



Finance Committee Meeting

February 28, 2017

Administration Conference Room, City Hall

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Marc Sportsman, Nan Johnston and Diane Driver
- **City Staff Present:** City Administrator Joe Parente, Interim City Administrator Kirk Davis, Police Chief Kevin Chrisman, Captain Jon Jordan, Public Works Director Alysen 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 February 13, meeting

Diane Driver moved to approve the February 13, 2017, minutes. Nan Johnston seconded; motion passed 3-0.

B. Approve a small construction contract with ASGI Enterprises MO, LLC for Phase 1 of the City Hall building safety upgrades

Assistant to the City Administrator Tim Blakeslee said that during the Board of Aldermen strategic planning session held in July 2016 the Board identified infrastructure as a critical success factor which included maintenance of City Hall. The building safety upgrades included ballistic protection for the Police Department and the court room dais. The specifications included in the bid did not include prevailing wage. The low bidder agreed to pay their employees prevailing wage and honor their original bid price.

Driver moved to recommend the Board of Aldermen approve a small construction contract with ASGI Enterprises MO, LLC for Phase 1 of the City Hall building safety upgrades in the amount of \$19,850. Johnston seconded; motion passed 3-0.

C. Approve a professional services agreement with City Wide Maintenance Incorporated for janitorial service at Parkville City Hall

Assistant to the City Administrator Tim Blakeslee stated that Hi-Gene's Janitorial provided janitorial services for City Hall the previous three years. The quality of service had dropped the prior six months so staff requested bids in February; three bids were received. The low bidder visited City Hall prior to submission of the bid. Services would be provided two days per week and the cost was within the budgeted amount. Blakeslee requested feedback from the Committee about adding one additional day of cleaning per week. The consensus was to update the Committee in a few months to determine if an additional day was needed.

Driver moved to approve an agreement with City Wide Maintenance for janitorial service at Parkville City Hall Incorporated in the amount of \$825.00 per month. Johnston seconded; motion passed 3-0.

D. Approve a funding agreement with Foutch Brothers for Project Keystone

Interim City Administrator Kirk Davis noted that items D and E were related and were included on the February 21 Board of Aldermen meeting agenda but were continued at the request of the

developer. As part of the draft agreement the developer would give the City \$25,000 up front to cover the cost to effectively review the project. Davis noted that it was common to see the type of agreement when a developer asked for development incentives and cities did not typically budget for the types of analyses in item E.

In regards to item E, Davis said that there were two key projects to be performed by Springsted Inc. estimated at \$15,000 that would provide staff information about the project so the City could make informed decisions about incentive packages. The remaining funds from the funding agreement would be used to cover other items including a third party review and other studies. Davis noted that it was not unusual to ask for more money if the funds were exhausted.

Davis said the items were placed on the Finance Committee agenda to explain the issue and they would be brought before the Board of Aldermen on March 7. He noted that the City would not move forward until the developer had an agreement to purchase the land. The developer wanted to begin work in October and it would take approximately three weeks for Springsted to complete its analyses. Davis said a development agreement would be needed in the future.

Driver moved to recommend the Board of Aldermen authorize the mayor to execute a funding agreement with Foutch Brothers for Project Keystone. Johnston seconded; motion passed 3-0.

E. Approve an agreement with Springsted Incorporated to complete an Internal Rate of Return Analysis and a Fiscal Impact Analysis for Project Keystone

Driver moved to recommend the Board of Aldermen authorize the mayor to execute an agreement with Springsted Incorporated to complete an Internal Rate of Return Analysis and a Fiscal Impact Analysis for Project Keystone. Johnston seconded; motion passed 3-0.

F. Approve the purchase of a new DMV-800 in-car video systems, to be installed by KC Wireless in one existing patrol vehicle, and one RMT800 wireless microphone with charging kit from Digital Ally Inc. of Lenexa, Kansas

Police Chief Kevin Chrisman stated that in 2015 the Police Department began the transition to a wireless video system because the previous system was outdated and was no longer under warranty. Six vehicles operated under the new system and 2017 was the final year to complete the upgrade. Afterwards, the in-car videos would be under a five-year replacement cycle. The purchases were within budget and the final in-car video system would be purchased with the new police interceptor vehicle.

Driver moved to approve the purchase of a new DMV-800 in-car video system from Digital Ally, Inc. with installation by KC Wireless, with one additional wireless microphone in the amount of \$4,075. Johnston seconded; motion passed 3-0.

G. Approve the purchase of a commercial seeder from Coleman Equipment, Inc. for the Parks Division

Public Works Director Alysén Abel said that some areas of the parks required a commercial seeder, which was rented at \$175 per day, and as the parks expanded the need arose for the City to own its own seeder. Staff obtained quotes for comparable equipment from three vendors and the low bidder was Coleman Equipment.

Driver moved to approve the purchase order with Coleman Equipment, Inc. for the purchase of a commercial seeder in the amount of \$6,077.44. Johnston seconded; motion passed 3-0.

H. Approve a purchase order for the rental of waste collection containers from Metro Rolloff Container Services, LLC for the 2017 cleanup events

Public Works Director Alysén Abel stated that trash and recycling was collected during the spring and fall cleanup events. Staff obtained quotes from vendors for the use of containers for all the events in 2017. Staff created a typical scenario to help compare the bids. Abel noted that Metro

Rolloff Container Services provided service to the City for past cleanup events and in 2016 they extended their 2015 prices for all the events.

Driver moved to approve the purchase order for the rental of waste collection containers from Metro Rolloff Container Services, LLC for the 2017 cleanup events. Johnston seconded; motion passed 3-0.

I. Approve a work authorization with Mac's Fencing, Inc. for the installation of the perimeter fencing and gate at the Wastewater Treatment Facility storage building

Public Works Director Alysén Abel said that the storage building at the wastewater treatment facility was built in 2016 to house spare pumps, a tractor and wagon and other equipment. Staff wanted to include the fence in the original bid but because the building was over budget the project was moved to 2017. Staff received quotes from three vendors. Abel noted that the 2017 budget also included re-establishing the existing gravel access road to the treatment plant, which would be presented to the Committee at a future meeting.

Driver moved to approve a work authorization with Mac's Fence for the perimeter fence and gate at the Wastewater Treatment Facility storage building in the amount of \$3,837. Johnston seconded; motion passed 3-0.

J. Approve a work authorization with Mid-America Pump for the repair of an existing submersible pump at the River Hills Pump Station

Public Works Director Alysén Abel stated that in January 2016 the Board approved an on-call agreement for maintenance and repair of the pumps. Issues were found with the pumps at the River Hills pump station as staff was doing preventative maintenance. A work authorization was signed by the city administrator for the first pump. Abel said that to-date over \$2,000 was spent on pump maintenance. Once preventative maintenance was on schedule the maintenance needs would be reduced.

Driver moved to approve Work Authorization No. 13 with Mid-America Pump for the repair of an existing pump at the River Hills Pump Station in an estimated amount of \$5,361.37. Johnston seconded; motion passed 3-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

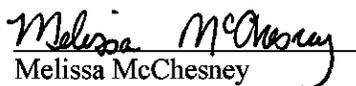
Interim City Administrator Kirk Davis highlighted the \$1 million street maintenance project and noted that the project would be ready to bid in late March or early April. Public Works Director Alysén Abel anticipated construction in mid- to late April.

5. OTHER BUSINESS

6. ADJOURNMENT

Chair Sportsman adjourned the meeting at 8:43 a.m.

Submitted by:


Melissa McChesney
City Clerk

March 13, 2017
Approval Date