



**Finance Committee Meeting**  
**February 13, 2017**  
Administration Conference Room, City Hall

**Minutes**

**1. CALL TO ORDER**

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

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston, Diane Driver and Robert Lock (*via phone*)
- **Other Aldermen Present** Jim Werner
- **City Staff Present:** Interim City Administrator Kirk Davis, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Community Development Director Stephen Lachky, 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 January 30, meeting**

**Diane Driver moved to approve the January 30, 2017, minutes. Nan Johnston seconded; motion passed 4-0.**

**B. Approve the selection of Bank Liberty for a lease purchase agreement for street maintenance and the Route 9 improvement project**

Assistant to the City Administrator Tim Blakeslee said that during the 2017 budget work sessions the Board of Aldermen directed staff to move forward with debt financing for the Route 9 improvements and additional street maintenance projects. The total debt financing was \$2.35 million, with \$966,000 as a grant anticipation loan to cover improvements for Route 9. The proposed 9 Highway Corridor Community Improvement District's revenue would cover the principal payments until the grant was received in 2019. The total cost for debt financing the street improvements was \$1 million. The total street maintenance program for the year was slated to be \$1.13 million plus any personnel savings transfers in 2017

The request for proposals was released to local banks in January and four banks responded. Two declined to submit proposals and two proposals were received. Bank Liberty proposed a 2.19 percent interest rate with no bank fees, for a total of \$153,652 in interest, which was approximately \$17,000 higher than proposed to the Board during a work session in November due to rising interest rates. Bank Liberty bid no bank fee so, in total, the project was only approximately \$10,000 higher than proposed to the Board during a work session in November. The Board would be presented a resolution of support for moving forward with Bank Liberty and two readings of an ordinance would be presented in March.

Interim City Administrator Kirk Davis thanked Blakeslee and Public Works Director Alysén Abel for their work with Springsted.

**Driver moved to approve the selection of Bank Liberty and recommend that the Board of Aldermen approve a lease purchase agreement for the street maintenance and Highway 9 improvement project. Johnston seconded; motion passed 4-0.**

**C. Approve the purchase of a new Canon imagePROGRAPH 770 from Unisource Document Products to replace the Community Development Department's existing plotter**

Community Development Director Stephen Lachky stated that the City's plotter still worked but Hewlett Packard (HP) no longer provided support or replacement parts for the equipment. There were only two vendors that provided plotters and Canon and HP were recommended based on the quantity of printing needed for the department. Lachky noted that staff looked into purchasing at retail and leasing a plotter; they recommended purchasing a plotter. Unisource Document Products would diagnose problems for free and the City would be responsible for paying to fix any problems.

**Driver moved to approve the purchase of Canon imagePROGRAPH 770 printer and scanner from Unisource Document Products in the amount of \$5,965. Johnston seconded; motion passed 4-0.**

**D. Approve the purchase of a new 2017 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for the Public Works Department**

Public Works Director Alysén Abel said that since 2015 the City had a strategy in place to replace one truck per year. A bid opening was held in February and four bids were received. One bid did not meet the specifications listed in the bid documents. Of the remaining three bids, the low bid was received by Shawnee Mission Ford. Staff recommended purchasing the truck through Thoroughbred Ford because it was the City's policy to purchase locally within reason. The equipment would be bid separately and the City would surplus one of the existing trucks out of the fleet.

Chair Sportsman shared his concerns about not selecting the low bidder. He considered both dealerships local and by not considering the low bidder it harmed the integrity of the bidding process and might limit future bids from non-local dealerships.

The Committee discussed the option of using a point or percentage system for bids received. It was also recommended that staff look into amending the purchasing policy to add a definition of local.

**Driver moved to recommend the Board of Aldermen approve the purchase of a new 2017 Ford F-350 4x4 Super Duty truck from Shawnee Mission Ford for \$28,654; and, once the truck is fully equipped, to declare the either the 2004 or 2005 Ford truck and associated equipment as surplus property for auction. Johnston seconded; motion passed 4-0.**

**E. Approve a construction agreement with Foley Company for the 45 Highway Pump Station reconstruction**

Public Works Director Alysén Abel stated that the existing 45 Highway Pump Station was approximately 25 years old and needed new mechanical and electrical upgrades. North Hills Engineering completed the design and construction administration for the project. A bid opening was held in January and seven responses were received. Abel noted that Foley Company completed the Wastewater Treatment plant clarifier floor reconstruction.

Abel said that the 2017 Sewer Fund Capital Improvement Program (CIP) included \$60,000 for the project and the low bid exceeded the engineer's estimate. Staff was working on options to absorb the overage in other areas of the Sewer Fund.

**Driver moved to recommend that the Board of Aldermen approve a construction agreement with Foley Company for the 45 Highway Pump Station reconstruction project in the amount of \$64,900. Dave Rittman seconded; motion passed 4-0.**

**F. Approve a work authorization with Mac's Fencing, Inc. for installation of the perimeter fencing at the FF Highway Pump Station**

Public Works Director Alysén Abel stated that staff recommended deferring the project to 2018 during the budget work session in November 2016 because it was determined at that time to be a low priority. Since the work session, staff witnessed vandalism at the pump station and recommended securing the area. Staff received three quotes for a six foot fence with barbed wire.

Because the project was not included in the 2017 Sewer Fund CIP, staff would look at possibly shifting or deferring projects once they had gathered additional information.

**Driver moved to approve a work authorization with Mac's Fence for the perimeter fence at the FF Highway Pump Station in the amount of \$6,207. Johnston seconded; motion passed 4-0.**

**G. Approve a work authorization with Sumner Tire for the sewer tractor tires and wheels**

Public Works Director Alysén Abel said that the tractor at the wastewater treatment plant applied sludge to the nearby agricultural property. The work authorization would replace four wheels and two of the tires. Due to the size of the tractor, on-site maintenance was required and only two companies were able to visit the site to perform the maintenance. Abel noted that staff noticed that the two remaining tires needed additional work to extend the life of the tires and the performance of the tractor.

**Driver moved to approve the work authorization with Sumner Tire for the sewer tractor tires and wheels in the amount of \$4,694.36. Johnston seconded; motion passed 4-0.**

**4. NON-ACTION ITEMS**

**A. Spring Recycling Events**

Public Works Director Alysén Abel explained that in 2016 the City hosted the Mid-America Regional Council Household Hazardous Waste (HHW) event, alternating with Riverside every other year. Staff was notified that Riverside would not hold an HHW event because of low vehicle turnout. Hosting the event in Parkville would require paid overtime to cover the event on a Saturday. Abel noted that in 2016 the HHW event was held in conjunction with the Parkville Recycling Extravaganza, formerly the Northland Recycling Extravaganza, and the most popular service was paper recycling. One alternative was to offer paper recycling during the cleanup event on a Saturday or during the week, possibly in conjunction with an electronics recycling event. Abel requested feedback from the Committee on the issue.

The consensus of the Committee was to hold a paper recycling event in conjunction with electronics recycling event. The event would be open and promoted for residents and non-residents would be allowed to recycle for a small fee.

**5. OTHER BUSINESS**

**A. Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for annual clean-up events in 2017 (Postponed from the January 30 meeting)**

Public Works Director Alysén Abel said that since the January 30 meeting, staff reached out to Damon Pursell Construction who agreed to extend the drop off event to a total of six weeks. Abel anticipated additional costs for the extended period and there was an additional \$1,000 in the 2017 budget to cover the costs.

**Driver moved to approve the land use and waste disposal agreement with Damon Pursell Construction for the 2017 clean-up events. Johnston seconded; motion passed 4-0.**

**6. ADJOURNMENT**

Chair Sportsman adjourned the meeting at 9:36 a.m.

Submitted by:

  
Melissa McChesney  
City Clerk

February 28, 2017  
Approval Date