



**Finance Committee Meeting**

**September 25, 2017**

Administration Conference Room, City Hall

**Minutes**

**1. CALL TO ORDER**

Chair Sportsman called the meeting to order at 4:32 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Tina Welch and Nan Johnston (*joined meeting at 4:35 p.m.*)
- **City Staff Present:** Police Captain Jon Jordan, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Public Works Director Alysén Abel, Assistant to the City Administrator Anna Mitchell, Public Works Department Intern Nate Ellerman and City Clerk Melissa McChesney

**2. FINANCIAL UPDATES**

**A. City Administrator Approvals**

Public Works Director Alysén Abel provided an explanation of the projects approved by City Administrator Joe Parente within his approval authority.

Nan Johnston joined the meeting at 4:35 p.m.

**3. ACTION ITEMS**

**A. Approve the minutes from the September 11, 2017, meeting**

Dave Rittman moved to approve the September 11, 2017, minutes. Tina Welch seconded; motion passed 4-0.

**B. Reject the bid for the English Landing Park restroom exterior improvements project and authorize staff to obtain three written quotes for each of the trades required and sealed bids for the roof subcontract**

Public Works Director Alysén Abel stated that the first phase of the restroom improvement project was completed in November 2016. Interior improvements, the addition of an Americans with Disabilities Act (ADA) fountain and sidewalk improvements were included in the first phase. The second phase, budgeted in 2017, included exterior improvements and the addition of heating inside the restrooms. One bid was received from R.L. Phillips. Staff was concerned that the bid might be high based on prior bids submitted for other projects. Abel noted that a similar situation occurred during the first phase and in August 2016 the Board of Aldermen authorized staff to obtain three quotes from each of the trades needed for the project.

Abel stated that sealed bids were required for projects over \$20,000 and staff estimated that the cost to replace the roof would exceed that amount.

The consensus of the Finance Committee was for staff to talk with the bidder before the bid would be rejected and to give them an opportunity to provide quotes for the trades needed.

Rittman moved to authorize staff to contact the low bidder R.L. Phillips to notify them that the City would be approaching additional contractors for sealed bids and ask for their preference on rejecting or keeping the bid open for 60 days. Welch seconded; motion passed 4-0.

**C. Approve a small construction agreement with MCON for the repair of the stream bank and levee along the creek adjacent to the sewer plant**

Public Works Director Alysen Abel said that the levee near the wastewater treatment facility had two breaches at the entrance to the plant and there was a landslide at the stream bank in 2016. Staff planned to repair the stream bank and levee as an emergency expense but was unable to find contractors to submit quotes. Abel said that money, estimated at \$50,000 based on staff's knowledge of breaches and the area, was programmed in the 2017 Sewer Fund budget. She said that the curb and sidewalk contractor stockpiled debris at the sewer plant that could be used for stabilization. Staff reached out to MCON, the contractor working on the water lines for the new Missouri American Water treatment plant, and J.A. Lillig Excavating, the contractor that graded Cider Mill 7th Plat, who provided quotes for the project. Abel added that the City also had a stockpile of wall segments leftover from the Brink Myers retaining wall that would be used to stabilize the bank.

**Rittman moved to recommend that the Board of Aldermen approve a small construction agreement with MCON for the stream repairs at the sewer plant in the amount of \$13,950. Welch seconded; motion passed 4-0.**

**D. Approve professional services agreements for the on-call engineering and architectural services**

Public Works Director Alysen Abel stated that the City had engineering and planning staff but needed additional help with specialized projects. The former city attorney recommended on-call professional service agreements to help expedite the process when the specialized services were needed. Abel said that nine different disciplines were included in the Request for Proposals (RFQ) and 42 responses were received. The selection committee consisted of City Administrator Joe Parente, Public Works Director Alysen Abel and Community Development Director Stephen Lachky who narrowed down the list to 13 firms. Abel provided an overview of each firm and the special projects they had completed in Parkville and in other areas around the city. She noted that the consultants would have the opportunity to increase their billing rates annually.

Chair Sportsman asked how staff knew it was not being overcharged for services compared to other qualified firms. Abel said that staff would evaluate each project prior to executing a work authorization to determine if the proposal fit within the boundaries of what she and Community Development Director Stephen Lachky knew to be appropriate for each project. The proposals would be adjusted if needed.

In response to a concern about budgeting, Abel said that each project would include its own budget and the services would fit within the budget. She noted that it was the same process that had been done with prior on-call agreements.

Chair Sportsman also voiced his concern about potential conflicts with the same company doing on-call services and also construction projects. Abel responded that the only potential conflict she could foresee was with a traffic engineer that designed a concept and noted that the traffic engineer would not be able to complete a third-party review for the same project.

**Rittman moved to recommend that the Board of Aldermen approve professional services agreements with each of the firms recommended by the selection committee. Welch seconded; motion passed 4-0.**

**E. Approve a purchase order with Dale Brothers, Inc. for the salt and sand materials for the 2017-2018 winter season**

Public Works Director Alysen Abel stated that staff had materials ready to go for the first snow of the winter season but additional materials might be needed. Quotes were received from three vendors and the 2017 budget included \$40,000. Abel noted that the City had spent approximately \$26,000 to-date in 2017.

**Rittman moved to recommend that the Board of Aldermen approve a purchase order with Dale Brothers, Inc. for salt and sand materials through April 1, 2018, subject to annual appropriations. Welch seconded; motion passed 4-0.**

**4. NON-ACTION ITEMS**

**A. Cameras in the Parks**

Police Captain Jon Jordan provided an update on the research for cameras in the parks, noting that staff reached out to other cities to find out how they addressed the same issue. He said that the owner of the company that served Weatherby Lake visited the park and recommended using a motion-activated camera approximately three-fourths down the boat ramp in Platte Landing Park in order to avoid picking up daily pedestrian traffic at the top of the ramp. The owner recommended that the wireless signal be sent to the Parks headquarters building and to use the internet to send information to City Hall where the information would be stored on the City's server. The estimated cost was \$2,500 for two high definition cameras.

The consensus of the Finance Committee was for staff to continue researching the recommended cameras and to look into upgrading the internet service at the Parks building.

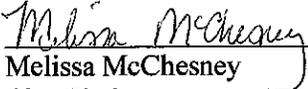
**5. UNFINISHED BUSINESS (postponed from prior meetings)**

**6. OTHER BUSINESS**

**7. ADJOURNMENT**

Chair Sportsman adjourned the meeting at 5:43 p.m.

Submitted by:

  
Melissa McChesney  
City Clerk

October 9, 2017  
Approval Date