



Finance Committee Meeting

March 27, 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
- **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, City Treasurer Michelle Hefley and City Clerk Melissa McChesney
- **Others Present:** Kevin Heaton, candidate for Ward 1 Alderman; City Engineer Jay Norco, North Hills Engineering

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the March 13, 2017, meeting

Robert Lock moved to approve the March 13, 2017, minutes. Dave Rittman seconded; motion passed 4-0.

B. Approve the semi-annual financial report for the second half of 2016 and direct City Administration to publish

Finance/Human Resources Director Matthew Chapman introduced City Treasurer Michelle Hefley who prepared the report. Hefley reported that the report was required by statute and the Parkville Municipal Code.

Alderman Lock requested additional information regarding the negative transfer in the General Fund. Chapman responded that staff would look into the issue and provide additional information at the Board of Aldermen meeting on April 4.

Lock moved to recommend that the Board of Aldermen approve the Semi-Annual Financial Report for the second half of 2016 and direct City Administration to publish with appropriate response to questions raised by Alderman Lock. Rittman seconded; motion passed 4-0.

C. Reject all bids for the 2017 Carpet Replacement Phase

Assistant to the City Administrator Tim Blakeslee stated that the Board of Aldermen approved a long-term maintenance study for city hall in 2016 with the intent to budget in future years for maintenance at city hall. One bid was received at the bid opening in March and staff was unsure if it was competitive. Because the bid was over budget, Blakeslee recommended rejected the bid and waiting until the Missouri General Assembly made a decision about prevailing wage. He noted that in the meantime staff would obtain quotes for carpet cleaning and would purchase chair mats for each workstation missing a mat.

Lock moved to reject all bids for the 2017 Carpet Replacement Phase 1 due the lack of competitive bids and direct staff to defer rebidding of the work until the State of Missouri comes to a conclusion in the current session regarding prevailing wage rate reform. Rittman seconded; motion passed 4-0.

D. Approve a work authorization for tile/grout cleaning and sealing with Victory Cleaning Systems for Parkville City Hall

Assistant to the City Administrator Tim Blakeslee stated that staff obtained three quotes for grout cleaning at city hall which was an anticipated expense in the 2017 budget. Cleaning and sealing of the grout would be completed in the lobby, on the stairs and in the bathrooms.

Lock moved to approve a work authorization with Victory Cleaning Systems for tile/grout cleaning at City Hall in the amount of \$6,067. Rittman seconded; motion passed 4-0

E. Approve the purchase of hydrogen sulfide odor control chemicals from Brenntag for the sanitary sewer lines in the Riss Lake subdivision

Public Works Director Alysén Abel said that the chemicals were necessary to reduce odor and corrosion from the gas in the sewer pipes. The tank held up to 4,000 gallons and two deliveries would be required per year; the demand of chemicals per day was 20-25 gallons. Abel noted that in prior years the City had purchased bioxide, but because it was too costly staff went out to bid for a similar product. In March staff solicited bids from Brenntag and Evoqua and found out that Alliance Water Resources, through a purchasing agreement, was able to get special pricing on hydrogen sulfide. Evoqua submitted a quote on Friday afternoon. Abel said that in the past there were issues with the company because of a dispute over the ownership of the equipment. When the City switched providers and staff determined that the City owned both. She noted that for the two years previous to 2017, staff solicited quotes from Evoqua but they refused to provide quotes.

Lock moved to recommend that the Board of Aldermen approve the purchase order for Robin 4000 from Brenntag at a rate of \$2.45 per gallon in the amount of \$19,600. Rittman seconded; motion passed 4-0.

F. Approve the purchase of a new John Deere Z997R Commercial L.C. Diesel Mower from Heritage Tractor, Inc. for the Parks Division of Public Works

Public Works Director Alysén Abel stated that two mowers were purchased in 2010 through a Platte County Outreach Grant and funds were included in the 2016 and 2017 Capital Improvement Programs to replace both mowers. She noted that the first mower purchased would be auctioned off on May 29 and recommended that the City keep the second mower until the end of fall so staff could maximize time and maintenance of the parks. One bid was received in March from Heritage Tractor that was within budget. Discussion focused on the benefits of staying with a John Deere brand rather than going out to bid for other brands.

Lock moved to recommend the Board of Aldermen approve the purchase of a new John Deere Z997R Commercial L.C. Diesel Mower from Heritage Tractor, Inc. in the amount of \$15,900; and to postpone the surplus of the existing mower until spring 2018. Rittman seconded; motion passed 4-0.

G. Approve a construction agreement with Westland Construction for the Riverchase Sewer Repairs

Public Works Director Alysén Abel said that the existing sewer main experienced blockages and breaks over the years. The repairs would include an 860 foot replacement of the pressure sewer and the addition of an access pit so staff would be able to access the lines to clear blockages or maintain the line. The Finance Committee approved a work authorization with North Hills Engineering for design of the project. Five bids were received at a bid opening held in March and the low bid was approximately \$35,000 lower than the second low bidder. Abel said that staff reached out to Westland Construction to find out why the bid was much lower than the others. The project manager mentioned that the original cost estimate was close to \$36,000 and their executive staff requested a lower price because they wanted to work in Parkville. She noted that the company completed the downtown sewer repairs project and it was a favorable experience.

Lock moved to recommend that the Board of Aldermen approve a construction agreement with Westland Construction for the Riverchase Sewer Repairs in the amount of \$29,990. Rittman seconded; motion passed 4-0.

H. Approve Work Authorization No. 83 with North Hills Engineering for the storm sewer closed-circuit television planning

Public Works Director Alysén Abel stated that there were three areas that had failures because of the storm sewers due to corroded pipe and faulty grouting between the pipes. The lack of a connection caused the water to wash away the dirt from around the structure. She noted that the issue could have been discovered if closed-circuit televising (CCTV) would have taken place. City Engineer Jay Norco, North Hills Engineering, prepared a report outlining the phasing the project. The evaluation would begin in the failure areas at River Hills, Pinecrest and older sections of Riss Lake. Public Works staff would assist with collecting data. Abel added that a separate contract would be brought before the Committee for the CCTV of the storm sewers and cleaning of the pipes. The project will determine where the pipes are which would be included in geographical information system (GIS) mapping.

Lock moved to recommend that the Board of Aldermen approve Work Authorization No. 83 with North Hills Engineering for storm sewer CCTV planning in the amount of \$23,475. Rittman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

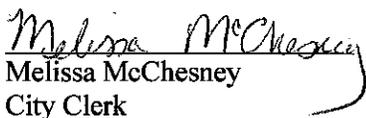
5. UNFINISHED BUSINESS

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:19 p.m.

Submitted by:


Melissa McChesney
City Clerk

April 10, 2017
Approval Date