



**Finance Committee Meeting**  
**March 1, 2018**  
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 Tina Welch
- **Other Aldermen Present:** Phil Wassmer
- **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
- **Others Present:** Mike Emmick, Edward Jones; Kelly Putnam, Main Street Parkville Association

**Dave Rittman moved to deviate from the order of business to move Item 3F to the beginning of the meeting because guests from the Main Street Parkville Association were in attendance. Tina Welch seconded. Motion passed 4-0.**

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

City Administrator Joe Parente stated that since the February 16 Finance Committee meeting, he and Public Works Director Alysén Abel attended the Parkville Old Towne Market Community Improvement District (POTMCID) meeting on February 26 to discuss the grant request for the project. The POTMCID approved the grant request contingent upon the City's approval of the slate of nominations for its Board of Directors. Parente said that he stated at the meeting that the project was initiated by the property owners and took the motion as a rejection of the grant because the condition would not be accepted by the City.

A question was raised about the lights on Route 9 at Park University and who was responsible for the installation. Parente responded that staff received clarification from Kansas City Power and Light (KCPL) that, based on policy, it was the property owner's responsibility to pay for concrete and conduit work. He added that KCPL crews installed the wiring for the lights along Route 9 because there was no concrete.

Discussion focused on the POTMCID motion, concerns with the condition placed on the grant's approval and budget options if the City was to cover the cost. The consensus of the Finance Committee was for staff to schedule an executive session, request a price extension from Reinhold Electric and talk with the POTMCID about the condition included in the motion.

No action was taken.

The Finance Committee returned to the regular order of business.

**2. FINANCIAL UPDATES**

**A. City Administrator Approvals**

City Administrator Joe Parente provided an overview of a purchase approved within his authority.

**3. ACTION ITEMS**

**A. Approve the minutes from the February 16, 2018, meeting**

**Rittman moved to approve the February 16, 2018, minutes. Welch seconded; motion passed 4-0.**

**B. Approve the semi-annual financial reports for the first and second half of 2017 and direct City Administration to publish**

Finance/Human Resources Director Matthew Chapman stated that the reports were missed due to staff oversight. He said that the modified version would be published in the newspaper and the full report would be included on the website.

**Rittman moved to recommend that the Board of Aldermen approve the semi-annual financial reports for the first and second half of 2017 and direct City Administration to publish. Welch seconded; motion passed 4-0.**

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

Public Works Director Alysén Abel provided an overview of the budget for the new Public Works truck and noted that the truck and equipment were the only two purchases planned in 2018 for the department.

**Rittman moved to recommend that 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 \$18,383. Welch seconded; motion passed 4-0.**

**D. Approve a small construction services agreement with Delta Sweeping for the 2018 Street Sweeping Program**

Public Works Director Alysén Abel stated that street sweeping was completed twice per year in order to be compliant with the Missouri stormwater program and the spring sweeping would help to remove the salt and sand from the winter season. A bid opening was held in February and two responses were received. Abel said that staff felt it could manage the time to keep it within the budgeted 60 hours for the entire year. The consensus of the Committee was to approve the item within the budgeted amount of \$15,000.

**Rittman moved to recommend that the Board of Aldermen approve the small construction services agreement with Delta Sweeping for the 2018 Street Sweeping Program in an amount not to exceed \$15,000. Welch seconded; motion passed 4-0.**

**E. Approve a construction agreement with Midwest Storm Restoration for roof improvements for the English Landing Park Restroom Exterior Improvements Project**

Public Works Director Alysén Abel stated that the Board of Aldermen approved a contract in January 2018 but the vendor was unable to obtain the performance and maintenance bonding required by the City and they withdrew the contract. Staff recommends approval of a contract with the next low bidder. Abel noted that Midwest Storm Restoration replaced the roof at the train depot and staff had a positive experience during the project. She also said that the difference in the bid amount from the recommended contract amount was the addition of a second tubular light; the bid only included one light but the project would require two lights.

**Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Midwest Storm Restoration in the amount of \$38,250 for the English Landing Park restroom roofing improvements. Welch seconded; motion passed 4-0.**

**4. NON-ACTION ITEMS**

**A. Police Community Assistance Fund Report**

Police Chief Kevin Chrisman provided an overview of the 2017 report; report attached as Exhibit A.

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

**6. OTHER BUSINESS**

Police Chief Kevin Chrisman provided an update on the park surveillance camera project, noting that staff was working on an agreement with Park University to use its Wi-Fi system. He added that the project was budgeted in the 2018 Capital Improvement Program.

**7. ADJOURNMENT**

Chair Sportsman adjourned the meeting at 5:58 p.m.

Submitted by:

  
Melissa McChesney  
City Clerk

March 12, 2018  
Approval Date