

Finance Committee Meeting
January 12, 2015 – 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, Vice Chair Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Kari Lamer
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, 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 December 8, 2014 meeting

Diane Driver moved to approve the December 8, 2014 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve a lot usage agreement with Damon Pursell Construction for use of a gravel lot at 6105 NW River Park Drive for yard waste and disposal events in 2015

City Administrator Lauren Palmer stated that for many years the City had a contract for usage of the gravel lot at Damon Pursell Construction for the spring and fall cleanup events. During the budget work sessions, staff discussed optional arrangements to combine the spring cleanup event and the Recycling Extravaganza to be more efficient and save money. Staff recommended eliminating the spring cleanup event because many items could be recycled at the Northland Recycling Extravaganza which was in the same timeframe as the cleanup event. Palmer added that the number of dumpsters would be doubled for residents dropping off items that could not be recycled since the spring cleanup event would be eliminated. The fall cleanup event would continue to take in household junk and debris and include curbside pickup and yard waste drop off. Yard waste could be dropped off for a longer period of time and the City would be billed based on resident usage. The new approach would be a pilot project to see how the services would be utilized and determine if it is more efficient and cost effective to continue in the future, and could be adjusted upon renewal if needed.

Driver moved to approve the lot usage agreement with Damon Pursell Construction for 2015 clean up events. Sportsman seconded; motion passed 5-0.

C. Approve the purchase of up to \$17,500 worth of salt and sand from Dale Brothers, Inc. through spring of 2015

Public Works Director Alysén Abel stated the request was for a new authorization to purchase salt and sand for the 2015 snow season, which was budgeted at \$30,000 for 2015. She added staff planned on requesting up to \$20,000 for the current snow season, but City Administrator authorized \$2,500 to replace the supply after the previous snow event for use prior to the meeting if needed. Because of \$2,500 previously spent, staff recommended authorizing up to \$17,500 for in order to eliminate the need for several different requests.

The Committee discussed the budget and possible options for purchasing salt and sand in the future. City Administrator Lauren Palmer explained staff requested the amounts be split between the budget years because rates were locked in during the fall for the full season which overlapped

both years. The budget included the purchase in early 2015 for the current season and the remainder to be spent for the following winter. The consensus was for staff to determine if a change could be made in the future.

Driver moved to recommend that the Board of Aldermen authorize staff to purchase salt and sand materials from Dale Brothers, Inc. in an amount not to exceed \$17,500. Sportsman seconded; motion passed 5-0.

D. Approve Work Authorization No. 39 with North Hills Engineering for the 2015 sewer cleaning and closed circuit television project

Public Works Director Alysén Abel said that the request was for \$5,175 for oversight and assistance for the 2015 closed circuit television (CCTV) project for data collection, data review, ratings, map updates and project management. The total budget was \$33,000 with \$5,500 for engineering fees.

Driver moved to approve Work Authorization No. 39 with North Hills Engineering for the 2015 sewer cleaning and CCTV project in an amount not to exceed \$5,175. Sportsman seconded; motion passed 5-0.

E. Approve Work Authorization No. 40 with North Hills Engineering to integrate the CCTV data (2007-2015) and plan for the 2015 and 2016 sewer repairs

Public Works Director Alysén Abel explained the work authorization would compile and analyze all sewer CCTV data collection from 2007 through 2015 and develop project recommendations for phase 2 of the CCTV project. A program would be created to address the issues.

Driver moved to approve Work Authorization No. 40 with North Hills Engineering to integrate the 2007 to 2015 CCTV data and plan for the 2015 and 2016 sewer repairs in an amount not to exceed \$6,675. Sportsman seconded; motion passed 5-0.

F. Approve additional services to a contract with Ace Pipe Cleaning for the 2015 sewer line closed circuit television and cleaning project

Public Works Director Alysén Abel stated the original contract was approved by the Board of Aldermen on October 20, 2014, and the request was for additional services for the CCTV project in 2015. Ace Pipe Cleaning locked in the unit prices that were honored for 2015, which would save staff time and resources that would have been associated with a new bid process. The remaining 2015 budget for the project was \$27,500 and the additional services were within the budgeted amount. Abel added Ace Pipe Cleaning was given a 45-day extension due to weather.

Driver moved to recommend the Board of Aldermen approve additional services to the 2014 contract with Ace Pipe Cleaning for the sewer line closed circuit television and cleaning project in an amount not to exceed \$27,500. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. City logo shirts for elected officials

City Administrator Lauren Palmer said that shirts with the Parkville logo were purchased for key staff from the uniform budget. She wanted to gauge the Board's interest in getting their own shirts and determine how they would be paid. The consensus of the Committee was for each individual to pay for his or her own shirt.

B. Update on the sinkhole investigation RFP

Assistant to the City Administrator Tim Blakeslee updated the Committee on the sinkhole located at 10433 River Hills Place, noting a request for proposals was published in December. Four firms visited the site and two showed interest, and proposals were due on January 23.

5. UNFINISHED BUSINESS (postponed from prior meetings)

A. Miscellaneous Expense Policy (tabled at the December 8, 2014 meeting)

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 12:34 p.m. Sportsman seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

1/13/15
Date

Finance Committee Meeting
January 26, 2015 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Werner called the meeting to order at 12:03 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:** Robert Lock and Dave Rittman
- **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, Assistant to the City Administrator Tim Blakeslee, City Clerk Melissa McChesney, Jan Davis, Public Works Department Assistant, and Lucia Mann, Intern

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the January 12, 2015 meeting

Diane Driver moved to approve the January 12, 2015 minutes. Sportsman seconded; motion passed 5-0.

B. Approve the renewal of Property & Liability and Worker's Compensation & Employer's Liability coverage with Midwest Public Risk for July 1, 2015 through June 30, 2016

Human Resources/Finance Director Matthew Chapman stated staff recommended continuing the relationship with Midwest Public Risk (MPR) who was a valued partner of the City for 18 years. He added that if the coverage was renewed with MPR the City would save money by eliminating the need for a Request for Proposals. The Finance Committee discussed the quote received from Missouri Intergovernmental Risk Management Association (MIRMA) and how the coverage was budgeted in 2015 and 2016.

Driver moved to recommend the Board of Aldermen approve the renewal of Workers' Compensation and Property & Liability insurance coverage with Midwest Public Risk for July 1, 2015 through June 30, 2016, in the amount of \$150,397. Sportsman seconded; motion passed 5-0.

C. Approve a cooperative agreement with the Platte County Regional Sewer District for the collection and treatment of sewage and the decommissioning of the Eastside Pump Station

City Administrator Lauren Palmer explained the cooperative agreement would extend the gravity line to transfer the sewer from Kansas City, Missouri to the Platte County Regional Sewer District (PCRSB). She provided a history of the project, noting that staff researched transferring the Parkville system with a force main but determined the agreement with the PCRSB would be more cost effective. The agreement covered construction of the gravity line, decommissioning the Eastside Pump Station, and future treatment.

Further discussion focused on future rate increases, costs associated with the agreement, the impact to residents, and the agreement with Kansas City, Missouri. Palmer noted the project was budgeted at \$28,900. Estimated annual savings would be approximately \$30,000.

Driver moved to recommend the Board of Aldermen approve the sanitary sewer services agreement with the Platte County Regional Sewer District for the Eastside service area. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Maintenance commitment for decorative street lighting in downtown Parkville

City Administrator Lauren Palmer explained there were 21 pedestrian-level street lights located in downtown. Staff was approached by the Main Street Parkville Association (MSPA) and asked to take over maintenance of the lights. A letter mailed to the MSPA in 2009 documented discussions about cost and maintenance and outlined that the City was not responsible for maintenance, but an agreement was never approved by the Board of Aldermen. Palmer added that in the last correspondence mailed in December to the executive director of the MSPA she explained it was not in the City Administrator's authority to approve an agreement but she would schedule a meeting to discuss a compromise.

Following the December Parkville Economic Development meeting, the MSPA approached staff and asked the City absorb labor costs associated with fixing seven of the lights that did not work and the MSPA would purchase the materials and equipment. Palmer cautioned that the City did not maintain lights in other areas, but had separate arrangements with Thousand Oaks and for the entryway project. She added an agreement might set a precedent or expectation for other areas.

The Finance Committee discussed options for an agreement, including approving it for one year, submitting grant requests to the Parkville Old Towne Market Community Improvement District (POTMCID) to reimburse the City for the labor costs, and invoicing the MSPA.

The consensus of the Finance Committee was to have staff prepare a one year agreement outlining the City's responsibility of covering labor associated with maintenance of the lights and requesting grant funding from the POTMCID to reimburse the City's costs.

5. UNFINISHED BUSINESS (postponed from prior meetings)

A. Miscellaneous Expense Policy (tabled at the December 8, 2014 meeting)

City Administrator Lauren Palmer provided a history of prior miscellaneous policy discussions. She and Chairman Werner suggested creating a smaller subcommittee to review the policy. Dave Rittman, Bob Lock and Diane Driver volunteered to serve on the subcommittee.

6. OTHER BUSINESS

David Jones requested that staff evaluate the frequency of Finance Committee meetings to determine if it was necessary to meet twice per month. The consensus of the Finance Committee was to distribute a survey to evaluate aldermen schedules and determine if the dates and/or times could be changed.

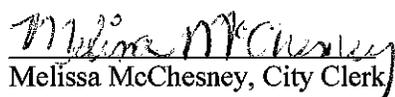
Public Works Director Alysén Abel explained the Bluffs Sewer project was completed, restoration work would be completed in spring, and staff received a positive response from a resident in the area.

Marc Sportsman noted that former City Clerk Barbara Lance passed away. The Committee discussed the option of sending flowers to her family or contributing to a charity in her honor.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 12:54 p.m. Sportsman seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

1/29/15
Date

Finance Committee Meeting
February 9, 2015 – 12:00 p.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Robert Lock (by telephone) and Dave Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Captain Jon Jordan, Public Works Director Alysén Abel, Human Resources/Finance Director Matthew Chapman, Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and Acting City Clerk Jan Davis

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the January 26, 2015 meeting

Diane Driver moved to approve the January 26, 2015 minutes. David Jones seconded; motion passed 4-0.

B. Authorize staff to transfer funds from the Emergency Reserve Fund to the Brink Meyer NID Debt Service Fund sufficient to cover the payment of bond interest due March 1, 2015

City Treasurer Steve Berg explained the payment of bond interest for Brink Meyer Neighborhood Improvement District (NID) was due on March 1, 2015. He added that collections of the assessments were sufficient to cover the Brush Creek bond payment, but not the Brink Meyer payment which required the City's contribution of \$105,508.64 from the Emergency Fund. Discussion was held on whether to transfer from the General Fund rather than the Emergency Reserve.

Driver moved to recommend that the Board of Aldermen authorize staff to transfer up to \$105,508.64 from the Emergency Reserve Fund to the Brink Meyer Road NID Fund for the purpose of paying the Brink Meyer Road NID bond payment due on March 1, 2015. Jones seconded; motion passed 4-0.

C. Authorize staff to pay off and retire the remaining balance of the 2003 Parkville Sewer System Lease Purchase Loan principal and interest

City Treasurer Steve Berg explained that the Sewer Fund had sufficient reserves to retire the remaining balance of the lease purchase that was set to retire in 2025. Since the loan interest rate of 5.0 percent was far higher than most of the City's investments, the best use of the funds was to retire the debt.

Driver moved to recommend that the Board of Aldermen authorize staff to pay off and retire the remaining balance of the 2003 Parkville Sewer System Lease Purchase Loan principal and interest in the approximate amount of \$150,900. Jones seconded; motion passed 4-0.

D. Approve the purchase of two 2015 Ford F-350 4x4 Super Duty Trucks from Thorougbred Ford for the Streets Division of the Public Works Department

Public Works Director Alysén Abel described Public Work's bid and selection process, noting the price included the truck only and the snow plow and salt spreader equipment would be purchased

separately. Abel added that two of the City's existing trucks would be sold at auction. Discussion focused on purchasing one truck now and the other at a later date.

Driver moved to recommend the Board of Aldermen approve the purchase of two new 2015 Ford F-350 4x4 Super Duty trucks from Thoroughbred Ford for \$25,904.76 per truck for the Streets Division of the Public Works Department on the stipulated schedule pending the flow of transportation funds. Jones seconded; motion passed 4-0.

E. Approve two professional services agreements with George Butler Associates and TranSystems for on-call traffic engineering services

Public Works Director Alysén Abel discussed two upcoming projects, including proposed apartments and Quik Trip, as well as future projects that would require traffic engineering services. A request for proposals was issued and twelve responses were received. A review committee selected three firms and recommended a two-year commitment, with the option to renew for one additional year.

Driver moved to recommend the Board of Aldermen approve the two professional services agreements for on-call traffic engineering services with George Butler Associates and TranSystems, with the Affinis contract moving forward to the Board of Aldermen. Jones seconded; motion passed 4-0.

F. Approve a professional services agreement with Olsson Associates for geotechnical services to investigate the settlement issue in the Riverhills Estates subdivision

Public Works Director Alysén Abel described the Request for Proposals and the selection process. She noted that \$15,000 was included in the capital improvements program to complete the work and recommended a contract with Olsson Associates for \$9,200 with an estimated completion date in five weeks.

Driver moved to approve the professional services agreement with Olsson for the geotechnical services to investigate the settlement issues in the Riverhills Estates subdivision in the amount of \$9,200. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Review the coordination of street and striping maintenance efforts with Platte County Public Works

Public Works Director Alysén Abel stated she had a conversation with the Platte County Public Works Director regarding piggybacking their bid process for the mill and overlay of streets and street striping, which would benefit both the City and County by bidding larger contracts. She identified four areas that needed immediate work that included Riss Lake; Main Street from Highway 9 to 13th Street; a 1,300 foot section of North National Drive; and Brink Myer Road where the retaining wall failed. Abel added that the City planned a five to ten year maintenance cycle. Further discussion focused on broken concrete at the Highway 9 entrance to Riss Lake.

5. UNFINISHED BUSINESS (postponed from prior meetings)

- A. Miscellaneous Expense Policy (tabled at the December 8, 2014 meeting)

6. OTHER BUSINESS

The Finance Committee discussed the survey results regarding the time and frequency of Finance Committee meetings. The consensus was to meet the Monday prior to each Board of Aldermen meeting at 8:00 a.m. with the option to cancel meetings if they were not needed.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 1:11 p.m. Jones seconded; motion passed 4-0.

Submitted by:



Jan Davis, Acting City Clerk

02/09/15
Date

Finance Committee Meeting
March 9, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Werner called the meeting to order at 8:03 a.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Marc Sportsman, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Kari Lamer, Robert Lock and Dave Rittman
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Human Resources/Finance Director Matthew Chapman, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and Acting City Clerk Jan Davis

2. FINANCIAL UPDATES

3. CONSENT ITEMS

- A. Approve the minutes from the February 9, 2015 meeting.
- B. Approve the Fewson Fund Annual Financial Statement and Report
- C. Approve the semi-annual report for the second half of 2014 and direct City Administration to publish

Diane Driver moved to approve the consent agenda and recommended motion for each item, as presented. Marc Sportsman seconded; motion passed 4-0.

Nan Johnston joined the meeting.

4. ACTION ITEMS

- A. **Approve a policy for miscellaneous staff and elected official expenses (tabled at the December 8, 2014 meeting)**

Chair Werner noted the item was tabled on December 8, 2014 and needed to be removed from the table prior to discussion.

Diane Driver moved to remove from the table the motion for the Miscellaneous Expense Authorization and Reimbursement Policy. Marc Sportsman seconded; motion passed 5-0.

Alderman Rittman discussed considerations made by the Committee, which included Dave Rittman, Diane Driver and Robert Lock, when drafting the policy. Sportsman asked if current policy required the senior-most city official to pay the expense and handle the reimbursement for meals that involved multiple staff or elected officials and Palmer stated the current policy was silent on the issue. She clarified the proposed policy required any expenses not specifically addressed in the policy be presented to the Finance Committee.

Driver moved to recommend the Board of Aldermen approve the Miscellaneous Expense Authorization and Reimbursement Policy with the inclusion that the senior-most City official would pay for meal expenses. Sportsman seconded; motion passed 5-0.

- B. **Approve a contract with McAnany Concrete, LLC for the 2015 concrete curb and sidewalk project**

Public Works Director Alysén Abel stated two contractors responded to the bid request, with McAnany Construction being the low bidder at \$73,500. Discussion was held regarding the disparity in bid amounts and quality of work to be expected from the low bidder. Abel responded that the low bid could be a reflection of the contractor's desire to work with the City or the

requested bid breakout between removal and replacement. The Public Works Department planned to recommend hiring a part-time inspector to monitor concrete placement and overall quality of work. Driver asked if any of the removal work could be performed in-house with existing staff and equipment and Abel responded that the quantity of work precluded it from being handled in-house. She stated she would request that McAnany lock in the unit prices until the end of the year to allow for additional work by change order if adequate funding was available after bidding the mill and overlay project.

Driver moved to recommend the Board of Aldermen approve the contract with McAnany Construction for the 2015 Concrete Curb and Sidewalk Program in the amount of \$73,500, with unit prices as listed in the bid proposal. Sportsman seconded; motion passed 5-0.

C. Approve Work Authorization No. 41 with North Hills Engineering for design and project management for the Sanitary Sewer Repairs Phase 2 Project

Public Works Director Alysén Abel outlined that Phase 2 of sanitary sewer line repairs, initially scheduled for 2011, was deferred due to budgetary reasons. Funding was budgeted in the 2015 CIP to complete the Phase 2 repairs and included updates identified in the 2014 CCTV report. Work Authorization No. 41 in the amount of \$18,075 included design, document preparation, bidding and administration for the Phase 2 work.

Driver moved to recommend that the Board of Aldermen approve Work Authorization No. 41 with North Hills Engineering, Inc. for the design and project management for the Sanitary Sewer Repairs Phase 2 project in an amount not to exceed \$18,075. Sportsman seconded; motion passed 5-0.

D. Approve the purchase of three spare pumps for the River Hills Pump Station, Pinecrest Pump Station, and the McAfee Pump Station

Public Works Director Alysén Abel stated the City maintained seven pump stations with two pumps at each station. Due to the long lead time in getting replacement pumps, it was proposed that the City maintain two spare pumps. She added the purchase of four spare pumps was originally considered but after further review the pump bid for the South National Pump Station was not compatible with the wet well; funds would be programmed in the 2016 Capital Improvement Program (CIP) for reconstruction of the pump. Abel recommended the purchase of the fourth pump, intended for the Pinecrest Pump Station, be deferred. She added that an alternative pump might better accommodate the Lake Pointe Lodge residential development and a cost-share development agreement would need to be negotiated with the developer. Abel explained that Public Works would store the spare pumps which could be rotated with existing equipment to stay in good working order.

Driver moved to recommend that the Board of Aldermen approve the purchase of two spare pumps for the McAfee and River Hills pump stations in a total amount of \$27,615.00. Sportsman seconded; motion passed 5-0.

E. Approve the purchase of two M110 Mission Control Cellular Units from JCI Industries for the South National Pump Station and the River Hills Pump Station

Public Works Director Alysén Abel explained State statutes required pump stations to be equipped with alarm devices for notification of system issues. She noted the current system at the pump stations had a voice analog alarm unit that was obsolete and the proposed units allowed for information to be retrieved by cell phone. Abel explained only one vendor could provide the equipment, which was installed at four other pump stations, so the standard bid process was not necessary. Once the Eastside Pump Station was decommissioned, the notification unit would be relocated to the FF Highway station and all pump stations would be equipped with the mission control technology.

Driver moved to approve the purchase of two Mission Control Cellular Units from JCI Industries for the South National Pump Station and the River Hills Pump Station in the amount of \$7,179. Sportsman seconded; motion passed 5-0.

5. NON-ACTION ITEMS

A. Quarterly Projects Update

City Administrator Lauren Palmer presented a list of projects and stated the City was working to get ahead of schedule for the year. Staff responded to questions about the progress and timing of projects.

6. UNFINISHED BUSINESS (postponed from prior meetings)

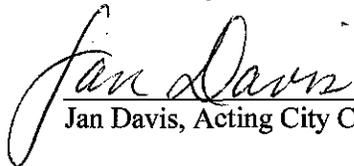
7. OTHER BUSINESS -

Sportsman left at 8:53 a.m. for a previous commitment.

8. ADJOURNMENT

Driver moved to adjourn the meeting at 8:54 a.m. David Jones seconded; motion passed 4-0.

Submitted by:


Jan Davis, Acting City Clerk

03/09/15
Date

Finance Committee Meeting

March 30, 2015 – 8:00 a.m.

Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Nan Johnston, David Jones and Diane Driver
- **Other Aldermen Present:** Dave Rittman and Robert Lock
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Human Resources/Finance Director Matthew Chapman, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee, Northland Center for Advanced Professional Studies (CAPS) Intern Griffin Burri, and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the March 9, 2015 meeting

Diane Driver moved to approve the March 9, 2015 minutes. David Jones seconded; motion passed 4-0.

B. Approve the Fewson Fund proposed investment strategy

City Treasurer Steve Berg explained the Fewson Fund had approximately \$550,000, with \$50,000 tied up in a long-term bond earning around five percent interest; the remaining funds did not earn significant interest. The Fewson Fund managers proposed an investment strategy that maximized each goal and kept a fair amount of liquidity to allow funds for future projects but kept enough for longer periods to get better interest rates.

Driver moved to recommend the Board of Aldermen receive and approve the proposed Fewson Fund Investment Strategy. Jones seconded; motion passed 4-0.

C. Approve a cooperative agreement with Main Street Parkville Association for decorative street lighting in downtown Parkville

City Administrator Lauren Palmer provided the history of street lighting in downtown Parkville, noting that staff spoke with the Main Street Parkville Association (MSPA) in the fall regarding responsibility of the streetlights. Palmer explained staff identified that in 2009 the City had discussions with the MSPA when the lights were upgraded and a found letter stating the City would not accept the maintenance responsibility, but an agreement was not executed. On January 26, 2015, the Finance Committee directed staff to negotiate a one-year agreement for the City to accept the maintenance but to request reimbursement from the Parkville Old Towne Market Community Improvement District (POTMCID). The revised draft stated the City would be responsible for day-to-day maintenance and costs to procure materials, which would be requested by reimbursement from the POTMCID, and the MSPA would reimburse for materials only.

Discussion focused on streetlight maintenance in other locations in the city, long-term maintenance, and replacement of the lighting system in the future. The consensus of the Finance Committee was to revise the draft agreement for a one-year term. During that time, the City should work with MSPA and the POTMCID to determine a long-term financing strategy to address ongoing maintenance and future capital costs.

Driver moved to direct staff to finalize the cooperative maintenance agreement for downtown decorative street lighting with the Main Street Parkville Association as amended for final consideration by the Board of Aldermen. Driver seconded; motion passed 4-0.

D. Approve the purchase of a time capsule for placement near the new downtown entryway signage

Assistant to the City Administrator Tim Blakeslee stated the time capsule was to be placed near the new downtown entryway sign to be opened on Parkville's 200th anniversary in 2049 and would be filled at Parkville Days. The purchase was within the City Administrator's purchasing authority but came before Finance because it was not budgeted. City Administrator Lauren Palmer noted that staff was working on a bronze plaque for the which will be a small unbudgeted expense.

Driver moved to approve the purchase of the Heritage Composite Rectangle Time Capsule in the amount of \$1,348. Jones seconded; motion passed 4-0.

E. Approve the purchase of a 2015 Ford Escape SE and accessory equipment from Thoroughbred Ford for the Community Development Department

Assistant City Administrator/Community Development Director Sean Ackerson said the Community Development Department had two older vehicles and the truck was budgeted in 2015 for replacement. Staff checked the State and metropolitan cooperative agreements and went out for bid for a new Ford Escape SE. Three bids were received and Thoroughbred Ford was the lowest bidder. The Finance Committee discussed the second vehicle and asked staff to research options to either keep the car or reimburse staff for mileage on their personal vehicles.

Driver moved to recommend that the Board of Aldermen approve the purchase of a 2015 Ford Escape SE from Thoroughbred Ford in the amount of \$21,077.44. Jones seconded; motion passed 4-0.

F. Approve a contract with American Sweeping, Inc. for the 2015 Street Sweeping Program

Public Works Director Alysén Abel stated that due to heavy salt and sand and leaves, streets require sweeping periodically. Two bids were received for the project, with American Sweeping being the low bidder. The contract amount was within budget and would not exceed 60 hours.

Driver moved to approve the contract with American Sweeping, Inc. for the 2015 Street Sweeping Program in an amount not to exceed \$7,200. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Assistant to the City Administrator Tim Blakeslee introduced Griffin Burri, intern with the Northland Center for Advanced Professional Studies (CAPS) program, who was working on a volunteer program. Public Works Director Alysén Abel updated the committee on various Public Works projects.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:54 a.m. Jones seconded; motion passed 4-0.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

4/7/15
Date

Finance Committee Meeting
April 13, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair 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 Alysen Abel, Human Resources/Finance Director Matthew Chapman, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the March 30, 2015 meeting

Diane Driver moved to approve the March 30, 2015 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve the selection of Gould Evans of Kansas City to update the zoning code and subdivision regulations in an amount not to exceed \$74,800

Assistant City Administrator/Community Development Director Sean Ackerson stated a Request for Proposals was posted on local, state and national websites in February and sent to 30 firms. A pre-proposal meeting was held and three firms attended and one proposal was submitted by Gould Evans of Kansas City. Ackerson explained the request was to approve the selection of Gould Evans and allow staff to negotiate a final contract.

Driver moved to direct staff to proceed with negotiating a final contract with Gould Evans and recommend that the Board of Aldermen execute a contract with Gould Evans to update the City's zoning code and subdivision regulations for an amount not to exceed \$74,800. Sportsman seconded; motion passed 5-0.

C. Approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the Street Division of the Public Works Department

Public Works Director Alysen Abel said the purchase of two trucks was approved by the Board of Aldermen on February 17 and were planned to be equipped with salt spreaders and plow blades for street maintenance and snow operations. The bid was posted in March and one bid was received from Kranz of Kansas City, Inc. who provided the same equipment to the City in the past. She added the cost to equip one truck was \$26,154 was within budget and staff planned to stagger the purchase of the equipment. The consensus of the Finance Committee was for staff to research the life of the equipment to determine if old equipment could be reused on newer trucks.

Driver moved to recommend the Board of Aldermen approve the purchase of truck equipment from Kranz of Kansas City, Inc. for two Ford F-350 4x4 Super Duty trucks for a total amount of \$52,308. Sportsman seconded; motion passed 5-0.

D. Approve a work authorization with MTS Contracting, Inc. for the restoration of the Gresham Memorial Fountain located at the Train Depot

Public Works Director Alysen Abel said the City maintained the train depot and the surrounding area, including the fountain. The fountain was vandalized in February and the capstone with the

commemorative plaque was stolen. Staff was working on replacing the capstone and to prevent future vandalism the stone would be permanently set to the fountain. Abel noted that three quotes were received and the low bid was from MTS Contracting, Inc. for \$3,210. Because the expenditure was not planned and there was not adequate funding in the Gresham Maintenance budget, staff recommended using 50 percent from the maintenance fund and the remaining from the Parks Enhancement Fund. The Community Land and Recreation Board recommended approval on April 8 by a vote of 6-0 and recommended forwarding the item to the Finance Committee.

Driver moved to approve the work authorization with MTS Contracting Inc. for the restoration of the Gresham Memorial Fountain located at the train depot in an amount not to exceed \$3,210. Sportsman seconded; motion passed 5-0.

E. Approve a work authorization for the repair of an existing pump at the Pinecrest Pump Station

Public Works Director Alysén Abel explained the repair was emergency maintenance of two pumps in the wetwell system at the Pinecrest Pump Station. On March 25 during the closed-circuit television (CCTV) work, large rocks damaged the propellers on the existing pump; to prevent the issue in the future, Abel said the last segment of sewer line would not be flushed in future CCTV projects. The existing pump would stay in place but was pumping at reduced capacity which required monitoring three times per day. Abel said staff received a quote on a pump and determined the worst case scenario to repair the pump was \$6,301.63.

The Finance Committee discussed the cost difference between the different sized pumps and the impact of purchasing two new large pumps instead of or in addition to repairing the existing pump. City Administrator Lauren Palmer noted the purchase of two pumps was not budgeted and timing was a concern.

Driver authorized purchase of a large pump in lieu of repairing the existing pump. Sportsman seconded; motion passed 5-0.

F. Approve the purchase of a new pump from FTC Equipment, LLC at the Pinecrest Pump Station

Public Works Director Alysén Abel explained the second pump at the Pinecrest Pump Station was removed because of severe damage that was estimated to cost more to repair than to replace. She said that with future development potential staff would need to look at upsizing the pump with nominal cost to upgrade to a larger pipe and some additional work to the electrical panel would be required. Abel noted that based on the estimate staff did not feel the cost would be more than \$1,600.

Driver moved to approve the purchase of a new pump from FTC Equipment, LLC and associated electrical work at the Pinecrest Pump Station in an amount not to exceed \$9,500. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Marc Sportsman requested additional funding for an additional table to invite Community Land and Recreation Board members to a Mid-America Regional Council event. The consensus of the Finance Committee was to use funds per the miscellaneous expense authorization and reimbursement policy to cover the additional table.

Mayor Johnston provided an update on the time capsule to be placed at the new entryway sign and noted that Assistant to the City Administrator Tim Blakeslee and northland CAPS intern Lucia Mann

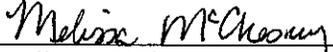
contacted different entities. The Mayor asked if the aldermen could contact other entities to gain more interest in placing items in the time capsule.

Public Works Director Alysén Abel said the curb and sidewalk work was delayed due to weather and the mill and overlay bids were due April 13.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:31 a.m. Sportsman seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

5/5/15
Date

Finance Committee Meeting
May 11, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver
- **Other Aldermen Present:** Dave Rittman and Douglas Wylie
- **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, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the April 13, 2015 meeting

Diane Driver moved to approve the April 13, 2015 minutes. Marc Sportsman seconded; motion passed 4-0.

B. Approve Change Order No. 2 with McAnany Concrete for the 2015 Curb and Sidewalk project for the Main Street storm sewer retrofit

Public Works Director Alysen Abel stated the contract with McAnany Concrete was approved on March 17 to improve 2,000 feet of curb and 50 square yards of sidewalk and Change Order No. 1 was approved on May 5 for an additional 1,450 feet of curb for a total amount of \$89,250. Abel added that complaints were received about storm inlets on Main Street, which was not a priority in the 2015 budget. Staff continued to evaluate the most critical areas and determined the issue needed to be addressed. Change Order No. 2 provided a lump sum quote of \$10,500 to retrofit the storm sewers between 4th and 7th streets for a revised project amount of \$99,750 which was still under the budgeted amount.

The Finance Committee discussed the safety concerns for residents. Abel stated the fix would remove the safety hazard but to set it to any standard each would have to be removed which would be costly. City Administrator Lauren Palmer said the retrofit was programmed in the unfunded Capital Improvement Program (CIP) but was not a top priority in the past.

Driver moved to recommend the Board of Aldermen approve Change Order No. 2 to the 2015 Concrete Curb and Sidewalk contract with McAnany Concrete in a lump sum amount of \$10,500 for the Main Street storm sewer retrofit. Sportsman seconded; motion passed 4-0.

C. Approve a contract with Metro Asphalt for the 2015 Street Maintenance Program

Public Works Director Alysen Abel explained that Public Works staff identified four major areas that needed mill and overlay on the existing pavement. The bid request was posted in March and staff received four bids, two of which included recycled asphalt in addition to standard asphalt. Staff consulted with legal counsel and decided to rebid the project to include recycled asphalt as a bid alternate for reduced unit prices and three bids were received. The street maintenance program was included in the 2015 CIP for \$220,000. Abel added that two types of asphalt would be used depending on the volume of traffic and the project was planned to start following Board of Aldermen approval on May 19.

Driver moved to recommend the Board of Aldermen approve the contract with Metro Asphalt for the 2015 Street Maintenance Program in an amount not to exceed \$219,964, with unit prices as listed in the bid proposal. Sportsman seconded; motion passed 4-0.

D. Approve Work Authorization No. 48 with North Hills Engineering for the design and inspection of the Pinecrest Pump Station wet well reconstruction

Public Works Director Alysén Abel said the existing wetwell was approximately 35 years old and had corroded pipe. A full replacement of the system would be costly, so staff determined it should be reconstructed at a lower cost. Work Authorization No. 48 included design and construction for \$6,825 and inspection work for \$2,100. The project was programmed in the 2015 CIP with \$77,000 for the wetwell replacement.

Driver moved to approve Work Authorization No. 48 with North Hills Engineering for the design and inspection of the Pinecrest Pump Station wet well reconstruction, in an amount not to exceed \$8,925. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

City Administrator Lauren Palmer said a new document was added to the update showing the status of the Board of Aldermen's priorities from the 2014 priority setting session. She highlighted that only a handful of projects from 2013-2014 were still in progress and the Bluffs Project was complete and waiting for the final pay application. The Finance Committee discussed the project related to code enforcement in which staff was unable to contact the individual to be served, the River Hills sinkhole project final report which was received and an update would be provided at the May 19 Board of Aldermen meeting, and the Route 9 Corridor project consultants who were gathering data and holding stakeholder meetings with the property owners affected.

B. Discuss maintenance commitment for decorative street lighting in downtown Parkville

City Administrator Lauren Palmer explained the issue was discussed with the Finance Committee in March with direction for staff to meet with the Main Street Parkville Association (MSPA) to propose a one year interim solution of City-provided maintenance with reimbursement from MSPA for out-of-pocket material costs. The agreement was presented to the MSPA steering committee on May 5 and was rejected, but a motion was approved to continue to fund the purchase of materials explained in a letter sent to Mayor Johnston.

Palmer stated there was limited discussion about a relationship with the Parkville Old Towne Market Community Improvement District (POTMCID), but POTMCID chair Tom Hutsler was in attendance and felt they would not be supportive of funding decorative street lighting. Palmer noted that the MSPA felt it was not their role to be in the business of maintaining infrastructure and the City should submit a formal grant request from the POTMCID.

The Finance Committee discussed who should be responsible for the street lighting, the electricity and maintenance costs associated with the lights, and future maintenance and replacement. The consensus of the Finance Committee was for Mayor Johnston and Palmer to draft a response to the MSPA.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Vice Chair Sportsman asked about the Neighborhood Improvement District workshop and Palmer responded that she was targeting a work session for July.

A. Update on Midwest Public Risk Renewal

Human Resources/Finance Director Matthew Chapman said the contract with Midwest Public Risk was renewed based on 2014 quotes and the new rates were \$1,600 less than the prior year's rates.

City Treasurer Steve Berg stated that Bruce Culley was working on the 2014 audit and was ahead of schedule compared to previous years.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:09 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

June 8, 2015
Approval Date



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

Minutes

1. CALL TO ORDER

Chairman Werner called the regular meeting of the Finance Committee to order at 8:01 a.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, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the May 11, 2015 meeting

Diane Driver moved to approve the May 11, 2015 minutes. Marc Sportsman seconded; motion passed 5-0.

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

City Administrator Lauren Palmer stated July 20, 2015, was reserved for a strategic planning process because the post-evaluation from the 2014 planning session indicated a majority wanted it to be done annually. Palmer added a new facilitator, Patty Gentrup, was highly recommended from her colleagues and she had more than 20 years' experience in local government. The recommended fee was \$3,750 that included an advanced survey for staff and one-on-one interviews with the mayor and aldermen. Palmer noted she was not concerned with the increase for the services because there would be savings in other costs.

Driver moved to approve a professional services agreement with The Novak Consulting Group in the amount of \$3,750 for facilitation services for a strategic planning process. Sportsman seconded; motion passed 5-0.

C. Approve a professional services agreement with Williams & Campo, P.C. for special legal counsel services for economic development

City Administrator Lauren Palmer explained that Stinson Leonard Street had a conflict with the development needs at the Brink Meyer and Brush Creek Neighborhood Improvement Districts (NID) because the firm represented the Bank of Blue Valley. Palmer said she received direction from the Board of Aldermen for a work session in July to strategize on moving forward and researching options for delinquent property owners, which Stinson could not advise on. She added that given the short timeframe there was not time to issue a Request for Qualifications. Chris Williams, Williams & Campo, P.C., was highly recommended from Palmer's professional contacts and had worked with Stinson Leonard Street in the past.

The contract was negotiated into two phases which included a lump sum amount of \$2,600 for ten hours for the work session and additional services, with direction from the Board of Aldermen, in the amount of \$260 per hour. Palmer noted that Stinson agreed to waive the \$6,450 flat fee in June and would only charge on an hourly basis for its work at \$250 per hour. The fee

arrangement would be revisited in July if it was determined that a more significant need for the special counsel services.

Further discussion focused on ways to address the delinquent property owners, including a foreclosure process or tax sale process. Palmer stated that because the City had bills coming due, it would help to have the special counsel to discuss legal options to help determine what can be done at the NID properties.

Driver moved to recommend the Board of Aldermen approve a professional services agreement with Williams & Campo, P.C. for special legal counsel services for economic development related to the Brush Creek Drainage and Brink Meyer Neighborhood Improvements Districts. Sportsman seconded; motion passed 5-0.

D. Approve the rental of equipment from the City of Weatherby Lake and the purchase of materials from Pavement Maintenance Supply, Inc. for the 2015 crack sealing program

Public Works Director Alysén Abel explained that in 2010 the City began an annual street maintenance program and in 2014 approved a memorandum of understanding with the City of Weatherby Lake to rent their crack sealing machine at \$750 per week for three weeks. She added the crack sealing materials were only provided by one company, Paving Maintenance Supply Inc., and they quoted the same rate as in 2014. Abel noted the purchases were typically made in the fall but staff felt it was important to crack seal the edges of the mill and overlay work being done to prolong the life of the new streets, which was a standard practice in other communities. The request was for the full amount of \$20,000, from the Transportation Fund, and would be spread out through the remainder of the year for other streets as well.

Driver moved to recommend that the Board of Aldermen approve the equipment rental from the City of Weatherby Lake and materials purchases from Paving Maintenance Supply Inc. (PMSI) for the 2015 crack sealing program in an amount not to exceed \$20,000. Sportsman seconded; motion passed 5-0.

E. Approve payments for additional traffic services provided by George Butler Associates

Public Works Director Alysén Abel said the Board of Aldermen approved an agreement with George Butler Associates on February 17 for the total contract amount, but separate work authorizations would be presented for specific projects. Two separate work authorizations were prepared for the Lake Pointe Lodge and QuikTrip applications to review the traffic studies and geometric reviews, and staff knew there would be a need for additional services for their attendance to Planning and Zoning Commission and Board of Aldermen meetings at the discretion of City staff. Staff received invoices for the additional services and they were above the City Administrator's approval authority, but Abel was able to negotiate some prices down.

The Finance Committee discussed development fees to determine if some needed to be increased in order to recover the City's actual costs.

Driver moved to approve the proposed payment, as outlined by staff, for the additional traffic engineering services provided by George Butler Associates. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

A. English Landing Park

Public Works Director Alysén Abel provided an update on the water at English Landing Park, noting it needed to be cleaned up before the park could be opened. She said the low water crossing was closed on June 5 and the entrance at the truss bridge was closed on June 6.

B. FEMA Reimbursement Update

Public Works Director Alysen Abel said staff worked with the Missouri State Emergency Management Agency to request reimbursement for the 2011 flood. The final reimbursement of \$18,571.51 was received in May and staff was looking at options on how to spend the money.

C. Eastside Pump Station

Public Works Director Alysen Abel stated the Platte County Regional Sewer District had a bid opening from the project the prior week and received two responses. Wiedenmann, Inc. was selected as the contractor to decommission the pump station.

D. Flooding in Park

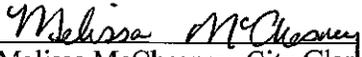
Police Chief Kevin Chrisman credited the Public Works and Police Department staff for their work at the park in coordinating the events and communicating with the public. He also updated the Committee on a drug-related case.

David Jones left the meeting at 9:05 a.m.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:08 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

June 29, 2015
Finance Committee Approval Date



Finance Committee Meeting
June 29, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Chairman Werner called the meeting to order at 8:01 a.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, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Human Resources/Finance Director Matthew Chapman and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the June 8, 2015 meeting

Diane Driver moved to approve the June 8, 2015 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Approve the purchase of a new Ford Taurus All Wheel Drive Police Interceptor Sedan vehicle from Joe Machens Ford to be used as a patrol vehicle (Police Department)

Police Chief Kevin Chrisman stated the City transitioned to the Ford Taurus in 2012 when the Crown Victoria was discontinued. Three bids were received and Joe Machens Ford was the low bidder at \$26,334. Staff planned to surplus a 2006 Crown Victoria and a 2011 would be repurposed as the detective's vehicle. Captain Jon Jordan assessed the video equipment needs for the department and Chrisman noted a new system might be purchased for the new vehicle.

Driver moved to recommend that the Board of Aldermen purchase the new Ford Taurus Police Interceptor Sedan from Joe Machens Ford of Columbia, Missouri in the amount of \$26,334. Sportsman seconded; motion passed 5-0.

C. Approve a contract with Insituform Technologies, Inc. for the 2015 Sanitary Sewer Repairs Phase 2 (Public Works)

Public Works Director Alysén Abel said that data was collected since 2007 on the sewer system through closed-circuit television (CCTV) and staff prioritized areas to determine which lines needed repairs. Abel added that Phase 1 was completed in 2009 and a strategy was put in place to phase the program over a five-year period. Phase 2 included 5,800 feet of cured-in-place pipe in addition to traditional pipe repair methods for locations distributed throughout the area. Three bids were received and Insituform Technologies was the low bidder at \$284,618.50. The Sewer Fund included \$300,000 for the project in 2015 and the project was estimated at \$261,000 for construction. The remaining balance of the contract would be covered by other fees and projects.

The Finance Committee discussed the Sewer Fund budget and future sewer Capital Improvement Projects.

Driver moved to recommend the Board of Aldermen approve a contract with Insituform Technologies, Inc. for the 2015 Sanitary Sewer Repairs program in an amount of \$284,618.50, with the unit prices as listed in the bid proposal. Sportsman seconded; motion passed 5-0.

D. Approve a work authorization with Peterson Heating and Cooling, Inc. for the new central air conditioning system at the parks building (Public Works)

Public Works Director Alysén Abel explained the system ran off window units that were replaced three year prior but were not functioning well. She added the pump station control room needed to be kept at a steady temperature to protect the equipment. The project was included in the 2015 budget. Three quotes were received and Peterson Heating and Cooling was the low quote at \$2,987. Abel said the property was in the floodway so the air conditioning units needed to be elevated to conform to Federal Emergency Management Agency (FEMA) regulations.

The Finance Committee discussed funding of the project and recommended staff split the cost of one-half from the Sewer Fund and the remaining from the Parks budget.

Driver moved to approve the work authorization with Peterson Heating and Cooling, Inc. for the new central air conditioning system at the parks building in the amount of 2,987. Sportsman seconded; motion passed 5-0.

E. Approve a maintenance agreement with Blue Valley Public Service Inc. for the outdoor warning sirens (Public Works)

Public Works Director Alysén Abel Stated the City was part of Platte County's regional tornado and public safety warning system which would expire on July 31. Maintenance included repair and replacement due to wear and tear and monthly inspections. Abel added the project was budgeted at \$2,500 for 2015 and the fee would increase to \$234 per month to cover the additional cost of the batteries.

Driver moved to approve the maintenance agreement with Blue Valley Public Service, Inc. for the outdoor warning sirens at a rate of \$234 per month. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. Curb crack sealing for new subdivisions (Public Works)

Public Works Director Alysén Abel updated the Finance Committee on curb crack sealing for new subdivisions (summary attached as Exhibit A). Staff considered one option to seal the edges of the new mill and overlay, so Abel reached out to peer communities to see how they address the same issue. Several cities waited for three years to give the pavement time to settle and cracks to appear. The American Public Works Association recommended sealing when a crack reached a minimum width. She said staff would try crack sealing portions of the new mill and overlay and monitor it over time. Another option was to require developers who build new streets to crack seal prior to the expiration of their two-year maintenance responsibility.

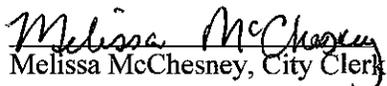
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:39 a.m. Sportsman seconded; motion passed 5-0.

Submitted by:


Melissa McChesney, City Clerk

July 13, 2015
Approval Date



Finance Committee Meeting

July 13, 2015 – 8:00 a.m.

Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver
- **Other Aldermen Present:** Greg Plumb
- **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, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the June 29, 2015 meeting

Diane Driver moved to approve the June 29, 2015 minutes. Marc Sportsman seconded; motion passed 4-0.

B. Approve the purchase of a commemorative bronze time capsule plaque from Fond Memories Engraving

Assistant to the City Administrator Tim Blakeslee said a former intern researched options for a plaque for the time capsule and determined bronze was the longest lasting product. Fond Memories Engraving previously worked with the city on a plaque for the McKeon Stage. He added that even though the cost was within the City Administrator's authority, it needed Finance Committee approval because it was not a budgeted expense.

Driver moved to approve the purchase of an 11"x11" bronze plaque from Fond Memories Engraving for the time capsule in the amount of \$450 plus shipping costs. Sportsman seconded; motion passed 4-0.

C. Approve a professional services agreement with Williams, Spurgeon, Kuhl & Freshnock for architectural services

Public Works Director Alysen Abel stated the City received notice in March 2015 that it was awarded a Platte County outreach grant for reconstruction of the restroom in English Landing Park. A request for qualifications for architectural services with the base bid for the restroom in English Landing Park and alternatives for a storage facility for Parks, roof replacement at the train depot, and relocation of the basketball court was publicized and three responses were received. A committee of three staff and two Community Land and Recreation Board members reviewed the proposals and relevant project experience and recommended Williams, Spurgeon, Kuhl & Freshnock. Abel added the 2015 budget included \$200,000 for the restroom, \$35,000 for construction of the storage facility.

The Finance Committee discussed the train depot roof. Abel explained that Midwest Public Risk determined that one-half of the roof needed replaced and the City would cover the remaining one-half of the cost if it needed to be replaced also. Discussion focused on spending money to fix the roof instead of using it for architectural services to determine how to fix it. City Administrator Lauren Palmer added that there was no capacity in-house to replace the roof and staff requested

direction to do something outside the purchasing policy process. She added that three bids had been received but all were for different prices for different materials at varied costs. Staff was unable to determine what specifications should be used and needed a professional's opinion.

Driver moved to recommend the Board of Aldermen approve the professional services agreement with Williams, Spurgeon, Kuhl & Freshnock for architectural services to include the base bid and Alternative No. 1 in an amount not to exceed \$45,956, as outlined in the policy report. Sportsman seconded; motion passed 4-0.

D. Approve a maintenance agreement with Urban Tree Specialists, LLC for tree trimming on-call services

Public Works Director Alysén Abel stated that the city attorney recommended entering into a multi-year service agreement under one contract which was more efficient. Two quotes were received with comparable pricing. Abel noted it was hard to anticipate the work that would need to be done. The City had contracted with Urban Tree Specialists in the past and they were responsive to its needs.

City Administrator Lauren Palmer a multi-year agreement would lock in prevailing wages and prices and eliminate the need to get three quotes for each project. She added the agreement could be re-evaluated every few years.

Driver moved to recommend the Board of Aldermen approve the maintenance agreement with Urban Tree Specialists, LLC for tree trimming on-call services, with unit prices listed in the agreement. Sportsman seconded; motion passed 4-0.

E. Approve a construction agreement with the lowest responsive bidder for the Route 9 Downtown Entryway Beautification Project

City Administrator Lauren Palmer stated a bid opening was held on July 9, a copy of the bid tabulation is attached as Exhibit A, with final approval of a contract slated for July 21 and a notice to proceed to be issued in August. However, the bids received were over the estimates and budget by approximately 46 percent. She added that the two areas with the largest cost difference were for the entryway sign and removal of the existing improvements. Options included: finding additional funds to cover the difference; rebidding the project which could include re-evaluating the scope and removing some items to do in-house that were added for convenience; and value engineering the sign and other downtown entryway elements. Staff recommended redesigning the project which would require additional conversations with Oschner Hare & Hare and contractors to determine how pricing was determined.

Further discussion focused on the agreement with Park University and how it would be affected by the rebid. Palmer said that if the banner brackets were removed from the project and bid separately, the lights would have to be installed in-house or by a contractor. Staff recommended rejecting all the bids and working with the design team for options. The lights would be addressed once the issues with the Missouri Department of Transportation were addressed.

Driver moved to reject all bids and direct staff to work to re-evaluate the project, Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Nan Johnston noted that Alderman Kari Lamer submitted her resignation effective August 8, 2015 because she was moving out of the city limits. Aldermen Driver and Plumb volunteered to serve on a committee to review applicants to fill the vacancy.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:21 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

July 27, 2015
Approval Date



Finance Committee Meeting
July 27, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Auditor Bruce Culley

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the July 13, 2015 meeting

Diane Driver moved to approve the July 13, 2015 minutes. Marc Sportsman seconded; motion passed 4-0.

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

City Treasurer Steve Berg explained statutes required municipalities to publish a report showing expenses and revenues for the first six months of the year, which was a summation of what was included in the June 2015 financial report. The report included funds carried over and a summary of funds not shown in other reports. He added a useful part of the report was that it listed the amount of indebtedness of the City.

Driver moved to recommend that the Board of Aldermen approve the Semi-Annual Financial Report for the first half of 2015 and direct City Administration to publish. Sportsman seconded; motion passed 4-0.

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

Public Works Director Alysén Abel stated the bid request included a list of standard services and requested unit prices from each bidder, with emergency services bid separately. A bid opening was held on July 14 and one bid was received from H&H Septic Service, Inc. Abel noted they were a local company and had been responsive in the past. The contract would cover wetwell cleaning at the pump stations and sewer overflows.

The Finance Committee discussed the low response to the bid request and asked staff to look into shared services with other entities.

Driver moved to recommend the Board of Aldermen approve the maintenance agreement with H&H Septic Service for on-call sewer cleaning and repair services, with the unit prices listed in the agreement. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Receive the audit status update for fiscal year 2014 as prepared by Bruce Culley, CPA

Bruce Culley said the footnotes were wrapped up and he was finalizing numbers and making adjustments. He provided a status update on the management points included in the 2013 audit, noting that staff was attending financial training, the existing system for depreciation and fixed assets was adequate and the street ratings still needed work. He also noted there were challenges with the Neighborhood Improvement Districts.

City Administrator Lauren Palmer explained the intention was to bring the audit before the Board of Aldermen on August 4 but it could be pushed back to the following meeting if the Finance Committee wanted to review it prior to Board approval. After some discussion the Committee agreed that the August 18 meeting would be acceptable, with review by the Finance Committee on August 10.

B. 2016 Budget Calendar

City Administrator Lauren Palmer said the 2016 budget calendar was comparable to the prior years with four work sessions and a tentative adoption date of the first meeting in December. She noted the only possible change was the date of the tax levy public hearing because statutes required that it be submitted by September 1. She said staff would aim for a public hearing on August 18 but might need to schedule a special meeting if the deadline could not be met.

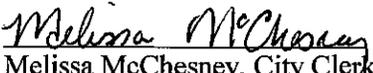
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:45 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

August 10, 2015
Approval Date



Finance Committee Meeting
August 10, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Vice Chairman Sportsman called the meeting to order at 8:00 a.m. A quorum was present.

- **Members Present:** Chair Jim Werner (arrived at 8:13 a.m.), Vice Chair Marc Sportsman, 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, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Auditor Bruce Culley

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the July 27, 2015 meeting

Diane Driver moved to approve the July 27, 2015 minutes. David Jones seconded; motion passed 3-0.

Vice Chair Sportsman noted that Bruce Culley was not in attendance so the remaining agenda items would be presented in order as listed on the agenda until Mr. Culley joined the meeting.

C. Authorize a payment from the Emergency Reserve fund for the Brink Meyer Road Neighborhood Improvement District

City Administrator Lauren Palmer explained a payment was due on September 1 and no collections were received from the Brink Meyer Neighborhood Improvement District (NID). A payment from the Emergency Reserve Fund in the amount of \$70,647 was needed, which was less than originally projected.

Driver moved to recommend that the Board of Aldermen authorize staff to transfer up to \$70,647.81 from the Emergency Reserve Fund to the Brink Meyer Road NID Fund for the purpose of paying the Brink Meyer Road NID bond payment due on September 1, 2015. Jones seconded; motion passed 3-0.

Bruce Culley joined the meeting and the remaining items were taken up in the order as listed on the agenda.

B. Receive the audit status update for the City of Parkville for fiscal year 2014 as prepared by Bruce Culley, CPA

Bruce Culley provided highlights of the audit, noting that government and business activities increased, the Brush Creek and Brink Meyer NIDs had permanent financing, and the City continued to pay down the debt.

Chair Werner joined the meeting at 8:13 a.m.

City Administrator Lauren Palmer noted the report was still in draft form and a slightly modified version would be presented to Board of Aldermen.

Driver moved to recommend the Board of Aldermen accept the audited financial statements for the fiscal year ended December 31, 2014, subject to any final editing by staff and/or the auditor. Jones seconded; motion passed 4-0.

D. Approve a contract with Twin Traffic Marking Corp. for the 2015 Pavement Marking Program

Public Works Director Alysén Abel stated that permanent striping would be put on the new mill and overlay areas and other areas that needed updated striping. Staff received two bid responses and recommended the low bidder Twin Traffic Marking Corp. She noted the bid was over budget by approximately \$2,600 but the overage could be covered by other savings in the Transportation Fund.

Driver moved to recommend the Board of Aldermen approve the contract with Twin Traffic Marking Corp. for the 2015 Pavement Marking Program in the amount of \$12,622.50. Sportsman seconded; motion passed 4-0.

E. Approve a work authorization with Omega Door and Hardware for the removal and replacement of the overhead doors at the street maintenance building

Public Works Director Alysén Abel explained there were four overhead doors at the street maintenance building, two of which were replaced in 2011. Staff received three quotes and the low bid for similar doors was received from Omega Door and Hardware. They replaced the two doors in 2011 for the same cost.

Driver moved to approve the work authorization with Omega Door and Hardware for the removal and replacement of the overhead doors at the street maintenance building in the amount of \$3,912. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

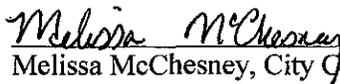
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:27 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

8/24/2015
Approval Date



Finance Committee Meeting

August 24, 2015 – 8:00 a.m.

Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Vice Chairman Sportsman called the meeting to order at 8:02 a.m. A quorum was present.

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman and Nan Johnston
- **City Staff Present:** City Administrator Lauren Palmer, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Human Resources/Finance Director Matthew Chapman, City Treasurer Steve Berg, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** City Engineer Jay Norco and Tom Kaleko, Springsted, Inc.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the August 10, 2015 meeting

Marc Sportsman moved to approve the August 10, 2015 minutes. Nan Johnston seconded; motion passed 3-0.

Chair Werner noted that outside presenters were in attendance and items 3C through 3E were discussed first.

C. Authorize the City's financial advisor to solicit proposals for underwriter services for refunding Certificates of Participation, Series 2015

City Administrator Lauren Palmer explained the 2006 Certificates of Participation were callable in March 2016 and the City was allowed to refund as early as December. She added that refunding would maximize the interest savings which could be placed in the Emergency Reserve Fund.

Tom Kaleko, Springsted, said that funding could not be sold more than 90 days before the call date and estimated interest savings were net of any fees associated with the transaction.

Sportsman moved to authorize the City's financial advisor to solicit proposals for underwriter services for Refunding Certificates of Participation, Series 2015. Johnston seconded; motion passed 3-0.

D. Approve a contract with Irvinbilt Constructors, Inc. for Pinecrest Pump Station wet well repairs

Public Works Director Alysén Abel stated the existing wet well was approximately 35 years old and full replacement would be too costly and would result in the same efficiency. A work authorization with North Hills Engineering was approved in February for design repairs and construction inspection. The project was bid in July and staff received two responses, with Irvinbilt Constructors, Inc. being the low bidder. Both bids were over the budgeted amount and staff requested that City Engineer Jay Norco value engineer the project to reduce costs. The revised contract included removal of the bypass pumping and deferring valve pit modifications.

Sportsman moved to recommend that the Board of Aldermen approve the contract with Irvinbilt Constructors, Inc. for the Pinecrest Pump Station Wet Well Repairs, as outlined by staff, in the amount of \$81,480. Johnston seconded; motion passed 3-0.

E. Approve the purchase of a Return Activated Sludge (RAS) pump from FTC Equipment, LLC for the Wastewater Treatment Plant

Public Works Director Alysén Abel explained there were three RAS pumps at the plant, two worked in tandem to mix sludge from the bottom of the tank and the third drew the sludge to the digesters. The 2015 Capital Improvement Program included \$33,500 for replacement of the pumps.

Sportsman moved to approve the purchase of a new Return Activated Sludge pump from FTC Equipment, LLC for the Wastewater Treatment Plant in the amount of \$6,615. Johnston seconded; motion passed 3-0.

The remaining items were taken up in the order as listed on the agenda.

B. Approve the 2015 property tax levy for fiscal year 2016

City Treasurer Steve Berg said the City set the property tax levy by September 1 each year. The 2016 levy was lowered slightly from the prior year and an increase in existing property levels exceeded the Consumer Price Index. He recommended keeping the levies at the maximum ceiling and noted the levy could only be raised in even-numbered years.

Sportsman moved to recommend that the Board of Aldermen adopt an ordinance to set the 2015 General Tax Levy at \$0.4763 per \$100.00 of assessed valuation and the General-Temp Levy at \$0.1751 per \$100.00 of assessed valuation. Johnston seconded; motion passed 3-0.

F. Approve a work authorization with Four Star Electric, Inc. for the installation of electrical service to the maintenance area in the Parkville Nature Sanctuary

Public Works Director Alysén Abel explained the Parkville Nature Sanctuary had a maintenance area on the hill with three sheds that did not have electricity. Staff requested quotes from four contractors for electrical service to the large building and an alternate for service to the second building and only received two quotes.

Sportsman moved to approve the work authorization with Four Star Electric, Inc. for the installation of electrical service in the Parkville Nature Sanctuary maintenance area in an amount of \$2,800. Johnston seconded; motion passed 3-0.

G. Approve a work authorization with Sur-Gro Plant Food Company for a sprayer and chemicals to treat the weeds in the Platte Landing Park native vegetation area

Public Works Director Alysén Abel explained that a work authorization was approved with the Leavenworth County Cooperative to maintain the wetland area at Platte Landing Park. Because staff was unable to get a response and signed work authorization, they reached out to other cooperatives and were connected with Vince Roberts. She added that City Administrator Lauren Palmer approved a work authorization to mow the wetland area in the amount of \$1,900 and staff planned to start treatment in late September. Abel said there was not a separate budget item for the costs but anticipated there was money left over in the General Fund to cover it. She added that wetland maintenance would be included in the 2016 budget. On August 12, the Community Land and Recreation Board recommended a three-phase plan that included brush hogging, spraying and native seeding.

Sportsman moved to approve the work authorization with Sur-Gro Plant Food Company for the labor, equipment, and materials to treat the Platte Landing Park wetland and native vegetation area in an amount of \$26 per acre, or in the amount of \$2,600 for the 100-acre area. Johnston seconded; motion passed 3-0.

H. Approve the purchase of salt and sand from Dale Brothers, Inc. through the spring of 2016

Public Works Director Alysén Abel said the Public Works Department used approximately 100 tons of material per major storm event. The lowest quote received from Dale Brothers, Inc. was

for mixes used in prior years and the unit prices were set through April 1, 2016. Abel added there was a balance of approximately \$11,000 and staff planned to purchase the materials as needed.

Sportsman moved to recommend that the Board of Aldermen approve the purchase order for salt and sand materials from Dale Brothers, Inc. through April 1, 2016, subject to annual appropriations. Johnston seconded; motion passed 3-0.

Chair Werner left the meeting at 8:39 a.m.

4. NON-ACTION ITEMS

A. Quarterly Projects Update – 3rd Quarter 2015

City Administrator Lauren Palmer said that all the projects from 2014 were completed and she was pleased with the status of the 2015 projects. She highlighted the Crooked Road Project, noting that staff was negotiating with the County to get credit for the wall blocks from the Brink Myer Road retaining wall.

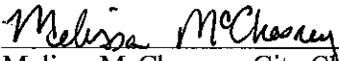
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

The meeting ended at 8:48 a.m.

Submitted by:


Melissa McChesney, City Clerk

September 21, 2015
Approval Date



Finance Committee Meeting
September 21, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Diane Driver and David Jones
- **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 Alysén Abel, Human Resources/Finance Director Matthew Chapman, City Treasurer Steve Berg and City Clerk Melissa McChesney
- **Others Present:** Tom Kaleko, Springsted, Inc.

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the August 24, 2015 meeting

David Jones moved to approve the August 24, 2015 minutes. Chair Werner seconded; motion passed 3-0.

B. Items related to the Refunding Certificates of Participation, Series 2015

1. Approve the selection of Commerce Bank for investment banking services

City Administrator Lauren Palmer stated the Finance Committee authorized the issuance of a Request for Proposals (RFP) on August 24. Prior to the submittal deadline, a bidder asked if the City would consider private placement in addition to a private offering. Staff agreed and posted an addendum to the RFP to include private placement. Nine proposals were received and a selection committee focused on three proposals. A proposal from Commerce Bank included a competitive option for private placement and a proposal from Ameritas was the most competitive bid for a public offering. To lock in the rates, following Board of Aldermen approval, the selection committee recommended approval of the proposal from Commerce Bank.

The Finance Committee discussed the interest rates and notification to the bidders regarding private placement. Chair Werner asked if the recommendation would remain the same if the interest rates were not going to fluctuate and Mr. Kaleko said it would be the same recommendation. He also added that the Certificates of Participation (COP) were prime to be purchased by banks so private placement through a bank was the recommendation.

Diane Driver moved to recommend that the Board of Aldermen approve the selection of Commerce Bank for investment banking services for the Refunding Certificates of Participation, Series 2015, in accordance with the term sheet. Jones seconded; motion passed 3-0.

2. Approve a short-term loan from the Emergency Reserve Fund to reduce the par amount

City Administrator Lauren Palmer said that a short-term loan from the Emergency Reserve Fund to the Debt Service Fund would help to reduce the par amount and add to the equity

payment to refund the 2006 COPs. After receipt of tax payments from Platte County, the amount would be repaid to the Emergency Reserve Fund in early 2016.

City Treasurer Steve Berg said the short-term loan would save approximately \$3,500 per year in interest and the transfer from the Emergency Reserve Fund would be more transparent than if it was transferred from the General Fund. City Administrator Lauren Palmer distributed graphs related to the NID payment strategy, attached as Exhibit A, that showed how the City would cover the gap in debt payments if collections remained the same as those received in 2015. She said it also showed the public that the City had a strategy on how to cover the refunding costs without cutting services.

Chair Werner recommended being proactive with communicating to the public about the proposed strategy and David Jones requested staff to include a comparative line of NID collections to be included in the line graph presented to the Board of Aldermen.

Driver moved to recommend that the Board of Aldermen approve a short-term transfer of up to \$270,000 from the Emergency Reserve Fund to the Debt Service Fund for the purpose of reducing the par amount of the Refunding Certificates of Participation, Series 2015. Jones seconded; motion passed 3-0.

C. Approve the sponsorship of a purchase award for the 2015 Parkville in Art event

City Administrator Lauren Palmer said the plein air art competition was a partnership of the Cathy Kline Art Gallery and the Parkville Chamber of Commerce. The City was asked to sponsor a purchase award with a theme identifiable to Parkville and an artist would receive an award. The mayor would appoint a committee to judge the submitted pieces and each artist would be recognized at a reception on October 17. She added the amount was within her purchasing authority but she thought the Finance Committee would be interested in hearing about the event. The City would keep the winning painting and if the purchase award continued there would be a collection of original Parkville art to display at City Hall.

Driver moved to approve the sponsorship of a purchase award for the 2015 Parkville in Art event in the amount of \$550. Jones seconded; motion passed 3-0.

D. Approve the rental of a pump from Thompson Pump & Manufacturing Company, Inc. for the Pinecrest Pump Station Wet Well Repairs project

Public Works Director Alysén Abel stated the Board of Aldermen approved a contract with Irvinbilt Constructors, Inc. for the repair project. The original bids were value engineered to reduce costs which included removing the bypass pumping from the bid at a cost of \$13,500. The cost to rent equipment and fuel, with monitoring by city staff, was approximately \$5,000, depending on the length of the rental. Abel added the Sewer Fund was forecasted ahead of budget and there were adequate funds to cover the expenditure.

Driver moved to approve the work authorization for the rental of a pump from Thompson Pump & Manufacturing Company, Inc. for the Pinecrest Pump Station Wet Well Repairs project in an estimated amount of \$5,000. Jones seconded; motion passed 3-0.

E. Approve the rental of waste collection containers from Metro Rolloff Container Services, LLC for the 2015 Fall Cleanup event

Public Works Director Alysén Abel explained that in previous years the City provided two cleanup events to collect household debris, but in 2015 only one event was scheduled in the fall. Staff requested that quotes include ten containers and estimated an average weight of five tons per container. Three quotes were received and Metro Rolloff Container Services submitted the lowest quote for \$3,400.

Driver moved to approve the purchase order for the rental of waste collection containers from Metro Rolloff Container Services, LLC for the 2015 fall cleanup event in an estimated amount of \$3,400. Jones seconded; motion passed 3-0.

City Administrator Lauren Palmer asked the Finance Committee if they had received any feedback from residents about removal of the spring event and Driver mentioned she received some complaints from Ward 1. Abel said staff would distribute a survey to residents asking in which season they would prefer the cleanup event to be held.

F. Request to approve a work authorization with H&H Septic Service, Inc. for the McAfee Pump Station wet well cleaning

Public Works Director Alysén Abel explained the Board of Aldermen approved a contract for on-call services with H&H Septic Service, Inc. on August 4. She said staff planned to periodically clean out each wet well to prolong the life of the pump stations and the McAfee Pump Station needed the most cleaning and was the most expensive. Abel added the cost was based on the on-all unit pricing and funding was available in the pump station maintenance budget line item.

Driver moved to approve the work authorization with H&H Septic Service for the McAfee pump station wet well cleaning in the amount of \$3,500. Jones seconded; motion passed 3-0.

4. NON-ACTION ITEMS

A. Review the Parkville Police Community Assistance Fund Policy

Police Chief Kevin Chrisman provided a history of the Community Assistance Fund, noting that it was created in 2010 and Shop with A Cop had become the primary benefactor. Over the years police staff donated their own money to help out families in need around the holiday season. Chrisman said that staff felt it was important to create a policy and also to get input from the Finance Committee, even though it was an administrative policy approved by the City Administrator. The policy was reviewed internally by City Administrator Lauren Palmer, Finance/Human Resources Director Matthew Chapman and Assistant to the City Administrator Tim Blakeslee. Staff created a letter to donors and a webform for people to donate online. Chrisman added that Shop with a Cop was scheduled for December 13.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Dave Rittman asked staff if savings from the 2015 road projects could be used to fix more streets and Public Works Director Alysén Abel responded that it was late in the season and asphalt needed higher temperatures. City Administrator Lauren Palmer added that the General Fund was healthier than the Transportation Fund, but monies could be transferred to the Transportation Fund, if the Board of Aldermen desired to do so, to bump up the 2016 Capital Improvement Program. City Treasurer Steve Berg commented that the City should receive money from Platte County in October from the transportation sales tax and Palmer added that money had been included in the 2015 budget.

Finance/Human Resources Director Matthew Chapman said that a driver damaged a guardrail on Bell Road. The Police Department identified the driver and the Public Works Department prepared a damage summary, which was submitted to the driver's insurance company, and repaired the guardrail. Chapman noted that the check was received the prior week. He added that he was asked by City Administrator Lauren Palmer to highlight the issue because the Board of Aldermen requested the City go after insurance payments for property damage to City-owned property.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:15 a.m. Jones seconded; motion passed 3-0.

Submitted by:


Melissa McChesney, City Clerk

October 21, 2015
Approval Date



Finance Committee Meeting
October 12, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

Vice Chairman Sportsman called the meeting to order at 8:00 a.m. A quorum was present.

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

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the September 21, 2015 meeting

Diane Driver moved to approve the September 21, 2015 minutes. Marc Sportsman seconded; motion passed 5-0.

B. Authorize a ballot question to continue collection of the out-of state vehicle administration sales tax and/or approve the adoption of a use tax

Assistant to the City Administrator Tim Blakeslee explained that an administrative sales tax was collected from residents for vehicles purchased in any state. In 2012, the Supreme Court decided that out-of-state taxes could not be collected without a general use tax. Following an education campaign to Parkville residents and an election in 2013, the measure failed by ten votes. The Missouri legislature decided to split the general use tax and out-of-state tax into two separate issues and required cities to place a question on an election ballot before November 2016 for the out-of-state tax. Blakeslee said the estimated budget impact to continue collecting the tax was approximately \$90,000, with two-thirds going to the General Fund and the remainder to the Transportation Fund. He added that 12 other communities had passed the ballot measure.

Blakeslee provided information for discussion about the local use tax, noting it was imposed as a one percent tax. Staff estimated that \$115,000 would have been collected in 2015. He added that there was no deadline for a vote. The consensus of the Finance Committee was to only pursue the administration sales tax.

Blakeslee explained that a no vote meant the City would continue to collect the administration sales tax on vehicle purchases. If the language did not pass the money collected would go to the State.

Driver moved to recommend that the Board of Aldermen approve an ordinance to add a ballot question to the April 2016 general municipal election to continue the collection of the out-of state vehicle administration sales tax. Sportsman seconded; motion passed 5-0.

C. Approve a professional services agreement with Toddale, LLC for consulting services to verify that sales taxes paid on motor vehicles were remitted to the correct jurisdiction and if not, prepare claim for same

Finance/Human Resources Director Matthew Chapman said that Toddale, LLC approached staff about providing services to the City to determine if portions of sales taxes paid on motor vehicles were remitted to Kansas City, Missouri instead of to Parkville. Per the agreement, Toddale LLC would review three years of records and prepare a claim to the Missouri Department of Revenue for any sales taxes that should have come back to the city. Chapman added there was no up-front cost for the service and Toddale, LLC would receive a portion of the collections received. Staff solicited Requests for Proposals and no other responses were submitted.

Driver moved to recommend that the Board of Aldermen approve an agreement with Toddale, LLC for consulting services to verify that sales taxes paid on motor vehicles were remitted to the correct jurisdiction and if not, prepare claim for same. Sportsman seconded; motion passed 5-0.

D. Approve a construction agreement with the lowest responsive bidder for the Route 9 Downtown Entryway Beautification Project

City Administrator Lauren Palmer explained that the original bids exceeded the engineer's estimate and the Board approved rebidding the project. A bid opening was held on October 9 and two bids were received; the low base bid received by Gunter Construction exceeded the estimate by 11.5 percent. Palmer added that unless there was significant redesign she did not believe there would be a better response to another rebid. Staff recommended accepting the low bid which was within the construction budget. The downtown markers, landscaping and a sprinkler system would not be included in the project due to costs exceeding the budget. Palmer said staff could purchase the landscaping at a lower cost and install it in-house.

Mayor Johnston requested that the City consider requesting grant money from the Parkville Old Towne Market Community Improvement District (POTMCID) to partially fund the downtown markers. Palmer added there was money in the City's reserve but would require cuts from other priorities.

David Jones stated he would vote no on the project.

Palmer requested input from the Committee about the landscaping around the sign, which could be incorporated in the Parks Division budget in 2016; she recommended keeping the crabapple trees for behind the sign. The consensus of the Committee was for staff to look into purchasing plants that were maintenance-free since there would not be an irrigation system.

The Committee discussed requesting grant funds from the POTMCID to help with the markers. Palmer noted that because adoption of the Route 9 Corridor Study was slated for November and staff planned to ask the POTMCID for funding for that project in 2016, she was hesitant to request money for the downtown markers because the POTMCID had limited grant funds.

Driver moved to recommend that the Board of Aldermen approve a construction contract with Gunter Construction of Kansas City, MO for the base bid of the Route 9 Downtown Entryway Project in the amount of \$154,670. Sportsman seconded; motion passed 4-1 (David Jones opposed).

Palmer said staff would look at including the landscaping in the 2016 budget and the downtown markers would be identified as a separate project.

E. Approve a change order with Irvinbilt Constructors, Inc. for the Pinecrest Pump Station Wet Well Project for valve pit repairs on Highway 9

City Administrator Lauren Palmer stated the City was under contract with Irvinbilt Constructors for repairs to the Pinecrest wet well. The request was not for repairs specific to Pinecrest but for an valve pit repairs on Highway 9. Staff decided that since the pit was open for the Pinecrest project there was an opportunity to assess the force main to the Parkville Athletic Complex and it would be beneficial to take advantage of the contractor while on site to make the repairs.

Driver moved to approve Change Order No. 2 to the Pinecrest Pump Station Wet Well Project contract with Irvinbilt Constructors, Inc. in the amount of \$5,035 for additional work associated with the Highway 9 valve pit. Sportsman seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

City Administrator Lauren Palmer said that auditor interviews were scheduled for October 15.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:03 a.m. Sportsman seconded; motion passed 5-0.

Submitted by:

Melissa McChesney
Melissa McChesney, City Clerk

October 26, 2015
Approval Date



Finance Committee Meeting
October 26, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Mayor Nan Johnston and Alderman Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Public Works Director Alysén Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and Public Works Department Assistant Jan Davis

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the October 12, 2015 meeting

Diane Driver moved to approve the October 12, 2015 minutes. Marc Sportsman seconded; motion passed 4-0.

B. Approve an auditing services agreement with Cochran Head Vick & Co., P.C.

Finance/Human Resources Director Matthew Chapman described the Request for Proposals solicitation and selection process for auditing services. The audit selection committee reviewed three proposals, checked references, conducted interviews and selected Cochran Head Vick & Co., P.C. Even though the price was \$6,000 higher than the low proposal, staff felt confident that the higher price would bring more expectations that a complete audit would be received on or before June 30. The proposed agreement contained a two percent penalty per week for delays after June 30, 2016, and could be extended through the 2016 and 2017 audits at an increase of \$500 per year.

Driver moved to recommend that the Board of Aldermen approve a professional services agreement with Cochran Head Vick & Co., P.C. in the amount of \$18,120 for auditing services for fiscal year 2015. Sportsman seconded; motion passed 4-0.

C. Approve a work authorization with FTC Equipment, LLC for the repair of the existing Return Activated Sludge (RAS) pump for the Wastewater Treatment Plant

Public Works Director Alysén Abel reviewed how the Return Activated Sludge (RAS) pumps operated and discussed the option of purchasing a new pump or maintaining the existing pump and using it in periodical rotation with other pumps. The upcoming bid invitation for preventative maintenance of all treatment plants and lift station pumps would extend the life of the pumps.

Driver moved to approve a work authorization with FTC Equipment, LLC for repairs to the existing Return Activated Sludge (RAS) pump for the Wastewater Treatment Plant in the amount of \$3,714.69. Sportsman seconded; motion passed 4-0.

D. Approve a work authorization with Sumner Tire to replace the tires on the sludge wagon at the Wastewater Treatment Plant

Public Works Director Alysén Abel described the need for new tires on the sludge wagon that spread sludge from the treatment plant digesters across land leased by a local farmer, for which

the City collected an annual fee of approximately \$6,000. Abel said that without the sludge wagon, the City would have to haul the waste at a higher cost.

Driver moved to approve a work authorization with Sumner Tire to replace the tires on the Sludge Wagon in the amount of \$4,192.40. Sportsman seconded; motion passed 4-0.

E. Authorize periodic property maintenance code enforcement services by Kelly Yulich

Assistant to the City Administrator/Community Development Director Sean Ackerson said he was asked by the Board of Aldermen to increase code enforcement services. The current staff could not keep up with the backlog because of their other duties. He added that known violations were prioritized based on visibility, severity and time commitment. Community Development staff requested a full-time code enforcement/department assistant position and a full time sewer billing clerk in the 2016 budget.

Driver moved to authorize periodic property maintenance code enforcement services by Kelly Yulich in an amount not to exceed \$2,730 through the end of 2015. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

The Committee discussed changing the November 2 Board of Aldermen meeting because there was the possibility of a game 6 of the World Series. City Administrator Lauren Palmer stated she would poll Board members about beginning the work session meeting at 4:00 p.m. on November 2. She was concerned about the length of the regular meeting and work session to discuss the employee manual.

5. UNFINISHED BUSINESS (postponed from prior meetings) - None

6. OTHER BUSINESS

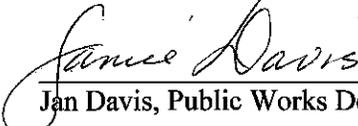
Chief Chrisman said the cost for demolition of the building at 204 Main Street was \$10,000 and there were additional costs for asbestos and haul-off. He added that the structure did not have a basement.

It was also noted that voting for the chain saw art in English Landing Park would end on October 31.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 9:14 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:



Jan Davis, Public Works Department Assistant

November 23, 2015
Approval Date



Finance Committee Meeting
November 23, 2015 – 8:00 a.m.
Executive Chambers - Boardroom

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Mayor Nan Johnston, David Jones and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Public Works Director Alysen Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the October 26, 2015 meeting

Diane Driver moved to approve the October 26, 2015 minutes. David Jones seconded; motion passed 4-0.

B. Approve a professional services agreement with Vireo for the 2008 Parkville Parks Plan update

City Administrator Lauren Palmer stated that a Request for Proposals was issued in August and three responses were received. A selection committee interviewed the top two candidates and recommended Vireo. Palmer noted that Platte County declined to participate in the selection committee but verbally recommended Vireo because of their design work for Platte Landing Park. She said the project was programmed in the 2016 Capital Improvement Program and work would not start until 2016. The City's contribution was \$42,000 and staff hoped to receive an investment from Platte County for the remaining \$10,000. Palmer noted that Platte County Park and Recreation Director Brian Nowotny recommended the funding as part of its 2016 budget and received general support from the county commissioners. Platte County requested that the project not move forward until the City received information about the wetland mitigation project. The agreement included a provision that the City had until July 1 to issue a notice to proceed.

Driver moved to recommend that the Board of Aldermen execute a professional services agreement with Vireo for the 2008 Parkville Parks update in the amount of \$52,000. Jones seconded; motion passed 4-0.

C. Approve a supplemental construction agreement with Gunter Construction to add the downtown entryway markers to the Route 9 Downtown Entryway Beautification Project

City Administrator Lauren Palmer explained that the Board of Aldermen approved the base bid with Gunter Construction on October 20, but the contract did not include the alternate for the downtown markers. Palmer said that a lead private donor committed the first \$5,000 if the City could obtain the remaining funds for the markers. Staff submitted requests to four organizations that included the Parkville Chamber of Commerce, Parkville Old Towne Market Community Improvement District (POTMCID), Friends of Parkville Parks (FOPP) and the Main Street Parkville Association (MSPA).

Staff requested the Finance Committee authorize a supplemental agreement contingent upon raising the remaining funds for the project. Gunter Construction agreed to extend the bid prices 30 days through December 9, and the Board of Aldermen would review the agreement at its

December 1 meeting. Palmer noted that the POTMCID authorized \$11,360 and said it would consider a second request if the remaining funds were not raised.

Driver moved to recommend that the Board of Aldermen approve the supplemental construction contract with Gunter Construction in the amount of \$31,360 for the downtown entryway markers, contingent upon securing private donations for the full amount; and recommend that the Board of Aldermen authorize the Mayor and City Clerk to execute related donation agreements. Jones seconded; motion passed 4-0.

D. Renew the intergovernmental agreement with the Mid-America Regional Council (MARC) Solid Waste Management District for the 2016 Regional Household Hazardous Waste Collection Program

City Administrator Lauren Palmer stated the City had participated in the program for a number of years and the fee was based on a per capita contribution. She said the event was held in conjunction with the spring clean-up and alternated cities every two years; it would be in Parkville or Riverside in 2016. Staff considered using Platte Landing Park since the event required a concrete pad. Palmer added the fee was the same since 2012 but could be increased in 2016.

Driver moved to renew the intergovernmental agreement with the MARC Solid Waste Management District for the 2016 Regional Household Hazardous Waste Collection Program in the amount of \$5,776. Jones seconded; motion passed 4-0.

E. Approve Work Authorization No. 4 with Urban Tree Specialists for tree trimming at English Landing Park

Public Works Director Alysén Abel said that in July the Board of Aldermen approved a contract with Urban Tree Specialists for on-call routine and emergency tree trimming services. Parks Superintendent Tom Barnard and the company's arborist identified several dead trees in the park. Abel added there were funds remaining in the tree trimming budget to cover the cost.

Driver moved to approve Work Authorization No. 4 with Urban Tree Specialists for tree trimming in English Landing Park in the amount of \$3,932.50. Jones seconded; motion passed 4-0.

F. Approve Change Order No. 2 with Insituform Technologies, Inc. for the 2015 Sanitary Sewer Phase 2 Repairs Program for the Walnut Way storm sewer pipe repair

Public Works Director Alysén Abel explained that there was a settlement issue at 8134 NW Walnut Way because the curb inlet drained downhill to the end section of the pipe. H&H Septic evaluated the line to rule out the possibility of a leak in the storm sewer line and determined there was damage in the pipe. Due to the insufficiency of the equipment at H&H Septic, staff contacted Insituform Technologies because they were working on the Phase 2 storm sewer repair project. It was determined that the corrugated pipe was scoured and Insituform recommended cured-in-place pipe instead of a full replacement. Abel noted that the project included 113 feet and staff considered it an emergency repair.

Driver moved to approve Change Order No. 2 with Insituform Technologies, Inc. for the 2015 Sanitary Sewer Phase 2 Repairs Program for the Walnut Way storm sewer pipe repair in the amount of \$5,650. Jones seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

City Administrator Lauren Palmer explained that the spreadsheets were provided at a budget work session and staff had since made minor adjustments.

5. UNFINISHED BUSINESS (postponed from prior meetings)

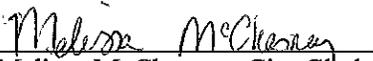
6. OTHER BUSINESS

Palmer said that the December 28 Finance Committee meeting was cancelled.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:39 a.m. Jones seconded; motion passed 4-0.

Submitted by:


Melissa McChesney, City Clerk

December 7, 2015
Approval Date



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

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Mayor Nan Johnston, David Jones and Diane Driver
- **City Staff Present:** City Administrator Lauren Palmer, Assistant City Administrator/Community Development Director Sean Ackerson, Public Works Director Alysén Abel, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the November 23, 2015 meeting

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

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

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

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

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

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

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

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

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

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

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

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

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

4. NON-ACTION ITEMS

A. Process for staff oversight on gas transactions

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

B. Parks tree inventory

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

David Jones left at 8:56

C. 2006 Certificates of Participation Refunding update

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

D. 2015 audit update

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

5. UNFINISHED BUSINESS (postponed from prior meetings)

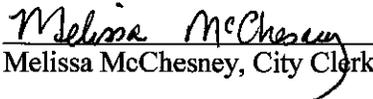
6. OTHER BUSINESS

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

7. ADJOURNMENT

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

Submitted by:


Melissa McChesney, City Clerk

January 11, 2016
Approval Date