melissa Estes, Executive Assistant / Accounts Payable

11/15/12
Date

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Finance Committee Meeting
Monday, November 26, 2012, 12:00 p.m.
Board Conference Room

Minutes

ITEM 1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:01 p.m.

Chairman Werner called roll and announced a quorum. Attendance as follows:

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Diane Driver, Chris Fisher and Mayor Jim Brooks
- **Other Aldermen Present:** Kari Lamer and Marc Sportsman
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Parks Superintendent Tom Barnard and Melissa Estes
- **Public/Media Present:** none

ITEM 2. APPROVAL OF MINUTES

2A. Approval of Minutes from the October 29, 2012 Meeting

Minutes from the October 29, 2012 meeting were presented.

Nan McManus motioned to approve the minutes from the October 29, 2012 meeting as presented. Diane Driver seconded. Motion passed 5-0.

2B. Approval of Minutes from the November 13, 2012 Meeting

Minutes from the November 13, 2012 meeting were presented. Discussion ensued about the McKeon Stage Non-Resident Fees heading being followed by Pinecrest Pump Station discussion; the correct McKeon Stage Non-Resident Fees discussion needs to be inserted.

Diane Driver motioned to approve the minutes from the November 13, 2012 meeting with correction of McKeon Stage Non-Resident Fees discussion inserted and Pinecrest Pump Station discussion removed. Nan McManus seconded. Motion passed 5-0.

ITEM 3. ACTION ITEMS

3A. Administration (no items)

3B. Public Works

3B-1 Approval of Contract for Train Depot Wood Rot Repair

Parks Superintendent Tom Barnard summarized the work to be completed including repairing or replacing wood rotted improvements. Discussion ensued regarding the work and it was recommended to correct the description of work being completed and to clarify the budget impact.

The committee discussed using vinyl as replacement material as well as other material options and whether or not other materials comply with the historic preservation of the building. It was determined that the building is not on the official historic register and therefore the City is not obligated to upkeep any historic preservation. The primary concern with using vinyl was finding vinyl to match the color of the burgundy trim on the Depot would not be easy, as the vinyl cannot

be painted. Discussion ensued about changing the RDF proposal to vinyl or an alternative material to reflect a price not to exceed \$100 over current proposal amount. This repair will be partially funded by a Platte County Outreach Grant and the grant dollars have to be expended by the end of 2012. The City's obligation is one-third of the total contract amount.

Nan McManus recommended the approval of the changed proposal with PVC sill substituting for the wood sill that is outlined in the current bid at an amount not to exceed \$200.00. Diane Driver seconded. Motion passed 5-0.

3B-2 Approval of Contract for Train Depot Energy Barrier Insulation

Parks Superintendent Tom Barnard explained the definition of energy barrier insulation and how placement in the rafters of the Depot will be a benefit to the utility bills. The committee discussed the installation and if City Staff could install the energy barrier insulation instead. Tom explained that the space to be accessed is very small and the company will have to create a crawl space; it would not be possible for City Staff to complete the installation. The cost of the energy barrier insulation is projected to be recouped within 4-5 years as a result of this change in utility bills. The recoupment will be less for the City, as the City's responsibility is a third of the project cost.

There was a leak in the Depot roof several years back that brought up discussion about when the last time the roof was replaced. Tom Barnard will look into when the roof was replaced and check with the roofer about the leak, if it is covered under warranty, or if shingles need to be replaced. Tom will acquire two other bids for the energy barrier insulation and installation before the Finance Committee makes a recommendation. Jim Brooks added that the returns on energy barriers is considered suspect by many.

Discussion ensued about the Platte County Outreach grant and what improvements are acceptable. It was determined that energy barrier insulation would be covered by the Outreach grant. This item and proposal has been tabled until more information is provided.

Nan McManus motioned to table this item. Diane Driver seconded. Motion passed 5-0. No action taken.

3B-3 Approval of Contract with GBA for Peer Review of the Retaining Wall Structural Design

Assistant City Administrator Sean Ackerson summarized the need to do a peer review of the Brink Meyer Retaining Wall structural design. It was stated that Public Works Director Kirk Rome will complete parts of the review, but it was proposed that the City contract the peer review to be done by GBA Engineers for approximately \$2,500. Sean Ackerson recommended that the City honor GBA Engineers' proposal for \$2,500, but requested the approval of an amount not to exceed \$4,000, due to the proposal being a rough estimate. The committee discussed the rough estimate proposal and why an accurate proposal was not given. It was stated that the retaining wall designs have not been presented to GBA Engineers, as the designs are not finished.

The committee inquired about other engineering firms that may be interested in doing the peer review and if it would be appropriate to acquire bids. It was confirmed that it is not policy to require three bids for professional services. This firm is highly recommended by Kirk Rome, as he has confidence in their work and has done previous business with them. Discussion ensued regarding the amount to be approved and if \$3,500 were more appropriate, given that additional funds could be approved later if necessary. It was determined that the acting City Administrator has the authority to approve expenditures up to \$3,500.

Nan McManus motioned to recommend the approval of a contract with GBA Engineers for an amount not to exceed \$3,500, subject to further City Administrator approval. Diane Driver seconded. Motion passed 5-0.

3B-4 Authorization to Rebid Pinecrest Pump Station Electrical Work

Assistant City Administrator Sean Ackerson summarized Public Works Director Kirk Rome's request to rebid the Pinecrest Pump Station electrical work. Rome expressed concern with the low bidding company in regards to their responsiveness and ability to complete the work for the contracted amount. The signed contract has not been returned to the City, and Rome has attempted correspondence on several occasions.

Nan McManus motioned to authorize the rebidding of Pinecrest Pump Station electrical work. Diane Driver seconded. Motion passed 5-0.

3C. Community Development (no items)

3D. Police Department

3D-1 Approval of Contract for Tornado Siren Narrowbanding

Police Chief Kevin Chrisman explained the necessity to complete narrowbanding for the four tornado sirens within City limits, in order to coincide with the Public Safety Radio System before January 1, 2013. Discussion ensued regarding the limited timing; it was explained that this proposal was submitted earlier this year, but the item never moved forward. The committee discussed the location of the City's four tornado sirens and weather concerns regarding installation. Installation is estimated at 12 weeks and there are only 4 weeks left in the year. It was determined that there are no known penalties if the narrowbanding is not completed by January 1, 2013. Discussion ensued regarding the City's ability to activate the tornado sirens; Chief Chrisman explained that the City does not have such ability.

Nan McManus motioned to recommend the approval of the contract with Blue Valley Public Safety for narrowbanding four tornado siren repeaters. Diane Driver seconded. Motion passed 5-0.

4. NON-ACTION ITEMS

4A. Administration

4A-1 2013 Budget Discussion

Assistant City Administrator Sean Ackerson summarized the 2013 budget plan and distributed three documents: 2013 Requested Equipment, 2013 Requested Projects, and a Fund Summary with Projected Year End 2012 Balances. Each fund's current balance was discussed as well as 2012 projections. Discussion ensued about requests versus necessity, in regards to equipment and projects. The retaining wall history was briefly discussed; a timeline of events and expenses will be created to paint a clear picture. The committee discussed that the next steps in budget preparation are: 1) creating an updated draft budget that reevaluates operating numbers and transfers; 2) reviewing departmental equipment and project requests; 3) analyzing health insurance, salaries, and benefits; and 4) extended NID research. No action was taken.

4B. Public Works (no items)

4C. Community Development (no items)

4D. Police Department (no items)

5. UNFINISHED BUSINESS

No items were removed from the table for discussion. No action taken.

6. OTHER BUSINESS

The Search Committee briefly updated the Finance Committee on the search firm and projections for contract approval timing.

7. ADJOURNMENT

Nan McManus motioned to adjourn. Diane Driver seconded. Motion passed 5-0.

Meeting adjourned at 1:50 p.m.

Submitted by: _____
Melissa Estes, Executive Assistant / Accounts Payable

11/27/12
Date

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Finance Committee Meeting
Monday, December 10, 2012, 12:00 p.m.
Board Conference Room

Minutes

ITEM 1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:02 p.m.

Chairman Werner called roll and announced a quorum. Attendance as follows:

- **Members Present:** Chairman Jim Werner, Chris Fisher and Mayor Jim Brooks
- **Other Aldermen Present:** Jackie Snyder, Kendall Welch and Marc Sportsman
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, Treasurer Steve Berg and Melissa Estes
- **Public/Media Present:** none

ITEM 2. APPROVAL OF MINUTES

2A. Approval of Minutes from the November 26, 2012 Meeting

Minutes from the November 26, 2012 meeting were presented. The Committee has reviewed the minutes presented.

Jim Werner motioned to approve the minutes from the November 26, 2012 meeting as presented. Chris Fisher seconded. Motion passed 3-0.

ITEM 3. ACTION ITEMS

3A. Administration

3A-1 FOPAS Contract Renewal

Assistant City Administrator Sean Ackerson summarized that this is an annual extension to the City's current contract with Friends of Parkville Animal Shelter (FOPAS). The Committee discussed the importance of the renewal and hard work the Animal Shelter provides the City. Discussion ensued in regards to FOPAS intentions of purchasing current land or pursuing land elsewhere within the City limits in hopes of constructing a new building. The level of priority to FOPAS was questioned regarding this new building construction. Alderman Jackie Synder confirmed it is high on their priority list, as affirmed at the last FOPAS meeting. Discussion ensued regarding noise, location in relation to future road improvements, grading and other concerns. Chairman Jim Werner recommended that the building construction issue be brought back to the Finance Committee in March with discoveries/updates for discussion. The Finance Committee will continue discussion after more information is available about the future location and FOPAS building.

Chris Fisher recommended the approval of the extension of the City's current agreement with Friends of Parkville Animal Shelter at an annual amount of \$6,000.00. Jim Brooks seconded. Motion passed 3-0.

3B. Public Works

3B-1 Riss Lake Grinder Pump Agreement Renewal

Public Works Director Kirk Rome explained this request to renew the agreement with Riss Lake Homeowners' Association for the grinder pump service at a rate of \$450 per month, an increased amount for 2013 to cover costs of billing. This rate will be reevaluated before the end of June

2013 by Treasurer Steve Berg and Kirk Rome to ensure that \$450 per month is an appropriate amount. Steve Berg explained that the City expected billing costs to increase significantly as a result of the City billing instead of Missouri American Water. He stated since the City had only just begun billing, increases could not be accurately calculated at this time.

Discussion ensued regarding the proposed increase and the annual 4% increase stated in the original agreement language, what the 4% increase entails, and the origin of the initial \$385 per month amount. Steve Berg explained that the City has not increased the monthly agreement amount, as the 4% annual increase is stated, because it cannot be justified. Discussion ensued regarding any need for an increase over the \$385 per month amount. It was decided to continue the \$385 per month agreement and revisit the terms in six months once real numbers are available related to billing expenses.

Discussion ensued regarding language to adopt in place of the 4% increase. Sean Ackerson explained that the agreement would have to be revisited in early April, as the Riss Lake Homeowners' Association will want to review the agreement in April before approval in May and expiration in June. Staff agreed to communicate expected billing increases and projected scheduling with the Riss Lake Homeowners' Association.

Jim Werner motioned to recommend the extension of the current agreement with Riss Lake Homeowners' Association for the grinder pump service for a period of six months at an amount of \$385 per month. Jim Brooks seconded. Motion passed 3-0.

3C. Community Development (no items)

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 2013 Budget Discussion

Mayor Jim Brooks summarized that a full analysis of the Transportation Fund is in the works and the surplus of this fund may be considered for the purchase of a replacement backhoe. The 12-year Sewer CIP is also being reviewed. This information and finished analyses will be emailed out when complete. Discussion ensued regarding the City's annual contribution to the Parkville EDC; the City will contribute \$20,000 in 2013 in accordance with the prior three-year commitment by the City.

The Committee discussed various aspects of the budget including, Channel 2, the newly created City-wide Information Technology budget, Emergency Reserve Fund, Transportation Fund, and Municipal Equipment Reserve Fund. No action taken.

4A-2 NID Discussion

Mayor Jim Brooks explained that the City had a meeting with the City's general legal counsel, bond counsel and others to discuss completed projects, issuing the notice of assessments and address related questions. Staff is working with legal counsel to resolve pending issues. Once resolved, staff will prepare a new cash flow analysis and potential demand on Emergency Reserve will be reassessed. The City will move forward by collaborating and asking the Parkville EDC to focus heavily on projects and development on the NID properties. The Committee determined that the Parkville EDC is a great resource for the City to utilize during this time. Discussion ensued regarding the Brinkmeyer wall legal expense that will not be covered by the law suit settlement or NID assessments. It was determined that the Brinkmeyer NID is at its max

of 125%, but the Brush Creek NID is not. This confirmed that no additional legal fees related to the Brinkmeyer wall suit can be expensed to the Brinkmeyer NID. No action taken.

4A-3 Depot Repair Update

Assistant City Administrator Sean Ackerson summarized that after the contract was approved for the depot storm windows, it was determined that one window was not included in the amount. The total difference, including product and installation, was \$150 over total approved contract amount. With the time constraints of the Platte County grant funding these storm windows, the addition of the window and installation happened quickly last week. Discussion ensued about the additional window.

Kirk Rome reported that the window trim will be painted by City Staff as early as next week, depending on weather constraints. The total project is expected to be complete by mid-January and then depot utility bills can be compared to previous years to show the benefits of these changes. No action taken.

4B. Public Works

4B-1 Park Building Roof & Façade Improvement Discussion

Public Works Director Kirk Rome reported that the façade improvements are important to CLARB and he would like some direction on 2013 budget projections regarding the Parks building façade improvements. Discussion ensued regarding total expenditures initially being \$70,000, but \$75,000 was requested for 2013. An amount of \$30,000 from Missouri American Water dedicated to park improvements will be used to fund this project. Discussion ensued regarding potential funding sources including the sewer fund (only for that portion of the building housing sewer equipment), parks donation funds, and general funds. Kirk Rome stated he would apply for a Platte County grant for \$20,000 hoping to reduce the cost to the City. The Committee discussed that these monies are restricted to parks and sewer projects; therefore, this improvement project would not affect the monies to be transferred to Emergency Reserve in 2013.

Discussion ensued regarding the design of the improvements and what specifications are needed in order to acquire quality bids. The Committee discussed the possibility of the Board simply specifying the amount of money to be spent on the project. Clarification was given regarding the total project costs and total City contribution of \$75,000 in 2013. It was decided that the City will report to CLARB that additional funding options are being researched. No action taken.

4C. Community Development (no items)

4D. Police Department (no items)

5. UNFINISHED BUSINESS

No items were removed from the table for discussion. No action taken.

6. OTHER BUSINESS

Discussion ensued regarding the next Finance Meeting to be scheduled on December 19th instead of December 24th. The Committee decided to meet on December 19th and confirmed a quorum will be present.

7. ADJOURNMENT

Jim Brooks motioned to adjourn. Chris Fisher seconded. Motion passed 3-0.

Meeting adjourned at 1:36 p.m.

Submitted by: _____
Melissa Estes, Executive Assistant / Accounts Payable

12/13/12
Date

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