



Finance Committee Meeting

July 10, 2017

Administration Conference Room, City Hall

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:31 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Nan Johnston, Robert Lock and Tina Welch
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Tim Blakeslee, Public Works Intern Nathan Ellerman and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. Budget Variance Report

City Administrator Joe Parente stated that staff intended to present budget variance reports, which was similar to the monthly financial update, each quarter. The report was a summary from the first quarter of 2017 of estimates from staff of where the budget would be at the end of the year. The goal was to present the reports to the Finance Committee by the second meeting of the month following the end of the quarter.

Chair Sportsman asked staff about the purchases within the city administrator's approval authority and Parente noted that there were no purchases made between \$2,500 and \$10,000 since the June 12 meeting.

3. ACTION ITEMS

A. Approve the minutes from the June 12, 2017, meeting

Robert Lock moved to approve the June 12, 2017, minutes. Tina Welch seconded; motion passed 4-0.

B. Approve a professional services agreement with George Butler Associates for the consulting engineering services associated with the Route 9 improvements from Route 45 to Clark Avenue

Public Works Director Alysen Abel stated that in June staff received seven proposals in June. A selection committee comprised of City Administrator Joe Parente, Community Development Director Stephen Lachky, Public Works Director Alysen Abel, Alderman Bob Lock, Parkville Economic Development Council Executive Director Mike Kellam and Shelie Daniel and Jeff Hardy from the Missouri Department of Transportation reviewed the proposals and interviewed the top three firms. During the interviews the firms were asked to discuss their experience with MoDOT projects through the Local Public Agency Program and present innovative ways to use extra money.

Abel noted that concerns about the project included right-of-way and easement acquisition, and utilities. The selection committee selected George Butler Associates (GBA). Once selected, GBA provided a design cost of approximately \$250,000. She added that a contingency of 30 percent was included in the budget which could be used to cover the additional cost over the estimate of approximately \$124,000. She said that staff would contact GBA to try and negotiate the costs before the item was presented to the Board of Aldermen.

Discussion focused on possible ways that costs could be reduced and obtaining easements. The consensus of the Finance Committee was for staff to look into legal fee options for acquiring right-of-way.

Lock moved to direct staff to negotiate with George Butler Associates for a more favorable cost package for the Route 9 improvements. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. 2018 Budget Calendar

City Administrator Joe Parente provided an overview of the budget calendar, noting that four work sessions would be held beginning in October and formal adoption would occur in December.

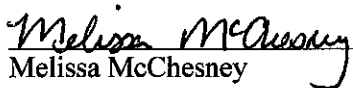
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:17 p.m.

Submitted by:


Melissa McChesney
City Clerk

July 24, 2017
Approval Date