



**Finance Committee Meeting
March 13, 2017**

Administration Conference Room, City Hall

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:30 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston and Robert Lock
- **Other Aldermen Present:** Greg Plumb and Tina Welch
- **City Staff Present:** City Administrator Joe Parente, 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 Community Development Department Assistant Shakedra Knight
- **Others Present:** Kevin Heaton, candidate for Ward 1 Alderman

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the February 28, 2017, meeting

Marc Sportsman moved to approve the February 28, 2017, minutes. Robert Lock seconded; motion passed 4-0.

B. Approve the purchase and installation of a new Mitel 250 Phone System with Electronic Office Systems for Parkville City Hall, the Street Shop, and Parks Headquarters

Chair Marc Sportsman recused himself from discussion and vote because his son worked for SKC, one of the bidders for the project.

Assistant to the City Administrator Tim Blakeslee detailed problems with the current phone system, noting that it began breaking down multiple times per year, was outdated and it was impossible to find replacement parts, resulting in more expensive repairs. Staff received six proposals from four vendors and recommended selecting Electronic Office Systems. Upgraded features included offsite functionality for parks and streets, phone twinning, receptionist software and the ability to keep some of the older phones for emergency management purposes. Blakeslee noted that the company performed the last upgrade in 2007 and staff was pleased with the experience. Two proposals included a three-year lease option, but they were all more expensive.

Lock moved to recommend that the Board of Aldermen approve the purchase and installation of a new Mitel 250 Phone System with Electronic Office Systems for Parkville City Hall, the Street shop and Parks headquarters in the amount of \$24,172.52. Dave Rittman seconded; motion passed 3-0 (Sportsman absent).

Chair Sportsman returned to the meeting.

C. Approve the purchase of a new Ford Taurus All Wheel Drive Police Interceptor Sedan vehicle to be used as a patrol vehicle from Thoroughbred Ford

Police Chief Kevin Chrisman stated that the department was looking to purchase the vehicle to complete a set of six in the fleet. The bid request was posted to the City's website and emailed to five dealerships. Two bids were received by the deadline. Chrisman said that two 2006 Crown Victoria cars would be declared as surplus and auctioned. He noted the CIP budget item included new camera system, light bar and the needed equipment to complete the upgrade.

Lock moved to recommend that the Board of Aldermen purchase the new Ford Taurus Police Interceptor Sedan from Thoroughbred Ford in the amount of \$27,122.28, and declare the 2006 and 2011 Ford Crown Victoria vehicles as surplus and eligible for auction. Rittman seconded; motion passed 4-0.

D. Approve a small construction services agreement with Capital Trucking for the 2017 Street Sweeping Program

Public Works Director Alysen Abel said that salt and sand usage over the winter and normal accumulation of debris presented the need for sweeping of the city streets. Staff received three quotes from contractors and recommended the low bidder Capital Trucking at \$130 per hour. Abel said the company did not have any experience with the City and staff was concerned about their ability to perform. She noted that references would be checked prior to final approval by the Board of Aldermen. Capital Trucking stated that they would take two weeks to complete all City streets with one sweeper. In the past contractors operated two to three trucks and completed the work in less than one week. She noted that in 2016 the contract with American Sweeping was for \$120 per hour.

Lock moved to recommend that the Board of Aldermen approve the small construction services agreement with Capital Trucking, pending references, for the 2017 Street Sweeping Program in an amount not to exceed \$15,600. Rittman seconded; motion passed 4-0.

E. Approve a professional services agreement with Larkin Lamp Rynearson for the design of the Lakeview Drive roadway improvements

Public Works Director Alysen Abel said that due to roadway deterioration, water pools and degraded infrastructure, the roadway needed to be reconstructed. Staff originally thought the improvements could be handled through the street maintenance program, but after further inspection it was determined that the road needed to be redesigned. Abel noted that the project would require that topographic survey and geotechnical analysis of the existing roadway be completed. Funds for the project were not programmed in the 2017 budget. Several firms were reviewed and staff reached out to Larkin Lamp Rynearson for land survey and engineer design. Abel recommended completing the design in 2017 with construction in 2018, which would allow the City to program funds in the 2018 budget.

Lock moved to approve a professional services agreement with Larkin Lamp Rynearson for the Lakeview Drive roadway improvements in the amount of \$9,740.25. Rittman seconded; motion passed 4-0.

F. Approve Work Authorization No. 80 with North Hills Engineering for the 2017 closed-circuit television and sewer cleaning project

Public Works Director Alysen Abel stated that the City accumulated data from the closed-circuit television (CCTV) since 2007. She recommended approval of a work authorization that included data review, ratings, mapping updates and project management associated with the CCTV and sewer cleaning project. Abel noted that the project was within budget in the Sewer Fund.

Lock moved to approve Work Authorization No. 80 with North Hills Engineering for the 2017 CCTV and sewer cleaning project in the amount of \$7,950. Rittman seconded; motion passed 4-0.

G. Approve a professional services agreement with Davidson Engineering and Architecture for the design of the English Landing Restroom Phase 2 improvements

Public Works Director Alysen Abel stated that Phase I of the project was completed in November 2016 and included interior improvements, but also exterior improvements that included the installation of an American Disabilities Act (ADA) sidewalk and ADA drinking fountain. Phase II would focus on a new roof, heated restrooms and other exterior elements. Abel stated that Davidson ranked number two in the selection process when the proposals were solicited with the Phase I improvements and recommended them for the second phase. She noted that the City was

awarded \$35,000 from a Platte County Outreach Grant and the 2017 General Fund Parks Capital Outlay included \$70,000 for Phase II.

Lock moved to approve a professional services agreement with Davidson Engineering and Architecture for the English Landing Restroom Phase 2 improvements in the amount of \$7,500. Rittman seconded; motion passed 4-0.

H. Approve a professional services agreement with TranSystems for the design of the Downtown Streetlight project

Public Works Director Alysén Abel stated that the previous informal agreement with the Main Street Parkville Association to supply, repair and maintain lights downtown expired in May 2016. Staff reached out to TranSystems, who completed the Route 9 Downtown Entryway Beautification Project, and was provided a cost of \$12,500 for the necessary streetlight design to install 22 decorative street lights in Downtown Parkville. The services included determining the placement of the lights, plans for installation and removal of the existing lights; the design would be coordinated with Kansas City Power and Light. Abel said the existing sidewalk was in poor condition and needed to be replaced and the new streetlights would give the City an opportunity to replace the sidewalk. The Parkville Old Towne Market Community Improvement District (POTMCID) Board of Directors approved a \$3,400 grant to cover the difference in the cost of the specialty lighting, but was not comfortable with a perpetual grant and requested that funding requests be submitted to them annually.

It was noted that approval of the \$12,500 did not represent approval of the project as a whole, but only the design of the project. The cost was covered by a Main Street Parkville Association (MSPA) payment that was received by the City; MSPA received the funds from a POTMCID grant.

Lock moved to recommend that the Board of Aldermen approve the professional services agreement with TranSystems for the design of the downtown streetlight project in the amount of \$12,500. Rittman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Project Keystone Financing Options

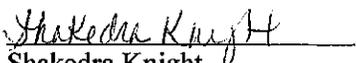
City Administrator Joe Parente discussed various options regarding construction of the proposed parking lot associated with Project Keystone. The Finance Committee agreed that they were open to discussing incentives but needed to have the proposal and proposed economic impact reviewed by the City's financial advisor prior to making a decision.

5. OTHER BUSINESS

6. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:58 p.m.

Submitted by:


Shakedra Knight
Community Development Department Assistant

3/27/17
Approval Date