

Finance Committee Meeting
Monday, January 7, 2013, 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:

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Diane Driver, Chris Fisher and Mayor Jim Brooks
- **Other Aldermen Present:** None
- **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 December 10, 2012 Meeting

Minutes from the December 10, 2012 meeting were presented. The Committee has reviewed the minutes presented.

Mayor Jim Brooks motioned to approve the minutes from the December 10, 2012 meeting as presented. Nan McManus seconded. Motion passed 5-0.

ITEM 3. ACTION ITEMS

3A. Administration

3A-1 Finalize Auto Use Tax Ordinance for inclusion on the April ballot

Assistant City Administrator Sean Ackerson explained that this is not strictly an "auto" use tax as previously stated, but rather a tax on storing, using or consuming within the City any article of tangible personal property purchased from out-of-state vendors; primarily vehicles and marine craft. In summary, sales tax is no longer collected in Missouri on vehicle and marine craft purchases made out of state. City Staff proposed the submittal of a use tax for inclusion on the April 2013 ballot, as the tax must be approved by vote of the public. This tax would potentially capture a portion of the revenue the City is unable to collect as of today. This tax would not apply to vehicle and marine craft purchases made in Missouri, as sales tax has already been collected. The draft ordinance was attached with appropriate ballot language and is to be brought to the Board of Aldermen at the January 15th meeting. If approved by the Board of Aldermen, the ballot language will be submitted to the County for inclusion on the April 2, 2013 ballot.

The Committee discussed the fact that the use tax rate will have a direct relationship with sales tax (ie: if the sales tax rate increases, then the use tax rate increases; if the sales tax rate decreases, then the use tax rate decreases). Discussion ensued regarding effective timing if passed in April; the City would expect to receive revenue no later than fall 2013. Treasurer Steve Berg explained that new impact numbers have been available and the City has lost approximately \$30,000 in revenue in 2012 due to this change. Berg stated that voters should be aware that this is reinstating a prior sales tax discontinued by the State Supreme Court. Also, Berg stated that this currently gives Kansas vehicle and marine craft dealerships an advantage over Missouri dealerships, as Kansas dealerships are not collecting sales tax on such purchases.

Discussion ensued regarding the percentage breakdown of the tax being 1% general sales tax and 0.5% transportation sales tax. The Committee discussed the fact that the City was previously collecting this tax, but because of the change that started in the beginning of 2012, no related revenue was collected in 2012. It was stated that Parkville businesses would not be required to collect this tax as it does not apply to in-state sales. Diane Driver inquired about online sales in relation to this tax; it was confirmed that the tax would apply to use, storage or consumption of products purchased from out-of-state vendors regardless of the channel of purchase. Mayor Jim Brooks inquired whether or not the City could have acted upon this sooner. Sean Ackerson confirmed that a draft ordinance was submitted to the City Administrator in April 2012 for inclusion on the November 2012 ballot, but it is unknown as to why no action was taken.

Nan McManus motioned to recommend the approval of the Use Tax Ordinance for the inclusion on the April 2013 ballot. Diane Driver seconded. Motion passed 5-0.

3A-2 Authorization to submit a funding commitment letter and cost-share request application to MoDOT for 45 Hwy widening Phase C

Assistant City Administrator Sean Ackerson explained that the City received an STP-BR grant from MARC for 40% of the cost for 45 Hwy Phase C widening project. He stated that the City needs to submit a cost-share application to MoDOT for an additional 50% of the project cost. The remaining 10% of the project cost or approximately \$1.5 millions must be provided locally. The next step is to submit a letter of commitment and cost share application to MoDOT. It was assured that the letter of commitment does not bind the City. Discussion ensued regarding the City being at a disadvantage because the funds are not in hand; it was confirmed that we are not at a disadvantage, but we need to proceed in order to keep ourselves in the running. The Committee discussed County funding support. Ackerson explained that the majority of the project was in the County, but the necessary financial commitment was required of the City since the City was the applicant on the MARC grant. He stated, however, that the County was supportive of the project and was a supporting partner on the application and would be expected to share a substantial portion of the required local match. It was suggested to contact the offices of Sam Graves and Claire McCaskill to acquire support and ideas. Discussion ensued regarding the Parkville EDC conducting research on this topic with a focus group and will be a trusting partner in this process.

Project completion is proposed to be the end of 2016; however, Sean Ackerson explained that it is common to request an extension for this type of project should additional time be needed. Discussion ensued regarding the City's level of commitment at this time. It was recommended that the City request a support letter from the current County Commission, as the past County Commission was very supportive.

Nan McManus motioned to recommend the approval of the authorization of a cost-share request application and to move forward with Staff recommendation to submit a funding commitment letter. Diane Driver seconded. Motion passed 5-0.

3A-3 Farmers Market contract renewal

Diane Driver explained that the Farmers Market contract is ready for renewal and currently, the City owns and runs the market; however, there is a strong Farmers Market Association that is willing to take control and manage the Farmers Market. It is believed that the City should consider. Numbers were given that show a net surplus of approximately \$560.00 in previous years. The Association would potentially rent out the stalls and control all aspects of the Farmers Market. Discussion ensued regarding other community markets and requirements. Diane Driver proposed that the City contract with the Farmers Market Association for an agreed upon amount that gave all control and responsibility to the Association to manage the Farmers Market. The Committee discussed the benefits of Farmers Market, such as additional traffic brought to downtown Parkville. Discussion ensued regarding current policies and potential changed policies, including policies on hot food and beverages. The Committee discussed the parking issue and whether part of the parking lot would be designated for Farmers Market parking only.

The Committee discussed that the policy would remain that allows Farmers Market to operate only two days a week. Sean Ackerson confirmed that the structure would still be City property and all signage would be at the City's discretion. Diane Driver will report back with the Association's contract requests and will bring a proposed lease agreement with the Association to the Board. No action taken.

3B. Public Works

3B-1 Request for approval to enter into an Intergovernmental Agreement with MARC Solid Waste Management District for 2013

Public Works Director Kirk Rome explained that this is the annual MARC Household Hazardous Waste program renewal agreement. This program was budgeted for in 2013 and would include the HHW program itself and one mobile collection event.

Chris Fisher motioned to recommend the approval of the 2013 MARC HHW program renewal agreement. Nan McManus seconded. Motion passed 5-0.

3B-2 Request to purchase a drinking fountain, charcoal grill and four picnic tables for ELP

Public Works Director Kirk Rome summarized the request to purchase a replacement drinking fountain, four picnic tables and charcoal grill. The picnic tables and grill are meant to be enhancements for English Landing Park. Staff requested the approval of an amount not to exceed \$3,000; the amount will then be reported to CLARB and they will decide styles and other details. Discussion ensued about reimbursement from DRJP program for the drinking fountain. The 2013 budget amount is \$5,000 for purchases such as these.

Nan McManus motioned to recommend the approval of the purchase of a replacement drinking fountain, charcoal grill and four picnic tables for English Landing Park. Diane Driver seconded. Motion passed 5-0.

3B-3 Request for authorization to contract with Davey Resource Group for GIS based Tree Inventory for ELP

Public Works Director Kirk Rome explained the request for authorization to contract with Davey Resource Group for a GIS based Tree Inventory. Davey will do a tree inventory that will include location, species, size, etc. This would potentially help the City move forward and ensure we are taking care of our trees in English Landing Park. The 2013 budget would not be affected at large as the proposed fee of \$6,550 will be fully reimbursed by the MO Dept of Conservation. Staff time and incidental costs would be the City's only expense.

Nan McManus motioned to recommend the approval of the authorization to contract with Davey Resource Group for GIS based Tree Inventory for English Landing Park. Mayor Jim Brooks seconded. Motion passed 5-0.

3B-4 Request for approval and endorsement of the submission of two grant applications for façade improvements to Parks Headquarters and a "gator type" utility vehicle for Parks

Public Works Director Kirk Rome explained that this is two separate grant requests, as the County has required that the City complete an endorsement for the grant applications. Façade improvements to the Parks Headquarters building are budgeted in 2013 for \$75,000, with \$30,000 funded from the Park Donation Fund and \$25,000 from the Sewer Service Fund; the remaining \$25,000 will be requested from the County through this grant. The grant for a "gator type" replacement vehicle has been submitted for the past two years; this will be the third year the City has applied for the grant. The City has requested \$11,000 to be funded by the County through this grant, and the City will be responsible for the remaining \$1,800 to purchase this equipment for \$12,800.

Mayor Jim Brooks motioned to recommend the approval and endorsement of the submission of the two grant applications for façade improvements to the Parks Headquarters building and a “gator type” utility vehicle. Nan McManus seconded. Motion passed 5-0.

3B-5 Request for approval to contract with North Hills Engineering for design of the UV Disinfection Improvements at the Waste Water Treatment Plant

Public Works Director Kirk Rome summarized the UV Disinfection design improvements that were originally budgeted for \$425,000 in 2012. The current updated estimate is \$409,500, as North Hills Engineering submitted a proposal for approximately \$41,000, but Kirk Rome negotiated this proposal down to \$36,000 while identifying aspects that could be completed by City Staff. North Hills Engineering is recommended by Staff and is very qualified to complete this work. Discussion ensued regarding the 15% contingency and reasoning; Kirk Rome confirmed that 15% is a safe contingency. The design contract has an estimated completion date of Summer 2013 and then project construction will go out for bids.

Nan McManus motioned to recommend the approval of the contract with North Hills Engineering for design of the UV Disinfection Improvements at the Waste Water Treatment Plant. Diane Driver seconded. Motion passed 5-0.

3B-6 Purchase of odor control liquid chemicals for Riss Lake sanitary sewers

Public Works Director Kirk Rome summarized the purchase of odor control chemicals for Riss Lake sanitary sewers. Two local companies were sought out for bids, but the City did not receive a response from Siemens-Bioxide. GS-Robins came in as the low bidder at \$2.39 per gallon. Staff recommended the approval of the low bid. Assistant City Administrator Sean Ackerson recommended that Finance Committee authorize an amount not to exceed the current year budget amount, unless a new contract is presented as the low bidder later in the year.

Nan McManus motioned to recommend the approval of the purchase of odor control chemicals from GS-Robins at \$2.39 per gallon at an amount not to exceed the \$17,000 budgeted for 2013. Diane Driver seconded. Motion passed 5-0.

3B-7 Test Anchors for BMR wall

Public Works Director Kirk Rome explained that the retaining wall project is at a point where RTE Technologies has recommended test anchors to determine the structural capacity. The Judy Company was the only bid received. Discussion ensued regarding the difference between the initial planned amount for the test anchors and this bid amount of \$7,500.

Nan McManus motioned to recommend the approval of the Brinkmeyer Retaining Wall test anchors contract with The Judy Company for an amount of \$7,500. Diane Driver seconded. Motion passed 5-0.

3B-8 Parks Roof Trusses

Public Works Director Kirk Rome explained that two bids were received for the Parks building wood roof trusses. St. Joseph Truss Co. Inc was the low bidder at \$1,835.71. This improvement is included in the Parks building façade improvements 2013 budget amount of \$75,000.

Nan McManus motioned to recommend the approval of the Parks building roof trusses contract with St. Joseph Truss Co. Inc for \$1,835.71. Diane Driver seconded. Motion passed 5-0.

3B-9 Stormwater Outreach Grant to dredge PAC Pond

Public Works Director Kirk Rome explained that this is a request for the approval of a grant application submission for the dredging of the PAC Detention Pond. Discussion ensued regarding funding amounts. Platte County staff recommended that the City submit one grant application to both the Stormwater Outreach Grant Committee and the Platte County Parks

Outreach Grant Committee. Previously this project was not considered as an approved project by the County for a Stormwater Outreach Grant, but Kirk Rome will plan on sending explanation as to why this should be an approved County project, especially with the YMCA expansion plan. It is believed that the City has a good chance of receiving this grant from one or both grant committees given the current circumstances.

Nan McManus motioned to recommend the approval of submitting two grant applications, Stormwater Outreach Grant and Platte County Parks Grant, to fund the dredging of the PAC Retention Pond. Diane Driver seconded. Motion passed 5-0.

3B-10 Street department water line repairs

Public Works Director Kirk Rome explained the need for a replacement water pump at the Streets Department building in order to deliver strong enough pressure to hose down vehicles and equipment. Assistant City Administrator Sean Ackerson proposed funding from the MPR safety funds for street signs that are budgeted in 2013 for \$1,500, in order to offset the Streets Department budget impact (with a note that the Building & Maintenance line item will be over budget for this reason). Discussion ensued regarding the way the water lines are currently ran and if adjustments are necessary. The Committee discussed alternative options, such as other forms of water and/or redirecting the water line to the Streets Department building. It was determined that the latter option would be very costly. Kirk Rome confirmed that the Streets Department currently utilizes the Parks facility as an alternative option when necessary. A.B. May was the low bidder at \$1,834.00.

Nan McManus motioned to recommend the approval of the contract with A.B. May at an amount of \$1,834.00 for improvements to the Streets Department water system. Mayor Jim Brooks seconded. Motion passed 5-0.

3B-11 Salt purchase

Public Works Director Kirk Rome summarized the request for purchasing salt and sand for 2013. Discussion ensued regarding the idea of approving the full 2013 budget amount of \$30,000 from the low bidder Dale Brothers Inc, unless a new low bid is acquired later in the year.

Diane Driver motioned to recommend the approval of the purchase of salt and sand from Dale Brothers Inc at an amount not to exceed the \$30,000 budgeted for 2013. Nan McManus seconded. Motion passed 5-0.

3C. Community Development (no items)

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 NID Discussion

Assistant City Administrator Sean Ackerson gave updates on the progress of the Brush Creek and Brink Myers NIDs. He stated that some information previously distributed about the Brinkmeyer NID expenses was incorrect; it is the Brush Creek NID that is expended at nearly 125%, including the projected bond reserve and closing costs. The Brinkmeyer NID has approximately \$900K remaining. Discussion ensued regarding certain projects that cannot be attributed to the NID and projects that can be attributed to the NID. Ackerson stated that due to project delays, it was not likely the Brinkmeyer retaining wall improvements would be completed in time to meet the deadlines necessary to proceed with permanent financing.

Discussion ensued regarding the timeliness of the project design completion that is affecting the City. The Committee discussed the impact on the General Fund budget, as well as the Retaining

Wall Fund budget. The following options were discussed: 1 year extension with 6 month option and 2 year extension with a 1 year option. No action was taken.

4B. Public Works

4B-1 UPDATE: Route 9 Bike/Pedestrian Trail Alignment

Public Works Director Kirk Rome reported that there are several property owners that have expressed concern with the proposed alignment along the creek behind Miller's and ADH. The current option would be to reroute the Route 9 Bike/Pedestrian Trail to continue down the East side of 9 Highway and go behind the cemetery and on to Lakeview Drive. Kirk Rome will set up a meeting with Riss Lake subdivision developer, Don Julian, to discuss this option and request support. Nan McManus will attend the meeting as well. The Committee discussed the benefit of Riss Lake residents having access to the Commons. Discussion ensued regarding the development agreement and the TIF Commission. No action was taken.

4C. Community Development

4C-1 UPDATE: 45 Hwy Corridor Plan

Community Development Director Sean Ackerson reported that the City will have a project contract to be distributed at the first Board of Aldermen meeting in February. It was also reported that the new ribbon cutting date for 45 Highway is this Thursday, January 10, 2013 at 2 p.m.

4C-2 UPDATE: Planning Sustainable Places downtown master plan

Community Development Director Sean Ackerson reported that the City will have a project contract to be distributed at the second Board of Aldermen meeting in February.

4D. Police Department (no items)

5. UNFINISHED BUSINESS

No items were removed from the table for discussion. Two items were added to the Unfinished Business list:

- 1) Thank You letter template for all Park donations – Kirk Rome
- 2) City Hall steps contracted construction company inquiry – Kirk Rome will be prepared to discuss on March 11, 2013

6. OTHER BUSINESS

7. ADJOURNMENT

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

Meeting adjourned at 2:15 p.m.

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

1/11/13
Date

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Finance Committee Meeting
Monday, January 28, 2013, 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 role 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, Kendall Welch, Jackie Snyder
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, and Melissa Estes
- **Public/Media Present:** City Attorney Steve Chinn

ITEM 2. APPROVAL OF MINUTES

2A. Approval of Minutes from the January 7, 2013 Meeting

Minutes from the January 7, 2013 meeting were presented. The Committee has reviewed the minutes presented.

Diane Driver motioned to approve the minutes from the January 7, 2013 meeting as presented. Nan McManus seconded. Motion passed 5-0.

ITEM 3. ACTION ITEMS

3A. Administration

3A-1 Nature Sanctuary Director

Assistant City Administrator Sean Ackerson explained that Assistant Director Lewis Jonas retired December 31, 2012 and that Director Jim Reed plans to retire in 2013. Jim had previously considered retiring sooner, but his circumstances have since changed and he now requests that the vacant position of Nature Sanctuary Assistant Director be filled. In October 2012, Staff interviewed candidates for Director. Patricia Harris was offered the position subject to Board approval but was never hired due to staffing changes. Staff has since confirmed that Ms. Harris is willing, qualified and interested in filling the Assistant Director position and recommended hiring Ms. Harris to serve as Nature Sanctuary Assistant Director for the first half of the year and Director for the second half. Jim Reed would act as Director through May 31, 2013, and then act as Assistant Director through the end of 2013. Discussion ensued regarding director and assistant director salaries for 2013 and the potential need for salary increase. The Committee decided to continue with salaries as budgeted for 2013.

Nan McManus motioned to recommend the approval of hiring of Patricia Harris as the Nature Sanctuary Assistant Director through May 31, 2013 and Director starting June 1, 2013 as budgeted. Diane Driver seconded. Motion passed 5-0.

3A-2 Final resolution for the Fewson Trust

Mayor Jim Brooks summarized the presented documents. The Committee discussed the proposal presented that would take half of the earnings each year and add them to the City's Project Fund for budgeted projects. Mayor Brooks stated that it was part of Fewson's wishes that half of the earnings remain in the fund and the other half of the earnings be distributed to the City for projects. Discussion ensued regarding whether or not the 50/50 distribution was the actual wish. The Committee discussed the interest rate as prime because it may never be possible for the interest rate to be any better due to complications. If prime changes drastically, the Committee discussed reevaluating the rate; however, it was stated that is not likely that prime will adjust outside the acceptable margins. Discussion ensued regarding the definition of *Community Land*, as stated in

the documents: "Fewson project is an improvement on Community Land." It was decided that a real definition of *Community Land* needs to be created.

Diane Driver motioned to recommend the approval of the final resolution for the Fewson Trust as presented. Nan McManus seconded. Motion passed 5-0.

3A-3 Amendments to the Golf Cart Ordinance

This item has been tabled, as Marc Sportsman was not able to attend. The discussion regarding decreasing annual fees will return to Finance Committee at a future meeting. No action taken.

3B. Public Works

3B-1 Field use agreement

Public Works Director Kirk Rome explained that this is a request for authorization to enter into an agreement with Prodigy Sports Academy that would allow exclusive use of Field #1 and Grigsby Field for specific dates and times outlined in 2013. CLARB recommended the approval of this agreement unanimously. Prodigy will provide liability insurance and pay a total of \$650.00 for the use of the fields. Prodigy will also drag the infields, line the fields, and clean/remove trash and debris after each use. Discussion ensued regarding public use of the baseball field and posting a schedule of dates and times when the fields are not available for public use. Use of the sand volleyball court in English Landing Park was discussed as well; however, no proposals were received for exclusive use. The Committee discussed the price of the proposed exclusive use from Prodigy in regards to market price being approximately \$25/hour and the \$650.00 calculates to around \$5/hour; however, it was decided that an annual contract rate is different than a per use rate.

Nan McManus motioned to recommend the approval of the field use agreement with Prodigy Sports Academy at an amount of \$650.00 for exclusive use of Field #1 and Grigsby Field during the specific dates and times presented. Diane Driver seconded. Motion passed 5-0.

3B-2 Street truck bid

Public Works Director Kirk Rome explained that this is a request for authorization to purchase a Ford F-350 4x4 Super Duty truck cab and chassis for the Street Department. Three bids were collected and Thoroughbred Ford was the low bidder at \$24,746.36. Staff recommended the purchase of the truck from Thoroughbred Ford, as the 2013 budgeted amount is \$49,000 in the Equipment Fund. The Committee was advised that a second proposal will follow for the snow plow, spreader, and other necessary lights and equipment. Discussion ensued regarding the timing of the replacement truck sale depending on whether or not the City has DRJP workers this summer. The sale of two older trucks is expected to produce \$13,000 in revenue.

Diane Driver motioned to recommend the approval of the purchase of a Ford F-350 4x4 Super Duty truck cab and chassis for the Street Department from Thoroughbred Ford at an amount of \$24,746.36. Nan McManus seconded. Motion passed 5-0.

3C. Community Development

3C-1 Request to hire a part-time department assistant

Assistant City Administrator Sean Ackerson explained that City Clerk Claudia Willhite has announced her retirement and has agreed to continue working through the end of March 2013 in order to fully train Assistant City Clerk Tracy Sisney to serve as Acting City Clerk until such time as the position is filled. In light of the combined workload, Sean Ackerson proposed that Tracy become a full-time Assistant City Clerk / Acting City Clerk until the position is filled and that the City hire a temporary part-time department assistant for Community Development and Public Works Departments to replace the assistance that Tracy Sisney currently provides. Discussion ensued regarding the effect on budgeted salaries the request changes and resulting costs will be within the amount budgeted for 2013. The Committee discussed posting the City Clerk position now; however, it was decided that it is necessary for the new City Administrator to hire for this position. Several issues were discussed, including benefits, number of weekly hours, etc. Discussion ensued regarding using a temp-agency to hire for this position, as the benefits seem to outweigh the

compensation in a situation such as this. Sean Ackerson will further research the temp-agency options and report back.

Nan McManus motioned to recommend the approval of hiring of a temporary part-time department assistant for Community Development and Public Works. Mayor Jim Brooks seconded. Motion passed 5-0.

3C-2 Request for authorization to proceed with proposing adoption of 2012 International Family of Building Codes

Assistant City Administrator Sean Ackerson explained that the City is currently operating under the 2006 International Family of Building Codes. Like most communities, Parkville did not adopt the 2009 building codes as there were many known issues; however it is now requested that the City adopt the 2012 codes, as these have addressed the prior issues. Sean Ackerson explained that the City would notify all builders and developers of this change. Discussion ensued regarding the special statutory form for adopting codes in corporation by reference. The approximate budget impact is less than \$1,000 total, including publication, notification, codification, and other costs. The Committee discussed prior issues with the 2009 codes. It was confirmed that it is an option to adopt codes with modifications specific to your community; although, Sean reported that Building Official Paul Giarratana has been involved in the attempt of making all codes as uniform as possible in the area around Parkville.

Nan McManus motioned to recommend the approval of proposing adoption of the 2012 International Family of Building Codes. Diane Driver seconded. Motion passed 5-0.

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 NID Update

Assistant City Administrator Sean Ackerson explained that the City has resolved some previous issues and additional information will be available soon. No action taken.

4B. Public Works

4B-1 BMR wall finishing

Public Works Director Kirk Rome explained that there are several wall finishing options available. The Judy Company will submit a rendering of their recommended finish and it will be brought forward for final approval at a later date. Discussion ensued regarding different costs and maintenance with different finishes; Kirk Rome confirmed that there are minimal cost differences that are not substantial. The Committee recommended setting up a meeting with the neighborhood to give an update on the progress of the wall. No action taken.

4B-2 Route 9 (Phase 1) Bike-Pedestrian Trail discussion

Public Works Director Kirk Rome reported that the City has been working with property owners for the second half of the Bike-Pedestrian Trail. Additional meetings will be scheduled in the future to resolve issues and possibly propose an alternate route. The property owners had questions about liability and concerns about hindering development. The City has addressed the concerns and educated the property owners on easements and other issues; however, many property owners have proposed certain conditions. Discussion ensued regarding the alternate route and terrain issues that arise with the trail running near the creek, as the creek cannot be altered in any way. It was reported that there is a possibility the MoDOT/MARC grant funding may be lost if the trail is rerouted or the funding monies are not spent by a certain date. Staff will do more research regarding the grant funding and come up with the best solution.

Discussion ensued regarding the preferred trail alignment being the alternate route along the East side of Route 9 to Lake View Drive because of many reasons and benefits; however, the City will have to reapply for the grant to the TE Grant Committee per MARC & MoDOT because of these changes. The Committee discussed the option of more phases that would include the initial route as well as the new preferred route. It was confirmed that MoDOT will not let the project proceed with

construction of the north half of the trail if the south half of the trail is not completed at the same time. Park University has stated their support of the Lake View/Route 9 alignment. No action taken.

4C. Community Development (no items)

4D. Police Department (no items)

5. UNFINISHED BUSINESS

No items were removed from the table. One item was added to the Unfinished Business list:

- 1) Golf Cart Ordinance Annual Fees – Chris Fisher & Marc Sportsman

6. OTHER BUSINESS

City Email Software Issues

Assistant City Administrator Sean Ackerson reported that the City's email service has recent issues that need to be resolved. The purchase of a Microsoft Exchange server was previously approved; however, it was discovered that the new server is not compatible with our software licenses. In order for our email server to work correctly, the City needs to purchase a 2012 Windows server license for approximately \$600.00 and a security certificate for the website for approximately \$250.00. Also, the purchase of approximately 30 licenses of Microsoft Office 2007 or later is necessary for a cost of approximately \$7,400.00. Discussion ensued regarding the need for these licenses and whether they could be transferred from old computers to new computers in the future. The total budget impact is estimated to be \$8,235.00 and there is \$10,500 available in the 2013 budget for Information Technology equipment, software and accessories; however, these purchases will take place of the planned purchases of other replacement or additional hardware in 2013. Ackerson explained that although not budgeted in 2013, the software / license purchases are a part of the 3-year computer CIP. As a result the software purchases are simply being moved up to 2013 with the other hardware purchases being deferred to 2014.

Diane Driver motioned to recommend the approval of the presented information technology purchases at an amount of \$8,235.00. Nan McManus seconded. Motion passed 5-0.

AT&T Class Act

Assistant City Administrator Sean Ackerson reported that Parkville has been named in a lawsuit regarding AT&T taxes being collected on behalf of the customers. MML is working on recommended action. Parkville has been specifically named for approximately \$20,000 and if the settlement is passed, other carriers are likely to follow. Midwest Public Risk, the City's insurance company, has been notified. No action taken.

County Commission Road Tax

Mayor Jim Brooks reported that Platte County will have a renewal of the 3/8 cent County Transportation Tax on the April 2013 ballot. It is necessary that Parkville launches a voter education initiative to inform residents of the renewal of this tax and identify how the current tax has been spent, including approximately 35 County bridge improvements, funding of the White Alloe Bridge, various road improvements, etc. It was confirmed that the City is able to support the education financially but cannot promote a specific voting side; the City can only provide a fact sheet. Discussion ensued regarding a plan and time table regarding the education of this tax. City Attorney Steve Chinn confirmed that Aldermen are able to be involved in their own personal capacity. MML has hired a consultant to present factual information to be distributed.

7. ADJOURNMENT

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

Meeting adjourned at 1:58 p.m.

Submitted by: _____ 1/30/13
Melissa Estes, Executive Assistant / Accounts Payable Date

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Finance Committee Meeting
Monday, February 11, 2013, 12:00 p.m.
Board Conference Room

Minutes

1. CALL TO ORDER

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

Chairman Werner called role 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:** None
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, Waste Water Operator Consultant Evan Romo, and Melissa Estes
- **Public/Media Present:** None

2. APPROVAL OF MINUTES

2A. Approval of Minutes from the January 28, 2013 Meeting

Minutes from the January 28, 2013 meeting were presented. The Committee has reviewed the minutes presented.

Diane Driver motioned to approve the minutes from the January 28, 2013 meeting as presented. Nan McManus seconded. Motion passed 5-0.

3. ACTION ITEMS

3A. Administration

3A-1 Golf cart annual fees

Alderman Chris Fisher explained that after doing some research, it was confirmed that one golf cart registration cost the City a maximum of \$7.00, including Staff time, sticker printing, etc. Current registration pricing is \$50.00 each year for one cart. Alderman Fisher proposed a change in registration pricing to reflect \$30.00 for two years per cart. Also, the proposal includes a separate fleet pricing, defined as 5 or more cart registrations, as \$20.00 for two years per cart. Discussion ensued regarding the possibility of offering other year increment registrations also. At this time, no other year increment registrations are being proposed.

Nan McManus motioned to recommend the approval of the proposed Golf Cart registration fee changes: \$30.00 for a two year registration for one cart and separate fleet pricing for 5 or more cart registrations as \$20.00 for a two year registration for each cart. Mayor Jim Brooks seconded. Motion passed 5-0.

3B. Public Works

3B-1 Sewer truck bid

Public Works Director Kirk Rome explained the request to purchase a Ford F-150 for the Sewer Department. The current Sewer Department Ford F-350 truck would be used by the Nature Sanctuary. Waste Water Operator Consultant Evan Romo was present to answer questions. Discussion ensued regarding switching from an F-350 to an F-150; Evan Romo confirmed that the F-150 will be more fuel efficient and if the power of an F-350 is needed, there will always be access to the Street Department trucks. The Committee discussed the change from a long truck bed to a short truck bed. Evan Romo confirmed that the shorter bed will be better, as there is limited space for turns near the National and River Hills lift stations.

Nan McManus motioned to recommend the approval of the purchase of a Ford F-150 truck for the Sewer Department from Thoroughbred Ford at an amount of \$17,786.68 and other vendors for the equipment at an amount of \$2,768.95. Diane Driver seconded. Motion passed 5-0.

3B-2 Authorization to increase field use fee

Public Works Director Kirk Rome explained the request to increase the baseball field use fee in English Landing Park. The fee is currently \$15 per hour and the proposed rate is \$20 per hour. Discussion ensued regarding the rates and the reasoning for the change; it was determined that these rates are acceptable and comparable to the market rate.

Nan McManus motioned to recommend the approval of the increased baseball field use fee to be \$20.00 per hour. Diane Driver seconded. Motion passed 5-0.

3B-3 Baseball field use agreement – Regal Athletic Rebels

Public Works Director Kirk Rome explained the request for authorization to enter into an agreement with Regal Athletic Rebels for exclusive use of Grigsby Field in 2013 during the dates and times specified. Regal Athletic will provide liability insurance and pay a fee of \$200.00 for a total of 10 sessions. The City will add dragging the infield, lining the field, and cleaning / removing trash and debris after each use to the agreement as Regal Athletic's responsibility. The Committee requested to discuss the similar agreement listed as Item 3B-4. A baseball field use agreement with the Huskers has also been proposed for an amount of \$300.00 for exclusive field use during the dates and times specified. The City will also add the aforementioned cleaning and maintenance to the Huskers agreement as the Huskers' responsibility.

Nan McManus motioned to recommend the approval of the field use agreements with Regal Athletic Rebels for a fee of \$200.00 for 10 sessions and with the Huskers for a fee of \$300.00 for the dates and times specified. Diane Driver seconded. Motion passed 4-0. Alderman Chris Fisher exempted himself from voting, as his son is a member of one of the two teams.

3B-4 Baseball field use agreement – Huskers

Public Works Director Kirk Rome addressed this item with the above item, as requested by the Finance Committee.

3B-5 Damon Pursell lot usage agreement

Public Works Director Kirk Rome explained the request for authorization to enter into an agreement with Damon Pursell for usage of their local lot as the site of the Fall & Spring Clean Up as well as the Recycling Extravaganza for 2013 and 2014. Discussion ensued regarding the reasoning for 2014 approval so early in the prior year. It was decided to revisit the 2014 agreement later in 2013.

Nan McManus motioned to approve the lot usage agreement with Damon Pursell for the 2013 Fall & Spring Clean Up and Recycling Extravaganza and recommend the 2014 agreement to be brought to the Board at a later date. Mayor Jim Brooks seconded. Motion passed 5-0.

3C. Community Development (no items)

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 NID Discussion

Assistant City Administrator Sean Ackerson explained that several items are still under discussion, but an ordinance will be presented on February 19th.

4B. Public Works

4B-1 UPDATE: YMCA expansion land easements & right-of-ways

Public Works Director Kirk Rome reported that the YMCA expansion is in the very near future and easements of land from the City are required. City Attorney Steve Chinn recommended that right-of-ways be given as well so there is no confusion about whose responsibility it is for maintenance. Discussion ensued regarding the possibility of turning over responsibility of the PAC Retention Pond to the County. The Committee discussed the benefits of the PAC Pond to development in the area. Discussion ensued regarding a County grant the City applied for to fund the PAC Pond dredging in

relation to the YMCA expansion. City Staff will move forward with discussions with County Staff. No action taken.

4C. Community Development (no items)

4D. Police Department (no items)

5. UNFINISHED BUSINESS

No items were removed from the table.

6. OTHER BUSINESS

City Email Software Issues

Assistant City Administrator Sean Ackerson explained that the City is still experiencing problems with email and computers. Discussion ensued regarding what equipment will still be usable after these changes. Sean Ackerson reported that the City is in the process of correcting the email situation and it is expected that it will be fixed by tomorrow and all employees will have the same email and Internet access. The Committee discussed what our IT Support Specialist, Dave Thornburg, is doing to manage these email updates. Other software and hardware updates are still necessary; however, the approval of the software purchase at the last Finance meeting did not happen, as it was decided to be unnecessary at this time after Dave Thornburg further assessed the situation. The server license purchase that was approved at the last Finance meeting was still deemed necessary and has been purchased. Discussion ensued regarding establishing a two year plan for updating in the future and continuing every two years. Ackerson explained that a proposal will be brought back in the future defining which other IT support specialists to use when Dave is not available. Discussion ensued regarding budgeted amounts; we are within budget at this time. The Committee discussed the possibility of hiring an IT firm to handle our IT needs instead of an individual; however, the issue of government clearance comes up. Ackerson will address all issues and updates as a phase by phase. No action taken.

Retaining wall test anchors update

Public Works Director Kirk Rome explained that the results from the test anchors came in late Friday evening. The test anchors were 4" in diameter and went into the shale about 10 feet. It has been recommended to do retesting and use anchors that are 6" in diameter and go into the shale about 12-16 feet. The retesting is expected to be an additional \$6,000; however, the first test anchors only cost approximately \$7,500, so even with the additional \$6,000, the City would still be within budget as the original amount estimated was approximately \$20,000. A conference call with Mark Campbell occurred and he confirmed that because there have never been any geo-technical tests done on this land, a moderate assumption was made with the first testing. The retesting will give RTE Technologies a better depiction of the land. Mark Campbell also confirmed that The Judy Company recommended testing eight anchors, being four 6" diameter anchors at 12-16 feet, two 6" diameter anchors using a grout method, and two 6" diameter anchors using a water replacement method. The cost spent on testing will help the City avoid problem costs in the future and optimize the total anchors that are needed in the hillside. The Committee discussed the financial aspects and other details of this recommended retesting.

Diane Driver motioned to approve the \$6,000 additional testing as recommended. Nan McManus seconded. Motion passed 4-0. Mayor Jim Brooks left at 12:46pm.

7. ADJOURNMENT

Diane Driver motioned to adjourn. Nan McManus seconded. Motion passed 4-0.

Meeting adjourned at 1:39 p.m.

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

2/20/13
Date

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Finance Committee Meeting
Monday, February 25, 2013, 12:00 p.m.
Board Conference Room

Minutes

1. CALL TO ORDER

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

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

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Diane Driver, Chris Fisher and Mayor Jim Brooks (arrived at 12:07 p.m.)
- **Other Aldermen Present:** Jackie Snyder, Marc Sportsman, and Kendall Welch
- **City Staff Present:** Assistant City Administrator Sean Ackerson (via conference call), Police Chief Kevin Chrisman, Public Works Director Kirk Rome, Treasurer Steve Berg, and Melissa Estes
- **Public/Media Present:** None

2. APPROVAL OF MINUTES

2A. Approval of Minutes from the February 11, 2013 Meeting

Minutes from the February 11, 2013 meeting were presented. The Committee has reviewed the minutes presented.

Nan McManus motioned to approve the minutes from the February 11, 2013 meeting as presented. Diane Driver seconded. Motion passed 5-0.

3. ACTION ITEMS

3A. Administration (no items)

3B. Public Works

3B-1 UV disinfection geotechnical investigation contract approval

Public Works Director Kirk Rome explained the request for approval of the UV disinfection geotechnical investigation contract, soil borings and a report at the Waste Water Treatment Plant. Four proposals were received and Alpha-Omega Geotech, Inc. came in as the lowest and best proposal at \$1,950.00. The other three proposals received from PSI, Terracon, and Kleinfelder ranged in cost from \$2,200 to \$5,600. Discussion ensued regarding the timeline of these improvements. Kirk Rome confirmed this is a budgeted expenditure in the Sewer CIP and has previously been discussed.

Diane Driver motioned to recommend the approval of the \$1,950.00 contract with Alpha-Omega Geotech, Inc. for the UV disinfection geotechnical investigation at the Waste Water Treatment Plant. Nan McManus seconded. Motion passed 5-0.

3C. Community Development (no items)

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 County Transportation Sales Tax Renewal

Assistant City Administrator Sean Ackerson distributed correspondence from Platte County Public Works Director Greg Sager. Ackerson explained that the correspondence summarized revenues generated from the current tax, revenues projected from a renewed 3/8 cent sales tax and a list of County projects completed with the funds. Ackerson stated that he and Mayor Jim Brooks previously met with Beverlee Roper regarding the renewal and asked the County to fund the \$1.5 million local match for 45 Highway widening Phase C. Ackerson had discussed the same with Greg Sager. Discussion ensued regarding the City's matching funds for the 45 Highway project. The Committee discussed the County's changes in the original allocations of the tax funds. Discussion ensued regarding possible alternatives to renewal, including the possibility of the City replacing the County tax with a local tax. Treasurer Steve Berg stated that the City is not able to implement any more transportation taxes at this time.

The original formula of the 3/8 cent sales tax was discussed as well as the changed formula and its effects on cities with TIFs, including Parkville. The legality of the changes was questioned. Discussion ensued regarding a desire for the county to make a binding commitment to fund the widening of 45 Highway and the benefits to the County, City and other area municipalities. Concerns for the tax not passing and the lack of other available funds to complete the 45 Highway project were expressed.

4A-2 Finance Committee Policies

Assistant City Administrator Sean Ackerson explained that this is a draft Finance Committee policy suggesting that any item being non-controversial, previously discussed, or that does not require discussion or explanation, to be included on the Consent Agenda. The Consent Agenda would be voted on with a single vote to approve all items on the Consent Agenda. Discussion ensued regarding the effects of the recently proposed purchasing policy and this Consent Agenda on the length of Finance Committee meetings. An example of a Consent Agenda item on this agenda was given as Item 3B-1 – UV disinfection geotechnical investigation contract approval; this was an approved budget item and had been previously discussed. The Committee agreed that the policy was appropriate and should be acted on. It was acknowledged that the item had not been submitted for action and confirmed that this did not prohibit action from being taken.

Diane Driver motioned to recommend the approval of the proposed Finance Committee Consent Agenda policy. Nan McManus seconded. Motion passed 5-0.

4A-3 UPDATE: FOPAS Property Interest

Alderman Jackie Snyder explained that at the last Planning & Zoning meeting, FOPAS brought forward a plan for a structure to be constructed at their current location. Their plan is to build the same building that was on their original plan, 10,000 sq ft., on the southwest corner of the current land. The plan takes into consideration that Lakeview Drive may continue on and go through the property in the future. However, the Route 9 Bike-Ped Trail route needs to be considered because this proposed structure may impede the extension. Kirk Rome will research and report back. At a recent FOPAS meeting, some Riss Lake residents raised concern regarding noise, odor, etc at the current temporary location. Other Riss Lake residents have shown support of the Animal Shelter in Parkville, but not

necessarily at that location. Alternate location options are being researched, as 8-10 acres of land and water/sewer lines are needed; alternate locations are set to be discussed at this afternoon's FOPAS meeting. Discussion ensued regarding obstacles and concerns that must be overcome. Jackie Snyder will relay the message to FOPAS that the City is willing to work with them and dedicated to finding a solution that is suitable for all. The Committee discussed the definition of "temporary" in regards to the temporary use permit. Discussion ensued regarding relocating the structure on the same land, just closer to 9 Highway, in order to not impede on the extension of Main Street. It was determined that the proposed plan could possibly hinder future economic development in the area as well due to the odor and noise issues.

4A-4 NID Discussion

Assistant City Administrator Sean Ackerson explained that an ordinance authorizing notice of assessment for the Brush Creek Interceptor Neighborhood Improvement District will be on the March 5th Board meeting agenda as an action item. He gave an update on schedule and clarified the roles of Bond Counsel versus City legal counsel.

4A-5 Health Insurance

Assistant City Administrator Sean Ackerson explained that the City uses CBIZ as a health insurance broker. This year, employees chose between two plans at United Healthcare; however, the amount quoted for one plan has not been the amount charged by UHC. City Collector Matthew Chapman discovered that CBIZ quoted the wrong amount for the plan. The City has requested that CBIZ subtract the difference from their commission, but they stated they cannot legally do that. The total amount is an approximate \$3,000 annual difference for 2013. Our CBIZ broker, Michael Varner, admitted that it was his mistake, although at this time, no acceptable solution has been offered. Future health insurance brokers are being researched, as CBIZ has not been proactive with this issue. Sean Ackerson will continue to research solutions and ensure that the 2013 health insurance budget stays within budget.

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.

6. OTHER BUSINESS

Snow Removal

Public Works Director Kirk Rome passed around a list of phone calls received Friday, February 22, 2013 regarding snow removal and explained that the City received a lot of positive response and compliments. There was one reported damaged mailbox, but that has already been replaced. Rome reported that approximately \$13,000 is used per storm, including costs of labor, salt, fuel, and overtime (22 hours for this last storm). Sean Ackerson reported that MoDOT will continue moving last week's snow to make room for the next storm's snow expected tomorrow; however, MoDOT will focus on major routes first (I-29, I-435, etc) and then will plow 45 Highway and 9 Highway. Ackerson reported that MoDOT advised people to stay off the roads during the snow storm tomorrow. Rome stated that Parkville's street crew has been advised to have their plow down if they are going down a road, regardless if it is 45 or 9 Highway, which are both MoDOT's

responsibility. Chief Chrisman advised that the decision to close City Hall be made sooner to ensure the safety of our employees. Discussion ensued regarding salaries paid when City Hall is closed due to bad weather. The Committee discussed the closure of City Hall on Tuesday, February 26, 2013. It was decided to close City Hall, but advise employees to be prepared to come in should the road conditions be safe.

7. ADJOURNMENT

Diane Driver motioned to adjourn. Nan McManus seconded. Motion passed 4-0. Chris Fisher left at 1:38 p.m.

Meeting adjourned at 2:02 p.m.

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

2/28/13
Date

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Finance Committee Meeting
Monday, March 11, 2013, 12:00 p.m.
Boardroom

Minutes

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, Vice Chairman Nan McManus, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Marc Sportsman and Kari Lamer
- **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:** Platte County Public Works Director Greg Sager, County Commissioner Beverlee Roper, Jenni Glass, Jim Allen, and Nick Bloch

2. APPROVAL OF CONSENT AGENDA

2A. Approval of the amended Finance Committee meeting agenda

2B. Approval of Minutes from the February 25, 2013 Meeting

Minutes from the February 25, 2013 meeting were presented. The Committee has reviewed the minutes presented.

Diane Driver motioned to approve the consent agenda. Nan McManus seconded. Motion passed 4-0.

3. SPECIAL PRESENTATION & DISCUSSION

3A. County-wide 3/8 cent transportation sales tax renewal – Greg Sager, Platte County Public Works

Platte County Public Works Director Greg Sager presented a PowerPoint presentation regarding the proposed renewal of the County 3/8 cent transportation sales tax. Greg explained the background and overview of the tax, showed a list and photos of bridges and county roads completed with tax funds, and showed a list of projects completed by each city in Platte County. Greg reported that the transportation sales tax is due to expire in September 2013 and this tax promotes growth within the County through improved avenues of transportation. Greg explained that the renewal of this transportation sales tax will be on the April 2013 general election ballot and presented a list of planned county projects if the tax passes. The proposed tax would potentially generate approximately \$60 million to be distributed 50/50 between unincorporated Platte County and cities in Platte County. The City of Parkville would potentially receive an estimated gross amount (before TIF deductions) of \$2,579,050 over ten years, as Parkville makes up 6.8% of the population in incorporated Platte County.

Greg Sager explained that there are two issues on the April ballot: 1) the 3/8 cent transportation sales tax renewal; 2) Bonding. The County plans on only bonding \$20 million for the proposed tax, as opposed to \$45 million for the current tax. Greg explained how the unincorporated county project list was created for the proposed tax funds, as the incorporated project lists are determined by each City individually and are not influenced by the County. It was reported that no projects will be coming "off the top" for the proposed sales tax. Discussion ensued regarding the distribution formula and the completion of the 45 Highway widening to I-435 and the required \$1.5 million local match. Greg stated the 45 Highway project is a top priority for the County and is currently listed entirely under the planned unincorporated funding.

The Committee discussed the limited funding ability of Parkville, including the effect TIFs have on cities. Discussion ensued regarding the changes to the initial distribution formula and whether a Memorandum of Understanding from the County could be presented to the City stating the importance of the 45 Highway project and the intentions to fully complete the project. Beverlee Roper expressed concern that an MOU would raise questions by commissioners on something that they have already agreed on and suggested other communities might want the same for their projects. It was decided that Treasurer Steve Berg will meet with Greg Sager and Beverlee Roper following the Finance meeting to better understand the formula presented. Discussion ensued regarding CIDs and other forms of transportation taxes having an effect on

the funds distributed to the cities; it was stated that these do not affect this transportation sales tax funds. Beverlee Roper explained that the Missouri Department of Revenue has alternative development tools for cities to utilize rather than TIFs. The City will look into these other tools.

4. ACTION ITEMS

4A. Administration (no items)

4B. Public Works

4B-1 Revised request to purchase a 2013 F-150 truck for Sewer Department

Public Works Director Kirk Rome explained the revised request for approval to purchase a 2013 F-150 truck for the Sewer Department, as the extended cab pricing was not included in the previous bid. The difference in cost is approximately an additional \$3,000 and this proves to still be under budget by over \$300. Discussion ensued regarding the process of how the specifications are initially given to one dealer and then the spec document provided by that dealer is sent out to all other dealers. Staff will send the specifications to different dealers each time to ensure accuracy and fairness.

Nan McManus motioned to recommend the approval of the revised bid for the purchase of a 2013 Ford F-150 truck for the Sewer Department at an amount of \$20,861.68 and various vendors for equipment at an additional amount of \$2,768.95. Diane Driver seconded. Motion passed 4-0.

4C. Community Development (no items)

4D. Police Department (no items)

5. NON-ACTION ITEMS

5A. Administration (no items)

5B. Public Works (no items)

5C. Community Development (no items)

5D. Police Department (no items)

6. UNFINISHED BUSINESS

No items were removed from the table.

7. OTHER BUSINESS

Assistant City Administrator Sean Ackerson explained that there is a road in the National that is currently a private road, but there is a petition to change it to a public street. As part of the proposal, the National agreed to make improvements to the road to bring it up to acceptable standards. Improvements included crack seal, slurry seal, and curb replacement. These improvements are estimated at approximately \$20,000. The National has agreed to fund these improvements. Discussion ensued regarding why the City is being asked to change this road to a public street. The Committee discussed gates in relation to public access. Finance Committee requested that this item be brought back to the next Finance meeting in the form of a proposal. City Staff will research the impact of gates, legality of gates, and the City's responsibility of Julian Drive. Staff will also ensure that the potential property owner knows that the City is looking into this matter and working toward a fair solution.

7. ADJOURNMENT

Nan McManus motioned to adjourn. Diane Driver seconded. Motion passed 4-0.

Meeting adjourned at 1:07 p.m.

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

3/22/13
Date

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Finance Committee Meeting
Monday, March 25, 2013, 12:00 p.m.
Boardroom

Minutes

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

2. APPROVAL OF CONSENT AGENDA

2A. Approval of the amended Finance Committee meeting agenda

2B. Approval of Minutes from the March 11, 2013 Meeting

Minutes from the March 11, 2013 meeting were presented. The Committee has reviewed the minutes presented.

2C. Financial Updates

- 1. Health Insurance**
- 2. Newsletter**
- 3. Crooked Road**

Discussion ensued regarding funding sources and Magellan's previous commitment to the project. Public Works Director Kirk Rome explained that Magellan decided to move forward with boring the pipeline deeper instead of partnering with the City and County on the project. Follow up on this item will be necessary for Finance Committee, including future updates.

Nan McManus motioned to approve the consent agenda. Mayor Jim Brooks seconded. Motion passed 4-0.

3. ACTION ITEMS

3A. Administration (no items)

3B. Public Works

3B-1 Proposed dedication of Waters Edge right-of-way

Public Works Director Kirk Rome explained that the City has been approached recently to take over Waters Edge as a public street. It is currently a private street in the National. Public Works Director Kirk Rome required core samples of the pavement and visually inspected the street with the assistance of Street Superintendent Alan Shank. Based on their review it has been determined that the street meets minimum public street standards; however, there are several improvements necessary to bring the street up to acceptable maintenance standards. The improvements are estimated to cost approximately \$20,000 and are to be paid for by the developer. Currently the private street is also gated. Discussion ensued regarding the gate and the request for the gate to remain operational even after it is established as a public street. Assistant City Administrator Sean Ackerson reported that staff had researched gated streets in Parkville and determined they were all private, with the exception several gates installed in the National for the purpose of crowd control during large golf tournaments. The Committee discussed an issue with the current gates during a snow storm, as the snow was too deep, tripping the sensor and not allowing the gates to open. Discussion ensued regarding the original intent of the gates at the National being for crowd control during large golf tournaments. Ackerson explained that we have precedence of allowing similar improvements in public right-of-way, subject to agreements with private property owners to maintain those improvements. Ackerson stated there are two separate issues with this request: 1) whether

the street should be public or private, and 2) whether the gate should be allowed. Chief Chrisman reported that the gate on St. Andrews Street in River Hills has a pass code for emergency vehicles that the City has never received to date. Chrisman suggested that we determine the functionality of the gates and also require that the pass code is given to any emergency responding agency, including partners of Parkville (Platte County, Weatherby Lake, Riverside, etc). Discussion ensued regarding setting precedence for a gate on a public street and the various concerns and inconveniences the gate presents. Ackerson reported that the developer has agreed to, if necessary, have the gate be non-operational. The Committee discussed the necessity of the road being brought up to public standard at the expense of the homeowners and developers before the City will take responsibility as a public, City maintained street.

Nan McManus motioned to recommend the approval of the proposal with the following conditions: 1) the developer pay for the necessary maintenance improvements prior to acceptance by the Board, 2) the gates are to remain open, 3) execution of an agreement to maintain the gates privately. Mayor Jim Brooks seconded. Motion passed 4-0.

3C. Community Development (no items)

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration (no items)

4B. Public Works

4B-1 Bids for City trash/recycling services

Public Works Director Kirk Rome explained that bids were recently acquired from the four local trash/recycling providers. The overall bid prices were compared to the current pricing and then individual item pricing was discussed. Rome recommended moving forward with the lowest bidders for each item individually. Discussion ensued regarding Blacksher providing City Hall recycling, Recycling Extravaganza bins, and last minute recycling needs at no charge to the City, even though the City does not use Blacksher for any other paid service. The Committee discussed the possibility of re-bidding the services with new specifications, after knowing the outcome of these bids. It was decided to move forward with the lowest bidders for the individual items.

Nan McManus motioned to approve acceptance of the lowest bidders for individual trash/recycling services: Blacksher – \$300.00 for City Hall recycling; Deffenbaugh – \$2,412.00 for Spring Clean-Up, \$3,216.00 for Fall Clean-Up, \$70.00 for Sewer Main Lift Station dumpster, and \$356.52 for Sewer Plant dumpster; and GW Trash – \$360.00 for Street Barn dumpster, \$1,200.00 for ELP/Parks dumpsters, and free for Downtown trash dumped twice a week. Chris Fisher seconded. Motion passed 4-0.

4B-2 Discussion of needed project inspections

Public Works Director Kirk Rome explained there are several projects coming up this year that will need inspections, including the Brink Meyers retaining wall, 3 phases of Thousand Oaks public improvements, UV disinfection project, and regular street maintenance projects. Discussion ensued regarding the option of using a firm inspector at an estimated \$100/hour or hiring a temporary, part-time in-house person to do the various inspections for approximately \$20-\$30/hour. Director of Operations Alan Schank and Kirk Rome will do some of the regular street maintenance inspections. Kirk Rome will also complete some of the UV disinfection project inspections. Assistant City Administrator Sean Ackerson explained that after doing some research, it was found that several firms have retired and newly hired personnel that do contract-like inspections similar to our needs. Discussion ensued regarding the possibility of this person being able to provide department assistance to Community Development and Public Works as well. It was decided that these two positions need to remain separate, due to pay rate and level of expertise differences. Discussion ensued regarding the necessity of inspections in the initial phase, as these limit the costs of maintenance in the long run. The Committee discussed the concern of finding one person that is knowledgeable about all the different types of inspections the City needs. Discussion ensued regarding the City's past inspection techniques and how more sophisticated, reasonable techniques

need to be performed for all future road inspections. Staff will explore and research the employment options to match the City's inspection needs.

4B-3 Thank You letter template for all Park donations

Public Works Director Kirk Rome provided a proposed thank you letter template for Park donations. The Committee's suggestions include: to add list of past projects completed with donation funds instead of listing current/future projects, to have a Nature Sanctuary donations template as well, to have the Mayor sign the letter, and to add specific language requirements for IRS tax deductions (Steve Chinn will provide). Discussion ensued regarding the possibility of including a section in the next newsletter to thank certain individuals for donations also (with approval of the individual).

4C. Community Development (no items)

4D. Police Department (no items)

5. TABLED BUSINESS

No items were removed from the table.

Add: Crooked Road project updates – to be revisited in June

Add: Project & equipment updates – to be revisited in June

6. OTHER BUSINESS

Assistant City Administrator Sean Ackerson reported that the quarry recently donated over 500 tons of gravel for Coffey Road. Discussion ensued regarding whether or not the responsible party for Coffey Road maintenance and snow plowing is the City or the quarry. The City met with the Quarry recently and reached an agreement that the City will be responsible for maintenance and snow plowing of the street up to Ward Road with materials assistance from the quarry and the Quarry will be granted the right to maintain the rest (between Ward Road and the quarry entrance) as a private drive in public right-of-way.. Discussion ensued regarding future flooding and the City's use of the right-of-way for emergency access; Ackerson stated that there have been no changes in right-of-ways or right to use the right-of-way for public access in an emergency.

Treasurer Steve Berg reported an update on the City's sewer billing, specifically regarding delinquent accounts. Discussion ensued regarding setting up automatic bank drafts in the near future and implementing penalties for late payments. Steve Berg reported that State statute proves that municipalities do not have authority to shut off utilities until balance has been outstanding for a minimum of 90 days. Berg will continue to document issues and research solutions.

7. ADJOURNMENT

Nan McManus motioned to adjourn. Mayor Jim Brooks seconded. Motion passed 4-0.

Meeting adjourned at 1:21 p.m.

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

4/5/13
Date

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Finance Committee Meeting
Monday, April 8, 2013, 11:00 a.m.
Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 11:01 a.m.

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

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Marc Sportsman and Kendall Welch
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, Executive Assistant Melissa Estes, and Treasurer Steve Berg (arrived at 11:10 a.m.)
- **Public/Media Present:** None

2. APPROVAL OF CONSENT AGENDA

2A. Approval of the amended Finance Committee meeting agenda

2B. Approval of minutes from the March 25, 2013 meeting

2C. Highway 9 entryway beautification grant and match – MoDOT

2D. Financial Updates

1. IT services
2. Department Assistant Intern
3. Downtown improvements (ie: benches, trashcans, ashtrays, landscaping, etc)

Discussion ensued regarding the proposal for these improvements. With this item on the Consent Agenda, the Committee clarified that no aspect of this proposal is being approved at this meeting. This is solely an update on the recent proposal.

4. 45 Highway widening Phase C
5. City Hall roof repair
6. Use tax budget impact
7. Brink Meyer NID temporary note refinancing

The Committee discussed confusion over the financial updates and whether they were accepting the report or taking any action to approve projects. The intent was discussed as a way of communicating information about items that may not require discussion, as a way of speeding up the meeting. Staff clarified that the Finance Committee was only being asked to accept the reports not act to approve any project or expenditure. The Committee concurred that updates should continue to be provided, but that they should not be included in the Consent Agenda.

Nan McManus motioned to approve the consent agenda. Mayor Jim Brooks seconded. Motion passed 5-0.

3. ACTION ITEMS

3A. Administration

3A-1 Sewer billing customer refund

Treasurer Steve Berg explained there are a handful of Parkville residents that are within City limits but are not on Parkville's sewer system. Over the years, Missouri American Water had unintentionally "turned-on" the sewer utility billing for one of these customers. The amount the resident was wrongly billed for and subsequently overpaid was \$2,333.02. Discussion ensued regarding interest being paid in addition to the overpayment amount refund and what percentage of interest is considered appropriate. The Committee determined a 1% interest rate is appropriate, as it is the average percentage the City has earned on the funds since the first overpayment. Treasurer Steve Berg agreed this was the most appropriate interest rate.

Diane Driver motioned to approve the refund for sewer utility overpayments to the resident in the amount of \$2,333.02 plus 1% interest. Nan McManus seconded. Motion passed 5-0.

3A-2 Semi-annual finance report

Treasurer Steve Berg explained that State statute requires all municipalities to report and publish a semi-annual finance report with certain accounts listed, including total City debt. Steve clarified that the report was not an accurate reflection of the year. Per the State requirements, it only represented revenue and expenditures for the second half of the year, making the report very confusing. Steve has prepared the report with the minimal information required and presented the semi-annual report for publishing.

Nan McManus motioned to recommend to the Board the acceptance of the semi-annual finance report for publishing. Diane Driver seconded. Motion passed 5-0.

3B. Public Works (no items)

3C. Community Development (no items)

3D. Police Department (no items)

4. NON-ACTION ITEMS

4A. Administration

4A-1 IRS

Treasurer Steve Berg explained that the IRS contacted the City last fall indicating that they have calculated a different number than we reported for taxes. Steve promptly responded with explanation and proof that the City paid and reported the correct amount. The IRS has since sent further correspondence indicating the additional amount that is due, plus interest and possible penalties. Steve Berg stated that he will try one more phone call to the IRS, but after that, there are two options: 1) pay the amounts in protest, 2) do not pay and take legal action. Steve explained that he believes a prior year refund may have been credited to the wrong year in error by the IRS and explanation of this fact may clear the whole thing up. Mayor Jim Brooks explained that the IRS typically assigns a person to handle issues such as these. Steve will attempt to contact a local person who conducted a recent audit for the City and try to get this issue resolved.

4B. Public Works

4B-1 Street sweeping

Public Works Director Kirk Rome explained that City streets are worthy of being swept and would like direction from the Board on whether or not the City should go to bid for this service. An amount of \$8,000 was included in the 2013 budget for street sweeping. Discussion ensued regarding the large amounts of sand on the streets from snow removal within the last year. The Committee discussed how the gravel from Piropos parking lot was washed into the City streets after the last heavy rain; Kirk Rome will make sure this gets cleaned up as soon as possible. Discussion ensued regarding the annual frequency of street sweeping on City streets; semi-annual sweeping may be more appropriate, but the Committee decided sweeping should be considered on a case-to-case basis depending on annual snowfall. For 2013, Kirk Rome will move forward with bids for this service.

4C. Community Development (no items)

4D. Police Department (no items)

5. TABLED BUSINESS

No items were removed from the table.

Add: Storm sewer plan & grant application updates – Kirk Rome

6. OTHER BUSINESS (NONE)

7. ADJOURNMENT

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

Meeting adjourned at 11:38 a.m.

Submitted by: _____
Melissa Estes, Executive Assistant

4/11/13
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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Meeting
Monday, April 29, 2013, 12:00 p.m.
Board Conference Room

Minutes

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:

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Mayor Jim Brooks, and Diane Driver (arrived at 12:08 p.m.)
- **Other Aldermen Present:** Marc Sportsman and Kendall Welch
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, and Treasurer Steve Berg
- **Public/Media Present:** None

2. CONSENT AGENDA

2A. Approval of the Finance Committee meeting agenda

2B. Approval of minutes from the April 8, 2013 meeting

Nan McManus motioned to approve the consent agenda as presented. Jim Brooks seconded. Motion passed 3-0.

3. FINANCIAL UPDATES

3A. 2012 audit

3B. Sewer Utility Billing

3C. Downtown Master Plan RFP

3D. City Hall roof repair

3E. Escrow agreement with Magellan for landscaping / beautification

The Committee acknowledged receipt of the financial updates. Assistant City Administrator Sean Ackerson explained that the financial updates were moved from the consent agenda as previously directed.

In regards to the Sewer utility billing, Staff was asked to clarify when notices of the new winter averages were being mailed to City sewer customers. Ackerson clarified that the letters were being mailed on Monday and Tuesday, so as to be received ahead of the April bill, which was calculated based on the new winter average consumption.

No action was taken on items 3A through 3E.

4. ACTION ITEMS

4A. Administration (no items)

4B. Public Works

4B-1 Sale of surplus equipment authorization

Public Works Director Kirk Rome summarized his request to auction off surplus equipment and other items, including trucks and various equipment. Rome explained that the Parks and Streets departments are in the process of evaluating their equipment and he expected more items to be added to the list. He explained that we

also had excess equipment from the 2012 DRJP program. Rome summarized auction companies evaluated and recommended Municibids.

Discussion ensued about the trucks to be auctioned and whether they were more valuable as a trade-in. The Committee directed Rome to evaluate the options further, including contacting the dealer to find out if a trade-in on the new truck was still an option. Diane Driver inquired about the ability to re-use any of the equipment from the trucks to be auctioned. Rome advised against transferring the dump bed, hydraulics, spreaders or plows to a new truck because of wear and tear on existing equipment, lack of warranty and need to make modifications to fit the new truck. Discussion ensued about possible savings with reuse of equipment. The Committee directed Rome to further review options for reusing equipment and the potential savings. Rome agreed to present findings at the May 13th Finance Committee meeting.

Nan McManus motioned to approve use of Municibids. Diane Driver seconded. Motion passed 4-0.

4B-2 Inspection contract – RTE Technologies

Public Works Director Kirk Rome summarized his request to contract with RTE Technologies for general inspection services. Rome explained that RTE had hired a part-time summer intern to complete inspection services and that RTE would make the intern available to the City at a rate of \$22 per hour. Rome summarized the need for someone to complete inspections on local grading, infrastructure and other projects. Rome proposed hiring the intern for the summer with a total amount not to exceed \$5,280.00. He explained the expense was not specifically budgeted in 2013, but would be offset with Public Works improvement fees collected on the development. He explained materials inspection services would be contracted separately at an additional expense.

Discussion ensued regarding existing problems with curbs and sidewalks and who would inspect concrete. Rome explained inspection methodology and changes to provide more robust inspections. Discussion ensued about the interns qualifications and need for training. Rome clarified that this would be a contract with RTE who would be responsible for liability, training, and other aspects. The Committee discussed the qualifications of RTE and the intern in relation to the work to be performed. Rome explained that for the level of visual inspections needed, an intern was appropriate. He stated that he would be providing the intern with a list of inspections to be completed, he would be working directly with the intern to ensure inspections were being completed, and would available if the intern were to have questions or problems. The Finance Committee agreed that an intern would meet our temporary needs, but directed Rome to review options to meet the City's long-term inspection needs. Rome agreed to bring back additional information at a subsequent meeting.

Diane Driver motioned to contract with RTE for inspection services as proposed. Nan McManus seconded. Motion passed 4-0.

Discussion ensued regarding the necessity of the contract being presented at a Board Meeting. Staff was directed to obtain clarification on the new policy from City Attorney Steve Chinn. Diane Driver pointed out the item was not budgeted and, therefore, should go the Board. All agreed. The item will be forwarded to the Board for final approval.

4B-3 Street sweeping bids

Public Works Director Kirk Rome summarized the need for street sweeping and two bids were received for the service. Delta Sweeping was the low bidder at \$120.00 per hour with an agreement not to exceed 60 hours or \$7,200.00. Discussion ensued regarding salt, sand, gravel and other debris on the roads being washed into the storm drains, the impact on system capacity, and the need for routine maintenance.

Diane Driver motioned to accept Delta Sweeping's bid. Nan McManus seconded. Motion passed 4-0. *This item does not require Board of Aldermen approval.*

4B-4 Plow & spreader bids

The Committee directed Public Works Director Kirk Rome to bring this item back after more information was available about the ability to reuse existing equipment. See 4B-1 above. No action was taken.

4B-5 Main Street electrical panel upgrade bids

Public Works Director Kirk Rome summarized a request from POTMCID to upgrade specific electrical panels on South Main Street near the public parking lot. He stated the CID Board had requested the upgrades to better accommodate the electrical needs of some of the festivals and carnivals in downtown. He explained that an estimate to upgrade four panels had been reduced to three since it was determined one of the panels solely benefited the City. Based on preliminary estimates, the POTMCID agreed to pay up to \$8,000.00 for improvements to the three panels.

Rome summarized the bid process and identified DG Electric as the low bidder at a cost of \$10,525.00. After being notified of the low bid by Rome, POTMCID requested the City pay the additional \$2,525.00. Discussion ensued about which meters power City street lights and how the City is reimbursed for the cost of electricity. Rome summarized the proposed improvements and explained that a small fee is charged per connection. The Committee discussed the benefit of the improvements to the festivals versus the City and ensuring adequate charges for electricity with the new improvements. The Committee discussed alternative options, including turning the meters over to the CID or Main Street so the cost and benefit would be directly related.

The Committee determined that the item was not a budgeted expense in 2013 and the City should not pay for the additional cost as requested. Rome was directed to notify the CID that the City would only fund improvements to pole #301853, which solely powers City street lights, and the CID or others would have to fund improvements to the other three panels. It was anticipated that the Board would approve a contract with DG Electric subject to receiving prior payment in full. Further discussion ensued regarding alternatives, including paying for the improvements and billing directly for the electricity used. Rome was directed to review the cost of electricity consumed versus the fees collected. No action was taken.

4B-6 Part-time Parks Department hire

Public Works Director Kirk Rome summarized the need for a part-time Parks laborer for the summer. He summarized the notification and selection process and recommended Cody Holt be hired to fill the position. Rome explained that help was typically needed during the summer for mowing, trash removal, etc. He noted that this was a budgeted expenditure and that a second part-time laborer was budgeted to

address maintenance in the new Platte Landing Park. Rome did not recommend hiring a second part-time laborer until the new park has been developed.

Diane Driver motioned to recommend the employment of Cody Holt. Jim Brooks seconded. Motion passed 4-0. *This item was forwarded to the Board of Aldermen.*

4C. Community Development (no items)

4D. Police Department (no items)

5. NON-ACTION ITEMS

5A. Administration

5A-1 2012 final budget numbers

Assistant City Administrator Sean Ackerson stated that Staff had evaluated the final 2012 revenues and expenses, made necessary journal entries, and prepared year-end, un-audited numbers. Staff was now comparing these year-end numbers to the projected year-end numbers used in the budget to determine if there were any shortages.

Discussion ensued about why the evaluation was necessary and whether any amendments to the budget would be proposed. Ackerson stated that the evaluation was necessary to determine whether year-end projections were accurate and if not, if adequate funds exist to cover approved expenditures. Treasurer Steve Berg stated that this evaluation had not been completed in the past, but was valuable in determining if adequate funds exist for budgeted projects. Ackerson stated based on a preliminary review it did not appear that any significant issues existed. No action was taken.

5B. Public Works

5B-1 HHW Collection Event location

Public Works Director Kirk Rome inquired as to whether the City should help staff the upcoming HHW Collection Event in August 2013. Rome stated it would cost the City approximately \$500.00 based on expenses from prior years and that it was a budgeted expense. The event was not able to be scheduled in Parkville or Riverside; for that reason, Riverside will not be providing staff this year. Discussion ensued about alternative locations and dates. Locations in Parkville and Riverside were not available on MARC's selected date. The Committee felt that the Platte Woods location was accessible to Parkville citizens.

Diane Driver motioned to approve staffing the HHW Collection Event in August 2013. Jim Brooks seconded. Motion passed 4-0. *This item does not require Board of Aldermen approval.*

5B-2 Storm water grant submission discussion

Public Works Director Kirk Rome explained that not all of the Platte County storm water grant funds have been awarded for 2013 and a second request for grants had been issued. Rome identified the low water crossing in English Landing Park and the North Crooked Road erosion control project as high priorities and possibilities for

applications. The Committee agreed that North Crooked Road was the higher priority, but recognized that not enough funding was available. Discussion ensued regarding history of the erosion, prior storm water grant applications, and possible funding sources. Rome explained that the City had budgeted grant matching funds for improvement to the detention pond south of the Community Center. The City did not receive a grant for the improvements and Rome suggested re-allocating the matching funds to the Crooked Road project. He suggested approaching the Parkville Special Roads District and Platte County about funding any portion of the project not covered by the grant and our local match. Discussion ensued regarding other potential projects. The Committee directed Rome to pursue the grant as he deemed appropriate.

5C. Community Development (no items)

5D. Police Department (no items)

Police Chief Kevin Chrisman stated that he was pleased to announce that Captain Jon Jordan had returned to work. No action was taken.

6. TABLED BUSINESS

No items were removed from the table.

7. OTHER BUSINESS (none)

8. ADJOURNMENT

Diane Driver motioned to adjourn. Jim Brooks seconded. Motion passed 4-0.

Meeting adjourned at 1:30 p.m.

Submitted by: _____
Sean Ackerson, Assistant City Administrator

5/7/13
Date

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Finance Committee Meeting
Monday, May 13, 2013, 12:00 p.m.
Boardroom

Minutes

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

2. APPROVAL OF CONSENT AGENDA

2A. Approval of the Finance Committee meeting agenda

2B. Approval of minutes from the April 29, 2013 meeting

Diane Driver motioned to approve the consent agenda as presented. Mayor Jim Brooks seconded. Motion passed 4-0.

3. FINANCIAL UPDATES

1. Finance policy clarification

Assistant City Administrator Sean Ackerson reminded the Committee that they had given direction to Staff to clarify the recently approved purchasing policy with regard to the legality of the Committee approving contracts. Ackerson stated that City Attorney Steve Chinn had previously reviewed and approved the purchasing policy, but re-reviewed the policy and confirmed that it is legally acceptable for the Board of Aldermen to have delegated purchasing authority to the Finance Committee as previously approved. Jim Werner stated that, in his opinion, the policy should be modified to require unanimous approval by the full voting membership of the Committee instead of just by a quorum. Marc Sportsman expressed concern that the Finance Committee was becoming more important than the Board of Aldermen and that approval of contracts by the Committee might not be as transparent as approvals by the Board. Mayor Brooks questioned the \$10,000 approval authority, suggesting it be modified to \$5,000. Chris Fisher suggested the policy remain the same in the interest of more efficient business and to minimize duplication of processes. Discussion ensued regarding details of the purchasing policy, contract approvals, budgeted vs non-budgeted items, the spending limit, public perception, and timeliness of necessary purchasing. It was proposed by Chairman Jim Werner to behave as though Finance Committee has a \$5,000 limit, that contracts require full Board approval, and to revisit the policy when there is an opportunity to discuss with Lauren Palmer; the Committee will get her input and reevaluate the policy, if necessary. No action was taken.

2. Streets Department Laborer

Public Works Director Kirk Rome reported that the Streets Department is losing John Moore who is a permanent, full-time laborer. Rome proposed that the City will advertise for his replacement as a temporary, full-time laborer to and possibly move the individual to permanent status if budget allows later in 2013. No action was taken.

3. Acceptance of Waters Edge right-of-way

4. Alliance Water Resources

4. ACTION ITEMS

4A. Administration

4A-1 Health insurance account distribution

Treasurer Steve Berg explained that the City's previous health insurance policy was partially self funded. After changing health insurance providers in 2009, he evaluated this self insurance account and the remaining balance. At the end of two years, there was a balance of approximately \$53,000 – the City paid in nearly 90% and employees paid in slightly over 10%. The balance was retained for two years to incase the City was required to cover any outstanding claims. At this time, it is clear there will be no additional claims and Berg recommended dispersing the funds. He distributed an Excel spreadsheet analyzing the balance and the percentages paid by the City and individual employees. Berg proposed remitting a prorated amount back to current and past City employees that had in part funded the self insurance account. Discussion ensued regarding the percentage that would be released to the City's General Fund in result of this distribution. Berg clarified that this will become taxable income for all employees, current and past. The Committee recognized that money remaining in the account proves that City Staff did not abuse the benefits that were available at the time. Discussion ensued regarding whether or not the City could accurately find all past employees; Berg confirmed it would be our responsibility to find all employees as the City will have to issue a W-2 for each employee paid. The Committee discussed proper use of the approximate 90% of account funds that will be allocated to the General Fund. Assistant City Administrator Sean Ackerson proposed using the estimated \$48,000 for IT expenses and/or toward storm water projects, such the North Crooked Road project or a low-water crossing project. Another option for the funds would be the Emergency Reserve Fund. The Committee discussed the placement of North Crooked Road project on the County's priority list; Staff will research and report back. The erosion is estimated as 2/3 in Parkville and 1/3 in the County. Discussion ensued regarding who has the authority for road closure due to the erosion; it was decided that the Board has authority to close our portion of the road at any time deemed appropriate. The Committee discussed the option of making the road a one-way street, laying additional asphalt, or using temporary barriers; Staff reported that right-of-ways would have to be acquired to lay any additional asphalt and that the temporary barriers were previously estimated at approximately \$20,000. Staff recommended applying for the County storm water grant for the North Crooked Road project. It was decided that the \$48,000 resulting from the health insurance account would be transferred to the Emergency Reserve Fund. The refunding of City employees, past and present, will be presented to the Board at a future Board Meeting. No action taken.

4A-2 IT contract

Assistant City Administrator Sean Ackerson reminded the Committee that our current IT consultant had expressed a need for the City to find a new consultant. The City has since begun researching and interviewing options. Since starting that process, the City's current consultant has expressed interest in retaining the service. Discussion ensued. The Committee agreed it was important to identify needs and then contract with a service that can best meet our needs. Ackerson explained that after being told by our current provider that we needed alternative service, the City had been in contact with several IT companies. Hourly rates vary based on expertise, size and task. Ackerson stated that he believes we need a great deal of assistance initially to upgrade hardware and software and correct several lingering issues. After that he expected service needs to drop significantly. He stated that local resident Walt Lane had volunteered to donate a system assessment. Ackerson stated he had been clear with Mr. Lane that it would be without competition and would not result in any preference for service; even so, Mr. Lane confirmed his offer. Discussion ensued regarding the evaluation and desired outcome. The Committee discussed the usage of MARC services to reach out to other communities regarding IT service providers. The Committee directed Staff to proceed with the donated IT system evaluation offer from Walt Lane's IT firm and to use the results to then take the services to bid. Staff will also ask Lauren Palmer for her input on the situation and see if she has any contacts that could assist. No action taken.

4B. Public Works

4B-1 Plow & spreader final bids

Public Works Director Kirk Rome explained that in relation to the plow & spreader bids, Kranz has broken down the purchase by item and provided a report on any reusable equipment from an old truck. It was decided that the purchase of new equipment was in the best interest of the City.

Diane Driver motioned to recommend to the Board for approval of the Kranz bid for \$23,865.00 for the Street Department plow truck equipment. Mayor Jim Brooks seconded. Motion passed 4-0.

4B-2 Materials inspection contract

Public Works Director Kirk Rome explained that this is the proposed contract for materials inspection services with PSI for new development, specifically in Thousand Oaks. There is an anticipated need for approximately \$9,000 in services; however, \$30,000 has been collected in revenue in public improvement fees from the developer. There is a budget of \$50,000 for the Brink Meyer Retaining Wall project inspections. City Attorney Steve Chinn will review the proposed contract before it is presented at the next Board meeting. The Committee discussed a liability aspect of the proposed contract; it was confirmed that this statement protects the individual employee performing the inspections.

Mayor Jim Brooks motioned to recommend to the Board for approval of the PSI materials inspection contract. Diane Driver seconded. Motion passed 4-0.

4C. Community Development

4C-1 Escrow agreement for Magellan

Assistant City Administrator Sean Ackerson stated that in May 2011 the Board had approved a conditional use permit for petroleum fuel storage and distribution for Magellan Pipeline, subject to conditions including installation of landscaping and screening. An approved landscape plan was later determined insufficient due to conflicts with fuel distribution lines, easements, access and concerns of site safety. Magellan has decided to pay a \$35,000 cash amount to the City, in lieu of implementing the landscaping plan themselves; however, Magellan attorneys did not approve writing the \$35,000 check without an escrow agreement. This request would put the \$35,000 into an escrow agreement that would need to be used within the next 5 years on general beautification in the area. Staff recommended approval of the proposed escrow agreement, given any changes Steve Chinn deems necessary. The Committee discussed the end result still being a dissatisfactory area in Parkville and whether alternative options existed solely for beautification purposes. Discussion ensued regarding site changes that have already improved the appearance, including removal of existing buildings and structures. It was concluded that alternative on-site improvements were not feasible.

Mayor Jim Brooks motioned to recommend to the Board for approval of the proposed escrow agreement with Magellan for \$35,000 to be used on general beautification expenses off Hwy 9 near the Riverside city limit. Diane Driver seconded. Motion passed 4-0.

4D. Police Department (no items)

5. NON-ACTION ITEMS

5A. Administration (no items)

5B. Public Works (no items)

5C. Community Development (no items)

5D. Police Department

Chief Kevin Chrisman reported that Captain Jon Jordan is back and doing well while training and getting up to speed on everything in the Police Department. Also, over 9 employment applications have been received within the last month, even though only one position is open; this is a good thing and further proves Parkville's reputation.

6. TABLED BUSINESS

No items were removed from the table.

Jim Werner inquired about whether the project/equipment list is being continually updated and suggested revisiting the topic at the second meeting in June, as Lauren Palmer will be present.

7. OTHER BUSINESS

Assistant City Administrator Sean Ackerson reported that the next scheduled Finance meeting falls on Memorial Day. It was decided that the rescheduled date will be Tuesday, May 28th at 12:00 p.m.

Executive Assistant Melissa Estes handed out two documents regarding food options for meetings – one listing all options in Parkville, including pricing information, limitations, hours of operation, etc. and also a survey that each person was asked to complete and return to Melissa in order to effectively explore future options.

8. ADJOURNMENT

Diane Driver motioned to adjourn. Chris Fisher seconded. Motion passed 4-0.

Meeting adjourned at 1:49 p.m.

Submitted by: _____
Melissa Estes, Executive Assistant

5/17/13
Date

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Finance Committee Meeting
Tuesday, May 28, 2013, 12:00 p.m.
Boardroom

Minutes

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:

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Marc Sportsman, Jackie Snyder, Kari Lamer, and Kendall Welch
- **City Staff Present:** Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, and Executive Assistant Melissa Estes
- **Public/Media Present:** Mark Campbell with RTE Technologies (arrived at 12:39 p.m.)

2. APPROVAL OF CONSENT AGENDA

2A. Approval of the Finance Committee meeting agenda

2B. Approval of minutes from the May 13, 2013 meeting

Nan McManus motioned to approve the consent agenda as presented. Diane Driver seconded. Motion passed 5-0.

3. FINANCIAL UPDATES

1. City Hall air conditioning

Assistant City Administrator Sean Ackerson announced that the air conditioning is not running at City Hall. He has met with The Waldinger Corporation, the contracted company for HVAC needs, and they have reported that it will be a couple days before they can order a new control panel for installation. We are trying to expedite that process. Ackerson will send an email update regarding this issue.

2. IT

Assistant City Administrator Sean Ackerson spoke to Lauren Palmer who recommended that any pro-bono services be by contract so both partners are aware of the terms. Ackerson is in the process of acquiring such letter from a service provider that has agreed to provide an assessment and consultation for free.

4. ACTION ITEMS

4A. Administration (no items)

4B. Public Works

4B-1 Surplus truck auction – KCI

Public Works Director Kirk Rome explained that this is a request to auction three City trucks using the services of KCI Auto Auction. The total cost to the City would be \$405.00, and these fees would be deducted from the final bid amounts. KCI would handle all aspects of the auction, including photos, listings, questions from potential buyers, and would send out the information to their large network. This would be a live auction with internet accessibility as well. Discussion ensued regarding other equipment that could possibly be auctioned using KCI; however, Rome clarified that KCI only auctions large equipment and vehicles. The estimated revenue for these three trucks is approximately \$13,000.00. Rome verified that the City's surplus small equipment has been proposed to be auctioned using Municibid.

Nan McManus motioned to recommend to the Board the approval of the use of KCI Auto Auction for the auctioning of three City trucks for an amount of \$405.00. Diane Driver seconded. Motion passed 5-0.

4B-2 Volleyball court use agreement – YMCA

Public Works Director Kirk Rome explained that this is a request to enter into a volleyball court use agreement with YMCA, who will host a league from June 23rd to July 28th. The YMCA will reimburse the City \$30.00 per participating team, out of the \$180.00 they collect from each team for league registration. Discussion ensued regarding the amount reimbursed to the City and whether the amount directly relates to Staff maintenance time; Rome confirmed there is very little maintenance necessary. The YMCA will manage all aspects of the league registration and Rome will make sure two aspects are added to the agreement: trash pick-up and raking the courts after each use. The Committee discussed the need for additional sand and guaranteeing the volleyball courts are well raked and ready when the YMCA league starts each week. Discussion ensued regarding other park improvements that are necessary as well. Rome will report back with a list of current park improvements. The Committee discussed CLARB's annual walk-through of the park and requested that CLARB be engaged with the improvements, in order to provide amenities that will enable English Landing Park to compete with other community parks. It was suggested to look into the option of concessions at Park events, including the YMCA league. Rome stated that CLARB has reviewed this agreement as well.

Nan McManus motioned to recommend to the Board the approval of the volleyball court use agreement with YMCA given the stated inclusions to the agreement. Diane Driver seconded. Motion passed 5-0.

4B-3 M-power agreement with KCPL

Public Works Director Kirk Rome explained that this is a request to enter into a contract with KCPL for the M-Power program. The City has utilized this program in recent years. Discussion ensued regarding the positive monetary amount the City receives each year due to this program and the maximum number of events in the past. The Committee agreed that this continues to be a beneficial program for the City.

Nan McManus motioned to recommend to the Board the approval of the M-Power agreement with KCPL. Diane Driver seconded. Motion passed 5-0.

4C. Community Development (no items)

4D. Police Department (no items)

5. NON-ACTION ITEMS

5A. Administration (no items)

5B. Public Works (no items)

5B-1 Brink Meyer Retaining Wall bids

Public Works Director Kirk Rome explained that the City recently received bids for Brink Meyer Retaining Wall reconstruction. The Judy Company and Gunter were the two bids received and The Judy Company was the low bidder at \$1,162,066.12. Rome reported that 40-50 companies viewed our bid on KCBlueprint.com and approximately 10 companies requested and paid for plans. The bids were previously sent to Mark Campbell at RTE Technologies for review. Campbell stated that, in his professional opinion, the two bids received were higher than what was previously estimated, but are both reasonable for the scope of the services. Ackerson compared 2013 budgeted expenditures and the received low bid expenditures; there is a difference of approximately \$248,000 between the budgeted and bid amounts, and that number would potentially increase with easement acquisition, any redesign and other unbudgeted costs. Discussion ensued regarding areas of the bid where costs could be lowered and the different options for these areas. Campbell entertained the option of re-bidding and explained the possible outcomes. The Committee discussed the aspects of re-bidding, including the delay of process due to re-bidding. Discussion ensued regarding the potential to negotiate with a low-bidder. No action taken.

5B-2 Brink Meyer Retaining Wall easement

Assistant City Administrator Sean Ackerson explained that under the current design, the City needs to acquire an additional easement to accommodate the length of the soil nails. The City will need to either acquire the easement or modify the reconstruction plans. Discussion ensued regarding conversations with the property owner to date. Discussion ensued regarding alternatives and impacts to project schedule and NID financing. The Committee discussed potential costs that could be assessed to the NID. Discussion ensued regarding communication with Thousand Oaks residents during the retaining wall construction process; the Committee suggested sending out a Press Release and having a meeting with the residents once plans and time-frames have been finalized. No action taken.

5C. Community Development (no items)

5D. Police Department (no items)

6. TABLED BUSINESS

No items were removed from the table.

7. OTHER BUSINESS

Assistant City Administrator Sean Ackerson reported that the roof at City Hall does not seem to be leaking at this time. With the last several rains, no water seems to be coming in, but Staff will continue to keep an eye on the leakage.

8. ADJOURNMENT

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

Meeting adjourned at 1:33 p.m.

Submitted by: _____
Melissa Estes, Executive Assistant

5/30/13
Date

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**Finance Committee Meeting
Monday, June 10, 2013, 12:00 p.m.**

Boardroom

Minutes

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, and Mayor Jim Brooks
- **Other Aldermen Present:** Marc Sportsman and Kendall Welch
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, and Executive Assistant Melissa Estes
- **Public/Media Present:** None

2. APPROVAL OF CONSENT AGENDA

2A. Approval of the Finance Committee meeting agenda

2B. Approval of minutes from the May 28, 2013 meeting

Diane Driver motioned to approve the consent agenda as presented. Nan McManus seconded. Motion passed 4-0.

3. FINANCIAL UPDATES

1. IT

City Administrator Lauren Palmer explained that the IT complications are a priority and Staff is trying to find a long-term solution. The City has signed a no-cost service agreement with NetStandard for an IT service evaluation. Staff is evaluating a cloud-based solution through Google and contacting nearby cities that currently use the Google Government system. The Committee discussed the issue of certain Board members not receiving emails sporadically. Palmer explained the City has out of date hardware and software that also need to be updated. The Committee discussed which software to update to: Windows 7 or Windows 8. Discussion ensued regarding the possibility of the updates creating issues for our current accounting software and other computer compatibilities. The City has notified the current IT provider that the City is pursuing the IT assessment with NetStandard. It was confirmed that NetStandard has experience with municipalities. Assistant City Administrator Sean Ackerson explained the issue of having an IT provider for 20 hours a month, when we really need someone 40 hours a week.

4. ACTION ITEMS

4A. Administration (no items)

4B. Public Works

4B-1 Backhoe bids

Public Works Director Kirk Rome explained that that this is a request for approval to purchase a new Case 580SN backhoe from Victor L. Phillips Company and trade-in the current backhoe that is almost 20 years old. There have been many repairs on the current backhoe within the last couple years, and Rome believes it is time to purchase a new machine. The Case 580SN backhoe has been evaluated and tested by the Streets staff. Staff recommends purchasing the power-lift feature that takes more power from the engine and puts it in the hydraulic system at an additional cost of \$940.00. Discussion ensued regarding the past repairs that have cost approximately \$3,000-\$4,000 a year and whether or not it is feasible to continue using the current backhoe. The Committee compared the current level of maintenance to the cost of a new machine and included the safety factor. The Committee discussed the item being a budgeted item for 2013 and that the low bid price is over budget, but there are adequate funds in the

Transportation Fund to cover the difference. Discussion ensued regarding whether or not Staff handles planned maintenance and repairs; one Streets Department employee is very knowledgeable and handles these.

Diane Driver motioned to recommend to the Board the approval of the Case 580SN backhoe purchase from Victor L. Phillips Company for an amount of \$78,970.00 with the suggestion to present Staff analysis of current backhoe at the Board meeting. Nan McManus seconded. Motion passed 4-0.

4B-2 Contract addendum – TranSystems (Livable Communities)

Public Works Director Kirk Rome explained that this is a request for authorization to sign a Supplemental Agreement with TranSystems. TranSystems has proposed a time extension and reallocation of \$8,000 within the existing budget to cover additional meetings. Discussion ensued regarding which aspects of the original agreement would possibly be lost if this is approved. The Committee discussed the fact that it is not additional monies requested; it is just a reallocation of monies previously approved. Rome confirmed this is also a time extension request. Discussion ensued regarding the dissatisfaction with the original contract completion date of February 28, 2013 being delayed to the new completion date of July 31, 2013. Assistant City Administrator Sean Ackerson discussed the affect of this delay on the Downtown Master Plan in regards to MARC funds. The Committee discussed the necessity of this item being brought to Finance Committee; this item and similar items that have no financial or budget impact will not be brought to Finance in the future, instead it should be an update at a Board meeting. The Committee proposed that this item be approved at the Staff level and an update be given at the next Board meeting. No action taken.

4C. Community Development (no items)

4D. Police Department (no items)

5. NON-ACTION ITEMS

5A. Administration (no items)

5B. Public Works

5B-1 2-year vs 3-year performance and maintenance bonds

Public Works Director Kirk Rome explained that Staff has noticed the difference between the City's bonds and the County's bonds – Parkville requires a 2-year bond and County requires a 3-year bond. Staff is looking for direction from the Committee on this issue. Rome explained there may be a small cost to the developer with this change. Discussion ensued regarding previous building standards and inspections, and the aforementioned affect on the bonds and current development. The Committee discussed the necessity of adopting the adjusted asphalt standards and implementing these standards from this point forward. Discussion ensued regarding updating development and maintenance standards and the impact on current development. Based on the information to date, the Committee thought that the change to 3-year bonds sounded appropriate, but directed Staff to present to local developers first. Staff will present this item at a future Board meeting for action. No action taken.

5B-2 Magellan pipeline plans

Public Works Director Kirk Rome explained that the City received preliminary plans for lowering the pipeline that has created problems on Crooked Road. Once this construction is finished, the City will be able to move forward with the County and Parkville Special Road District to try and fund the construction. Discussion ensued regarding Magellan construction and financial impact. No action taken.

5C. Community Development (no items)

5D. Police Department (no items)

6. TABLED BUSINESS

No items were removed from the table.

Add: Discussion of updating development standards and the possible impact on current development – may be a future Work Session

7. OTHER BUSINESS

Assistant City Administrator Sean Ackerson reported that the City is receiving more and more commercial development phone calls, including the APEX development and the development at the corner of 9 Hwy/45 Hwy.

Police Chief Kevin Chrisman reported that a property in Riss Lake has been vacant and under investigation, but Curry Management has been contacted and the property maintenance is moving forward.

Public Works Director Kirk Rome reported that he has talked to Mark Campbell with RTE Technologies and Susan McGreevy, our legal counsel, regarding the Brink Meyer retaining wall and possible options to proceed. Staff has researched other lower cost options and will bring forward a recommendation at the next Board meeting in regards to the retaining wall reconstruction bid. Mayor Brooks reported that the City has reached an agreement with the resident regarding the necessary easement and the City will be able to move forward with the retaining wall reconstruction. Discussion ensued regarding changes for a shorter wall off Brink Meyer Road that is part of Stonegate and is made of dissatisfactory stained blocks.

Mayor Brooks reported that FOPAS is still having a difficult time finding a permanent home; there is a possibility that FOPAS will be presenting construction plans to the Planning & Zoning Commission soon.

8. ADJOURNMENT

Nan McManus motioned to adjourn. Diane Driver seconded. Motion passed 4-0.

Meeting adjourned at 1:19 p.m.

Submitted by: _____
Melissa Estes, Executive Assistant

6/21/13
Date

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**Finance Committee Meeting
Monday, June 24, 2013, 12:00 p.m.**

Boardroom

Minutes

1. CALL TO ORDER

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

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

- **Members Present:** Chairman Jim Werner, Vice Chairman Nan McManus, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Marc Sportsman and Jackie Snyder
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator Sean Ackerson, Police Major Kevin Davis, Public Works Director Kirk Rome, Treasurer Steve Berg, and Executive Assistant Melissa Estes
- **Public/Media Present:** City Engineer Jay Norco

2. APPROVAL OF CONSENT AGENDA

2A. Approval of the amended Finance Committee meeting agenda

2B. Approval of minutes from the June 10, 2013 meeting

Mayor Jim Brooks motioned to approve the consent agenda as presented. Chris Fisher seconded. Motion passed 5-0.

3. FINANCIAL UPDATES

1. IT

City Administrator Lauren Palmer and Assistant City Administrator Sean Ackerson explained that NetStandard completed the assessment of the City's IT system and recommended three immediate actions: 1) Configure the existing firewall; 2) Configure server and back up data; 3) Setup domain. Staff is gathering more information with a goal to make a recommendation at the July 2nd Board meeting to address these critical issues. Discussion ensued regarding the City's back-up devices and the option of cloud solutions. Staff confirmed that other municipalities are using cloud solutions, including Police departments; the issue and concern of information security was discussed. Staff will continue to research the best solution for the City's entire IT system. The Committee discussed the timing and which services will be considered for a future RFP. Staff reported that NetStandard's report was not descriptive enough for an RFP at this time. Discussion ensued regarding the various questions Staff will pursue with NetStandard in regards to the assessment. The Committee expressed concerns for addressing the issue in a timely manner, but recognized that the work may have to be completed in phases and might not move forward as quickly as July 2nd.

2. 2012 Audit

Treasurer Steve Berg explained the 2012 audit is well underway and is on schedule to be completed by the end of July. Discussion ensued regarding penalties for late completion dates as outlined in the contract.

4. ACTION ITEMS

4A. Administration (no items)

4B. Public Works

4B-1 UV disinfection bids – negotiation with Mega Industries

Public Works Director Kirk Rome explained that this is a request for authorization to negotiate a project bid with Mega Industries. The City received five bids for the UV disinfection project and Mega Industries was the low-bidder at \$486,000. The bids were much higher than estimated; however, several aspects of the project can be modified to reduce costs. Staff reported that this project is required by EPA and Missouri DNR as part of the Clean Water Act to disinfect the effluent flow from the WWTP. There are adequate funds in the Sewer CIP to fund this project. Contract City Engineer Jay Norco explained that there are several cost-saving aspects to be

considered for this project, including having a wood frame instead of a metal frame and reducing fabricated metal on channel covers. This value engineering could possibly save 5-10% on the project. Norco confirmed that a wood frame would still last approximately 50 years instead of an approximate 75 years with a metal frame; all wood would be pressure treated and fit for this use. Discussion ensued regarding the timing of this project in comparison with other neighboring states. The Committee discussed the option of enclosing the structure now instead of going forward with this partial enclosure. Discussion ensued regarding the issue of negotiating with companies after receiving bids. Rome explained that this is not a negotiation of bid pricing on certain items; it is more of a negotiation of specifications the City would be willing to consider after receiving pricing, an example being the wood frame versus the metal frame. The Committee discussed using Change Orders after awarding a bid and the pros and cons with such. City Administrator Lauren Palmer recommended including language in the Purchasing Policy for situations such as these. Norco reported that he and Staff are researching pricing and expect to have a recommendation within the next two weeks on whether to move forward with Mega Industries or re-bid the project. Discussion ensued regarding project construction time in relation to the December deadline.

Nan McManus motioned to follow Jay Norco's recommendation to negotiate with Mega Industries; Staff will report back to Finance; if Staff is unsuccessful with the negotiation, the City will re-bid the project. Diane Driver seconded. Motion passed 5-0.

4B-2 Brink Myer Retaining Wall reconstruction bid – The Judy Company

Public Works Director Kirk Rome explained that this is a request to authorize a contract with The Judy Company for the Brink Myer Retaining Wall reconstruction. Staff has finished the negotiation process and the outcome is a total project savings of \$106,887. Staff reported that the City will now retain the Jersey Barriers and the Thousand Oaks developer has offered to purchase and pick-up some of the unneeded blocks, resulting in a savings of approximately \$4,600. Rome reported that one major change proposed is in regards to curb and road repair, for a savings of approximately \$37,500 with the contractor installing an AB-3 protective gravel blanket over the existing curb and pavement. Staff confirmed that The Judy Company will remove the AB-3 Gravel protective blanket when they are finished with the project. There is a \$38,000 savings from a proposed CIP grade beam design change. Discussion ensued regarding factors of the change and concerns with the new design. Staff will discuss this structural design change with Mark Campbell and further document Mark's recommendation at the next Board meeting. Staff presented the project Fund analysis that shows an overage of \$88,577; however, City Administrator Lauren Palmer reported that adequate funds exist in the Brink Myer NID refinancing monies to cover these overages instead of using the General Fund budgeted \$200,000 transfer. Staff recommended moving the \$200,000 into the Emergency Reserve Fund instead, pending final completion of the project. Discussion ensued regarding the City's legal representation and bond counsel representation. Staff was directed to request financial counsel from Stinson Morrison for these issues. The Committee discussed NID refinancing and more beneficial planning options in the future.

Nan McManus motioned to recommend to the Board for approval of the renegotiated contract with The Judy Company after Staff further researches the proposed design change and makes a recommendation at the next Board meeting. Diane Driver seconded. Motion passed 5-0.

4C. Community Development (no items)

4D. Police Department (no items)

5. NON-ACTION ITEMS

5A. Administration

5A-1 Project & equipment updates

City Administrator Lauren Palmer explained the report presented and requested feedback of the status report. Discussion ensued regarding better budget planning procedures and implementing a calendar that lists expenditures planned throughout the year. The Committee expressed interest in receiving a report of funds periodically throughout each fiscal year. The Committee discussed

some different information that would be helpful for budget planning. Palmer reported that Staff will develop a capital improvement program for FY 2014 that includes a project purchasing schedule. Discussion ensued regarding other municipal budget formats and how the City should use award-winning budgets as examples. Palmer expressed concern with the current inability to quickly and efficiently produce project reports and recommended utilizing multi-year project accounts for ease of report generating. The Committee will discuss this issue in more detail during budget planning work sessions. Discussion ensued regarding a couple current projects on the list with inadequate funds: 1) Brink Myer Retaining Wall, previously discussed above; 2) Route 9 Bike-Ped Trail, majority funded by \$350,000 grant, but ROW acquisition costs would potentially create an overage of total budgeted funds for this project. The Committee requested that Staff prioritize these projects and equipment purchases in order to plan funding if an unbudgeted expenditure were to come up; Palmer stated that all of these projects and equipment purchases are budgeted for 2013 and expected to proceed. Discussion ensued regarding Staff strategy on handling unforeseen expenditures and which situations are necessary to utilize the Emergency Reserve Fund. The Committee discussed the option of giving Staff an overall goal saving amount to strive to meet instead of cutting an entire project or equipment purchase. Staff will continue to research and produce a strategic plan for annual budgeted projects and equipment. No action taken.

5A-2 NID financing

City Administrator Lauren Palmer reported that in July, Staff will bring forward a recommendation to refinance the Brink Myer NID. Palmer reported that there has been a lawsuit filed for the Brush Creek NID that prohibits the City from moving forward with permanent financing. Staff has corresponded with legal counsel and Midwest Public Risk regarding representation for the lawsuit. City Attorney Steve Chinn has been contacted and will present a proposal for Stinson Morrison to represent the City during this lawsuit. Discussion ensued regarding expenditures that are eligible for NID financing; the City has been advised by bond counsel that legal expenditures are not eligible for NID financing, as they are not directly related to the construction. The Committee directed staff to evaluate options and report to the Board as necessary. Note: Due to litigation further discussion may require executive session. No action taken.

5B. Public Works (no items)

5C. Community Development (no items)

5D. Police Department (no items)

6. TABLED BUSINESS

No items were removed from the table.

Add: Budget / Year-end Projection / Emergency Reserve overview – to be discussed in a couple months

7. OTHER BUSINESS

Assistant City Administrator Sean Ackerson stated that a reception had been scheduled to honor Melissa Estes who had accepted another job and would be leaving the City. The Committee recognized Melissa, citing her professionalism and dedication, thanked her for her service to the City and wished her well in her new endeavors.

8. ADJOURNMENT

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

Meeting adjourned at 1:59 p.m.

Submitted by: _____
Melissa Estes, Executive Assistant

6/27/13
Date

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**Finance Committee Minutes for
Monday, July 8, 2013, 12:00 p.m.**
City Hall Board of Aldermen Conference Room

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, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Kari Lamer, Kendall Welch and Jackie Snyder
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, Treasurer Steve Berg, and Assistant City Clerk, Tracy Sisney
- **Public/Media Present:** City Engineer Jay Norco

2. APPROVAL OF CONSENT AGENDA

A. Approval of the amended Finance Committee meeting agenda

B. Approval of minutes from the June 24, 2013 meeting

Diane Driver moved to approve the consent agenda as presented. Nan McManus seconded. Motion passed 5-0.

3. FINANCIAL UPDATES

A. Brush Creek NID – Otjen Lawsuit - Legal Defense

City Administrator Lauren Palmer explained that the City's insurance carrier (MPR) confirmed that it would not provide legal representation to defend the lawsuit, but this was expected. Steve Chinn filed an extension with the court to allow additional time to develop a response and defense strategy. Staff has requested a proposal from Stinson, Morrison and Hecker to provide a defense since this work is outside of the scope of the standard city attorney contract. Legal fees associated with the defense are not eligible for reimbursement from the NID. Nan McManus asked about how much the smallest piece was assessed for; the answer was approximately \$300,000. Chris Fischer suggested considering evaluating multiple firms to provide legal services. Discussion ensued. Staff agreed to solicit alternative proposals, in addition to Stinson, for a legal defense.

B. Auction results of three public works trucks

The auction resulted in net revenue of \$25,295.00, which is above the budgeted amount.

Jim Werner requested an IT update and City Administrator Lauren Palmer stated that there is no new information to report at this time. Assistant City Administrator Sean Ackerson reported that he is still working with NetStandard on a proposal to address the three primary issues identified in the assessment: firewall, domain work group and storage.

4. ACTION ITEMS

A. Administration (none)

B. Public Works

1. UV disinfection bids – construction contract with Mega Industries

Kirk Rome reviewed the bids results and the recommendation to contract with Mega Industries. The low bid was over budget, so to lower costs, a deduct change order was negotiated. Discussion ensued regarding project construction time in relation to the December deadline. Kirk Rome reported that the contract allows 146 days for substantial completion and 166 days for final completion. Mayor Brooks asked why the Mega Industries bid was so much lower than the rest of the field. Kirk Rome explained that there was a good low to high spread among the bids, and the original low bid was more in-line with the rest of the field.

Nan McManus moved to recommend approval of a construction contract with Mega Industries. Diane Driver seconded. Motion passed 5-0.

2. UV disinfection construction inspection addendum – North Hills Engineering

Jay Norco was asked if he would voluntarily leave the room for discussion on this item. He agreed. Public Works Director Kirk Rome explained that Jay Norco is the most qualified to do the inspection and the proposal of \$14,592 is a fair price. Nan McManus questioned whether the inspection work could be performed in-house. Discussion ensued about the advantages and disadvantages of having the Public Works Director perform the inspection.

Nan McManus moved to recommend approval of a contract with North Hills Engineering for UV disinfection construction inspection services. Diane Driver seconded. Motion passed 5-0.

3. Brink-Myer Retaining Wall inspection services – TREKK

Public Works Director Kirk Rome explained that notices were sent to six firms but only one proposal was received. The price has been lowered due to changes that will reduce unnecessary duplications in consultant hours but not compromise the level of services. Katie Schleicher was selected as the inspector for her structural expertise. Fisher asked why TREKK is being recommended after problems were identified with the firm's work on the City Hall steps project. City Administrator Lauren Palmer responded that the City has used TREKK for other services since the City Hall project with no problems, and the inspector assigned to this project was not affiliated with the previous work.

Nan McManus moved to recommended approval of a contract with TREKK for Brink-Myer Retaining Wall inspection services. Diane Driver seconded. Motion passed 5-0.

4. Brink-Myers construction phase engineering services contract with RTE

Public Works Director Kirk Rome explained that the cost for these services was negotiated down to \$26,323, but additional funds may be needed, depending on how the project progresses. Staff was directed to develop a communication strategy for the wall reconstruction project to notify motorists of the traffic closure and detour.

Nan McManus to recommended approval of the Brink-Myers construction phase engineering services contract with RTE. Diane Driver seconded. Motion passed 5-0.

C. Community Development (none)

D. Police Department (none)

5. NON-ACTION ITEMS

A. Administration

1. MML Conference

The conference will be held on September 15-18. City Administrator Lauren Palmer stated that the 2013 budget includes funding for two staff members and one alderman to attend, but only one staff member will register which allows for a second Alderman to attend. Mayor Jim Brooks questioned how the budget was established and suggested that aldermen should use their annual expense funds for events of this nature. Palmer replied that a broader discussion would occur at a future Finance Committee meeting regarding the budget and year-to-date expenses for Aldermen dues, memberships, and professional development. Palmer agreed to email board members with additional details on the conference and gauge interest on how many would like to attend.

Palmer also announced the MML Westgate Civic Leadership Dinner on Thursday, July 18. The Mayor nominated Jim Reed and Lewis Jonas to jointly receive the award for Parkville for their long service to the Nature Sanctuary. Palmer agreed to follow up with an email to board members to request RSVPs for dinner reservations.

2. Nature Sanctuary Director

City Administrator Lauren Palmer reported that Pat Harris, Nature Sanctuary Director, submitted her resignation, effective August 5, 2013. Staff will be evaluating options to refill the position and/or perform the duties through other means.

B. Public Works (none)

C. Community Development (none)

D. Police Department (none)

6. TABLED BUSINESS

No items were removed from the table.

7. OTHER BUSINESS (none)

8. ADJOURNMENT

Nan McManus moved to adjourn. Diane Driver seconded. Motion passed 4-0. Meeting adjourned at 1:10 p.m.

Submitted by: _____
Lauren Palmer, City Administrator

7/17/13
Date

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Finance Committee Meeting
Monday, July 29, 2013, 12:00 p.m.
Boardroom

Minutes

1. CALL TO ORDER

Vice Chairman Nan McManus called the meeting to order at 12:03 p.m. and welcomed Melissa McChesney, City Clerk.

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

- **Members Present:** Vice Chairman Nan McManus, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Kari Lamer, Kendall Welch, and Marc Sportsman
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, Treasurer Steve Berg, and City Clerk Melissa McChesney
- **Public/Media Present:** Auditor Bruce Culley

2. APPROVAL OF CONSENT AGENDA

A. Approval of the Finance Committee meeting agenda

B. Approval of minutes from the July 8, 2013 meeting

Mayor Brooks motioned to approve the consent agenda as presented. Diane Driver seconded. Motion passed 3-0.

3. FINANCIAL UPDATES

A. 2012 Audit

Auditor Bruce Culley noted staff was reviewing the audit numbers and would meet with management to review the management letter. City Administrator Lauren Palmer noted on the plan is to present the audit to the Board of Aldermen on August 20, but that the item would be reviewed again by the Finance Committee on August 12.

B. Information Technology

City Administrator Lauren Palmer explained that an RFQ would be submitted to solicit services to review the current IT structure and address critical issues, based on the assessment by NetStandard. An aggressive process was put in place that would launch in the afternoon and be presented at the August 20 Board of Aldermen meeting.

4. ACTION ITEMS

A. Administration

1. Legal Defense Proposals – Otjen NID Lawsuit

City Administrator Lauren Palmer explained the lawsuit was outside the scope of legal contract services and the City requested proposals from other firms. She noted the recommended firm Zerger & Mauer LLP had experience with similar cases, one with a property owner and the other with a municipality. She also noted that City Attorney Steve Chinn suggested reviewing the firm's win-loss records, but she looked for direction from the committee. Further discussion focused on the rate structure and the option to request each firm's win-loss ratio. Palmer noted that the contract would be presented at the August 6 Board of Aldermen meeting.

Mayor Jim Brooks moved to accept the proposal from Zerger & Mauer LLP for legal contract services. Diane Driver seconded. Motion passed 3-0.

B. Public Works

C. Community Development

1. Convert Summer Intern to Temporary Part-Time Employee

Assistant City Administrator/Community Development Director Sean Ackerson requested that Amanda Miller's employment be extended past September 15, 2013 and be converted to a temporary part-time department assistant position through December 31, 2013, with 25 hours per week with a total compensation not to exceed \$3,650. City Administrator Lauren Palmer noted Amanda was valuable to staff and filled a need when turnover was high. She recommended extending Amanda Miller's employment through the end of December and that it be included on the August 6 Board of Aldermen agenda.

Diane Driver moved to recommend extending Amanda Miller's employment through December 31, 2013. Mayor Jim Brooks seconded. Motion passed 3-0.

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Sewer Billing

City Administrator Lauren Palmer explained the City took over sewer billing in January but had not imposed penalties for late payments. Automatic billing was quietly launched through Bank Liberty and staff worked with a pilot group to implement upgrades, educate the public on the sewer billing, and electronic billing and credit card payments. Palmer explained that the timing was appropriate to start looking at an ordinance for late payments, noting that payments were behind by \$40,000, 75 customers never paid, and approximately 100 customers were four or more months behind. Staff researched peer communities and found some charged an additional 10 percent in late fees for accounts 21 days past due and 3 percent each additional month after. Further discussion focused on notices to customers with unpaid accounts, including water shut-offs or a property lien (used only in extreme cases); landlord and tenant issues; and a customer's inability to pay. Treasurer Steve Berg noted there would be no separate notification except by sending out extra bills to the unpaid accountholders and that the ordinance would be effective on October 1st, which would provide a window of time to notify the public of the change. Palmer noted the first reading would be on the August 6 Board of Aldermen agenda and the second reading with final action at the August 20 meeting. Diane Driver noted it would be necessary to define a tenant versus a property owner and Palmer responded that the tenant would receive the notice only if they were the customer listed on the account and the ordinance would explain the process. Further discussion included the inability of a customer to pay their bill and how the City would respond as the issues arose. Palmer noted staff would research how other companies handle delinquent accounts and the options available. Berg noted the water company had in its agreement with the City that if a person has been deemed unable to pay we cannot require them to shut off the water and we would need to find out how the determination was made.

2. Updates on Open Positions

City Administrator Lauren Palmer provided an update on open positions that included the Assistant to the City Administrator, Nature Sanctuary Director, Department Assistant, and Economic Development Council (EDC) Director. The Assistant to the City Administrator posting closed on Friday, July 26, and received a good pool of applicants; interviews would start soon and the position would be filled as soon as possible. The Nature Sanctuary vacancy was analyzed and one person with experience was interested in staying on in the director capacity. A job description was being written for the Department Assistant. Greg Foss was hired as the EDC Director and he starts on August 5.

B. Public Works

1. Parks Building Facade Improvements

Public Works Director Kirk Rome explained the project went to bid for improvements to the Parks building and only one bid was received from ACM Construction for \$99,470, which was over the budgeted amount of \$75,000. He noted there were different options to get the bid within the budget parameters that included removing the concrete installation work or rebidding in September. In the rebid Kirk said it would be made clear to contractors that each piece could be separated but the preference would be to have one contractor for the project.

2. Brink Meyers Road Wall Repair

Public Works Director Kirk Rome distributed a timeline from Judy Company for the Brink Meyers Road Wall Repair project. He noted that on August 5th an electronic message board would provide notice to northbound traffic that the road would be closed on August 12th. Detour signs would be posted at Thousand Oaks and the project would be completed in October. Discussion focused on resident notifications, traffic concerns, and police monitoring.

C. Community Development

1. Downtown Master Plan

Assistant City Administrator/Community Development Director Sean Ackerson explained that a consultant was collecting data and would send a preliminary schedule and target dates for public meetings. The draft would be completed by the end of October and the plan completed by the end of December.

D. Police Department

1. New Employee

Police Chief Kevin Chrisman noted a new officer would be hired at the August 20 Board of Aldermen meeting and the department would be fully staffed. He also noted that one officer was leaving Parkville to go to the Lee's Summit Police Department and saw it as an accomplishment for the City.

6. TABLED BUSINESS

A. Administration

1. Budget / Spending / Emergency Reserve overview

City Administrator Lauren Palmer will review these items in the fall as part of the 2014 budget process.

2. Update of BOA Dues, Memberships, and Professional Development Expenditures

This item will be presented at the August 12th Finance Committee meeting.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

Treasurer Steve Berg commented that assessed valuations had gone up 1.1 percent over last year's numbers.

8. ADJOURNMENT

Driver motioned to adjourn. Mayor Jim Brooks seconded. Motion passed 3-0.

Meeting adjourned at 1:26 p.m.

Submitted by: Melissa McChesney
Melissa McChesney, City Clerk

8/7/13
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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Meeting
Monday, August 12, 2013, 12:00 p.m.
Boardroom

Minutes

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, Vice Chairman Nan McManus, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Jackie Snyder
- **City Staff Present:** City Administrator Lauren Palmer, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, Treasurer Steve Berg, and City Clerk Melissa McChesney
- **Public/Media Present:** Auditor Bruce Culley, Andy Homily

2. APPROVAL OF CONSENT AGENDA

A. Approval of minutes from the July 29, 2013 meeting

Diane Driver motioned to approve the consent agenda as presented. Nan McManus seconded. Motion passed 5-0.

3. FINANCIAL UPDATES

A. RFQ for IT Services

City Administrator Lauren Palmer reviewed the timeline for the request for qualifications for IT services. She noted that she received five proposals on Friday and the selection committee would meet in the afternoon and schedule interviews with the top selections. A recommendation would be presented to the Board of Aldermen at the August 20 meeting.

4. ACTION ITEMS

A. Administration

1. 2012 Audit

Auditor Bruce Culley provided an overview of the 2012 audit and noted the management responsibility for the financial statement language on the first page was added to the audit. Highlights included an increase in net assets, a profit for the sewer fund, the government fund profit was down due to legal costs and the fund balance increased due to a refund of costs connected with the Highway 9 bridge construction, the cash that increased the fund balance did not increase the net income of the city, debt was being paid down with the exception of the money added to refinance Brush Creek, capital equipment was expended with Brink Myers and Brush Creek, the City refinanced temporary notes for Brink Myers and Brush Creek, and operations were similar to 2011. City Administrator Lauren Palmer noted staff met with the auditor to review the management letter. Several accounting suggestions were made that are not material in nature but could improve the City's processes. Further discussion focused on the sewer fund and the process for the Board of Aldermen to accept the audit.

McManus moved to recommend the Board of Aldermen accept the 2012 Audit Report. Driver seconded. Motion passed 5-0.

B. Public Works

C. Community Development

D. Police Department (no items)

1. Vehicle Purchase

Police Chief Kevin Chrisman said he received three bids and all included a \$2,400 incentive if the patrol car was purchased before August 30. He noted that even though the purchasing policy suggests selecting the low bid, it also for a purchasing preference for a local supplier at the Board's discretion. Chrisman stated the budgeted amount was \$34,000, the bids came in below the estimate and some equipment from the old patrol car would be reused in the new one. He recommended purchasing from Thoroughbred Ford because the City had a good history with the dealer, the location was more convenient, the price was only \$300 above the low bid.

McManus moved to recommend the purchase of a 2014 Ford Taurus all-wheel drive police interceptor sedan from Thoroughbred Ford to be used as a patrol vehicle. Brooks seconded. Motion passed 5-0.

5. NON-ACTION ITEMS

A. Administration

1. Update of BOA Dues, Memberships, and Professional Development Expenditures

City Administrator Lauren Palmer reviewed the spreadsheet that included the budgeted, year-to-date, and projected expenditures for Board of Aldermen dues, memberships and professional development expenditures. She noted that the sub-items were based on the 2013 budget. Discussion focused on the Missouri Municipal League conference and who would attend, the expense allowance for each alderman, and the process to prepare the 2014 budget.

B. Public Works

C. Community Development

D. Police Department

6. TABLED BUSINESS

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

Western Edge Development

Nan McManus introduced Andy Homily who was a long-time resident of Parkville and who volunteered to help find options to help spur development in the southeast portion of the I-435 and Hwy 45 intersection. Homily noted he was a builder, developer, coach, community leader, and was active in the Economic Development Council's (EDC) western edge task force. The task force recommended funding a study to look at developing a sports village

with ball fields and an indoor facility. It was recommended that the City provide \$1,500 to partially fund the study to help determine what would best fit the terrain of the area, which in turn would also help solicit interest from developers.

Discussion focused on the need for more sports fields in the area, getting interest from developers, public support, and the benefits to help bring families to the area and improve the economy. McManus noted that a request would be submitted to the Board of Aldermen to help partially fund the study and that the Board would need to convince the county that the project was a wide use of the sales tax. City Administrator Lauren Palmer shared her concerns about timing and adding the issue to the August 20 Board of Aldermen meeting. The EDC felt it was important to meet with the property owners to let them know the direction before it came before the Board. McManus provided a review of the process which included creating drawings, shopping the drawings to the developers to solicit interest, and creating a follow-up study to show the economic impact. She also noted that development in the area would help spur further development in the other corners.

Palmer stated that expectations were needed from the EDC to determine if a competitive RFP would be necessary, it was important to be transparent in the process so the Board was comfortable, and questioned whether there should be public discussion about other options for the area before taking action to fund the study. Chairman Jim Werner recommended continuing with this course of action because the opportunity might go away if a decision is not made. Homily suggested meeting informally with groups to gauge interest and then having a formal meeting. McManus offered to meet with Andy Homily, Greg Foss, Lauren Palmer and developers to discuss the issue.

Tabled Items

A question was raised about the tabled items from previous agendas, including the legal issues with the city hall steps. Public Works Director Kirk Rome noted the issue was included in the curb and sidewalk project. Chairman Jim Werner requested staff look at previous agendas to determine what other tabled items need follow-up.

8. ADJOURNMENT

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

Meeting adjourned at 1:20 p.m.

Submitted by:

Melissa McChesney

Melissa McChesney, City Clerk

8/19/13

Date

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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Minutes
Monday, August 26, 2013, 12:00 p.m.
Board Conference Room

1. CALL TO ORDER

Chairman Jim Werner called the meeting of the Finance Committee for August 26, 2013, to order at 12:02 p.m.

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

- **Members Present:** Chairman Jim Werner, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Jackie Snyder, Kari Lamer, Kendall Welch
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Comm. Development Director Sean Ackerson, Police Chief Kevin Chrisman, Treasurer Steve Berg, and City Clerk Melissa McChesney

2. APPROVAL OF CONSENT AGENDA

A. Approval of minutes from the August 12, 2013 meeting

Diane Driver motioned to approve the consent agenda as presented. Chris Fisher seconded. Motion passed 4-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Set Public Hearing for Tax Rate

Treasurer Steve Berg discussed the rationale for recommending a flat levy. He noted a slight increase in general revenues was needed to fund the budget and debt revenues would help accelerate payments on the 2006 and 2007 bonds. He recommended leaving the tax levy at the maximum level, which was the same as the previous year. Mayor Jim Brooks noted he reviewed the metro-wide tax numbers and the City had a low rate compared to other municipalities due to high assessed valuations. Further discussion focused on the option to use the general debt fund for the NID projects, subject to voter approval, which would not include a tax increase but only authorization to use the fund for a different purpose.

City Administrator Lauren Palmer noted staff could include an analysis in the public hearing information showing the price a resident paid based on his/her assessed valuation. She looked for a recommendation so the notice could be posted prior to the September 3 Board of Aldermen meeting and explained that the rate could only decrease after it was posted. Alderman Fisher requested that a spreadsheet comparing the levy the past two years be included in the agenda packet.

Driver moved to accept the recommended tax rates, to submit them to the Board of Aldermen and to set a public hearing on September 3 at 7:00 p.m. Mayor Brooks seconded. Motion passed 4-0.

2. Contract for Services for IT System

City Administrator Lauren Palmer stated that, after posting a competitive Request for Qualifications and interviewing two finalists, staff recommended eNet, LLC as the new contract for IT services. She noted Eddie Seasholtz, president, had a strong background with other municipalities that included Riverside, Excelsior Springs and

several Kansas cities and had a good feel for the city's network and issues. Palmer noted she authorized work to be done within her purchasing authority that included initial fixes to the e-mail system. She outlined the scope of services for seven initial key tasks and immediate priorities. The hourly rate was \$85 per hour and the amount would not exceed \$9,945 for the remainder of the year. After completing the initial tasks, the contract would transition to monthly routine services for up to 25 hours per month. Palmer noted the amount for the remainder of 2013 would go over what was budgeted but there was enough contingency in the Administrative budget to cover the additional costs. Phase two would include another contract for hardware, software and operating system upgrades and Mr. Seasholtz would serve as a consultant. Palmer hoped that initial task could be done within 60 days, and phase two could be completed for approximately \$20,000. Further discussion focused on paperless agendas which could be included in the second phase.

Brooks moved to authorize a contract with eNet, LLC for IT services. Driver seconded. Motion passed 4-0.

B. Public Works

1. Material Purchase for Preventative Street Maintenance Crack Sealing Project

2. Crack Sealing Machine Rental from Weatherby Lake for Preventative Street Maintenance Crack Sealing Project

City Administrator Lauren Palmer discussed both items at one time since they related to the same project. She noted that the 2013 budget included \$15,000 for crack sealing operations and asked for approval of up to \$10,000 to purchase materials for the project. The negotiated rate for the machine rental was \$750 per week for up to four weeks, which was a significant decrease from the previous year. Further discussion focused on combining bids and working with other communities. It was noted that the Finance Committee could approve purchases up to \$10,000.

Driver moved to approve the purchase of up to \$10,000 in materials from Paving Maintenance Supply, Inc. Fisher seconded. Motion passed 4-0.

Driver moved to approve the memorandum of understanding with Weatherby Lake for crack sealing machine rental. Fisher seconded. Motion passed 4-0.

3. Contract with Cockrell & Sons, LLC for patching in Thousand Oaks on Whitetail Way

City Administrator Lauren Palmer noted the 2013 budget included \$60,000 for slurry sealing and recommended using a portion of the budgeted amount for this project. She explained the low quote was received from Cockrell & Sons, LLC and was the recommended bidder. Further discussion focused on warranty periods and inspections.

Brooks moved to recommend the Board of Aldermen authorize a contract with Cockrell & Sons, LLC for patching in Thousand Oaks on Whitetail Way. Driver seconded. Motion passed 4-0.

4. Contract with Urban Tree Specialists for removal of dead trees in English Landing Park

City Administrator Lauren Palmer stated the contract would remove several dead trees due to the flood. Staff recommended the low bid of \$6,900 from Urban Tree Specialists which was within the budgeted amount. Discussion focused on disposing

of the dead trees by burning them or using them as mulch. Palmer noted that staff was working on a long-term tree plan for replacing trees annually.

Driver moved to authorize a contract with Urban Tree Specialists for the removal of dead trees at English Landing Park. Brooks seconded. Motion passed 4-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Update on Tabled Items

City Administrator Lauren Palmer said that Nan McManus had requested a status of the tabled items and the list provided was the most comprehensive list available. Four items had been previously addressed and the other items did not require further action by the Finance Committee.

2. 2014 Budget Calendar

City Administrator Lauren Palmer created a budget calendar to help with process and timeline discussions. She noted staff was working on the operating budget worksheets and would review the capital requests. Most meeting dates were scheduled for the same night as Board of Aldermen meetings and would begin at 5:30, with the exception of October 29 which was a non-Board meeting date. She also noted the topics were tentative and subject to change based on the discussions and requests.

B. Public Works

1. Update on Route 9 Bike/Pedestrian Trail

City Administrator Lauren Palmer stated the grant-funded project with the Missouri Department of Transportation (MoDOT) would stretch along the east side of Highway 9 from Highway 45 to the Parkville Athletic Center. She noted that grant funding was not available nor were other city funds budgeted for right-of-way acquisition, and Public Works Director Kirk Rome is initiating the acquisition process in accordance with the federally mandated Uniform Act. Palmer said that the project would involve 16 property owners and it would be unlikely to get all the rights-of-way donated. Additional funding would be needed so the item would come before the Board of Aldermen, but no cost estimates were available from MoDOT.

C. Community Development

D. Police Department

6. TABLED BUSINESS

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

8. ADJOURNMENT

Driver motioned to adjourn. Brooks seconded. Motion passed 4-0.

Meeting adjourned at 1:26 p.m.

Submitted by:

Melissa McChesney

Melissa McChesney, City Clerk

9/4/13

Date

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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Meeting
Monday, September 23, 2013, 12:15 p.m.
Boardroom

Minutes

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, Nan Johnston, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Jackie Snyder, Kari Lamer, Kendall Welch
- **City Staff Present:** City Administrator Lauren Palmer, Police Chief Kevin Chrisman, Public Works Director Kirk Rome P.E., Treasurer Steve Berg, and City Clerk Melissa McChesney
- **Public/Media Present:** Anna Jaffe and Mike Horine, Curious Eye Productions; Jim McCall, Country Financial

2. APPROVAL OF CONSENT AGENDA

A. Approval of minutes from the August 26, 2013 meeting

Nan Johnston moved to approve the consent agenda as presented. Diane Driver seconded; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Channel 2 Changes

City Administrator Lauren Palmer provided a history of the project, noting that the Finance Committee had previously approved it July 30, 2012. The goal was to abandon the television broadcast and move to online broadcasts and provide on-demand viewing and live streaming of meetings. Palmer said after the committee approved the action in 2012 the transition did not take place due to technical challenges, staff changes, and other priorities. She also noted that earlier this year Curious Eye Productions was asked to reduce the annual cost from \$35,000, which limits the production capability of Channel 2. The one-time transition cost for their time and equipment would be approximately \$3,650 and there is room in the budget to cover those costs this year. Palmer provided an overview of costs that included \$750 for annual maintenance and additional costs for subscription fees.

Anna Jaffe and Mike Horine from Curious Eye Productions provided an overview of the history with Channel 2, possible challenges with the transition, providing alternative means to residents without Internet service, advantages to online webcasting, and issues with the current system. Further discussion focused on simulcasting, providing notice to residents of the change, options for equipment no longer needed, and the timeframe for the transition. Palmer noted that the webcasting budget would include the Planning & Zoning Commission meetings and the Board of Aldermen meetings, but staff could look into recording other meetings. Based on approval by the Board of Aldermen, the transition could be complete within three months.

Jim Brooks moved to authorize City Administration to negotiate an agreement with Curious Eye Productions to facilitate the transition from cable broadcasts to live web streaming of public meetings, and recommend the same to the Board of Alderman for final authorization. Driver seconded; motion passed 5-0.

Chairman Werner changed the order of the agenda, noting that item 5D1 would be discussed next.

1. Wi-Fi Update

Police Chief Kevin Chrisman provided an overview of the Wi-Fi project, noting the plan was initially to provide Wi-Fi to English Landing Park, English Landing Center, downtown Parkville, and Park University. The project began in 2009 and stalled in 2011 with the flood, but discussions started up again in 2012 with Aldermen Welch and Jim McCall, Country Financial, and Rob Austin, Tech Express. Chief Chrisman noted the project costs were \$28,515 for installation and hardware fees and \$13,500 for annual Internet service and maintenance fees. The vision was that all vendors at events in the park could have Wi-Fi for an additional fee.

Aldermen Welch commented that Platte Landing Park could be added for an additional fee. She also noted she met with the Main Street Parkville Association (MSPA), Community Improvement District (CID), Parkville Economic Development Council (PEDC), and Parkville Commons to get buy-in to split the costs; Parkville Commons and the PEDC agreed to \$5,000 and the CID/MSPA would provide a joint share of \$5,000. She also noted that the Chamber of Commerce was not approached due to lack of funds and was told that Park University already had Wi-Fi. It was originally thought that the City would own and manage the equipment and would receive 100 percent of the revenue which was estimated at about \$6,000. Welch noted that she needed to know if the City wanted to pursue public Wi-Fi.

Further discussion focused on the cost to vendors, number of users, use of Wi-Fi at events, funding for the project, and the process for assessing future projects to determine if there is enough support to continue. The consensus of the Finance Committee was to not move forward with the project due to the cost.

2. Amended Lease Agreement with Parkville Chamber of Commerce for Train Depot

City Administrator Lauren Palmer said the lease agreement with the Chamber for use of the train depot was reduced from \$550 per month to \$450 which was set to expire on December 31st; the rent would return to \$600 on January 1, 2014. Palmer noted other issues were the future of the train museum and the low number of visitors. The Chamber also requested more flexibility with the hours of operation because staff was not able to leave the building to assist with other projects. She said she did not recommend free rent because utility and maintenance costs were too high. The Chamber agreed to \$400 per month and asked that the depot be added to the City's maintenance agreement which would cost about \$75 per month for cleaning. One-time costs would include fixing problems with the entry keypad and plumbing. Further discussion focused on the historic items in the train museum.

Diane Driver asked what would happen if the City decided to dismantle the train museum and shut the doors. Palmer responded that options other than the Chamber leasing the depot included closing it which would no longer require maintenance but would still have some utility costs; leasing it out for special events which would have costs associated with staff time to take reservations, setting up and tearing down, and maintenance; and looking into energy grants or projects where the energy

savings would help to pay down the loan payment. Driver also requested possible costs to repair what was needed. Public Works Director Kirk Rome estimated it would be between \$12,000 and \$15,000. Fisher asked about possible consideration to demolish the building if it no longer meets needs.

The Finance Committee agreed to table the lease agreement item to the October 7th Finance Committee agenda. Staff would bring back additional information on alternative scenarios including demolition and vacancy of the building.

3. Authorize City Administrator to Solicit Proposals for Financial Advisor Services

City Administrator Lauren Palmer requested authorization to issue an RFP for Financial Advisor services related to the permanent financing for both the Brush Creek and Brink Myers Neighborhood Improvement Districts (NID). Palmer explained that under federal finance law, the underwriter does not have a fiduciary responsibility to the City and only a financial advisor may offer independent financial advice. Given the late stage in the process the City may not hire a financial advisor, but this process is necessary to evaluate options and cost.

No action was taken and the general consensus was to release the RFP and bring back a recommendation following review of the proposals. Chris Fisher was chosen to serve on the selection committee on behalf of the Mayor and Board of Aldermen.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

B. Public Works

1. Rebid of Parks Building Façade (not discussed)

2. Rebid of Sidewalk Package (not discussed)

C. Community Development

D. Police Department

1. Wi-Fi Update

Chairman Werner changed the order of the agenda and this item was discussed following agenda item 4D1.

6. TABLED BUSINESS

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

8. ADJOURNMENT

Fisher motioned to adjourn. Driver seconded. Motion passed 5-0.

Meeting adjourned at 2:00 p.m.

Submitted by:

Melissa McChesney

Melissa McChesney, City Clerk

10/4/13

Date

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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Meeting
Monday, October 7, 2013, 12:00 p.m.
Boardroom

Minutes

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:

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Jackie Snyder, Marc Sportsman
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., and City Clerk Melissa McChesney
- **Public/Media Present:**

2. APPROVAL OF CONSENT AGENDA

A. Approval of minutes from the September 23, 2013 meeting

Diane Driver motioned to approve the consent agenda as presented. Nan Johnston seconded; motion passed 4-0.

3. FINANCIAL UPDATES

City Administrator Lauren Palmer said the first budget work session was scheduled on October 15 at 5:30 p.m. and meetings would be scheduled with aldermen before October 29 for feedback on the budget. She also noted that staff was trying to get a better record of fixed assets. Diane Driver requested a list of all city-owned assets for a bigger picture of the budget.

4. ACTION ITEMS

A. Administration

1. Amended Lease Agreement with the Parkville Area Chamber of Commerce for the Train Depot

City Administrator Lauren Palmer noted the Finance Committee reviewed the item at the September 23rd meeting and discussed the railroad museum. She said the Chamber was interested in two options for the museum, leaving it as-is with no set office hours or closing it and disposing the assets. The Chamber documented all the items in the museum and the lease agreement stated they were to work with the City to ensure all assets were disposed of properly.

Further discussion focused on the utility costs, plumbing problems, the history of the fountain and costs associated with it, roof replacement, and using the depot as storage for park equipment. Public Works Director Kirk Rome noted he looked at a Platte County Parks Outreach Grant previously for historic preservation funds but only a small amount was provided and the storm windows were added with this money. Marc Sportsman asked if there was an option to use funds from the park façade project and to relocate the parks office to the Depot, and Rome responded that the Community Land and Recreation Board wanted the façade improvements and the Parks building needed to stay in play due to the sewer pump electrical controls which could not be moved.

Palmer commented that the City could look at grants for energy efficiency, a comprehensive building audit could be done. Rome indicated that he had previously received bids for a new roof and the Mayor asked that we get current bids. Palmer noted that a committee could look at possible alternative locations to display the artifacts from the train museum.

Johnston moved to recommend the Board of Aldermen approve the amended lease agreement with the Parkville Area Chamber of Commerce to reduce the monthly user fee to \$400 per month through December 31, 2014 with a 30-day kick-out, to authorize closure of the Railroad Museum and to perform an energy audit. Driver seconded; motion passed 4-0.

B. Public Works

1. Purchase of a Tuff Storage Shed for the Nature Sanctuary

Public Works Director Kirk Rome said three bids were received for a ranch-style shed to be located in the vacant property north of the Health Department next to the existing shed. Nan Johnston asked if the shed would be eligible for Platte County park grants, but Rome was not sure if it qualified and a noted new grant cycle would start at the end of October. City Administrator Lauren Palmer said there were other needs in the park system for those grants. She recommended the purchase come out of the Nature Sanctuary Donation Fund. Further discussion focused on the history of purchases for the Nature Sanctuary and where the money for the shed would come from. Driver suggested that \$3,000 be used from the General Fund Line Items –Capital Expenditures/Special projects and the remainder to be paid from the Nature Sanctuary donation fund.

Driver said that she had spoken with someone who would donate his time to put the shed together and Rome commented that Bob Fluchel had indicated that would save approximately \$600.

Driver moved to approve the purchase of a Tuff Shed for the Parkville Nature Sanctuary from Tuff Shed Retail Sales in an amount not to exceed \$4,187 with \$3,000 to be funded from the special projects account and the remaining \$1,187 to be funded from the Nature Sanctuary donation fund, and to explore donated labor to construct the shed. Johnston seconded; motion passed 4-0.

2. Contract with McAnany Concrete for the 2013 Curb and Gutter and Sidewalk Project

Public Works Director Kirk Rome noted that the project included the removal and replacement of 2,200 feet of curb and sidewalk and fixing the steps south of City Hall. The low bid was received from McAnany Concrete and the project would be funded with \$60,000 from the Transportation Fund, \$8,800 from the Birkdale/Waters Edge agreement, and the project exceeded the budgeted amount by \$19,860. In order to bridge the funding gap, staff recommended using available safety funds from Midwest Public Risk (MPR) of which \$4,300 would be eligible for reimbursement. For the remaining amount of \$15,380 the project scope would need to be reduced or the project budget increased. City Administrator Lauren Palmer recommended option two which included reducing the scope in order to stay within budget.

Driver moved approve Option 2 and to recommend the Board of Aldermen approve the contract with McAnany Concrete for the 2013 Curb and Gutter and

Sidewalk project in the amount of \$73,100. Johnston seconded; motion passed 5-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

B. Public Works

C. Community Development

D. Police Department

6. TABLED BUSINESS

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

City Administrator Lauren Palmer noted Kendall Welch spoke with a gentleman about placing a computer and electronic recycling bin next to the ripple glass bin behind the Mid-Continent Library. She said the Board would need to approve an amendment to the Parkville Commons B-4 District plan and that staff would work on bringing a formal item to the Finance Committee. The Finance Committee agreed to let staff look into the issue.

8. ADJOURNMENT

Johnston moved to adjourn the meeting. Driver seconded; motion passed 4-0.

Meeting adjourned at 1:22 p.m.

Submitted by:



Melissa McChesney, City Clerk

10/21/13

Date

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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Meeting
Monday, October 28, 2013, 12:00 p.m.
Executive Chambers - Boardroom

Minutes

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:

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Jackie Snyder, Kari Lamer
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., City Treasurer Steve Berg and City Clerk Melissa McChesney
- **Public/Media Present:**

2. APPROVAL OF CONSENT AGENDA

A. Approval of minutes from the October 7, 2013 meeting

Diane Driver motioned to approve the consent agenda as presented. Chris Fisher seconded; motion passed 4-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Lease Agreement with the Vikings Football Club for Use of City Property known as Viking Field

City Administrator Lauren Palmer said that the Vikings used the field, located at River Road and FF Highway, for many years without a formal agreement. The proposed agreement included no cost to the Vikings in exchange to offer youth programming to the community and being responsible for maintenance. Palmer noted that the Vikings were interested in additional improvements and the lease would require them to apply to the City to ensure compliance with the rules and regulations.

Nan Johnston joined the meeting at 12:02 p.m.

Concerns were raised by the committee about the charges to the City for water usage, and options were discussed to address the issue. Further discussion focused on the term length of the agreement, the upgrades proposed by the Vikings Football Club, history of field usage, and alternative uses for the field. The consensus of the Finance Committee was to table action pending further information requested.

2. Purchase of the Project Accounting Module for InCode

City Treasurer Steve Berg provided a history of the City's project accounting and his concerns with the current process, noting that there was not a good way to tie the funds to the individual projects that crossed multiple fiscal years. He noted that staff had looked into upgrading to a Windows-based version but it was cost-prohibitive.

Riverside uses the InCode Project Accounting module and offered to help with questions.

Jim Brooks moved to approve the purchase of the InCode Project Account module in an amount not to exceed \$6,198 for implementation. Nan Johnston seconded; motion passed 5-0.

3. Upgrade Computer Hardware for City Employees

City Administrator Lauren Palmer said that the Board asked her to evaluate the City's hardware needs and eNet LLC had assessed all the computers. Of the 28 machines only four met the minimum requirements to run Windows 7. eNet LLC recommended that all the machines be upgraded at an estimated cost of \$22,100, that included Dell desktop machines and four laptops for those considered power-users. Palmer noted that the implementation time was captured under the existing contract approved by the Board of Aldermen on September 3. Further discussion focused on the budget, replacement schedules and quotes on similar machines from other vendors.

Johnston moved to authorize City Administration to proceed with the computer and related equipment purchases, as recommended, in a maximum not to exceed amount of \$22,100 with caveat that we spec machines and put out for bid. Driver seconded; motion passed 5-0.

4. Agreement with Springsted Incorporated for Financial Advisor Services

City Administrator Lauren Palmer stated that the financial advisor services would be for the permanent financing of the Brush Creek and Brink Myers Neighborhood Improvement Districts (NID). A competitive Request for Proposals was sent out and a committee interviewed three candidates, with Springsted Incorporated being the recommended company. Palmer noted the total cost would be \$16,750 and there was capacity to roll the cost into the bond issue. She also said the representatives from Springsted Inc. had 20 years of experience with a strong understanding of the City's debt picture.

Driver moved to approve an agreement with Springsted Incorporated for financial advisor services for the permanent financing of the Brush Creek and Brink Myers Neighborhood Improvement District bonds. Johnston seconded; motion passed 5-0.

B. Public Works

1. Parks Building Façade Rebid

Public Works Director Kirk Rome provided an overview of the façade improvements that included a new roof, stone on the bottom portion and stucco on the top portion. He noted the project was a high priority for the Community Land and Recreation Board. Because the bids exceeded the budgeted amount, some of the work will be done in-house and the remaining balance will come out of the Parks Donation Fund.

Brooks moved to recommend the Board of Aldermen approve a contract with Pyramid Construction & Solar for the 2013 Park Façade Improvements project in an amount not to exceed \$79,764. Johnston seconded; motion passed 4-1 (Fisher).

Chris Fisher left meeting at 1:08 p.m.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Health Insurance Renewals

City Administrator Lauren Palmer stated that staff engaged the firm Charlesworth & Associates, an independent third-party consultant, for advice on the health insurance renewal for 2014 and to provide an independent perspective on CBIZ. She also noted that United Healthcare projected a 20.4 percent rate increase. Staff would submit documents for competitive rate proposals to provide renewal options.

B. Public Works

C. Community Development

D. Police Department

6. TABLED BUSINESS

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

Public Works Director Kirk Rome responded to Alderman Snyder's question about the curb and gutter project, stating that it was anticipated to be completed in two to three weeks depending on weather and would generally follow the order from the projects list that was part of the Board packet.

Assistant City Administrator/Community Development Director Sean Ackerson commented that an open house was scheduled for the Downtown Master Plan at the American Legion and the plan would be reviewed by the Planning Commission on November 12 and the Board of Aldermen on November 19.

8. ADJOURNMENT

Driver moved to adjourn the meeting. Johnston seconded; motion passed 4-0.

Meeting adjourned at 1:18 p.m.

Submitted by:



Melissa McChesney, City Clerk

11/6/13

Date

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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Meeting
Tuesday, November 12, 2013, 12:00 p.m.
Executive Chambers - Boardroom

Minutes

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:

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Kari Lamer
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., City Treasurer Steve Berg, HR Director Matthew Chapman, and City Clerk Melissa McChesney

2. APPROVAL OF CONSENT AGENDA

A. Approval of minutes from the October 28, 2013 meeting

Diane Driver motioned to approve the consent agenda as presented. Nan Johnston; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. 2014 Employee Health Insurance Renewal

City Administrator Lauren Palmer said that the proposal received from United HealthCare included a 20.4 percent increase, but was reduced to 16.4 percent after staff asked the broker to solicit competitive bids. She noted a strong proposal was received by Humana last week but a more recent proposal was received from Coventry which staff recommended to the Finance Committee. Palmer said the cost was more efficient and the renewal date helped provide more flexibility for staff. The item was proposed to be submitted for Board of Aldermen approval on November 19. She commented that Coventry provided four plan options similar to the current plan but would provide a savings of 5.21 percent. The differences included the cost for prescription drugs, maximum out-of-pocket expenses, and the co-pay. She also highlighted that all the area hospitals were included in the Coventry network. The Finance Committee could 1) keep the employee cost flat, 2) moving everyone to a uniform dollar amount, or 3) a 50-50 cost split between the City and employees and add a single cost-share for the richer plan. Palmer noted that the Coventry plan did not include COBRA or flex-plan administration the City would have to absorb and CBIZ would provide a proposal, estimated between \$2,000 and \$5,000. The consensus of the Finance Committee was to select Option 3.

Nan Johnston moved to recommend the Board of Aldermen endorse Coventry and authorize Option 3 as the preferred approach for sharing premiums between the employee and employer effective December 31, 2013 and to include budget figures for COBRA and flex-plan administration. Diane Driver seconded; motion passed 5-0.

2. **RFP for Bond Counsel Services**

City Administrator Lauren Palmer stated that Janet Garms served as the City's bond counsel and would retire at the end of the year. She requested direction from the Finance Committee on how to proceed and noted she drafted a Request for Qualifications (RFQ). Options included working with Kutak Rock through the end of the Brink Myer Neighborhood Improvement District financing or to seek competitive bids and negotiate a lump sum for the remainder of the project. Further discussion focused on whether to stay with Kutak Rock or seek competitive bids and where to post the RFQ.

Johnston moved to authorize City Administration to advertise a Request for Qualifications for bond counsel services. Jim Brooks seconded; motion passed 5-0.

B. Public Works

1. **RTE Technologies Inc. Contract Modification for Construction Phase Engineering Services for the Brink-Myers Road Retaining Wall Reconstruction Project**

Public Works Director Kirk Rome, P.E., stated the current contract amount was not to exceed \$26,323 but was anticipated to be approximately \$7,000 higher than originally estimated. He noted the change order request was within the project's contingency amount and he was waiting on a revised timeline from RTE Technologies, Inc. (RTE). The Finance Committee requested a copy of the revised timeline and estimated costs. He also did not anticipate more change orders with RTE for the project.

Johnston moved to approve Change Order No. 1 with RTE Technologies, Inc. in the maximum not to exceed amount of \$7,000. Driver seconded; motion passed 5-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration (no items)

B. Public Works (no items)

C. Community Development

1. **Department Assistant Hiring Update**

Assistant City Administrator/Community Development Director Sean Ackerson provided an update on the Department Assistant position, noting that it was originally advertised as a full-time position but was inclined to advertise it as two part-time positions. He highlighted that two positions would provide training for specific department needs and one position could focus on Community Development and the other on Public Works. He and Kirk Rome agreed two positions would be beneficial to each department.

D. Police Department (no items)

6. TABLED BUSINESS

A. Administration

1. **Lease Agreement with the Vikings Football Club for use of City Property known as Viking Field**

City Administrator Lauren Palmer said that since the last meeting she had met with representatives of the Vikings Football Club and had some revisions to the proposed agreement. She noted the item could possibly be brought back to the Finance Committee on November 25 pending the receipt of the additional information. No action was taken.

B. **Public Works (no items)**

C. **Community Development (no items)**

D. **Police Department (no items)**

7. OTHER BUSINESS

8. ADJOURNMENT

Brooks moved to adjourn the meeting. Driver seconded; motion passed 5-0.

Meeting adjourned at 1:03 p.m.

Submitted by:

Melissa McChesney

Melissa McChesney, City Clerk

11/19/13

Date

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, 8880 Clark Avenue, Parkville, MO, (816) 741-7676.

Finance Committee Meeting
Tuesday, November 25, 2013, 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

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

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, and Mayor Jim Brooks
- **Other Aldermen Present:** Kari Lamer, Kendall Welch and Jackie Snyder
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., Human Resources Director Matthew Chapman, and City Clerk Melissa McChesney
- **Public:** Bryan Kidney, Alan Hoambrecker, Tommy Ryan

2. APPROVAL OF CONSENT AGENDA

A. Approval of minutes from the November 12, 2013 meeting

Nan Johnston motioned to approve the consent agenda as presented. Jim Werner; motion passed 4-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Solicit Proposals for Underwriter Services

City Administrator Lauren Palmer noted that the Request for Proposals (RFP) was for underwriter services related to the Brush Creek and Brink Myer Neighborhood Improvement District (NID) bond sales. The City's financial advisor Bryan Kidney provided an overview of the options for the sales, noting the most common was a competitive sale and the other option was a negotiated sale. He stated that the RFP would be sent to underwriters in the area and the cost was included in Springsted's contract.

Johnston moved to authorize the Financial Advisor to advertise a Request for Proposals (RFP) for underwriter services for the Brush Creek NID and Brink Myers NID bond sales. Chris Fisher seconded; motion passed 4-0.

Chairman Werner requested the non-action item for the Vikings Football Club agreement be discussed prior to the other items because members were present.

5. NON-ACTION ITEMS

A. Administration

1. Agreement with the Vikings Football Club for use of City Property known as Viking Field (tabled from the October 28, 2013 meeting)

City Administrator Lauren Palmer stated the item was included on the agenda as a non-action item to allow for more discussion with members of the Vikings Football Club and noted that it was last discussed at the October 28 Finance meeting. Alan

Hoambrecker, president, provided an overview of the Vikings, the league and how it was created.

Chairman Werner requested a history of the water issue. Mr. Hoambrecker stated he was president for nine years and was not aware of the water meter issue. He noted the field was only watered three months and agreed to do what was needed to fix the problem. Vice Chair Johnston commented it was important to find out when it happened in order to answer taxpayer questions and requested staff research to figure out when the connection was installed. Palmer responded and said staff reviewed the records for the last four years and noted the first red flag was raised during the summer. She also noted that staff spoke with the past Public Works directors who had no knowledge of the hydrant installation.

Further discussion focused on the Viking's expenses for the field, the lease term length and their exclusive use of the field. Tommy Ryan responded to questions about exclusive use of the field for the Vikings, noting that safety would be an issue if other teams used the field. Mr. Hoambrecker said if someone else were to use the field it should be maintained at the same level of the Vikings. In relation to the exclusive use for the Vikings, Hoambrecker noted they had talked about possible capital improvements to the field which was another reason to have exclusive use of the field. It also helped them decide on the length of the original lease requested.

Palmer noted that Diane Driver requested the item be reviewed by the Community Land & Recreation Board (CLARB) for their input. The Finance Committee agreed to send the item to CLARB for their review.

The final consensus of the Finance Committee was to move forward with the relationship with the Vikings and a revised term length in the lease. The City would continue to investigate the water usage issue and provide a summary of the findings to the media.

The committee returned to the regular order of business on the agenda.

4. ACTION ITEMS

A. Administration

2. Revised Financial Policies

City Administrator Lauren Palmer noted the policies were discussed at the budget work session on November 19. The revised policy included the suggested changes from the Board that included wording in the reserve policy and added references to the guiding documents, and added language to the Fewson Fund policy regarding the appropriate projects. Further discussion focused on the level of reserves and changes to the language in 7e.

Johnston moved to approve the amended Reserve Policy and Fewson Fund Policy, as proposed, and recommend the same to the Board of Aldermen for approval. Werner seconded; motion passed 4-0.

3. Municipal Code Update

City Administrator Lauren Palmer recommended investing a lump sum over two fiscal years to update the online code, which was last updated in July 2009. The total cost of the update was \$4,580; half would be paid in 2013 and the other half in 2014. Further discussion focused on the number of updates per year, paperless packets and searchable documents.

Johnston moved to approve the update to the Parkville Municipal Code in an amount not to exceed \$4,580 with one installment in 2013 and the remaining amount to be paid in 2014. Brooks seconded; motion passed 4-0.

B. Public Works

1. PAC Retention Pond Outlet Improvements Bid Award

Public Works Director Kirk Rome recommended awarding the contract to Mega Industries as the low bidder and noted that a grant award of \$5,000 was received from Platte County, which left the cost to the City at \$2,695. The Finance Committee discussed the purchasing policy regarding local preference and low bid and decided the better option would be to contract with Miller's because the company is located in Parkville.

Johnston moved to approve a contract with Miller's in the amount of \$7,979.81 for PAC pond improvements. Werner seconded; motion passed 4-0.

2. Pinecrest Control Panel Installation Bid Award

Public Works Director Kirk Rome noted that three bids were received. Staff recommended DG Electric, and the cost is budgeted in the Sewer Capital Improvement Program.

Johnston moved to approve a contract with DG Electric in the amount of \$5,400 for electrical services for the Pinecrest Pump Station Electrical panel installation. Werner seconded; motion passed 4-0.

3. Flex-Wing Mower Attachment Bid Award to Heritage Tractor

Public Works Director Kirk Rome stated that the mower would be used to maintain Platte Landing Park, funding would come from the Equipment Fund and the Parks Division of the General Fund and the mower included a one-year warranty.

Johnston moved to approve the purchase of a new 2007 model Frontier flex-wing mower from Heritage Tractor in the amount of \$9,668.65. Werner seconded; motion passed 4-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

B. Administration

1. Agreement with the Vikings Football Club for use of City Property known as Viking Field (tabled from the October 28, 2013 meeting)

Discussed following underwriter services agenda item.

C. Public Works (no items)

D. Community Development (no items)

E. Police Department (no items)

6. TABLED BUSINESS

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

8. ADJOURNMENT

Johnston moved to adjourn the meeting. Werner seconded; motion passed 4-0.

Meeting adjourned at 1:45 p.m.

Submitted by:

Melissa McChesney

Melissa McChesney, City Clerk

11/26/13

Date

Finance Committee Meeting
Monday, December 30, 2013, 12:00 p.m.
Executive Chambers - Boardroom

Minutes

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:

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver
- **Other Aldermen Present:** Marc Sportsman
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., and City Clerk Melissa McChesney

2. APPROVAL OF MINUTES

A. Approval of minutes from the November 25, 2013 meeting

Nan Johnston motioned to approve the consent agenda as presented. Diane Driver seconded; motion passed 4-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Renew agreement with Friends of the Parkville Animal Shelter for 2014 services

City Administrator Lauren Palmer said she and Alderman Snyder met with Kathy Baker of the FOPAS Board of Directors, noting that FOPAS is working to submit a proposal related to the future location, but wanted to stay at the current site. The proposed agreement was recommended regardless of any future discussions on relocation. The agreement was for \$500 per month for a total of \$6,000 in 2014.

Johnston moved to approve Amendment No. 6 to extend the agreement with the Friends of Parkville Animal Shelter in the amount of \$6,000. Driver seconded; motion passed 4-0.

2. Authorize an extension with Zerger & Mauer, LLP for legal defense

City Administrator Lauren Palmer stated the contract was first entered into in August with a capped maximum of \$30,000, but was coming close to that threshold amount. She noted staff was satisfied with the work and asked for additional authorization to cover the summary judgment hearing and mediation. Palmer also noted that if the case goes to trial additional money may be requested.

Johnston moved to recommend the Board of Aldermen amend the legal services contract with Zerger & Mauer, LLP to authorize additional legal defense services of \$20,000 for a maximum not to exceed total of \$50,000. Driver seconded; motion passed 4-0.

3. Authorize an agreement with Gilmore & Bell, P.C. for bond counsel services

City Administrator Lauren Palmer stated that, due to the retirement of the City's current bond counsel, staff interviewed two companies out of the five proposals received and recommended Gilmore & Bell, P.C. She also said that lump sums for the Brush Creek and Brink Myer Neighborhood Improvement Districts (NID) were negotiated and other debt issues were included in the fee schedule. Further discussion related to the cost comparisons to other firms, fees specific to the NID financing, and future payments. It was noted that payments would only be made when another bond issue arose.

Johnston moved to recommend the Board of Aldermen approve an agreement with Gilmore & Bell, P.C. for bond counsel services in an amount not to exceed \$52,000. Driver seconded; motion passed 4-0.

4. Approve the purchase of a Multi-Function Copier from Toshiba Business Solutions, Inc. for the Municipal Court

Assistant City Administrator/Community Development Director Sean Ackerson stated the court would replace a copier, fax and separate color laser printer with the purchase of the new copier. He also stated that in the past a Request for Proposals was open to anyone interested, but this year staff went through the Western State Contract Alliance for Toshiba or Canon equipment in order to get a better maintenance contract. Ackerson also noted the new maintenance contract included both copiers at city hall which cost less than the current Administration machine.

Johnston moved to approve the purchase of a Toshiba e-Studio 287cs multi-function copier from Toshiba Business Solutions, Inc. for \$3,923. Driver seconded; motion passed 4-0.

B. Public Works

1. Authorize the purchase of up to \$30,000 for salt and sand from Dale Brothers Inc. for 2014

Public Works Director Kirk Rome noted the purchase would be used for the 2014 season and to stock up for 2015 and Dale Brothers Inc. was the low bid. He said staff would revisit competitive bids in the fall. The full amount was used in 2013 and the reserve is stored at the Street Department barn.

Johnston moved to recommend the Board of Aldermen approve the purchase of up to \$30,000 worth of salt and sand from Dale Brothers Inc. for 2014. Driver seconded; motion passed 4-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Audit Follow-Up

City Administrator Lauren Palmer stated the 2012 audit was presented to the Board of Aldermen in August, and she updated the Committee on how the issues listed in the management letter were being addressed. In regards to sewer billing, staff determined there was not enough staff to handle the separation of mail and data entry. However, Palmer noted checks were deposited daily and two people verified the cash amounts taken in person which she felt met the intent addressed in the management letter even though it was not exactly as recommended.

The second issue related to the fixed asset program and Palmer stated staff was in the process of implementing a module in InCode to track fixed assets. The third and fourth issues involved the Municipal Court and Palmer noted staff reviewed bank statements and balanced the court bond account which was verified at monthly meetings. In regards to the inventory of fixed asset, Palmer stated there was an existing schedule that included items not on the depreciation schedule.

The Finance Committee requested the management letter and follow-up memo be received and filed by the Board of Aldermen at the January 7 meeting.

Further discussion not related to the audit focused on the 2014 budget documents, employee insurance renewals and longevity pay recognitions.

- B. **Public Works (no items)**
- C. **Community Development (no items)**
- D. **Police Department (no items)**

6. TABLED BUSINESS

- A. **Administration**
 - 1. **Agreement with the Vikings Football Club for use of City Property known as Viking Field (tabled from the October 28, 2013 meeting)**
- B. **Public Works (no items)**
- C. **Community Development (no items)**
- D. **Police Department (no items)**

7. OTHER BUSINESS

8. ADJOURNMENT

Driver moved to adjourn the meeting. Johnston seconded; motion passed 4-0.

Meeting adjourned at 12:47 p.m.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

1/6/2014
Date