



**Finance Committee Meeting
February 16, 2018
Administration Conference Room, City Hall**

Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 8:31 a.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Nan Johnston, Robert Lock and Tina Welch
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen 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 a purchase approved within his authority.

B. 4th Quarter 2017 Budget Variance Report

City Administrator Joe Parente provided a summary of the 2017 budget, noting that revenues were higher than budgeted and the total revenue minus expenses was under budget.

3. ACTION ITEMS

A. Approve the minutes from the January 29, 2018, meeting

Robert Lock moved to approve the January 29, 2018, minutes. Tina Welch seconded; motion passed 4-0.

B. Approve a three year contract renewal with the Friends of the Parkville Animal Shelter through December 31, 2020

Assistant to the City Administrator Anna Mitchell stated that the agreement was originally approved in 2008 and it was the second time a three-year agreement was recommended. Friends of Parkville Animal Shelter received \$500 per month from the City to provide a place and care for stray animals.

Lock moved to recommend to the Board of Aldermen to approve Amendment No. 8 with the Friends of Parkville Animal Shelter to extend the agreement for three years through December 31, 2020, in the amount of \$6,000 annually, with a total three-year financial commitment of \$18,000. Welch seconded; motion passed 4-0.

C. Approve the purchase of an e-STUDIO 6506ACT multi-function copier from Toshiba Business Solutions for City Hall

City Clerk Melissa McChesney stated that the City purchased a pre-owned copier in 2010 that required several repairs over the prior year and needed to be replaced. Staff solicited quotes from three vendors to purchase and lease a new machine, and based on savings over the term of a lease staff recommended purchasing a new copier. The 2018 Capital Improvement Program included \$15,000 to purchase a new copier.

Lock moved to recommend that the Board of Aldermen approve the purchase of an e-Studio 6506ACT multi-function copier from Toshiba Business Solutions in the amount of \$12,313.44. Welch seconded; motion passed 4-0.

Lock moved to declare the e-Studio 6530CT copier as surplus for a credit with Toshiba Business Solutions. Welch seconded. Motion passed 4-0.

D. Approve the purchase of a new Ford Taurus All Wheel Drive police interceptor sedan from Shawnee Mission Ford to be used as a patrol vehicle

Police Chief Kevin Chrisman said that the Police Department sent the bid information to five area dealerships and only one bid was received from Shawnee Mission Ford. In addition to the purchase of a new vehicle, the last blue Crown Victoria in the fleet would be auctioned off at a later date.

Lock moved to recommend that the Board of Aldermen purchase a new Ford Taurus Police Interceptor Sedan from Shawnee Mission Ford of Shawnee, Kansas, in the amount of \$27,421.00 and declare the 2011 Ford Crown Victoria vehicle as surplus and eligible for auction. Welch seconded; motion passed 4-0.

E. Approve a two year maintenance agreement with FTC Equipment, LLC for on-call pump maintenance and repair services

Public Works Director Alysén Abel stated that the agreement would provide annual maintenance on pumps at six pump stations and a few at the wastewater treatment facility. It also included emergency services. The selection was based on qualifications and price was only a portion of the final decision.

Lock moved to recommend that the Board of Aldermen approve a two-year maintenance agreement with FTC Equipment, LLC for on-call pump maintenance and repair services, with the unit prices listed in the agreement. Welch seconded; motion passed 4-0.

F. Approve a construction agreement with Reinhold Electric, Inc. to install new streetlights downtown

Public Works Director Alysén Abel said that TranSystems designed improvements for new streetlights in downtown Parkville. Staff worked with the Main Street Parkville Association (MSPA) and the Parkville Old Towne Market Community Improvement District (POTMCID) and the City received \$12,500 from the POTMCID to pay for the engineering and the POTMCID agreed to pay \$3,400 annually to cover the additional tariff for the decorative streetlights.

Abel noted that staff originally thought that the lights would be designed and installed by Kansas City Power & Light and the City would pay the tariff, but learned that the City was required to pay to install the conduit and poles. The additional cost was not budgeted in 2018.

Two bids were received and the low bidder was Reinhold Electric, but the City did not have experience with the vendor. Staff reached out to references submitted by the vendor and received positive feedback. Staff looked at the 2018 Capital Improvement Program to determine if funds could come from other projects, but there were none that could be adjusted. Abel noted that staff could monitor the budget throughout the year and use savings from other projects to cover the cost.

Discussion focused on partnering with the POTMCID or MSPA for funding assistance and researching how other Main Street organizations were funded. The Committee was concerned with the ramifications of not approving the agreement and losing the low bid, using the other bid which was about double the cost and rejecting the bids and completing the project at a future date when funding was available.

The Finance Committee took no action. Staff would hold conversations with the POTMCID to ask for assistance to cover the project costs.

G. Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for annual clean-up events in 2018

Public Works Director Alysén Abel stated that the City used property owned by Damon Pursell Construction for the spring and fall clean-up events and dumpsters for the extended yard waste and curbside events. She noted that the pricing structure increased because of an increase to their property taxes.

Lock moved to recommend that the Board of Aldermen approve the land use and waste disposal agreement with Damon Pursell Construction for the 2018 clean-up events. Welch seconded; motion passed 4-0.

H. 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 and paid on March 1, 2018, and September 1, 2018

Finance/Human Resources Director Matthew Chapman stated that approximately \$417,000 in transfers was budgeted in 2018 to pay the bond principal payments, interest and fees. Staff requested approval for both transfers which would be made by March 1 and September 1, 2018.

Lock moved to recommend that the Board of Aldermen authorize staff to transfer up to \$284,281.38 from the Emergency Reserve Fund to the Brink Meyer Road NID Fund and up to \$139,992.10 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 March 1, 2018, and September 1, 2018. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

Assistant to the City Administrator Anna Mitchell provided an overview of the Capital Improvement Program, noting that five projects were completed since the last update in November 2017 and the projects in 2017 were under budget.

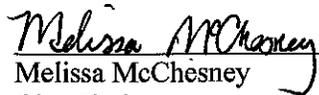
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 10:02 a.m.

Submitted by:


Melissa McChesney
City Clerk

March 1, 2018
Approval Date