



Finance Committee Meeting

April 25, 2016 – 8:00 a.m.

Executive Chambers – Board Room

Minutes

1. CALL TO ORDER

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

- **Members Present:** Chair Jim Werner, Vice Chair Marc Sportsman, Nan Johnston and Diane Driver (Robert Lock attended via phone – did not vote)
- **Other Aldermen Present:** Greg Plumb
- **City Staff Present:** City Administrator Lauren Palmer, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Police Chief Kevin Chrisman, 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 April 11, 2016 meeting

Diane Driver moved to approve the April 11, 2016 minutes. Marc Sportsman seconded; motion passed 4-0.

B. Appoint Marc Sportsman as Finance Committee chairman effective May 9, 2016

Chair Werner said he enjoyed being the chairman and recommended that Marc Sportsman be appointed as the new chair. He thanked him for his hard work.

Driver moved to appoint Marc Sportsman as Finance Committee Chairman, effective May 9, 2016. Nan Johnston seconded; motion passed 4-0.

C. Approve a professional services agreement with The Novak Consulting Group for facilitation services for a strategic planning process

City Administrator Lauren Palmer stated that for the past two years the Board of Aldermen and staff held a day-long retreat that was helpful to develop the budget and work plan for the following year. The retreat was scheduled for July 18 and staff recommended using Patty Gentrup because she facilitated the retreat in 2015 and there was value in continuity. Palmer added the fee was higher than in 2015 because The Novak Consulting Group updated its fee structure, but it was still within the budgeted amount. The process would be similar as in 2015 and Patty Gentrup would contact each Board member to hold pre-interview sessions.

Driver moved to approve a professional services agreement with The Novak Consulting Group in the amount of \$4,500 for facilitation services for a strategic planning process. Sportsman seconded; motion passed 4-0.

D. Approve a work authorization with Absolute Comfort Technologies, Inc. for radiator repair on the Parkville City Hall generator

Assistant to the City Administrator Tim Blakeslee explained that on April 1 an alarm sounded on the generator at City Hall warning of low coolant. The maintenance contractor diagnosed the issue and said there was significant radiator damage, but was unsure why the damage occurred. Staff requested quotes from three vendors and received two responses. The lowest quote was for a full replacement of the radiator and a rebuild would cost more than replacement. Blakeslee said the project was not budgeted for 2016 but there were adequate funds in the General Fund reserve.

Driver moved to authorize staff to execute a work authorization with Absolute Comfort Technologies, Inc. in the amount of \$6,698.77 for radiator repair on the Parkville City Hall generator. Sportsman seconded; motion passed 4-0.

E. Approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck

Public Works Director Alysen Abel stated that in February the Board of Aldermen approved the purchase of a new truck for the Public Works Department that would be delivered in May. The new truck needed to be equipped with a salt spreader, snow plow blade and a bed. The bid opening was held in April and one response was received from Kranz of Kansas City, Inc., who had provided equipment in prior years. The purchase of the truck and equipment was anticipated to be within budget because there was a savings of \$300 for the truck purchase. Robert Lock recommended that staff reach out to other vendors to find out why they did not submit a bid.

Driver moved to recommend the Board of Aldermen approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck in the amount of \$26,473. Sportsman seconded; motion passed 4-0.

Dave Rittman joined the meeting at 8:18 a.m.

F. Approve Change Order No. 4 with Insituform Technologies for the cured-in-place pipe lining work for the Sanitary Sewer Phase 2 repairs

Public Works Director Alysen Abel said that since 2007 staff had gathered closed circuit television (CCTV) data on the sewer system that had been reviewed by North Hills Engineering. From the data projects were prioritized in the annual Capital Improvement Program (CIP). On July 7, 2015, the Board of Aldermen approved a contract for cured-in-place pipe (CIPP) lining repairs and the unit prices were based on the size of the pipes. Abel added that for Phase 2 the CCTV footage from 2007 was reviewed to determine the quality of the pipe lining and it was found that the pipe sizes varied from what was originally anticipated. Abel recommended an as-built change order based on unit prices to account for the differences between the specifications and the actual field conditions. Staff recommended using money from the Sewer Fund working capital to cover the overage. Abel said the alternative would be to reduce the scope of the Phase 3 manhole repair since the project was being designed and could still be changed.

Driver moved to approve the Change Order No. 4 with Insituform Technologies for the Sanitary Sewer Phase 2 repairs in the amount of \$8,339, using the reserves in the Sewer Fund to pay for the overage and preserve the full scope of the manhole project. Sportsman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

A. 2016 Mill and Overlay Project – Tandem Paving – Industrial Park Work

Public Works Director Alysen Abel said that at the last meeting the Finance Committee discussed the 2016 Mill and Overlay Project and requested that staff contact the contractor to see if the company would be able to do additional work with private property owners to improve the parking lots in the Kelly Industrial Park. Abel said that a pre-construction meeting was held and the contractor was interested in expanding the scope of work and privately negotiate with the property owners. Abel added that she told the contractor the City's work was a priority. She said staff would send letters to the business owners.

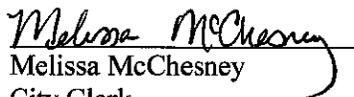
Dave Rittman noted that at the last Board of Aldermen meeting the Board approved the purchase of a police interceptor and said that the prior week's automotive news said police packages would be

changed in 2017 to include LED light bars built into the roof line of a car. Police Chief Kevin Chrisman noted that he was aware and said it could have possibly only been for sports utility vehicles.

7. ADJOURNMENT

Driver moved to adjourn the meeting at 8:37 a.m. Sportsman seconded; motion passed 4-0.

Submitted by:


Melissa McChesney
City Clerk

May 9, 2016
Approval Date