

Finance Committee Meeting
Monday, January 13, 2014, 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. A quorum was present.

- **Members present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen present:** Kendall Welch
- **City Staff present:** City Administrator Lauren Palmer, 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 December 30, 2013 meeting

Diane Driver moved to approve the December 30, 2013 minutes. Chris Fisher seconded; motion passed 4-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration (no items)

B. Public Works

1. Intergovernmental Agreement with the Mid-America Regional Council (MARC) Solid Waste Management District for the 2014 Regional Household Waste Collection Program

Public Works Director Kirk Rome noted the request was to renew the annual agreement with MARC and the cost was the same as 2013 - \$5,776.16 which was based on per capita dollar per person. The agreement included the ability to drop off at the Kansas City or Lee's Summit location and included a one-time co-hosted event with Riverside. He also noted it was budgeted at \$5,800 from the General Fund and other minor expenses would be paid out of the Street Department General Fund line items.

Nan Johnston joined the meeting at 12:05 p.m.

Further discussion focused on other site options and past sites.

Johnston moved to approve the expenditure of \$5,776.16 and approve an intergovernmental agreement with MARC for the 2014 Household Hazardous Waste Program. Driver seconded; motion passed 5-0.

Kendall Welch offered to ask about other locations at the MARC Executive meeting and would provide an update at a future Board meeting.

2. Lot Usage Agreement with Damon Pursell Construction for use of a gravel lot and disposal of brush and yard debris at 6105 NW River Park Drive

Public Works Director Kirk Rome stated the lot would be used for the fall and spring clean-up events, the cost was \$2,700 and the remainder of the \$11,500 budget would be used for dumpster rentals at both events.

Driver moved to approve the lot usage agreement with Damon Pursell Construction for \$2,700. Johnston seconded; motion passed 5-0.

C. Community Development (no items)

D. Police Department (no items)

The Finance Committee deviated from the order of business for City Administrator Lauren Palmer to provide an update on the agreement with the Vikings Football Club for use of City property known as Viking Field which was tabled on October 28, 2013.

5. TABLED BUSINESS

A. Administration

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

City Administrator Lauren Palmer provided an update on the Viking Field agreement and requested guidance from the Finance Committee. She noted she worked with the Vikings to answer questions from the last meeting. The Community Land and Recreation Board recommended approval of the agreement on January 8 and Palmer said the item was ready to be scheduled with the Board of Aldermen. The revised agreement proposed a total term of 14 years including several renewals, subject to additional approval, for opportunities to revisit the issue and also included a tighter termination clause. Palmer stated staff believed an Alliance employee made the connection to use for drinking water without knowledge of other City employees or officials. She also noted the Vikings agreed to pay restitution to cover the increased usage as irrigation instead of drinking water. The next step was to schedule it for a future Board agenda with final staff recommendations.

Driver moved to remove the item from the table and add it to a future Board of Alderman agenda. Johnston seconded; motion passed 5-0.

The Finance Committee returned to the regular order of business.

6. NON-ACTION ITEMS

A. Administration

1. 2014 Budget Document

City Administrator Lauren Palmer noted the budget document was close to complete and she hoped to launch it by the end of the week.

2. Underwriter Request for Proposal (RFP)

City Administrator Lauren Palmer stated the RFP was launched last week. Nan Johnston had previously volunteered to serve on selection committee and Chris Fisher also offered to participate.

Additional discussion focused on the summary judgment hearing for the Otjen lawsuit and Palmer noted a trial date could be set in March pending the court's approval.

7. TABLED BUSINESS (continued)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

8. OTHER BUSINESS

9. ADJOURN

Johnston moved to adjourn the meeting at 12:41 p.m. Driver seconded; motion passed 4-0.

Submitted by:

Melissa McChesney

Melissa McChesney, City Clerk

1/16/2014

Date

Finance Committee Meeting
Monday, February 10, 2014 – Following adjournment of Special Board Meeting
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:02 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, and Diane Driver
- **Other Aldermen Present:** Kendall Welch, Kari Lamer, 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., City Treasurer Steve Berg, Finance/Human Resources Director Matthew Chapman, and City Clerk Melissa McChesney
- **Public:** Dave Rittman, resident; Bryan Kidney, Springsted Inc.

2. APPROVAL OF MINUTES

A. Approval of minutes from the January 13, 2014 meeting

Nan Johnston moved to approve the January 13, 2014 minutes. Diane Driver seconded; motion passed 3-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

A. Underwriter Services for the permanent financing of the Brink Myers and Brush Creek Neighborhood Improvement District (NID) Bonds

City Administrator Lauren Palmer circulated a memo from Springsted that included updates since the packet was published, appended hereto as Exhibit A. She stated an RFP was approved in November for underwriter services for the permanent financing of the Brush Creek and Brink Myers Neighborhood Improvement Districts. The selection committee was comprised of Alderman Nan Johnston, Alderman Jim Werner, Alderman Marc Sportsman, Sean Ackerson, Matthew Chapman, and Lauren Palmer and recommended continuing with Oppenheimer for the Brink Myers NID due to a narrowed window of time and to maintain continuity. The committee chose Oppenheimer and Stifel Nicolaus to be co-managing underwriters for the Brush Creek NID which was common practice for larger bond issues. Further discussion focused on the co-manager relationship. Chairman Werner requested the Finance Committee be kept in the loop about the bonds.

Driver moved to recommend the Board of Aldermen approve the selection of Oppenheimer for underwriter services for the Brink Myers NID general obligation bond sale, and select Oppenheimer and Stifel Nicolaus as co-managing underwriters for the Brush Creek NID bond sale. Johnston seconded; motion passed 3-0.

Palmer added that agreements would be included in the February 18 Board meeting packet.

B. Public Works

1. Purchase of two M110 Mission Control Cellular units from JCI Industries for the Eastside and 45 Highway sewer pump stations

Public Works Director Kirk Rome stated this purchase was for Mission Control radio communications to notify sewer department staff of problems at the Eastside and 45 Highway pump stations, the main lift station and Pinecrest both had the same equipment, and the

purchase was budgeted for 2013 but not expended so a carryover of \$5,000 from 2013 in the sewer fund would fund the purchase.

Driver moved to approve the expenditure of \$4,556 for the purchase and installation of two M110 Mission Control units at Eastside and 45 Highway sewer pump stations. Johnston seconded; motion passed 3-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Highway 9 Trail Project Close Out

City Administrator Lauren Palmer summarized the Highway 9 trail project, noting that the Board of Aldermen removed the funding in 2014 to finish the project and the grant was returned to the Mid-America Regional Council (MARC). Palmer stated that project completion cost estimates discussed during the 2014 budget sessions were closer to \$12,000. Staff directed the design team of Cook, Flatt & Strobel (CFS) to stop the project, which generated additional questions on how to proceed. Options to help fund the project included re-evaluating capital improvement projects approved for 2014 and cancel or defer items to redirect funding, or use possible grant reimbursements for 2011 flood-related expenses.

Further discussion focused on the remaining cost of the design, the future and design of the trail, the Missouri Department of Transportation's priority of the Highway 9 alignment, and the effect returning the grant to MARC might have on the City.

The consensus of the Finance Committee was for staff to contact CFS to see if pricing could be held until a better estimate of the NID costs was determined. Palmer noted the trail project could be included in the 2015 budget discussions.

2. Project Updates

City Administrator Lauren Palmer stated the committee would be updated quarterly, staff mapped out a calendar for the projects, and if issues arose they would be brought to their attention. The updates were a reminder of the work plan approved during the budget and provided a strategy on how to complete the projects.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

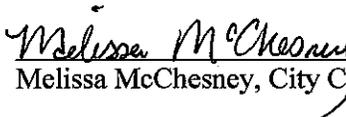
3. TABLED BUSINESS

4. OTHER BUSINESS

5. ADJOURNMENT

Johnston moved to adjourn the meeting at 1:01 p.m. Driver seconded; motion passed 3-0.

Submitted by:


Melissa McChesney, City Clerk

2/12/2014
Date



Springsted Incorporated
9229 Ward Parkway, Suite 104
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www.springsted.com

February 10, 2014

Lauren Palmer, City Administrator
City of Parkville
8880 Clark Avenue.
Parkville, Missouri 64152

Re: **Underwriter Recommendation: Limited Obligation Refunding Bonds, Series 2014A Brink Meyer Road NID and Series 2014B Brush Creek NID**

Dear Ms. Palmer:

Introduction

The City of Parkville is considering the issuance of approximately \$3,990,000 for Series 2014A and \$5,620,000 for Series B limited general obligation bonds (the "Bonds"). These bonds will: (1) provide for the definitive financing for previously issued temporary notes. The proceeds of the notes were for construction of Brink Meyer Road Improvements (Series A) and construction of Brush Creek Sewer District improvements (Series B). City staff requested that the Bonds be issued through negotiation with an investment banking firm and that the investment bank be selected through a competitive process. This letter summarizes the selection process and the resulting recommendation.

Process

A request for proposals ("RFP") was prepared by Springsted and distributed January 10, 2014 on the City's behalf to national and regional firms with underwriting experience in the Kansas City municipal bond market. The adjoining table indicates the firms receiving the RFP and their respective response. The RFP distribution reflects the desire to access Missouri bond investors.

Investment Banks Receiving RFP	Proposal Received
Central States Capital Markets	No
D.A. Davidson	No
George K. Baum	Yes
Oppenheimer & Company	Yes
Piper Jaffray	Yes
Stifel Nicolaus & Company	Yes
Stern Brothers & Company	Yes
United Missouri Bank	No
Valdes & Moreno	Yes

2. National retail orders
 3. Net designated orders
 4. Member orders
- Springsted reviews the AAU
 - The orders are allocated fairly between the underwriters and that Springsted will review the order allocation after pricing

Conclusion

We congratulate the City in conducting a professional, effective and efficient process. We believe the results of this process will lead to a successful financing.

We are prepared to respond to any questions regarding this recommendation and the process, and look forward to moving ahead with the sale of the Bonds.

Respectfully,

Bryan Kidney
Vice President

Finance Committee Meeting
Monday, February 24, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:01 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver, and Mayor Jim Brooks
- **Other Aldermen Present:** Kendall Welch and Marc Sportsman
- **City Staff Present:** City Administrator Lauren Palmer, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., City Treasurer Steve Berg, and City Clerk Melissa McChesney

2. APPROVAL OF MINUTES

A. Approval of minutes from the February 10, 2014 meeting

City Clerk McChesney noted a change in the minutes; the motion to adjourn should have been 3-0 instead of 4-0.

Diane Driver moved to approve the February 10, 2014 minutes, as amended. Nan Johnston seconded; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Fewson Fund Annual Financial Statement and Report

City Treasurer Steve Berg provided an overview of the Fewson Fund. Highlights for 2013 included a low interest rate and staff found additional funds that could be added to the Fund. He added that Alderman Lamer received a renewal notice as a landlord that an Individual Retirement Account (IRA) CD was up for renewal from US Bank that staff was unaware of and there were at least two additional IRA CDs turned over to the State, but neither the State nor US Bank would verify the amount. Berg spoke with Country Club Trust Company and they were able to add one of the CDs for approximately \$28,000 to the Fund. Further discussion focused on past interest rates and the life of the remaining bonds.

Berg reviewed the annual report, noting that bonds were held by the City in the form of project funds and Commerce Bank was the City's agent but the City did not own the funds. The annual report showed \$6,283 earned interest and expenses of \$138.50, the 50 percent distribution to the City was \$3,072, and the total in the Fund was \$571,303. Further discussion focused on the liquidity of the Fund in the future, maturity of the bonds and how the market affects them, and future uses of the Fund. City Administrator Lauren Palmer recommended the Fund Manager meeting in the summer or fall prior to budget discussions. Mayor Brooks requested a schedule of previous earning distributions and whether or not the funds were dispersed to the City or held in the Fewson Fund.

Driver moved to recommend the Board of Aldermen receive and file the Fewson Fund annual financial statement and report for the year ended December 31, 2013. Johnston seconded; motion passed 5-0.

A. Public Works

1. Authorize funding for a partnership to make improvements along North Crooked Road

Public Works Director Kirk Rome stated the partnership with Platte County would fix erosion problems north of Highway 45 on Crooked Road, noting that 250 feet of the road had a dangerous ten foot drop-off. Rome added that Platte County advertised a Request for Proposals for a design engineer and identified a cost of \$200,000 for the project. The cost was divided among the Parkville Special Road District for \$10,000; Parkville for 50 percent of the remaining project up to \$95,000; and Platte County for the remainder of the costs, including any additional costs over the total project cost. Rome stated the next step was to formalize the agreement in order to move forward with the project. Platte County planned to rebuild the bridge and staff would coordinate with them to close the road in order to work on both projects at the same time. The blocks from the Brink Myers retaining wall project would be salvaged for this project to help with the City's portion of the cost. Rome added Platte County would be responsible for bidding and the construction inspection and he would be included in the inspection. Maintenance would be handled by the entity that owned the portion of the road. Once the cooperative agreement was reviewed and finalized by staff and legal counsel it would go before the Board of Aldermen. The City's goal for the project was to have erosion control for the stream bank and a guardrail.

Jim Brooks moved to recommend the Board of Aldermen authorize \$95,000 for Crooked Road improvements and direct City staff to finalize a cooperative agreement for final review and approval by the Board of Aldermen. Driver seconded; motion passed 5-0.

After additional discussion, Rome would include an estimate in the agreement for the value of the Brink Myers wall blocks the City would provide for the project and staff would work with Platte County to get full credit and not split the value with the other project sponsors.

Johnston left meeting at 12:28 p.m.

B. Community Development (no items)

C. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

Staff discussed the progress on the Brink Myers retaining wall, noting they spoke with The Judy Company to get the staining done during the nice weather and offered an incentive to finish early, but the contractor was not able to finish the project.

Palmer noted that staff was working to obtain quotes to fix the roof leak at City Hall, but was unable to secure them prior to the meeting. The cost of the repairs could be within the City Administrator's authority to approve without having to come before the Finance Committee. The Finance Committee agreed to allow staff to bring the item before the Board of Aldermen as an emergency repair and skip the committee's approval if needed.

8. ADJOURNMENT

Driver moved to adjourn the meeting at 12:43 p.m. Fisher seconded; motion passed 4-0.

Submitted by:

Melissa McChesney

Melissa McChesney, City Clerk

2/26/2014

Date

Finance Committee Meeting
March 10, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:05 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver and Mayor Jim Brooks
- **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., Human Resources/Finance Director Matthew Chapman and Public Works Department Assistant Tiffany Terry
- **Others Present:** Dave Rittman

2. APPROVAL OF MINUTES

A. Approval of minutes from the February 24, 2014 meeting

Jim Werner moved to approve the February 24, 2014 minutes. Nan Johnston seconded; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Review of current transportation grant programs and request for authorization to apply for transportation grants

Assistant City Administrator Sean Ackerson discussed upcoming transportation grant programs to determine the most feasible transportation grant to pursue. Discussion ensued with respect to the expansion of Highway 9. Four grants were presented: Transportation Investment Generating Economic Recovery (TIGER), Surface Transportation Alternatives Program (STP), Congestion Mitigation Air Quality (CMAQ), and the Transportation Alternatives Program (TAP). Vice Chair Nan Johnston suggested that a transportation committee be created which consists of the Mayor, members of the EDC, the staff and someone from the County. The committee discussed proceeding with a TIGER grant application and not to include a local match of funds. Because the awards were highly competitive, Mayor Brooks suggested developing a strategy to fund the Highway 9 design in 2015 if no grant is received in 2014. The priority was to complete a preliminary study of Highway 9 and adopt a preliminary plan as soon as possible to be in front of new development that could limit future widening of Highway 9. Mayor Brooks and Johnston discussed the potential for future funding through economic development tools tied to specific developments.

Werner moved to recommend that staff apply for a TIGER grant to fund design for Highway 9 Improvements with no local grant match to be provided by the City. Johnston seconded; motion passed 5-0.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Credit Rating Update

City Administrator Lauren Palmer explained that the City was undergoing a credit rating review due to changes in the municipal rating criteria by Standard and Poor. She advised that the weighting for the economy criteria changed from 40 percent to 30 percent with the remaining 10 percent assigned to the institutional framework criterion. No change to the City's AA rating was anticipated, but the City Administrator would provide an update when new information was available. She also mentioned Brush Creek and Brink Meyers Neighborhood Improvement District (NID) debt is rated A+. Werner asked what the interest rate of a 20 year NID limited general obligation bond would be and it was estimated at 3.65 percent.

B. Public Works

1. Tree Inventory Bid Update

Public Works Director Kirk Rome P.E. provided a Tree Resources Improvement and Maintenance (TRIM) grant update. The City received a grant of \$3,600 to complete the GIS-based tree inventory in English Landing Park. City staff plans to contribute in-kind services of \$1,600. Nolde and Associates was selected to complete the work with services totaling \$2,000. The contract is within the City Administrator's purchasing authority so no action was required by the Finance Committee.

C. Community Development (no items)

D. Police Department (no items)

6. UNFINISHED BUSINESS

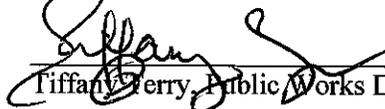
7. OTHER BUSINESS

City Administrator Lauren Palmer discussed the credit rating call that may influence the 2015 Budget meeting. The City exceeded its policy target of maintaining 25 percent of annual appropriations in the Emergency Reserve Fund. In future budget cycles, the Board may want to consider adding to the General Fund reserve rather than continuing to grow the Emergency Reserve Fund. The General Fund balance was at ten percent and the policy target was five to 15 percent.

8. ADJOURNMENT

Chairman Jim Werner moved to adjourn the meeting at 1:05 p.m. Diane Driver seconded; motion passed 5-0.

Submitted by:


Tiffany Perry, Public Works Department Assistant

3/11/2014

Date

Finance Committee Meeting
March 24, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:02 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver and Mayor Jim Brooks
- **Other Aldermen Present:** 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, P.E., Human Resources/Finance Director Matthew Chapman and City Clerk Melissa McChesney
- **Others Present:** Dave Rittman, Lindsay McManus

2. APPROVAL OF MINUTES

A. Approval of minutes from the March 10, 2014 meeting

Diane Driver moved to approve the March 10, 2014 minutes. Nan Johnston seconded; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration (no items)

B. Public Works

1. Contract with R.L. Buford & Associates, LLC to survey existing conditions along Highway 9 for design of the Highway 9 Entryway Beautification Project for \$3,500

Public Works Director Kirk Rome explained the City received a grant from the Mid-America Regional Council for aesthetic improvements including lighting, landscaping and sidewalks at the entryway from the east into downtown. A request for proposals was sent to four local firms and R.L. Buford & Associates, LLC submitted the only proposal for a not to exceed amount of \$3,500. Concerns were raised about others not submitting bids because of the City's history with certain vendors and Assistant City Administrator/Community Development Director Sean Ackerson noted that only a few firms do a majority of survey work in the area. Rome stated that when the grant application was submitted staff met with stakeholders to discuss the grant and Park University was contacted for access to the property to gather data. He added that staff planned to meet with the stakeholders to finalize the design. It was suggested that each entryway into the City have a consistent look and feel.

Johnston moved to approve the agreement with R.L. Buford & Associates for surveying work as part of the Highway 9 Entryway Beautification Project not to exceed \$3,500. Driver seconded; motion passed 5-0.

2. Purchase new 2015 Ford F-350 4X4 Super Duty Truck for the Street Department

Public Works Director Kirk Rome stated the Street Department had six trucks, the existing Street Department truck would be transferred to the Park Department and the new truck requested would replace one that was sent to auction the prior year. Rome added the purchase of one new truck per year left the replacement schedule at every nine years. The low bid was received from Joe Machens Ford from Jefferson City and Thoroughbred Ford submitted the

second lowest bid at \$350 less. Staff recommended awarding the bid to Thoroughbred Ford because the purchasing policy allowed local preference within a reasonable price.

Discussion focused on the status of the Transportation Fund and the issues it may face at the end of the year if the City does not receive transportation sales tax money from Platte County. City Administrator Lauren Palmer noted the item was brought to the Finance Committee because it was part of the approved 2014 Capital Improvement Program, which was the first of several purchases using Transportation Fund money. She added that if the funding was not received from Platte County the budget would need to be adjusted. Further discussion focused on the need for a new truck, the cost of repairing and maintaining the younger fleet with undercoating similar to the new trucks, and the cost of subcontracting salt removal during winter. Rome would provide the committee with a report on the cost of subcontracting snow removal. Johnston also requested an updated Transportation Fund outlook for the future.

Johnston moved to postpone the purchase of the truck until a resolution is reached regarding the Platte County transportation sales tax and revisit the issue in 60 days for an update. 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 (no items)

D. Police Department (no items)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

City Administrator Lauren Palmer explained that at the April 1 Board of Aldermen meeting would include items for the Brush Creek and Brink Myers Road neighborhood improvement districts (NID) bond sales, the assessments notice for Brink Myers Road NID, and the settlement agreement with Agnes Otjen. She added that the Brush Creek NID might be able to reimburse the City for out-of-pocket issuance costs for the 2013 temporary note sale. She also noted there will likely be some savings from the Brink Myers Road settlement award to reimburse the General Fund for litigation costs.

8. ADJOURNMENT

Driver moved to adjourn the meeting at 12:40 p.m. Johnston seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

3/25/2014
Date

Finance Committee Meeting
April 7, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:01 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, Chris Fisher, Diane Driver and Mayor Jim Brooks
- **Other Aldermen Present:** none
- **City Staff Present:** City Administrator Lauren Palmer, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee, and City Clerk Melissa McChesney
- **Others Present:** Dave Rittman

2. APPROVAL OF MINUTES

A. Approval of minutes from the March 24, 2014 meeting

Diane Driver moved to approve the March 24, 2014 minutes. Nan Johnston seconded; motion passed 5-0.

3. FINANCIAL UPDATES

Assistant to the City Administrator Tim Blakeslee stated that staff began paying utilities electronically by credit card. The card earned points and a one percent cash back bonus would be applied back to the General Fund.

4. ACTION ITEMS

A. Administration

1. Approve a contract extension for auditor services with Bruce Culley

City Administrator Lauren Palmer explained a Request for Proposals was posted in 2012 and Bruce Culley was selected for a three-year term to be reviewed annually. Staff recommended extending the agreement for an additional year for \$12,000. Palmer added the services were erroneously budgeted at \$11,000 but a cushion in professional services would cover the remaining cost.

As a side note related to the monthly financial reports presented to the Board, the Finance Committee requested a breakout of the credit card charges for more transparency

Johnston moved to approve the agreement extension with Bruce Culley, CPA, PC for one year to complete auditing services related to FY 2013 and recommend the same to the Board of Aldermen for final approval. Driver seconded; motion passed 5-0.

2. Accept the Semi-Annual Financial Report for the second half of 2013

City Treasurer Steve Berg provided an overview of the semi-annual financial report, noting state law required it be published in a local newspaper. He added the report was shortened last year to meet the minimum requirements and included the debt of the City, which was not provided by any other report. Further discussion focused on including the Neighborhood Improvement District (NID) debt notation and the full year totals in the shorter version. Berg noted that the second half for the year report showed a negative balance, and including the full year information provided a clearer picture of the revenue and expenses.

Johnston moved to recommend that the Board of Aldermen accept the Semi-Annual Financial Report for the second half of 2013 and direct City Administration to publish

including a full-year second column and including NID debt notation. Driver seconded; motion passed 5-0.

B. Public Works

1. Approve a contract with Delta Sweeping for 2014 street sweeping in an amount not to exceed \$7,200

Public Works Director Kirk Rome explained that during the fall, debris lined the curbs and streets and to keep them out of the streams, the streets needed to be swept in the spring. Two quotes were received; one from Delta Sweeping and the other from American Sweeping, both who had submitted proposals in previous years and could complete the work within 60 hours. Staff recommended a contract with Delta Sweeping in an amount not to exceed \$7,200. Rome noted he would e-mail the Board on when the work would be started.

Johnston moved to approve a contract with Delta Sweeping for street sweeping in an amount not to exceed \$7,200. Driver seconded; motion passed 5-0.

2. Approve Change Order No. 1 to the 2013 Curb and Sidewalk Repair contract with McAnany Construction for 150 feet of curb and gutter replacement on Brink Myers Road for \$4,500

Public Works Director Kirk Rome stated the City worked with McAnany Construction on a large project in 2013. Due to the construction on the Brink Myers retaining wall, 150 feet of curb and gutter work was needed in order to complete the project. He added the work was within the budgeted funds and the street crew would remove it to help save money. Rome noted that McAnany Construction agreed to hold the 2013 pricing. Further discussion focused on the street maintenance program schedule.

Johnston moved to approve Change Order No. 1 to the 2013 Curb and Sidewalk Repair contract with McAnany Construction in an amount not to exceed \$4,500 for replacement of 150' of curb and gutter on Brink Myers Road. 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 (no items)

D. Police Department (no items)

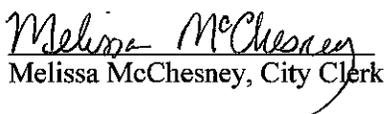
6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. ADJOURNMENT

Mayor Brooks moved to adjourn the meeting at 12:41 p.m. Chris Fisher seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

4/15/2014
Date

Finance Committee Meeting
April 28, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:01 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Nan Johnston, David Jones, Diane Driver and Marc Sportsman
- **Other Aldermen Present:** Dave Rittman
- **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., Assistant to the City Administrator Tim Blakeslee, Human Resources/Finance Director Matthew Chapman, and City Clerk Melissa McChesney
- **Others Present:** Media

2. APPROVAL OF MINUTES

A. Approval of minutes from the April 7, 2014 meeting

Diane Driver moved to approve the April 7, 2014 minutes. Nan Johnston seconded; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Appointment of Marc Sportsman as the Vice Chair of the Finance Committee

Chairman Werner thanked Alderman Sportsman for agreeing to serve and recommended his appointment as vice-chair.

Driver moved to approve the appointment of Marc Sportsman as vice chair of the Finance Committee. Nan Johnston seconded; motion passed 5-0.

2. Authorize a contract with Convention, Sports & Leisure, Inc. (CSL) for a market feasibility and economic impact study for the intersection of Interstate 435 and Highway 45

City Administrator Lauren Palmer stated the market feasibility and impact study was a partnership with the Parkville Economic Development Council (PEDC) to look at developing three quadrants of the intersection at Interstate 435 and Highway 45. A request for proposals (RFP) was posted on March 5 to identify a consulting team to perform the analysis and four proposals were received. Three finalists were interviewed and staff recommended CSL, a leader in the field that had conducted multiple studies in the Kansas City metropolitan area. Palmer added CSL was the only firm that could complete the entire scope within the budgeted amount. Pending approval by Board of Aldermen on May 6, CSL would visit the site to start the project.

Further discussion focused on the impact to the budget and funding the shortfall. Palmer responded the project was budgeted at \$40,000, with \$35,000 from the General Fund and the remaining \$5,000 from the Economic Development Fund. A deficit in 2011 for the Economic Development Fund was not captured in the forecast and skewed the projections. Palmer added that guest room tax dollars declined over the years. She also said that \$1,500 was not expended by the PEDC for the site evaluation and could possibly be redirected to fund the remaining deficit.

Driver moved to accept the selection committee recommendation and recommend that the Board of Aldermen enter into a contract with Convention, Sports & Leisure, Inc. in the amount of \$40,000 for a market feasibility and economic impact study for the I-435 and Highway 45 intersection. Sportsman seconded; motion passed 5-0.

3. Approve the selection of TSYS Merchant Solutions to provide credit and debit card processing for City Hall

City Administrator Lauren Palmer explained staff had worked for some time to determine a credit and debit card solution for fees accepted by the City. She added the Municipal Court had accepted credit cards for several years. Two action items were requested, one to select a vendor and the other to determine how to handle the processing fees.

Assistant to the City Administrator Tim Blakeslee stated that TSYS Merchant Solutions was the vendor the Municipal Court used and held a high standard for credit and debit card security. They provided flexible options for processing fees and had the ability to add online payments in the future for no additional fee. Blakeslee concluded TSYS provided the best processing rates at the best prices per month, adding that the initial installation was \$27.50 per month per account, and the sewer and general accounts could have different rates plus a processing fee. He noted the Municipal Court took care of the processing costs but they could be passed along to the consumer.

Driver moved to recommend the Board of Alderman approve the selection of TSYS Merchant Solutions as the city's selected credit card processor. Sportsman seconded; motion passed 5-0.

4. Approve a payment method for credit and debit card processing fees (pending action on Item 4.A.3)

Assistant to the City Administrator Tim Blakeslee explained TSYS Merchant Solutions provided three options to pass the processing fee onto the consumer, including the convenience fee model, surcharge model, and absorbed cost model. The convenience fee model charged a flat rate per account but the rate could not change per transaction; the surcharge model included a fluctuating fee that was cost-dependent; and the absorbed cost model built the processing fee into the price structure which could be passed along to the consumer.

Further discussion focused on possible savings, online payments and cash discounts. Staff recommended the convenience fee model at the recommended fees and to re-evaluate them at a later date to recalibrate if needed. The consensus of the Finance Committee was to approve the convenience fee model and remove the fees associated with sewer accounts.

Driver moved to approve convenience fee model and to remove fees associated with sewer account back to the customer. Jones seconded; motion passed 5-0.

5. Authorize the issuance of a Request for Proposals to provide janitorial services for Parkville City Hall and the Parkville Train Depot

City Administrator Lauren Palmer explained that staff was not satisfied with the level of service being provided by the current cleaning service and requested the issuance of a Request for Proposals (RFP). She added that staff had infrequently requested approval from the Finance Committee to issue an RFP, but she was unsure of what the costs would be and wanted their input. Discussion also included general building maintenance.

Driver moved to authorize city staff to issue a Request for Proposals (RFP) for janitorial services. Sportsman seconded; motion passed 5-0.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Discussion regarding balancing the Transportation Fund in FY2015 and beyond

Chairman Werner thanked staff for providing options regarding the Transportation Fund balance to determine how to temporarily bridge the gap until the budget process.

City Administrator Lauren Palmer stated staff needed direction on how to move forward with the projects scheduled in the Capital Improvement Program (CIP) because it was the time of year when the bulk of the transportation spending would be used. In response to the Transportation Fund issues so far, the Finance Committee deferred purchasing a truck for the Parks Division and the Board deferred hiring the street department position and instead hired that person for part-time Parks laborer position.

Palmer noted the structural deficit was a concern and the Transportation Fund was not sustainable and would be almost depleted by the end of the year. Options included finding new revenues, reducing the transfer to the General Fund for Streets division personnel, reducing the workforce, or reducing services.

Palmer provided an overview of Transportation Fund monies which were funded through four primary revenue streams: Special Road District reimbursements for roads in the district within city limits, city transportation sales tax, motor fuel taxes, and the Platte County transportation sales tax. Another option would be to add a one-half cent capital improvement tax for capital improvements. Palmer explained that any change to the percentage received from the special road district would likely require legislative action.

Further discussion focused on the slurry seal bid which was deferred from 2013 and scheduled to occur first. The consensus of the Finance Committee was to move forward with the project and bids.

2. Discussion regarding a process to evaluate future uses of the Parkville Train Depot

Chairman Werner said he met with Chamber of Commerce staff and confirmed their desire to stay in the train depot. He added they were soliciting partners to rent the space out. The grants received for the depot required it be open to the public until 2025.

City Administrator Lauren Palmer noted the energy audit determined the depot was not eligible for grant money and staff would need to put in the insulation to help save money. Staff recommended posting an RFP to solicit interest for use of the depot which would include criteria to maintain the historical value. The Finance Committee directed staff to work with the Chamber to try to negotiate a long-term extension that would cover the city's costs and possibly involve additional users.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

6. UNFINISHED BUSINESS

A. Administration

B. Public Works

1. Purchase new 2015 Ford F-350 4X4 Super Duty Truck for the Street Department (postponed at March 24th meeting)

C. Community Development

D. Police Department

7. OTHER BUSINESS

8. ADJOURNMENT

Driver moved to adjourn the meeting at 1:47 p.m. Sportsman seconded; motion passed 5-0.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

5/7/2014
Date

Finance Committee Meeting
May 12, 2014 – 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. A quorum was present.

- **Members Present:** Chairman Jim Werner, Nan Johnston, David Jones, and Diane Driver
- **Other Aldermen Present:** Dave Rittman
- **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, Human Resources/Finance Director Matthew Chapman, and City Clerk Melissa McChesney
- **Others Present:** Michael Short, Oppenheimer & Company, Inc.; Brian Kidney, Springsted, Inc.

2. APPROVAL OF MINUTES

A. Approval of minutes from the April 28, 2014 meeting

Diane Driver moved to approve the April 7, 2014 minutes. David Jones seconded; motion passed 4-0.

3. FINANCIAL UPDATES

A. Update on the sale of limited general obligation bonds for the Brush Creek Drainage Area Neighborhood Improvement District and the Brink Meyer Road Neighborhood Improvement Districts

City Administrator Lauren Palmer stated the bond sale was on target with the anticipated schedule for approval by the Board of Aldermen on May 20. She added the market would be previewed prior to official action and since the Board did not approve a parameter ordinance for this bond issue as was approved in the past.

Bryan Kidney, Springsted Inc., reviewed the bond issuance process, noting the Board would approve a bond purchase agreement with Oppenheimer & Co., Inc. Pre-pricing meetings would be held prior to final action to determine the price of the bonds.

Michael Short, Oppenheimer & Company, Inc., provided an overview of the City's position for the bond sale which was validated by the new rating given by Standard & Poor's of AA.

Mr. Kidney explained the bond rating and how the City was scored by the six different criteria, which included a very strong economy, very strong budgetary flexibility, adequate budgetary performance, very strong liquidity, strong management practices and policies, and a weak debt and contingency liability profile. Further discussion focused on the adequate budgeting performance rating due to past transfers and budget issues in the General Fund. Kidney stated the adoption of a debt management policy would help improve the score.

Ms. Palmer explained the final numbers would not be determined until May 20 but wanted to give the Committee an overview of how staff worked to get the best value. She added staff reviewed various debt policy examples and would bring a recommendation to the Committee at a future meeting.

4. ACTION ITEMS

A. Administration

1. **Approve an agreement with Handy Derr Service for maintenance of the Old Parkville Cemetery in an amount not to exceed \$3,500 per year**

City Administrator Lauren Palmer stated that Handy Derr Service had provided maintenance for the Old Parkville Cemetery for 30 years. She explained the Parkville Cemetery Board had a private bank account for maintenance and the City provided cash infusions to the account; the last transfer was in 2009 or 2010 to fix issues caused by vandals. In 2013 the City asked Mr. Derr to invoice the City directly because it was previously unable to oversee use of the funds. Palmer added a formal agreement established hourly rates at a maximum amount of \$3,500 per season, which was the budgeted level since 2005. Palmer requested guidance from the Finance Committee on whether to continue with the same arrangement next year or to send the project out for bids. She noted that the standard agreement required insurance coverage but Mr. Derr did not carry it, so he would secure general liability insurance and be reimbursed by the city.

Jones moved to approve the contract with Handy Derr Service in a maximum amount not to exceed \$3,500 per year and reassess in the next year. Driver seconded; motion passed 4-0.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department

1. Approve the purchase of one 2015 Ford Taurus All Wheel Drive Police Interceptor Sedan to be used as a patrol vehicle

Police Chief Kevin Chrisman recommended the purchase a patrol vehicle from Thoroughbred Ford. He explained that the City purchased a similar car in 2013 and preferred it over the previously purchased SUV because it helped avoid additional expenses required by the SUV for security. Staff requested bids from local vendors and the state contract vendor. Staff also received a bid from Dick Smith Ford through the KC Regional Purchasing Cooperative through the Mid-America Regional Council (MARC). Staff recommended purchasing from Thoroughbred Ford because of its low bid and quality service. The patrol vehicle being replaced was a 2010 Crown Victoria with 90,000 miles and minor damage that would be sent out for bids to go to auction. Chrisman added that the purchase would give the police department three cars that would help manage the fleet to handle calls and the additional equipment and radio would be transferred over from the old vehicle to come closer to the budgeted amount.

Driver moved to recommend the Board of Aldermen purchase a 2015 Ford Taurus All Wheel Drive Police Interceptor Sedan from Thoroughbred Ford of Kansas City, MO in the amount of \$26,742.80. Jones seconded; motion passed 4-0.

5. NON-ACTION ITEMS

A. Administration

1. Quarterly Projects Update

City Administrator Lauren Palmer noted that updates on the quarterly Capital Improvement Projects began in 2014 and would come before the Finance Committee each quarter. She added that there were still a few projects being completed from 2013 and that many of the projects for 2014 would begin in the summer months for construction. Staff was still working on Vision Downtown (formerly Downtown Master Plan), the East Side Pump Station redirection that was pending discussions with the Platte County Sewer District that may need to be pushed to 2015, and the Highway 45 Corridor Plan was slower than previously anticipated.

2. City Hall Roof Repair Update

City Administrator Lauren Palmer noted staff presented an update to the Finance Committee earlier in the year. She added that the repairs were able to be completed within her purchasing authority. Assistant City Administrator/Community Development Director Sean Ackerson added that the leak was fixed but the true test would be during the winter months. Yearly inspections were recommended by the company that repaired the roof.

3. Highway 9 Trail Project Update

City Administrator Lauren Palmer explained the Board had prior discussions on whether to make the trail project shovel-ready and that approximately \$12,000 remained for the design. Staff spoke with the design team who confirmed they would hold the price until the end of the year, but if the City requested it be extended to 2015 the vendor would ask for a \$500 lump sum increase and any changes beyond that would need to be negotiated. Palmer stated the Board could revisit the issue during the budget cycle and determine further action at that time.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

4. UNFINISHED BUSINESS (postponed from prior meetings)

A. Administration

B. Public Works

1. Purchase new 2015 Ford F-350 4X4 Super Duty Truck for the Street Department (postponed at March 24th meeting)

C. Community Development

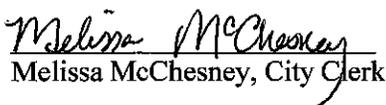
D. Police Department

5. OTHER BUSINESS

6. ADJOURNMENT

Driver moved to adjourn the meeting at 12:59 p.m. Jones seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

6/4/2014
Date

Finance Committee Meeting
June 9, 2014 – Following adjournment of Special Board of Aldermen Meeting
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:04 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Marc Sportsman, Nan Johnston, David Jones, and Diane Driver
- **Other Aldermen Present:** Dave Rittman and 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, Human Resources/Finance Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee, and City Clerk Melissa McChesney
- **Others Present:** Brian Kidney, Springsted, Inc. (via phone)

2. APPROVAL OF MINUTES

A. Approval of minutes from the May 12, 2014 meeting

City Clerk Melissa McChesney noted a change to the minutes, removing Vice Chair from Nan Johnston's name in the call to order. Marc Sportsman was appointed Vice Chair on April 28, 2014.

Diane Driver moved to approve the May 12, 2014 minutes, as amended. David Jones seconded; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Review and recommend approval of a debt management policy

City Administrator Lauren Palmer explained that following the rating calls with Standard & Poor's, staff put together a draft debt management policy. The policy's first section described the big picture general policies, standard best practices, that debt financing would only be used for capital projects and not for ongoing operations, and any debt issued would not exceed the useful life of the equipment. She also noted the City's preference was to use the competitive bid process to allow flexibility to use negotiated sales with an underwriter. Section 2 described the analytical objective approach and added language specific to the Fewson Fund, explained that using debt as an economic development tool limited to funding for public improvements to make project cash-flow and to accommodate growth and economic impact, and would require a preliminary and final development plan for all projects compatible with the master plan and regulations. Section 3 explained the use of bond counsel and an independent financial advisor and applicable investment policies.

The next section outlined the parameters of State law and set a cap of 80 percent for the City's total general obligation indebtedness. Further discussion focused on the cap and how it compared to other entities. Bryan Kidney, Springsted, Inc. confirmed that 80 percent was the standard.

Palmer said that Section 6 explained conduit financing limited to Chapter 100 Industrial Revenue Bonds that allowed private companies access to access the City's tax exempt authority with no risk to the City for qualified industrial projects.

Staff recommended the policy be reviewed by the Parkville Economic Development Council prior to Board of Aldermen approval. The Finance Committee agreed.

Driver moved to recommend that the Board of Aldermen approve a resolution to adopt the Debt Management Policy, pending review by the Parkville Economic Development Council. Sportsman seconded; motion passed 5-0.

2. Approve a resolution to discontinue collection of delinquent special assessments

City Administrator Lauren Palmer stated the City had a special assessment for Riss Lake homes for sewer improvements and the final assessments were due in 2009 and the debt was retired in 2011. In late 2013 the Board of Aldermen adopted a resolution to dissolve the special assessment fund which left a small balance that was transferred to the General Fund. Staff was unable to confirm the payments because of computer issues. Palmer added that if the assessments were continued to be collected the City may be double-charging a property that already had retired the full amount or some properties may go without paying the assessment. The most equitable solution was to write off any bad debt. Further discussion focused on the computer issues that caused the inability to confirm payments.

City Treasurer Steve Berg described the computer issues and there was a period for several months in 2013 that the computer records were lost. He noted the standard practice was for title companies to contact the City when a home was for sale but during the period staff was unsure if they were contacted. Palmer explained that the Neighborhood Improvement Districts were set up for assessments to go through Platte County and then be dispersed to the City. The Finance Committee voiced their concerns as to whether staff felt the issue would reoccur and Palmer confirmed she felt comfortable that the current computer system and that staff was responsible and dependable enough to ensure it would not happen again.

Driver moved to recommend that the Board of Aldermen approve Resolution No. 06-03-14 to write off all remaining outstanding balances and discontinue collecting Riss Lake sewer special assessment delinquencies. Sportsman seconded; motion passed 5-0.

3. Approve a professional services agreement with Hi-Gene's Janitorial, Inc. for janitorial service at Parkville City Hall and the Parkville Train Depot

Assistant to the City Administrator Tim Blakeslee explained that staff posted a Request for Proposals in May and received six bids. The selection committee, comprised of Sean Ackerson, Matthew Chapman, Tim Blakeslee, and Lauren Palmer, recommended a contract with Hi-Gene's Janitorial, Inc. at a negotiated agreement of \$797.50 per month, including tile and carpet cleaning one time per year. Further discussion focused on the history with the current company and approval authority limits set by the purchasing policy. The consensus of the Finance Committee was to have staff include the decision matrix in criteria-based projects. Work with Hi-Gene's Janitorial would begin the following week.

Driver moved to approve the contract with Hi-Gene's Janitorial, Inc. in the amount of \$797.50 per month for janitorial service at Parkville City Hall and the Parkville Train Depot. Sportsman seconded; motion passed 5-0.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Update on the Train Depot

City Administrator Lauren Palmer discussed the current agreement with the Parkville Chamber of Commerce that expired at the end of 2014. Options for the future included

posting a Request for Proposal (RFP) to solicit interest in the train depot. Palmer stated that previous direction from the Finance Committee was to wait and instead negotiate an extension with the Chamber. The Chamber was working with the Main Street Parkville Association (MSPA) on a concept of joint tenancy and requested additional time to bring a proposal back to the City. If the committee wanted to post the RFP it would need to keep the options open to rent the whole space or portions of it if the MSPA did not agree to bring a deal back to the Finance Committee. Palmer added the Chamber would respond to her within two weeks.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department

1. Update on Court Revenues

Police Chief Kevin Chrisman updated the Committee on the reduction in court revenues between April 2013 and April 2014 which was due to the end of the Safe Routes to School Grant. The grant provided \$11,000 for off-duty traffic enforcement within a 2-mile radius of Graden Elementary that started during the 2011 school year and ended May 2013 with many of the cases not adjudicated until earlier in the year. The enforcement resulted in a significant number of tickets and approximately 282 hours, but the City discontinued these types of grants because of wear and tear on cars and additional staff time. Chrisman explained the four months of reduced revenue were due to the grant carryover. Further discussion focused on other reasons for the revenue decline that included over-projected revenue in the budget, amount of training time needed for new officers, the need for two officers in investigating burglaries, and resident issues.

City Administrator Lauren Palmer noted staff looked at revenues at the end of 2013 but did not go through the extra level of consideration of how the grant would affect the revenues if it was not received in 2014.

2. UNFINISHED BUSINESS (postponed from prior meetings)

A. Administration

B. Public Works

1. Purchase new 2015 Ford F-350 4X4 Super Duty Truck for the Street Department (postponed at March 24th meeting)

C. Community Development

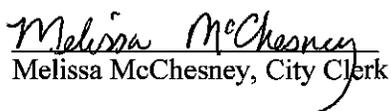
D. Police Department

3. OTHER BUSINESS

4. ADJOURNMENT

Sportsman moved to adjourn the meeting at 1:44 p.m. Driver seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

6/17/2014
Date

Finance Committee Meeting
June 23, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:02 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver
- **Other Aldermen Present:** Dave Rittman
- **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, Human Resources/Finance Director Matthew Chapman, and City Clerk Melissa McChesney

2. APPROVAL OF MINUTES

A. Approval of minutes from the June 9, 2014 meeting

Marc Sportsman moved to approve the June 9, 2014 minutes. Diane Driver seconded; motion passed 4-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Approve an investment strategy for Brush Creek and Brink Meyer Neighborhood Improvement Districts bond reserves

City Administrator Lauren Palmer explained there was approximately \$700,000 in reserves held in money market funds earning one-hundredths of one percent interest. Staff discussed the option of brokered CDs insured by the Federal Deposit Insurance Corporation that had better interest rates. Staff recommended a laddered structure split into two-, three- and four-year CDs that would not be accessed until the end of the 20-year bond debt issue to pay for the final debt payment. Palmer added that structuring a shorter investment instrument early to see if the assessments are paid and development occurs was important, but could be investigated in the future as they matured. She also brought it before the Finance Committee for guidance because the Municipal Code was not clear. An investment policy would help to set parameters on how to invest the funds that could only be used toward the debt reserve.

Sportsman moved to recommend the Board of Aldermen authorize staff to invest the Brush Creek Series 2014A and Brink Meyer Series 2014B bond reserves into laddered CDs as recommended. Driver seconded; motion passed 4-0.

2. Approve renewal of workers compensation coverage with Midwest Public Risk

Human Resources/Finance Director Matthew Chapman explained staff received a significant increase in the bill for coverage for July 1, 2014 through June 30, 2015 due to a combination of factors including payroll, increase in loss experience, and the workers' compensation environment. Chapman added the available loss control credit, a portion of the annual payment set aside for other purposes that met the criteria, was \$12,400 due to a major claim that would extend through the end 2015, an increase in the loss ratio, and a budgeting error. City Administrator Lauren Palmer stated staff would investigate other providers for the next year.

Driver moved to recommend the Board of Aldermen approve the renewal of workers' compensation insurance coverage with Midwest Public Risk for July 1, 2014 through June 30, 2015, in the amount of \$55,804.02. Sportsman seconded; motion passed 4-0.

3. **Authorize staff to prepare and submit a grant application for Planning Sustainable Places funding for a corridor study for Route 9**

City Administrator Lauren Palmer explained that the Mid-America Regional Council advertised its second round of Planning Sustainable Places funding which could be used for the Route 9 corridor study and improvements recommended in the Livable Communities Study and the downtown vision plan. TranSystems, who completed the Livable Communities Study in 2012 with these funds, recommended application for the grant for a total \$150,000 for a conceptual plan, with \$100,000 to be funded from the grant, a \$15,000 local match from the City, and the remaining \$35,000 from partnerships with local groups. Palmer stated the initial level of design would give the City a concept to allow right-of-way reserves as development occurs along Route 9 and a launch pad for further funding sources. Following authorization from the Finance Committee, staff would continue looking into partnerships for additional support to help improve the chances of receiving the grant. She envisioned the project to be included in the 2015 Capital Improvements Program.

Nan Johnston noted it was important to start the process to help reserve right-of-way in the future and provide a concept to potential developers along Route 9. She also requested that the scope be extended along Highway 9 east to the four-lane divided highway, pending further discussion and approval from TranSystems.

Sportsman moved to recommend the Board of Aldermen direct staff to submit a Planning Sustainable Places grant application for the Route 9 Corridor Study and to approve \$15,000 in 2015 toward the local match, subject to at least \$35,000 in additional matching funds being provided by other local partners, subject to expanding the scope along Highway 9 east to the four-lane divided highway. Driver seconded; motion passed 4-0.

B. **Public Works**

1. **Approve the purchase of hydrogen sulfide/odor control chemicals for the sanitary sewer lines in the Riss Lake subdivision**

Public Works Director Kirk Rome, P.E., stated the purchase was included in the 2015 budget and the low bid was received from Brenntag. Robin 4000 was a similar product compared to what was purchased in the past which helped to reduce odor and hydrogen sulfide.

Driver moved to recommend the Board of Aldermen purchase Robin 4000 from Brenntag in an amount not to exceed \$19,000. Sportsman seconded; motion passed 4-0.

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 (no items)**

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

6. **UNFINISHED BUSINESS (postponed from prior meetings)**

A. **Administration (no items)**

B. Public Works

- 1. Purchase new 2015 Ford F-350 4X4 Super Duty Truck for the Street Department (postponed at March 24th meeting)**

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

City Administrator Lauren Palmer provided an update on the debt management policy, noting that the Parkville Economic Development Council would review the policy at their August meeting. It would come before the Board of Aldermen in September.

She also stated that the Main Street Parkville Association confirmed with the Parkville Chamber of Commerce they were not interested in a joint tenancy arrangement at the train depot. Palmer noted, with consensus of the Finance Committee, she would present a draft Request for Proposals at the next Finance meeting

8. ADJOURNMENT

Driver moved to adjourn the meeting at 1:01 p.m. Sportsman seconded; motion passed 4-0.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

6/30/2014
Date

Finance Committee Meeting
July 7, 2014 – 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. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Dave Rittman and Kendall Welch
- **City Staff Present:** City Administrator Lauren Palmer, Police Chief Kevin Chrisman, Public Works Director Kirk Rome, P.E., Assistant to the City Administrator Tim Blakeslee, and City Clerk Melissa McChesney

2. APPROVAL OF MINUTES

A. Approval of minutes from the June 23, 2014 meeting

Diane Driver moved to approve the June 23, 2014 minutes. Marc Sportsman seconded; motion passed 5-0.

3. FINANCIAL UPDATES

A. Bond Reserve Investments

City Administrator Lauren Palmer stated the Finance Committee approved the investment strategy on June 17 and the Board of Aldermen approved it on July 1. She noted the investments were made and interest rates on two of the three CDs were a small percentage higher than estimated.

4. ACTION ITEMS

A. Administration

1. Authorize the issuance of a Request for Proposals for use of the Parkville Train Depot

City Administrator Lauren Palmer stated the City executed a use agreement with the Parkville Chamber of Commerce in 2005 that was last revised in October 2013 to reduce the rent to \$400, which did not cover the costs to operate the facility. The Finance Committee previously discussed other uses for the space but the discussion was put on hold in order for the Chamber to talk with the Main Street Parkville Association (MSPA) about a joint tenancy arrangement. Palmer verified the MSPA was not interested in relocating to the depot and she recommended issuing a Request for Proposals (RFP). Palmer explained staff recommended issuing an RFP because the depot was a unique space and the RFP provided flexibility to restrict the criteria, and allowed staff to be more subjective with the decision and to find compatible uses based on the grant received for the depot. The RFP was structured as a 60-day process, longer than the standard RFP, to give adequate time to market the space through the Chamber to other business leaders, commercial realty sites, and the City and Parkville Economic Development Council websites. Further discussion focused on including language for commercial rent through realtors and the commission associated.

Sportsman moved to authorize staff to issue a request for proposals for Parkville Train Depot use(s) beginning January 1, 2015; and appoint Alderman Driver to serve on the selection committee. Driver seconded; motion passed 5-0.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Update on status of credit and debit card processing at City Hall

Assistant to the City Administrator Tim Blakeslee updated the committee on the status of credit and debit card processing, noting that staff would receive training and would start taking payments the following week. Marketing acceptance of credit and debit cards would begin the week of July 14. Blakeslee added staff worked with TSYS to create a policy on how to handle transactions to protect the City, to stay compliant with PCI and to keep the current processing rates. All employees taking payments were required to read and sign the policy. Further discussion focused on background checks for employees handling the credit card information.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

6. UNFINISHED BUSINESS (postponed from prior meetings)

A. Administration (no items)

B. Public Works

1. Purchase new 2015 Ford F-350 4X4 Super Duty Truck for the Street Department (postponed at March 24th meeting)

Chairman Werner suggested this item be included on a future agenda since the transportation sales tax agreement with Platte County had been approved. Public Works Director Kirk Rome added he would contact Ford to verify if the bid was still good through the end of the year and the truck could still be manufactured.

C. Community Development (no items)

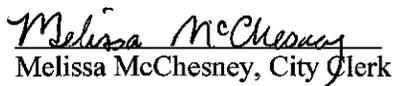
D. Police Department (no items)

7. OTHER BUSINESS

8. ADJOURNMENT

Driver moved to adjourn the meeting at 12:30 p.m. Sportsman seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

7/23/2014
Date

Finance Committee Meeting
July 28, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:02 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver
- **Other Aldermen Present:** Dave Rittman
- **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/Finance Director Matthew Chapman, City Treasurer Steve Berg, and City Clerk Melissa McChesney
- **Others Present:** Auditor Bruce Culley

2. APPROVAL OF MINUTES

A. Approval of minutes from the July 7, 2014 meeting

Diane Driver moved to approve the July 7, 2014 minutes. Marc Sportsman seconded; motion passed 4-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration (no items)

B. Public Works

1. Approve a professional services agreement with North Hills Engineering for on-call engineering services

Public Works Director Kirk Rome, P.E., stated the original contract was approved on August 16, 2005 for supplemental engineering work on an on-call basis related to the sewer utility. The new five-year contract increased the rate to \$75 per hour fee to handle the increase in commercial general liability requirements and was reasonable compared to other municipalities. City Administrator Lauren Palmer noted Mr. Norco did not request a provision to adjust the fee throughout the term of the contract. She added there was a termination clause of 10 days and it was important to build in an expiration date to trigger the re-evaluation of the contract.

Driver moved to recommend the Board of Aldermen approve a professional services agreement with North Hills Engineering, Inc. for on-call engineering services. Sportsman seconded; motion passed 4-0.

a. Approve Work Authorization No. 29 with North Hills Engineering for planning and engineering work related to six sewer pump stations in an amount not to exceed \$5,287.50

Public Works Director Kirk Rome, P.E., explained the work authorization was to analyze six pump stations to look at existing infrastructure and future improvements and to create a replacement plan for pumps and equipment. It was estimated to take 70.5 hours and was budgeted in the Sewer Fund.

City Administrator Lauren Palmer noted the plan would help during discussions about the possible consolidation of the City's sewer with Platte County to establish priorities and to advocate for the completion of the City's sewer improvements.

Driver moved to approve Work Authorization No. 29 with North Hills Engineering for the Pump Station Needs Assessment in an amount not to exceed \$5,287.50. Sportsman seconded; motion passed 4-0.

b. Approve Work Authorization No. 30 with North Hills Engineering for engineering design, project coordination, and construction inspection work related to the Bluffs Drive Sewer Realignment project in an amount not to exceed \$7,200

Public Works Director Kirk Rome, P.E., said the project was estimated at 96 hours and proposed it be funded from the Sewer Project Fund. A majority of the work was to prepare the plans and specifications and the post-bid construction inspections. Excluded were the survey, attorney fees and the cost to acquire easements.

Driver moved to approve Work Authorization No. 30 with North Hills Engineering for design and administration of the Bluff Drive Sewer Realignment project in an amount not to exceed \$7,200. Sportsman seconded; motion passed 4-0.

2. Approve the purchase of a new 2015 Ford F-350 4X4 Super Duty Truck for the Streets Division of the Public Works Department (postponed from the March 24, 2014 meeting)

Public Works Director Kirk Rome, P.E., stated bids were received in March but the purchase was put on hold until discussions with Platte County about the transportation tax were completed and the agreement was approved. Rome noted the truck was a replacement for the Street Division whose truck would go to the Parks Division whose truck would be auctioned off. The low bid was received from Machens Ford and staff recommended the second low bid from Thoroughbred Ford because it was a local vendor.

Further discussion focused on selecting a vendor because local preference or low bid. Sportsman noted it damaged the City's integrity when the award is not issued to the lowest bidder.

Sportsman moved to recommend the Board of Aldermen approve the purchase of a new 2015 Ford F-350 4X4 SD truck from Joe Machens Ford for \$24,322.62. Driver seconded; motion passed 4-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. 2013 Audit

Bruce Culley provided an update for the 2013 audit, noting it was given to staff for review. Highlights included the permanent financing for the Brush Creek and Brink Myer neighborhood improvement districts and improvements to the court issues and new sewer system from last year's audit. He added the sewer system performance was not as good as in the past but was starting to recover since delinquencies were being received.

2. Proposed 2015 Budget Schedule

City Administrator Lauren Palmer stated the schedule was reviewed by staff and was comparable to the prior year. The process would start in August for staff to prepare a recommended budget. Four work sessions were scheduled with a tentative budget adoption date for the first meeting in December. She added that staff hoped to improve the Capital Improvement Project process and thought the strategic planning session helped prioritize the items. Issues to be addressed by staff would include a deeper look into the transportation fund

and salary and staffing. Staff will present its recommendations on changes for next year in the proposed budget.

3. Employee Recruitment Background Checks

City Administrator Lauren Palmer stated background checks were discussed during the July 7 Finance Committee meeting regarding credit and debit card processing. She noted the current protocol for new hires included a background check, but the Police Department also completed a financial check for its employees. The same system was available at a nominal cost for all new employees. Palmer noted if a conviction was included in the report it would be evaluated prior to employment.

B. Public Works

1. Route 9 Downtown Entryway Sidewalk and Beautification Project Update

City Administrator Lauren Palmer explained a grant was received in April 2013 for \$135,000, with a \$10,000 local match and \$35,000 provided as a donation from Magellan as part of a conditional use permit approved in 2011 for the fuel storage facility. The original timeline and budget stated design would be completed in-house and submitted to the Missouri Department of Transportation (MoDOT) for approval in January 2014 with construction to begin in May. Due to other priorities the project was delayed. The topographical survey was authorized in March which delayed the start of the design. Staff requested an extension from MoDOT through the end of the year which required the plans, specifications and estimate be completed and approved by MoDOT. Palmer added staff could request another extension if necessary but would have to explain why additional time was needed. She stated in order to meet the deadline she recommended hiring an engineering design consultant to create the design and construction documents and oversee inspections. Palmer added the project was small in scope but was a critical project on a major gateway into the community. If approved the project would set the standard for future improvements along Highway 9 to Sixth Street and staff wanted to ensure it was done right.

A request for qualifications was issued using MoDOT's selection process and was sent to pre-approved consultants. Three proposals were received and the selection committee and a recommendation would go to the Board of Aldermen at their next meeting.

Staff looked for advice on how to budget the design, which could not be taken from the grant or the local match but possibly from the construction inspection portion. Options included using the balance in the Projects Fund, which was dormant and had no dedicated funding source; the Fewson Fund; the General Fund; the Parks Donation Fund; or the MoDOT grant, which would reduce the amount of funding to implement the improvements. The consensus of the Finance Committee was to recommend using the Fewson Fund first and the projects fund second. Further discussion focused on the branding for Fewson Fund projects.

C. Community Development (no items)

D. Police Department (no items)

6. UNFINISHED BUSINESS (postponed from prior meetings)

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

7. OTHER BUSINESS

8. EXECUTIVE SESSION

Sportsman moved to enter into executive session at 1:04 p.m. to discuss attorney-client matters pursuant to RSMo 610.021(2). Driver seconded, motion passed 4-0.

Discussion was limited to attorney-client matters.

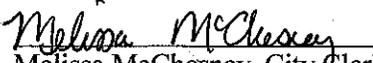
Sportsman moved to authorize a final payment to The Judy Company in the amount of \$21,820.88, for a total final contract amount of \$1,070,000, contingent upon receipt of a final release and waiver as approved by the city attorney. Driver seconded, motion passed 4-0.

Driver moved to close the executive session at 1:27 p.m. Sportsman seconded, motion passed 4-0.

9. ADJOURNMENT

Driver moved to adjourn the meeting at 1:27 p.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

8/5/2014
Date

Finance Committee Meeting
August 25, 2014 – 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. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Dave Rittman and Kari Lamer
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Human Resources/Finance Director Matthew Chapman, City Treasurer Steve Berg, and City Clerk Melissa McChesney

2. APPROVAL OF MINUTES

A. Approval of minutes from the July 28, 2014 meeting

Diane Driver moved to approve the July 28, 2014 minutes. Marc Sportsman seconded; motion passed 5-0.

3. FINANCIAL UPDATES

4. ACTION ITEMS

A. Administration

1. Approve the 2014 property tax levy for the General Fund and General Debt Service Fund for Fiscal Year 2015

City Administrator Lauren Palmer noted staff was requesting approval from the Finance Committee for staff to proceed with the publication process for the public hearing on September 2. Staff recommended maintaining the current levy, which would result in a \$15,000 increase to the General Fund, to help achieve the Board's priorities. If the levy was decreased, the rate could not be adjusted for two years.

City Treasurer Steve Berg explained the levy could only be raised in even-numbered years but was set at the maximum level allowed; any further increase would require voter approval. He noted the debt fund was maintained at a higher level than needed in the past to build up the surplus to help retire some of the bonds that are callable in 2018, which could be acted upon accordingly once the debt payments were determined. Further discussion focused on reducing the levy to counteract the recommended increase in taxes from Platte County.

Driver moved to recommend the Board of Aldermen set the 2014 General Tax Levy at \$0.4784 per \$100 of assessed valuation and the General Debt Levy at \$0.1759 per \$100 of assessed valuation, and direct staff to notice a public hearing regarding the same on September 2, 2014, at 7:00 p.m. Sportsman seconded; motion passed 5-0.

2. Authorize staff to expend funds for on-call plan review and inspection services

City Administrator Lauren Palmer explained that due to the job opening in Public Works, staff was working on a transition plan and determined that pressing projects would be covered by staff but some items would require outside assistance. Staff would need help with plan review and inspections for public improvements for developments. Palmer noted all options were being considered but more research was needed before a recommendation would be brought back to the Finance Committee; staff was leaning toward releasing a Request for Proposals. The request was for authorization of up to \$7,500 for emergency on-call funding in the interim and staff would try to recruit immediately to fill the vacant

position. She added staff may want to keep some of the outside resources in place until the new director learns the job. Further discussion focused on increasing fees to help cover the costs. Palmer stated the funding would come out of the development fees and there were adequate revenues to cover the expenses.

Driver moved to authorize staff to expend up to \$7,500 over the next 45 days for on-call public works plan review and inspection services; and direct staff to select the best services available in consideration of scheduling, qualifications, and cost. Sportsman seconded; motion passed 5-0.

B. Public Works

1. Approve an agreement for electrical services to complete the installation of the Pinecrest pump station control panel

City Administrator Lauren Palmer explained the request was part of improvements to the pump station, noting it was the third electrical contractor for the project. Four bids were received with the low bid from Alliance Pump & Mechanical Service, Inc. Jay Norco expressed his concerns with staff because he had never worked with them in the past, but he completed reference checks and received glowing reviews. Staff recommended the low bidder.

Driver moved to approve an agreement with Alliance Pump & Mechanical Service, Inc. to complete the installation of the Pinecrest Pump Station control panel in the amount of \$7,700. Sportsman seconded; motion passed 5-0.

2. Approve an agreement with the City of Weatherby Lake to rent a CRAFCO Super Shot 125 crack sealing machine for the fall preventative street maintenance crack sealing project in an amount not to exceed \$3,000

3. Approve the purchase of materials from Paving Maintenance Supply, Inc. for the fall preventative street maintenance crack sealing project in an amount not to exceed \$15,000

City Administrator Lauren Palmer presented item 4B2 and 4B3 simultaneously because they were related items. She stated the original agreement was approved in 2013 with Weatherby Lake to rent their crack sealing machine. A similar machine was rented through Paving Maintenance Supply, Inc. at \$1,400 per week in prior years but this agreement allowed rental for \$750 per week. Staff requested authority to rent the machine for up to four weeks for a total amount not to exceed \$3,000.

The crack sealing project was budgeted at \$20,000 for 2014 and some of the money had already been used for materials for the curb and sidewalk program. The remaining \$15,000 was requested to go toward the purchase of materials, item 4B3. The consensus of the Finance Committee was to package both items into one motion that would be presented to the Board of Aldermen on September 2.

Driver moved to recommend the Board of Aldermen approve the memorandum of understanding and cooperative agreement with the City of Weatherby Lake for the rental of a crack sealing machine; and to authorize staff to purchase crack sealing material from Paving Maintenance Supply, Inc. in a total amount not to exceed \$18,000. Sportsman seconded; motion passed 5-0.

4. Approve the purchase of concrete for full-depth concrete patching on 63rd Street in an amount not to exceed \$7,500

City Administrator Lauren Palmer explained that 63rd Street had the lowest rating of 10 and needed to be replaced, but there was not enough money in the budget so staff requested \$7,500 for patching the street. Four bids were received and the low bidder was Platte County

Ready Mix. The City's preference was to use the low bidder, but there were times in the past when the low bidder could not meet the requirements. Staff asked for additional authority to go to the second lowest bidder to ensure the projects are completed. The project was budgeted at \$15,000 and the remaining balance was just over \$10,000.

Driver moved to approve the purchase of up to \$7,500 of concrete from Platte County Ready Mix, or other suppliers as needed in order of lowest quotes. Sportsman seconded; motion passed 5-0.

5. Approve an agreement with R.L. Buford & Associates, LLC for professional land surveying services for the Bluffs Sewer Relocation Project in the amount of \$3,800

City Administrator Lauren Palmer explained the project was included in the Capital Improvements Program for a number of years. The Finance Committee approved an agreement with North Hills Engineering to move forward with bidding the project and three bids were received. The services were originally estimated at \$3,500 but Palmer noted there was enough money in the budget to cover the additional \$300 needed for the agreement.

Driver moved to approve a professional services agreement with R. L. Buford and Associates, LLC in the amount of \$3,800 for professional survey services for the Bluffs Sewer Relocation Project. Sportsman seconded; motion passed 5-0.

6. Approve an agreement with Monarch Engineering for construction observation services related to the right-of-way agreement with Unite Private Networks for the extension of fiber optic cable in a maximum amount not to exceed \$5,000

City Administrator Lauren Palmer stated that at the August 5 Board meeting a right-of-way agreement was approved with Unite Private Networks. This request was to extend the fiber optic cable to Heartland Health and Mosaic Life Care. The City's right-of-way agreement required a reimbursement to the City for costs associated with the plan review and construction observation. Palmer added she approved a contract for plan review with Monarch Engineering within her purchasing authority for \$125. She noted there was debate among staff about construction inspection versus construction observation and Monarch Engineering recommended construction observation because it was not a public improvement and we could get a more competitive rate.

David Jones noted he would abstain from vote because his wife is an employee and the perception that he received money from Mosaic Life Center in the past six months.

Driver moved to approve the Professional Services Agreement with Monarch Engineering for construction observation services related to the Right-of-Way Agreement with Unite Private Networks (UPN) in a maximum not to exceed amount of \$5,000. Sportsman seconded; motion passed 4-0.

C. Community Development (no items)

D. Police Department (no items)

5. NON-ACTION ITEMS

A. Administration

1. Quarterly Projects Update

City Administrator Lauren Palmer explained that most of the projects were on schedule. She noted the Parks building façade, being managed by Assistant City Administrator/ Community Development Director Sean Ackerson, was close to completion but electrical issues might have to be rebid. There were two major street maintenance projects behind schedule, the mill and overlay project and the slurry seal project. Palmer noted that in 2013 the money for the project was moved forward for use in 2014 and recommended the same in 2014 because it

was getting late in the season and bids might be higher. She added that she had discussions with Alan Schank, Streets Division Director of Operations, on moving some of the slurry funding to the mill and overlay project. The Finance Committee also discussed the Nature Sanctuary low water crossing and Crooked Road.

B. Public Works (no items)

C. Community Development (no items)

D. Police Department (no items)

6. UNFINISHED BUSINESS (postponed from prior meetings)

A. Administration (no items)

B. Public Works (no items)

C. Community Development (no items)

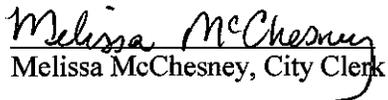
D. Police Department (no items)

7. OTHER BUSINESS

8. ADJOURNMENT

Driver moved to adjourn the meeting at 1:04 p.m. Sportsman seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

8/26/2014
Date

Finance Committee Meeting
September 8, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Jim Werner called the meeting to order at 12:01 p.m. A quorum was present.

- **Members Present:** Chairman Jim Werner, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Dave Rittman, Kendall Welch, Greg Plumb and Kari Lamer
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Human Resources/Finance Director Matthew Chapman, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee, and City Clerk Melissa McChesney

2. APPROVAL OF MINUTES

A. Approve the minutes from the August 25, 2014 meeting

Diane Driver moved to approve the August 25, 2014 minutes. Marc Sportsman seconded; motion passed 5-0.

3. FINANCIAL UPDATES

A. Electronic Payments

Assistant to the City Administrator Tim Blakeslee updated the Finance Committee on electronic bill payments, noting bills were processed the day after approval by the Board of Aldermen. Online credit card payments for sewer bills would go live in early October. Mr. Blakeslee noted he would look into annual payments made by credit card.

4. NON-ACTION ITEMS

A. Administration

1. 2014 Audit Services

City Administrator Lauren Palmer stated staff was looking for guidance on the contract for audit services with Bruce Culley, which was in year two of the three-year contract originally approved in 2012. She said that during the 2013 audit there were issues with the timing of the audit presentation, noting that it was four weeks behind and was not able to be reviewed by the Finance Committee prior to Board of Aldermen approval. If the Finance Committee wished to issue a new RFP for the 2014 audit there could be a higher cost for a different firm and timing might still be an issue. After discussion about the pros and cons of staying with the same auditor or selecting a new firm, the consensus of the Finance Committee was to renew the contract with Mr. Culley for 2015.

B. Public Works

1. Participation in a partnership to fund a new stream gauge on the Missouri River

City Administrator Lauren Palmer stated that following funding in 2011, the Missouri Risk Management Team proposed creating a flood forecast inundation mapping project to improve mapping and flooding on the river based on forecast points in Leavenworth and a new gauge in Parkville. The gauge would provide a more precise level of flood forecasting to help with flood control efforts. Palmer said the initial capital investment would be \$18,000 to \$20,000 which Platte County tentatively offered to pay, and other participating entities would pay for the ongoing maintenance. Staff was looking for guidance because it would be a significant

commitment in the future. Discussion focused on the benefits of the gauge and the entities that had been approached about an investment. The Finance Committee reached general consensus that the gauge would be a valuable tool and directed staff to continue to work on a funding partnership. Palmer added that staff would provide come back to the Finance Committee with more information.

2. 2014-2015 Street Maintenance Programs

City Administrator Lauren Palmer said that at the last Finance Committee meeting staff suggested deferring some of the street maintenance program work until 2015. She noted that budgeted for 2014 was crack sealing, which was proceeding as planned; street striping that went out to bid on September 5 and would come to Finance on September 29; and asphalt/mill overlay which was not started. She was concerned that it was too late in the year to bid the asphalt/mill overlay project and the prices could increase due to timing. Staff recommended pushing the project to the spring of 2015, which was at the same time the curb and sidewalk project was scheduled, but both projects could be packaged as one bid. It was the consensus of the Finance Committee to defer the asphalt/mill overlay project to 2015.

C. Community Development (no items)

D. Police Department (no items)

5. ACTION ITEMS

A. Administration

1. Approve the Semi-Annual Financial Report for January 1 – June 30, 2014

City Treasurer Steve Berg said the Missouri Constitution requires a semi-annual financial report be published in a local newspaper to report the revenues and expenses of a 6-month period. The report was broken down into four funds and was useful because it required a list of the debt of the City which was not included in any other report except the audit. Berg added that the debt continued to decrease. A second, more extensive version would be published online to show a more complete picture.

Driver moved to recommend that the Board of Aldermen approve the Semi-Annual Financial Report for the first half of 2014 and direct City Administration to publish. Sportsman seconded; motion passed 5-0.

B. Public Works

1. Approve the rental of waste containers from Deffenbaugh Industries for the fall cleanup event

City Administrator Lauren Palmer said the fall cleanup event was scheduled for October 11-12 and staff received quotes for ten 40-yard containers. Deffenbaugh Industries provided the best price estimated at \$3,000, which was held from the spring cleanup event. It was recommended that staff look into refunds for metal recycling.

Driver moved to approve the rental of waste collection containers from Deffenbaugh Industries for the 2014 fall cleanup event in the estimated amount of \$3,000. Sportsman seconded; motion passed 5-0.

C. Community Development (no items)

D. Police Department

1. Approve the purchase of a 2015 Ford Taurus all-wheel drive police interceptor sedan to be used by the Chief of Police

Police Chief Kevin Chrisman stated that during the 2014 budget process \$24,000 was appropriated for a new vehicle for the police chief but was reduced to \$22,000 for a used vehicle instead. After reviewing Alderman Rittman's comments about purchasing a new car, Chrisman determined he could get a standard Taurus at a reduced cost with the same specifications as a patrol car. A 2010 Crown Victoria and 2011 Taurus would be auctioned off to help cover the difference in the proposed budget and the bid price.

Nan Johnston left the meeting at 12:42 p.m.

Driver moved to recommend that the Board of Aldermen approve the purchase of a 2015 Ford Taurus All Wheel Drive Police Interceptor Sedan from Dick Smith Ford of Raytown, MO in the amount of \$23,926. Sportsman seconded; motion passed 4-0.

6. UNFINISHED BUSINESS (postponed from prior meetings)

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

7. OTHER BUSINESS

Chairman Werner noted he would be absent at the next meeting on September 29, so Vice Chair Sportsman would run the meeting.

8. ADJOURNMENT

Driver moved to adjourn the meeting at 12:48 p.m. Sportsman seconded; motion passed 4-0.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

9/18/2014
Date

Finance Committee Meeting
September 29, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Vice Chair Marc Sportsman called the meeting to order at 12:00 p.m. A quorum was present.

- **Members Present:** Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Human Resources/Finance Director Matthew Chapman and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the September 8, 2014 meeting

Diane Driver moved to approve the September 8, 2014 minutes. David Jones seconded; motion passed 4-0.

B. Approve the purchase from Dale Brothers Inc. of winter materials of salt and sand in an amount not to exceed \$12,638.47

City Administrator Lauren Palmer stated the purchase would reload the winter materials before the season started and would be for the maximum amount remaining in the 2014 budget. Three quotes were received and staff recommended the purchase from Dale Brothers, Inc. because they submitted the most competitive prices for the mixes used by the City.

Driver moved to recommend the Board of Alderman authorize staff to purchase salt and sand materials from Dale Brothers, Inc. in an amount not to exceed \$12,638.47. Jones seconded; motion passed 4-0.

C. Approve a contract with Twin Traffic Marking Corporation for the 2014 Street Striping Program in the amount of \$6,902.40

City Administrator Lauren Palmer explained two bids were received and staff recommended the lowest bidder, Twin Traffic Marking Corporation. She added that \$10,000 was budgeted from the Transportation Fund and the work would start immediately pending approval from the Finance Committee.

Driver moved to approve a contract with Twin Traffic Marking Corporation for the 2014 Street Striping Program in the amount of \$6,902.40. Jones seconded; motion passed 4-0.

D. Approve a contract extension for 2014 auditor services with Bruce Culley, C.P.A., P.C. in the amount of \$12,000

Vice Chair Sportsman noted that the Finance Committee discussed the contract at the September 8 meeting and staff brought forward approval for a renewal with Bruce Culley for 2014 audit services.

Driver moved to approve the agreement extension with Bruce Culley, C.P.A., P.C., for one year to complete auditing services related to FY 2014 in the amount of \$12,000 and recommend the same to the Board of Aldermen for final approval. Jones seconded; motion passed 4-0.

E. Approve participation in Western States Contracting Alliance Contract No. 1907 for wireless voice/broadband service and equipment from Sprint, and authorize staff to execute a funding agreement

Assistant City Administrator/Community Development Director Sean Ackerson explained that the City signed up for phone service with Nextel in previous years. When the Nextel phones were disbanded, the City chose to stay with Sprint. He noted in August staff received notice that the state contract had expired in April. Options for a new contract included using the Western States Contracting Alliance (WSCA), negotiating a separate contract with Sprint, or not receiving a government discount. Staff proposed piggybacking on the WSCA contract, which was part of a purchasing cooperative with other states that Missouri joined in 2012. The WSCA contract, which was not long-term, gave the City a 25 percent discount and pre-negotiated phone prices, could be cancelled anytime with no termination fees, and the equipment would belong to the City. Further discussion focused on possible savings compared to other providers. Ackerson stated staff could come back to the Finance Committee with a new recommendation which would likely be due to service quality and not price.

Driver moved to approve the participation in Western States Contracting Alliance Contract No. 1907 for wireless voice / broadband service and equipment from Sprint and to authorize staff to execute the associated funding agreement as proposed. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

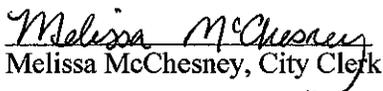
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 12:25 p.m. Jones seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

9/30/2014
Date

Finance Committee Meeting
October 13, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chair Jim Werner called the meeting to order at 12:05 p.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver
- **Other Aldermen Present:** Greg Plumb, Dave Rittman and Kari Lamer
- **City Staff Present:** City Administrator Lauren Palmer, Police Chief Kevin Chrisman, Human Resources/Finance Director Matthew Chapman and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the September 29, 2014 meeting

Diane Driver moved to approve the September 29, 2014 minutes. Nan Johnston seconded; motion passed 4-0.

B. Approve a user agreement with the Parkville Chamber of Commerce and the Cathy Kline Art Gallery for use of the train depot

City Administrator Lauren Palmer stated the Request for Proposals that was posted to solicit options for alternative uses received one proposal for a partnership between the Parkville Chamber of Commerce and the Cathy Kline Art Gallery. The Chamber would continue to use the office space and the rest of the depot would be converted, including a gallery on the east end and a teaching space in the conference room on the west end. Ms. Kline would be responsible for paying the utilities up to \$10,200 per year and the Chamber would continue to pay its \$400 to Ms. Kline. Ms. Kline would be responsible for light cleaning of the depot and requested approval to make some exterior improvements. The City would save approximately \$6,000 annually. The Finance Committee discussed using the annual savings for a capital improvement project to help maintain the building, the signage for the gallery and community banners.

Palmer noted the agreement was structured this way intentionally because if the City were to collect any revenue from the property it would cause the building to be property tax eligible and the City would be required to pay annual property taxes. The agreement was for a two-year term with two automatic two-year renewals.

Driver moved to recommend the Board of Aldermen approve the use agreement for the Train Depot with Cathy Kline Art Gallery and the Parkville Area Chamber of Commerce. Johnston seconded; motion passed 4-0.

C. Approve changes to the purchasing policy

City Administrator Lauren Palmer explained staff worked with legal counsel to overhaul the City's documents and standard templates were created for all the City's documents from minor maintenance, purchase orders and large and small construction contracts. Staff would be trained sometime in November on the new forms and processes and modifications would need to be made to itemize how staff makes purchases in the future. Palmer noted the previous purchasing policy focused mainly on purchasing thresholds but was missing the procurement policies. The new policy would provide consistency and make sure all requirements were met.

Driver moved to recommend the Board of Aldermen approve the revised purchasing policy. Sportsman seconded; motion passed 4-0.

D. Approve the final payment to DG Electric, LLC for the Pinecrest Pump Station Electrical Panel Upgrade Project

City Administrator Lauren Palmer explained the project was rebid to complete the remaining work and the Finance Committee awarded that contract to Alliance Pump & Mechanical in August. At that time the Committee discussed the DG Electric contract which was not completed. Palmer noted the remaining work was bid out separately so staff would know the actual cost and then it was subtracted from the original contract amount. The balance of \$2,700 would be a payment for the work DG Electric completed, which staff felt was a fair amount. She also added the contract was terminated in order for the project to move forward and staff was requesting the execution of a standard release document for DG Electric.

Driver moved to approve the settlement agreement with DG Electric, LLC in the amount of \$2,700 for the Pinecrest Pump Station Electrical Panel Upgrade Project. Sportsman seconded; motion passed 4-0.

E. Approve a contract with Ace Pipe Cleaning for the 2014 sewer line closed circuit television and cleaning project

City Administrator Lauren Palmer stated the project was sent out for bid in September and staff received one bid for a total cost of \$75,055.20, within the budgeted amount of \$80,000. The contract included cleanout of the grit chamber and the McAfee wetwell and a temporary dump site to be located at the McAfee Lift Station. Notification would be provided to the public through the website and social media. Staff would need to access manholes in some resident's backyards and other areas. The Finance Committee recommended going door-to-door to notify the residents whose property had a manhole.

Driver moved to recommend the Board of Aldermen approve the contract with Ace Pipe Cleaning of Kansas City, MO for the closed circuit television and cleaning project in the amount of \$75,055.20. Sportsman seconded; motion passed 4-0.

F. Approve the renewal of an intergovernmental agreement with the MARC Solid Waste Management District for the Regional Household Hazardous Waste Collection Program

City Administrator Lauren Palmer said the program allowed resident's access to permanent collection sites and a remote collection site. The fee was the same as the prior year and staff would continue to look into a site in Parkville that would meet the collection requirements.

Driver moved to approve the renewal of an intergovernmental agreement with the MARC Solid Waste Management District for the 2015 Regional Household Hazardous Waste Collection Program. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Update on transition plan for public works services including plan review and inspection services

City Administrator Lauren Palmer provided an update on the current status of inspection services, noting in August the Finance Committee authorized an emergency pool of funds for the first 30 to 45 days. Staff was doing well using North Hills Engineering and the funding would be adequate for plan reviews through the end of the year. Palmer added that inspection services would be needed in the near future for streets in the Thousand Oaks subdivision, but were harder to estimate. The only option was to hire a firm to handle the inspection services because there was not enough work for a full-time position. Palmer noted staff was planning to budget for a part-time inspector position in 2015 and if there were no applicants, staff would look into other alternatives.

5. UNFINISHED BUSINESS (postponed from prior meetings)

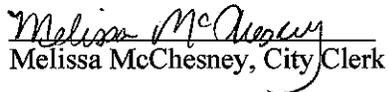
6. OTHER BUSINESS

City Administrator Lauren Palmer said Park University held a trustee meeting and stated they would be interested in extending the lighting to Coffey Road for the Highway 9 entryway design project. ~~Issues regarding the cost of the additional lighting included whether or not Kansas City Power & Light would be interested in a project that size and the budget did not include design to Coffey Road.~~ Palmer noted she hoped to get an answer from Park University prior to the next Board of Aldermen meeting.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 1:22 p.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

10/22/2014
Date

Finance Committee Meeting
October 27, 2014 – 5:30 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Werner called the meeting to order at 5:31 p.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver
- **Other Aldermen Present:** Kendall Welch, Greg Plumb, Dave Rittman and Kari Lamer
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Human Resources/Finance Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the October 13, 2014 meeting

Diane Driver moved to approve the October 13, 2014 minutes. Marc Sportsman seconded; motion passed 4-0.

B. Approve the employee health insurance benefits and rates effective December 1, 2014

Human Resources/Finance Director Matthew Chapman stated the City switched from United Healthcare to Coventry for 2014. For 2015 Coventry proposed a 33 percent increase, so staff researched the market. The health insurance committee, comprised of representatives from each department, determined the best choice was Blue Cross Blue Shield of Kansas City (BCBS) and recommended three plan options, two of which most closely resembled Coventry's offering. BCBS offered a health savings account plan that offered low-cost premiums but required more out-of-pocket costs. Staff also evaluated five different cost shares and recommended preserving a 64 percent share for the City and 36 percent for employees. Chapman added that \$67,000 was budgeted as a worst case scenario, but the recommendations would provide a reduction of approximately \$30,000. Chapman stated that Coventry is going to work on possibly reducing the proposed increase prior to Board action on November 4.

Palmer added that staff was comfortable with either provider and recommended the same plans as provided through Coventry at similar rates. If Coventry came in at a lower rate staff would recommend keeping them as the insurance provider.

Kari Lamer joined the meeting at 5:45 p.m.

Further discussion focused on a way for employees to help determine which plan worked best for them based on their current salary and the proposed cost of living adjustment and merit increase. The aldermen agreed it would be important to bring everything together in one package to include benefits and compensation. Palmer noted that at last year's open enrollment she provided an overview to employees on how the decisions were made and how it would affect them.

Driver moved to recommend the Board of Aldermen approve the health insurance renewal for 2015 with Blue Cross/Blue Shield with the premium plans, rates, and costs shares outlined in Attachment 3. Sportsman seconded; motion passed 4-0.

C. Approve Work Authorization No. 38 with North Hills Engineering and an agreement with Monarch Engineering related to public improvement inspections in the Thousand Oaks subdivision

Assistant City Administrator/Community Development Director Sean Ackerson said there were a significant number of permits for the next phase of Thousand Oaks. Staff recommended approval of two agreements related to Thousand Oaks subdivision; one for on-call contract engineering services with North Hills Engineering (NHE) to create street inspection standards and the second for on-site inspections with Monarch Engineering. Ackerson noted that the Finance Committee and Board of Aldermen approved a five-year contract with NHE and the Finance Committee approved a contract with Monarch Engineering for construction observation services in conjunction with Unite Private Networks. There were adequate funds in the budget to cover the contract until a Public Works director was in place. The Committee discussed the standards and how they were met in the past, with Ackerson noting they were being done in the pre-construction meetings.

Driver moved to approve Work Authorization No. 38 with North Hills Engineering and a professional services agreement with Monarch Engineering for public infrastructure inspections. Sportsman seconded; motion passed 4-0.

D. Approve the purchase of one worksite utility vehicle from Heritage Tractor in the amount of \$16,529.60 for the Parks Division of the Public Works Department

Assistant City Administrator/Community Development Director Sean Ackerson stated the purchase was budgeted as part of the 2014 Capital Improvement Program. The low bid was received from Heritage Tractor but was over budget. Staff made two recommendations: purchase the vehicle without the winch kit and fund the remaining balance out of the Equipment Reserve Fund; and keep the existing vehicle for use at Platte Landing Park and the additional summer crew.

Driver moved to recommend the Board of Aldermen approve the purchase of a 2014 John Deere utility vehicle from Heritage Tractor of Platte City, MO in the amount of \$16,529.60, and the addition of a winch kit at the discretion of staff. Sportsman seconded; motion passed 4-0.

E. Approve the purchase of two radar units from MPH Industries and installation by KC Wireless Company for a total amount of \$2,516

Police Chief Kevin Chrisman stated the City had six in-car units and the oldest were purchased in the 1990s but degraded over the years. Staff searched companies and found out that MPH still carried the product for \$1,098 per unit and KC Wireless Company would install the units for an additional \$160. There was adequate budget to purchase the units and the old ones would be kept for parts.

Driver moved to approve the purchase of two radar units from MPH Industries with installation totaling \$2,516. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

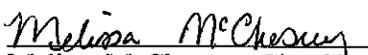
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 6:08 p.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

11/4/2014
Date

**Finance Committee Meeting
November 10, 2014 – 12:00 p.m.
Executive Chambers - Boardroom**

Minutes

1. CALL TO ORDER

Chairman Werner called the meeting to order at 12:00 p.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Kendall Welch and Dave Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Human Resources/Finance Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the October 27, 2014 meeting

Diane Driver moved to approve the October 27, 2014 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve an amended ordinance to revise convenience fee charges on credit and debit card purchases for administrative sales

Assistant to the City Administrator Tim Blakeslee explained the convenience fee charges helped to cover processing fees for credit and debit card payments. Staff determined it was time to make revisions to accept higher amounts to cover the actual cost of staff time to process the payments. He noted the small fee for purchases under \$200 remained the same, but the next level for over \$200 and less than \$400 was reduced. Additional revisions included accepting payments up to a maximum amount of \$10,000.

Driver moved to recommend that the Board of Aldermen adopt an ordinance to revise convenience fee charges on credit and debit card purchases for administrative sales. Sportsman seconded; motion passed 5-0.

C. Approve a three year contract with Curious Eye Productions for broadcast management services and technical consulting required to operate the online Parkville Government Access Channel

Assistant to the City Administrator Tim Blakeslee stated the contract covered video streaming and backup services for three years at a locked rate of \$85 per month, which was a small increase from prior years. He noted staff remained satisfied with the customer service.

Driver moved to recommend that the Board of Aldermen execute a three year contract with Curious Eye Productions for broadcast management services and technical consulting required to operate the online Parkville Government Access Channel. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Update on storm water project for northeast corner of Park Street and 6th Street

City Administrator Lauren Palmer provided an update on the storm water project for the new residence at 603 Park Street. It was noticed during site inspections that the contractor installed a

large number of drains that were not noted on the approved plans or identified during plan review. City Engineer Jay Norco determined the inlet was undersized for the additional storm water capacity and recommended installing a new culvert. Palmer explained the cost was typically covered by the developer because they were responsible for the increased storm water, but staff worked on a compromise to share the cost; the owners would pay \$2,500 and the City would be responsible for \$900. Palmer noted the cost to the City was within her approval authority, but she wanted to give the Finance Committee an update.

B. Discuss establishing a budget and policy for miscellaneous staff and elected official expenses

City Administrator Lauren Palmer looked for direction on a budget and policy for miscellaneous expenses for staff and elected officials, including meals, gifts for speakers, or doing something on behalf of the City for community volunteers with a death in the family. She noted there was not an established budget or a policy for the expenditures, but the purchasing policy did include purchasing thresholds. The Finance Committee discussed the monthly stipend for the mayor and aldermen, staff authority to make the purchases, allowed purchases, concerns about how the policy is written to cover future issues that may occur, and where the money would come from. They recommended staff research peer communities and draft a policy to review at a future meeting. Marc Sportsman and Dave Rittman agreed to serve on a committee to review the policy.

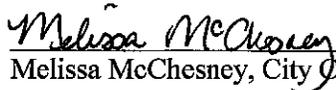
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 12:50 p.m. Sportsman seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

11/13/2014
Date

Finance Committee Meeting
November 24, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Werner called the meeting to order at 12:01 p.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Greg Plumb and Dave Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Human Resources/Finance Director Matthew Chapman and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the November 10, 2014 meeting

Diane Driver moved to approve the November 10, 2014 minutes. David Jones seconded; motion passed 4-0.

B. Authorize an agreement with Springsted Incorporated for financial advisor services

City Administrator Lauren Palmer said a competitive process was completed in early 2014 for financial advisor services for the permanent financing specific to the Brush Creek and Brink Meyer Neighborhood Improvement District (NID) bonds. Because of the satisfaction with the services for the bonds, staff recommended a long-term agreement for financial advisor services. Palmer noted Springsted helped the City get a reimbursement for out-of-pocket expenses of \$104,000 which helped to offset their fees and more competitive rates through the underwriters. The agreement would be similar to the agreement with North Hills Engineering – a master agreement with work authorizations for specific services. One change to the agreement was that the fees were locked in for three years and subject to adjustment after that. Their services would also help with the City's economic development projects.

Jones moved to recommend that the Board of Aldermen approve an agreement with Springsted Incorporated for financial advisor services. Driver seconded; motion passed 4-0.

C. Approve a contract with Linaweaver Construction, Inc. for the Bluffs Sanitary Sewer Repair Project in the amount of \$65,800

City Administrator Lauren Palmer stated bids were opened on November 17 and three were received with Linaweaver Construction, Inc. being the apparent low bidder. The total project was budgeted at \$80,000, and the bid came was lower than the estimated cost for construction. Palmer noted it was a unit price contract which may change based on actual quantities for the project. If the additional costs were over the City Administrator's authority, the changes would go to the Finance Committee for final approval.

Driver moved to recommend that the Board of Aldermen authorize a contract with Linaweaver Construction, Inc. for the Bluffs Sanitary Sewer Repair Project in the amount of \$65,800. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

City Administrator Lauren Palmer provided highlights of the quarterly projects update. She noted the Nature Sanctuary low water crossing was originally planned as a contract but was too costly due to prevailing wages, so staff decided to complete it in-house by the Streets Division. The closed circuit television (CCTV) project started and the utility vehicle for the Parks Division was scheduled to be delivered. She also highlighted the Crooked Road project, noting it had stalled but staff was working with Platte County and an agreement would be on the Board of Aldermen agenda on December 2 with project planning to begin in the spring. The Finance Committee also discussed the revised zoning and subdivision regulations, downtown flood control cost-benefit analysis, and the crack sealing project. Palmer noted staff was making progress on the projects compared to the update provided in August.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

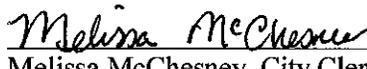
Palmer reviewed the remaining 2015 Finance Committee meeting schedule and staff would determine if the December 29 meeting could be cancelled because of the holiday.

Assistant City Administrator/Community Development Director Sean Ackerson provided an update to the resident issue on East Street, noting that staff was working with the renter to resolve the issue.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 12:41 p.m. Jones seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

12/1/2014
Date

Finance Committee Meeting
December 8, 2014 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Werner called the meeting to order at 12:00 p.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Human Resources/Finance Director Matthew Chapman and Acting City Clerk Kelly Yulich

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the November 24, 2014 meeting

Diane Driver moved to approve the November 24, 2014 minutes. David Jones seconded; motion passed 5-0.

B. Adopt a miscellaneous expense and reimbursement policy

City Administrator Lauren Palmer discussed establishing a budget and policy for miscellaneous staff and elected officials business related expenses. The consensus was to eliminate the monthly \$45 expense allowances for each elected official in favor of creating a combined pool of funds for eligible expenses. This change was subsequently made in the 2015 budget that was approved by the Board of Aldermen on December 2, 2014.

Vice Chair Marc Sportsman raised concerns regarding the dedication of the expense funds to be used and stated an alderman should have a say in how the allowance should be dedicated if not used as an expense.

David Jones and Mayor Johnston requested the allowance remain the same and Chair Werner requested to table the discussion in order for staff to research other municipalities.

Driver moved to table the Miscellaneous Expense Authorization and Reimbursement Policy as proposed. Marc Sportsman seconded; motion passed 5-0.

C. Approve a professional services agreement with Sarah E. Recker for public defender services with the Parkville Municipal Court

City Administrator Lauren Palmer stated as part of the 2015 budget process, Judge Kevin Humiston requested a compensation increase for the public defender position in recognition of growth in caseload; the last pay increase was authorized in 2007. Staff negotiated a professional services agreement to maintain consistency with the City's new purchasing policy and to improve record keeping. The public defender's responsibilities were outlined as Exhibit A in the agreement and were consistent with the services Ms. Recker provided for a number of years. Under the new agreement, the fee for services was increased to \$600 per month in a maximum amount not to exceed \$7,200 per year.

Driver moved to approve a professional services agreement with Sarah E. Recker for public defender services with the Parkville Municipal Court. Sportsman seconded; motion passed 5-0.

D. Approve a three year contract renewal with the Friends of the Parkville Animal Shelter through December 31, 2018

City Administrator Lauren Palmer stated that in 2008 the City executed an agreement to utilize the services of the Friends of the Parkville Animal Shelter (FOPAS) with respect to stray or abandoned cats and dogs within city limits and was renewed on an annual basis each year. The shelter provided basic care for animals not claimed including food and shelter, spay and neuter, vaccinations, micro-chipping, health examinations, and other medical care. FOPAS received a 50 percent discount for treatment at the Amity Woods Animal Hospital and was therefore able to provide a more affordable service than the City could obtain through other providers. The arrangement worked well in the past and staff recommended renewing the agreement for three years with the same terms and conditions.

Driver moved to recommend this go before the board of aldermen for final approval of Amendment No. 7 to extend the agreement for three years with the Friends of Parkville Animal Shelter in the amount of \$6,000 annually. Sportsman seconded; motion passed 5-0.

E. Approve the purchase of a portable sampler from Hach Company for effluent monitoring at the Parkville Waste Water Treatment Plant

City Administrator Lauren Palmer said the City had an Extended Aeration Wastewater Treatment Facility permit through the Missouri Department of Natural Resources that set forth effluent limitations, monitoring requirements, and other permit conditions related to the operation of the treatment plant. The permit required a 24-hour composite test sample, which involved taking samples every 30 minutes to determine a collective sample rating for the 24-hour period. The plant has two samplers, one located at the influent collects wastewater where it enters the plant, and the other collects effluent as it exits the facility. Staff requested authorization to purchase a portable sampler to assist with the required testing requirements. The current sampler would eventually require repair or replacement.

Driver moved to approve the purchase of a portable sampler for effluent monitoring at the Parkville Waste Water Treatment Plant from Hach Company in the amount of \$2,897.07. Sportsman seconded; motion passed 5-0.

F. Approve a supplemental agreement for 2015 with Alliance Water Resources for the continued management, operation, and maintenance of the City's wastewater treatment and collection system

City Administrator Lauren Palmer explained the City entered into a contract with Alliance Water Resources in 2002 to provide management, operation, and maintenance services for the wastewater collection and treatment system which was renewed and updated annually. The new contract was for \$282,245, a 2.49 percent increase over 2014 to account for wage increases, employee health insurance costs, and inflationary increases for supplies and materials.

Driver moved to recommend that the Board of Aldermen approve the supplemental agreement to the contract with Alliance Water Resources for management, operation, and maintenance of the City's wastewater collection system and treatment plant in 2015. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

City Administrator Lauren Palmer provided updates to the bridge damage in English Landing Park and the sink hole in River Hills. In regards to the bridge damage, Palmer noted three bids were received for the repair and the low bid was within her purchasing authority. She also noted that Assistant to the City Administrator Tim Blakeslee was working on a Request for Proposals for geotechnical services for the sink hole in the River Hills subdivision. Palmer requested volunteers for the selection committee to select the consultant, and Sportsman and Driver volunteered to serve on the committee.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Chief Chrisman provided an update for Shop with a Cop, noting it was scheduled for December 14 and would start at the American Legion for breakfast and finish at Wal-Mart at the Boardwalk Shopping Center.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 1:04 p.m. Sportsman seconded; motion passed 5-0.

Submitted by:



Kelly Yulich, Acting City Clerk

12/8/14
Date