



**Finance Committee Meeting  
October 30, 2017  
Municipal Court/Board Room, City Hall**

**Minutes**

**1. CALL TO ORDER**

Vice Chair Rittman called the meeting to order at 4:33 p.m. A quorum was present.

- **Members Present:** Vice Chair Dave Rittman, Nan Johnston, Robert Lock and Tina Welch
- **Other Aldermen Present:** Brian Whitley, Greg Plumb and Kevin Heaton
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney

**2. FINANCIAL UPDATES**

**A. City Administrator Approvals**

City Administrator Joe Parente provided an overview of purchases made within his authority.

**3. ACTION ITEMS**

**A. Approve the minutes from the October 9, 2017, meeting**

**Robert Lock moved to approve the October 9, 2017, minutes. Tina Welch seconded; motion passed 4-0.**

**B. Authorize staff to transfer funds from the Emergency Reserve Fund to the Brink Meyer Debt Service Fund and Brush Creek Debt Service Fund sufficient to cover the payment of bond principal, interest and fees due September 1, 2017**

Finance/Human Resources Director Matthew Chapman stated that the 2017 budget included approximately \$348,000 in transfers from the Emergency Reserve Fund to the Brush Creek Drainage and Brink Meyer Road neighborhood improvement districts. The payment was made prior to September 1 and the action would authorize the transfer back into the funds.

Discussion focused on creating a new reserve fund or a new line item instead of using the Emergency Reserve Fund because the cost was budgeted annually. City Administrator Joe Parente said the Emergency Reserve Fund was not touched unless an emergency was authorized by the Board of Aldermen. He added that payments were due twice per year but the Board could authorize the payments for the full amount once per year.

**Lock moved to recommend that the Board of Aldermen authorize staff to transfer up to \$73,314.63 from the Emergency Reserve Fund to the Brink Meyer Road NID Fund and up to \$46,486.26 from the Emergency Reserve Fund to the Brush Creek NID Fund for the purpose of paying the Brink Meyer Road NID and Brush Creek NID bond payment due and paid on September 1, 2017. Welch seconded; motion passed 4-0.**

**C. Approve a professional services agreement with the Institute for Building Technology and Safety for on-call building permit review and inspection services**

Community Development Director Stephen Lachky said that in June the Community Development Department posted a Request for Qualifications for on-call building permit review and inspection services as a backup when staff was unavailable or in case of an emergency. The agreement was for a two-year term with the option for a one-year extension and annual fee increases were limited to no more than the Consumer Price Index.

Lackhy said that one response was received from the Institute for Building Technology and Safety, who also contracted with through the Mid-America Regional Council. The budget would only be affected if their services were needed.

**Lock moved to recommend that the Board of Aldermen approve the professional services agreement with IBTS for on-call building permit review and inspection services. Welch seconded; motion passed 4-0.**

**D. Approve a construction agreement with Wick Buildings for construction of the Parks Storage Building**

Public Works Director Alysen Abel stated that the City had planned for a new Parks storage building and staff reviewed various location options, including using the basketball court behind the restrooms. Staff recommended placing the facility next to the Parks headquarters, which was in the floodway. The Board of Zoning Adjustment approved a variance under the condition that the building be buoyant in order to be structurally sound under water.

Abel said that a bid request was released in September and one bid was received. Staff rebid the project with revised specifications to clarify issues and include the ability to add features. The bid also included an alternate for the concrete base. Staff specifically targeted building companies that specialized in pre-fabricated buildings and one response was received from the same bidder.

Abel stated that the request was to approve the base bid for the building, which was programmed in the 2017 and 2018 budget. The concrete base was estimated to cost approximately \$10,000 and staff would bid it out in conjunction with the Friends of Parkville Parks shelter.

Discussion focused on concerns with budgeting over two budget cycles and authorizing a payment from the 2018 that had not yet been approved. City Administrator Joe Parente said that staff would present a budget amendment to the Board of Aldermen on November 7 to include the total amount and then the remaining funds in 2017 could be carried over to the 2018 budget.

**Lock moved to recommend that the Board of Aldermen approve a construction agreement with Wick Buildings for the construction of the Parks Storage Building in the amount of \$80,090 and further recommend approval of a 2017 budget amendment for the additional \$30,900. Welch seconded; motion passed 4-0.**

**4. NON-ACTION ITEMS**

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

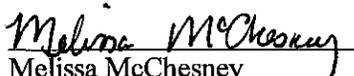
**6. OTHER BUSINESS**

City Administrator Joe Parente provided additional information on the Emergency Reserve Fund and the NID debt payments, noting that the city transferred \$315,000 from the General Fund to the Emergency Reserve Fund and from the Emergency Reserve Fund to the NID debt funds. He said an alternative would be to set up a new fund and transfer the amount from the General Fund to the new fund, but the transfer from the Emergency Reserve Fund would still be required, which would be one more transfer than was being completed.

**7. ADJOURNMENT**

Lock moved to adjourn the meeting. Welch seconded; motion passed 4-0. Vice Chair Rittman adjourned the meeting at 5:15 p.m.

Submitted by:

  
Melissa McChesney  
City Clerk

November 13, 2017  
Approval Date