1. CALL TO ORDER

Vice Chair Rittman called the meeting to order at 8:03 a.m. A quorum was present.

- **Members Present:** Vice Chair Dave Rittman, Nan Johnston, Robert Lock and Diane Driver
- **City Staff Present:** Interim City Administrator Kevin Davis, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, 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 December 12, 2016, meeting**

Diane Driver moved to approve the December 12, 2016, minutes. Nan Johnston seconded; motion passed 4-0.

B. **Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for annual clean-up events in 2017**

Public Works Director Alysen Abel stated that the property would be used for the spring and fall cleanup events and the extended yard waste drop off. The City paid for use of the lot for the one day events and Pursell Construction handled all the waste. The cost was $1,100 per event and the drop off fee was based on the number of bags or truck loads. Abel said that staff identified a need to possibly contract with them on an emergency basis during storms and ice. She added that staff was negotiating a separate agreement to address Federal Emergency Management Agency (FEMA) rules for reimbursements.

The Finance Committee discussed the option to negotiate a longer fall drop off period or to push it back. Abel responded that she would contact Damon Pursell Construction to negotiate a six-week drop off period.

Driver moved to postpone the land use and waste disposal agreement with Damon Pursell Construction for the 2017 clean-up events to the February 13 meeting. Johnston seconded; motion passed 4-0.

C. **Approve a work authorization with Mid-America Pump to repair an existing submersible pump at the McAfee Pump Station**

Public Works Director Alysen Abel said that each pump station had two pumps that worked together and in 2015 staff began a program to purchase a spare pump for each pump station. Under a two-year on-call agreement with Mid-America Pump, issues were discovered with the pump at the McAfee Pump Station. The cost to replace the pump was twice the cost to repair it so staff recommended repairing the pump. Abel said the project was programmed in the 2017 Capital Improvement Program and noted that staff was aware of the additional costs and would cover them in other areas throughout the year.

Driver moved to recommend that the Board of Aldermen approve a work authorization with Mid-America Pump for the repair of an existing pump at the McAfee Pump Station in an estimated amount of $11,697.93. Johnston seconded; motion passed 4-0.
4. NON-ACTION ITEMS

A. Police Community Assistance Fund financial report

Police Chief Kevin Chrisman stated that the Police Department started a new back to school program in 2016 to use the money from the Police Community Assistance Fund. Other programs included Shop with a Cop and the luncheon at Park Village. He noted that staff was looking into having a larger luncheon for more senior citizens.

B. Road financing update

Assistant to the City Administrator Tim Blakeslee said that staff was working with Springsted to create a request for proposals (RFP) for the road financing projects for additional street maintenance and improvements along Route 9. He noted the first debt payment would be due in 2018 for the street maintenance and in 2019 for the Route 9 improvements. Staff was working on the RFP for street maintenance.

C. Route 9 improvements

Community Development Director Stephen Lachky stated that he and Abel met with the Missouri Department of Transportation (MoDOT) and were told they had extra funding for Route 9, possibly for mill and overlay and sidewalk work, estimated at $2 million. Staff discussed making the improvements in conjunction with the other improvements on Route 9 and requested guidance from the Committee on where to put the funds. Abel said that staff met with CFS Engineers to discuss strategies for use of the funds and she noted that one option was to microsurface the road and save the additional funds for other portions of Route 9.

Interim City Administrator Kirk Davis said that staff was talking to a potential developer about possible development along the corridor. He stated that staff would bring forward a recommendation at a future meeting.

5. OTHER BUSINESS

6. ADJOURNMENT

Vice Chair Rittman adjourned the meeting at 8:33 a.m.

Submitted by:

Melissa McChesney
City Clerk

February 13, 2017
Approval Date
1. CALL TO ORDER

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

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston, Diane Driver and Robert Lock (*via phone*)
- **Other Aldermen Present:** Jim Werner
- **City Staff Present:** Interim City Administrator Kirk Davis, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, 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 January 30, meeting**

      Diane Driver moved to approve the January 30, 2017, minutes. Nan Johnston seconded; motion passed 4-0.

   B. **Approve the selection of Bank Liberty for a lease purchase agreement for street maintenance and the Route 9 improvement project**

      Assistant to the City Administrator Tim Blakeslee said that during the 2017 budget work sessions the Board of Aldermen directed staff to move forward with debt financing for the Route 9 improvements and additional street maintenance projects. The total debt financing was $2.35 million, with $966,000 as a grant anticipation loan to cover improvements for Route 9. The proposed 9 Highway Corridor Community Improvement District’s revenue would cover the principal payments until the grant was received in 2019. The total cost for debt financing the street improvements was $1 million. The total street maintenance program for the year was slated to be $1.13 million plus any personnel savings transfers in 2017.

      The request for proposals was released to local banks in January and four banks responded. Two declined to submit proposals and two proposals were received. Bank Liberty proposed a 2.19 percent interest rate with no bank fees, for a total of $153,652 in interest, which was approximately $17,000 higher than proposed to the Board during a work session in November due to rising interest rates. Bank Liberty bid no bank fee so, in total, the project was only approximately $10,000 higher than proposed to the Board during a work session in November. The Board would be presented a resolution of support for moving forward with Bank Liberty and two readings of an ordinance would be presented in March.

      Interim City Administrator Kirk Davis thanked Blakeslee and Public Works Director Alysen Abel for their work with Springsted.

      Driver moved to approve the selection of Bank Liberty and recommend that the Board of Aldermen approve a lease purchase agreement for the street maintenance and Highway 9 improvement project. Johnston seconded; motion passed 4-0.

   C. **Approve the purchase of a new Canon imagePROGRAPH 770 from Unisource Document Products to replace the Community Development Department’s existing plotter**
Community Development Director Stephen Lachky stated that the City’s plotter still worked but Hewlett Packard (HP) no longer provided support or replacement parts for the equipment. There were only two vendors that provided plotters and Canon and HP were recommended based on the quantity of printing needed for the department. Lachky noted that staff looked into purchasing at retail and leasing a plotter; they recommended purchasing a plotter. Unisource Document Products would diagnose problems for free and the City would be responsible for paying to fix any problems.

Driver moved to approve the purchase of Canon imagePROGRAPH 770 printer and scanner from Unisource Document Products in the amount of $5,965. Johnston seconded; motion passed 4-0.

D. Approve the purchase of a new 2017 Ford F-350 4x4 Super Duty truck from Thoroughbred Ford for the Public Works Department

Public Works Director Alysen Abel said that since 2015 the City had a strategy in place to replace one truck per year. A bid opening was held in February and four bids were received. One bid did not meet the specifications listed in the bid documents. Of the remaining three bids, the low bid was received by Shawnee Mission Ford. Staff recommended purchasing the truck through Thoroughbred Ford because it was the City's policy to purchase locally within reason. The equipment would be bid separately and the City would surplus one of the existing trucks out of the fleet.

Chair Sportsman shared his concerns about not selecting the low bidder. He considered both dealerships local and by not considering the low bidder it harmed the integrity of the bidding process and might limit future bids from non-local dealerships.

The Committee discussed the option of using a point or percentage system for bids received. It was also recommended that staff look into amending the purchasing policy to add a definition of local.

Driver moved to recommend the Board of Aldermen approve the purchase of a new 2017 Ford F-350 4x4 Super Duty truck from Shawnee Mission Ford for $28,654; and, once the truck is fully equipped, to declare the either the 2004 or 2005 Ford truck and associated equipment as surplus property for auction. Johnston seconded; motion passed 4-0.

E. Approve a construction agreement with Foley Company for the 45 Highway Pump Station reconstruction

Public Works Director Alysen Abel stated that the existing 45 Highway Pump Station was approximately 25 years old and needed new mechanical and electrical upgrades. North Hills Engineering completed the design and construction administration for the project. A bid opening was held in January and seven responses were received. Abel noted that Foley Company completed the Wastewater Treatment plant clarifier floor reconstruction.

Abel said that the 2017 Sewer Fund Capital Improvement Program (CIP) included $60,000 for the project and the low bid exceeded the engineer's estimate. Staff was working on options to absorb the overage in other areas of the Sewer Fund.

Driver moved to recommend that the Board of Aldermen approve a construction agreement with Foley Company for the 45 Highway Pump Station reconstruction project in the amount of $64,900. Dave Rittman seconded; motion passed 4-0.

F. Approve a work authorization with Mac's Fencing, Inc. for installation of the perimeter fencing at the FF Highway Pump Station

Public Works Director Alysen Abel stated that staff recommended deferring the project to 2018 during the budget work session in November 2016 because it was determined at that time to be a low priority. Since the work session, staff witnessed vandalism at the pump station and recommended securing the area. Staff received three quotes for a six foot fence with barbed wire.
Because the project was not included in the 2017 Sewer Fund CIP, staff would look at possibly shifting or deferring projects once they had gathered additional information.

Driver moved to approve a work authorization with Mac's Fence for the perimeter fence at the FF Highway Pump Station in the amount of $6,207. Johnston seconded; motion passed 4-0.

G. Approve a work authorization with Sumner Tire for the sewer tractor tires and wheels

Public Works Director Alysen Abel said that the tractor at the wastewater treatment plant applied sludge to the nearby agricultural property. The work authorization would replace four wheels and two of the tires. Due to the size of the tractor, on-site maintenance was required and only two companies were able to visit the site to perform the maintenance. Abel noted that staff noticed that the two remaining tires needed additional work to extend the life of the tires and the performance of the tractor.

Driver moved to approve the work authorization with Sumner Tire for the sewer tractor tires and wheels in the amount of $4,694.36. Johnston seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Spring Recycling Events

Public Works Director Alysen Abel explained that in 2016 the City hosted the Mid-America Regional Council Household Hazardous Waste (HHW) event, alternating with Riverside every other year. Staff was notified that Riverside would not hold an HHW event because of low vehicle turnout. Hosting the event in Parkville would require paid overtime to cover the event on a Saturday. Abel noted that in 2016 the HHW event was held in conjunction with the Parkville Recycling Extravaganza, formerly the Northland Recycling Extravaganza, and the most popular service was paper recycling. One alternative was to offer paper recycling during the cleanup event on a Saturday or during the week, possibly in conjunction with an electronics recycling event. Abel requested feedback from the Committee on the issue.

The consensus of the Committee was to hold a paper recycling event in conjunction with electronics recycling event. The event would be open and promoted for residents and non-residents would be allowed to recycle for a small fee.

5. OTHER BUSINESS

A. Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for annual clean-up events in 2017 (Postponed from the January 30 meeting)

Public Works Director Alysen Abel said that since the January 30 meeting, staff reached out to Damon Pursell Construction who agreed to extend the drop off event to a total of six weeks. Abel anticipated additional costs for the extended period and there was an additional $1,000 in the 2017 budget to cover the costs.

Driver moved to approve the land use and waste disposal agreement with Damon Pursell Construction for the 2017 clean-up events. Johnston seconded; motion passed 4-0.

6. ADJOURNMENT

Chair Sportsman adjourned the meeting at 9:36 a.m.

Submitted by:

Melissa McChesney  February 28, 2017
City Clerk  Approval Date
1. CALL TO ORDER

Chair Sportsman called the meeting to order at 8:03 a.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Nan Johnston and Diane Driver
- **City Staff Present:** City Administrator Joe Parente, Interim City Administrator Kirk Davis, Police Chief Kevin Chrisman, Captain Jon Jordan, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, 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 February 13, meeting**

      Diane Driver moved to approve the February 13, 2017, minutes. Nan Johnston seconded; motion passed 3-0.

   B. **Approve a small construction contract with ASGI Enterprises MO, LLC for Phase 1 of the City Hall building safety upgrades**

      Assistant to the City Administrator Tim Blakeslee said that during the Board of Aldermen strategic planning session held in July 2016 the Board identified infrastructure as a critical success factor which included maintenance of City Hall. The building safety upgrades included ballistic protection for the Police Department and the court room dais. The specifications included in the bid did not include prevailing wage. The low bidder agreed to pay their employees prevailing wage and honor their original bid price.

      Driver moved to recommend the Board of Aldermen approve a small construction contract with ASGI Enterprises MO, LLC for Phase 1 of the City Hall building safety upgrades in the amount of $19,850. Johnston seconded; motion passed 3-0.

   C. **Approve a professional services agreement with City Wide Maintenance Incorporated for janitorial service at Parkville City Hall**

      Assistant to the City Administrator Tim Blakeslee stated that Hi-Gene's Janitorial provided janitorial services for City Hall the previous three years. The quality of service had dropped the prior six months so staff requested bids in February; three bids were received. The low bidder visited City Hall prior to submission of the bid. Services would be provided two days per week and the cost was within the budgeted amount. Blakeslee requested feedback from the Committee about adding one additional day of cleaning per week. The consensus was to update the Committee in a few months to determine if an additional day was needed.

      Driver moved to approve an agreement with City Wide Maintenance for janitorial service at Parkville City Hall Incorporated in the amount of $825.00 per month. Johnston seconded; motion passed 3-0.

   D. **Approve a funding agreement with Foutch Brothers for Project Keystone**

      Interim City Administrator Kirk Davis noted that items D and E were related and were included on the February 21 Board of Aldermen meeting agenda but were continued at the request of the
developer. As part of the draft agreement the developer would give the City $25,000 up front to cover the cost to effectively review the project. Davis noted that it was common to see the type of agreement when a developer asked for development incentives and cities did not typically budget for the types of analyses in item E.

In regards to item E, Davis said that there were two key projects to be performed by Springsted Inc. estimated at $15,000 that would provide staff information about the project so the City could make informed decisions about incentive packages. The remaining funds from the funding agreement would be used to cover other items including a third party review and other studies. Davis noted that it was not unusual to ask for more money if the funds were exhausted.

Davis said the items were placed on the Finance Committee agenda to explain the issue and they would be brought before the Board of Aldermen on March 7. He noted that the City would not move forward until the developer had an agreement to purchase the land. The developer wanted to begin work in October and it would take approximately three weeks for Springsted to complete its analyses. Davis said a development agreement would be needed in the future.

Driver moved to recommend the Board of Aldermen authorize the mayor to execute a funding agreement with Foutch Brothers for Project Keystone. Johnston seconded; motion passed 3-0.

E. Approve an agreement with Springsted Incorporated to complete an Internal Rate of Return Analysis and a Fiscal Impact Analysis for Project Keystone

Driver moved to recommend the Board of Aldermen authorize the mayor to execute an agreement with Springsted Incorporated to complete an Internal Rate of Return Analysis and a Fiscal Impact Analysis for Project Keystone. Johnston seconded; motion passed 3-0.

F. Approve the purchase of a new DMV-800 in-car video systems, to be installed by KC Wireless in one existing patrol vehicle, and one RMT800 wireless microphone with charging kit from Digital Ally Inc. of Lenexa, Kansas

Police Chief Kevin Chrisman stated that in 2015 the Police Department began the transition to a wireless video system because the previous system was outdated and was no longer under warranty. Six vehicles operated under the new system and 2017 was the final year to complete the upgrade. Afterwards, the in-car videos would be under a five-year replacement cycle. The purchases were within budget and the final in-car video system would be purchased with the new police interceptor vehicle.

Driver moved to approve the purchase of a new DMV-800 in-car video system from Digital Ally, Inc. with installation by KC Wireless, with one additional wireless microphone in the amount of $4,075. Johnston seconded; motion passed 3-0.

G. Approve the purchase of a commercial seeder from Coleman Equipment, Inc. for the Parks Division

Public Works Director Alysen Abel said that some areas of the parks required a commercial seeder, which was rented at $175 per day, and as the parks expanded the need arose for the City to own its own seeder. Staff obtained quotes for comparable equipment from three vendors and the low bidder was Coleman Equipment.

Driver moved to approve the purchase order with Coleman Equipment, Inc. for the purchase of a commercial seeder in the amount of $6,077.44. Johnston seconded; motion passed 3-0.

H. Approve a purchase order for the rental of waste collection containers from Metro Rolloff Container Services, LLC for the 2017 cleanup events

Public Works Director Alysen Abel stated that trash and recycling was collected during the spring and fall cleanup events. Staff obtained quotes from vendors for the use of containers for all the events in 2017. Staff created a typical scenario to help compare the bids. Abel noted that Metro
Rolloff Container Services provided service to the City for past cleanup events and in 2016 they extended their 2015 prices for all the events.

Driver moved to approve the purchase order for the rental of waste collection containers from Metro Rolloff Container Services, LLC for the 2017 cleanup events. Johnston seconded; motion passed 3-0.

I. Approve a work authorization with Mac's Fencing, Inc. for the installation of the perimeter fence and gate at the Wastewater Treatment Facility storage building

Public Works Director Alysen Abel said that the storage building at the wastewater treatment facility was built in 2016 to house spare pumps, a tractor and wagon and other equipment. Staff wanted to include the fence in the original bid but because the building was over budget the project was moved to 2017. Staff received quotes from three vendors. Abel noted that the 2017 budget also included re-establishing the existing gravel access road to the treatment plant, which would be presented to the Committee at a future meeting.

Driver moved to approve a work authorization with Mac's Fence for the perimeter fence and gate at the Wastewater Treatment Facility storage building in the amount of $3,837. Johnston seconded; motion passed 3-0.

J. Approve a work authorization with Mid-America Pump for the repair of an existing submersible pump at the River Hills Pump Station

Public Works Director Alysen Abel stated that in January 2016 the Board approved an on-call agreement for maintenance and repair of the pumps. Issues were found with the pumps at the River Hills pump station as staff was doing preventative maintenance. A work authorization was signed by the city administrator for the first pump. Abel said that to-date over $2,000 was spent on pump maintenance. Once preventative maintenance was on schedule the maintenance needs would be reduced.

Driver moved to approve Work Authorization No. 13 with Mid-America Pump for the repair of an existing pump at the River Hills Pump Station in an estimated amount of $5,361.37. Johnston seconded; motion passed 3-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

Interim City Administrator Kirk Davis highlighted the $1 million street maintenance project and noted that the project would be ready to bid in late March or early April. Public Works Director Alysen Abel anticipated construction in mid- to late April.

5. OTHER BUSINESS

6. ADJOURNMENT

Chair Sportsman adjourned the meeting at 8:43 a.m.

Submitted by:

Melissa McChesney
City Clerk

March 13, 2017
Approval Date
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 Robert Lock
- **Other Aldermen Present:** Greg Plumb and Tina Welch
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and Community Development Department Assistant Shakedra Knight
- **Others Present:** Kevin Heaton, candidate for Ward 1 Alderman

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. Approve the minutes from the February 28, 2017, meeting

Marc Sportsman moved to approve the February 28, 2017, minutes. Robert Lock seconded; motion passed 4-0.

B. Approve the purchase and installation of a new Mitel 250 Phone System with Electronic Office Systems for Parkville City Hall, the Street Shop, and Parks Headquarters

Chair Marc Sportsman recused himself from discussion and vote because his son worked for SKC, one of the bidders for the project.

Assistant to the City Administrator Tim Blakeslee detailed problems with the current phone system, noting that it began breaking down multiple times per year, was outdated and it was impossible to find replacement parts, resulting in more expensive repairs. Staff received six proposals from four vendors and recommended selecting Electronic Office Systems. Upgraded features included offsite functionality for parks and streets, phone twinning, receptionist software and the ability to keep some of the older phones for emergency management purposes. Blakeslee noted that the company performed the last upgrade in 2007 and staff was pleased with the experience. Two proposals included a three-year lease option, but they were all more expensive.

Lock moved to recommend that the Board of Aldermen approve the purchase and installation of a new Mitel 250 Phone System with Electronic Office Systems for Parkville City Hall, the Street shop and Parks headquarters in the amount of $24,172.52. Dave Rittman seconded; motion passed 3-0 (Sportsman absent).

Chair Sportsman returned to the meeting.

C. Approve the purchase of a new Ford Taurus All Wheel Drive Police Interceptor Sedan vehicle to be used as a patrol vehicle from Thoroughbred Ford

Police Chief Kevin Chrisman stated that the department was looking to purchase the vehicle to complete a set of six in the fleet. The bid request was posted to the City’s website and emailed to five dealerships. Two bids were received by the deadline. Chrisman said that two 2006 Crown Victoria cars would be declared as surplus and auctioned. He noted the CIP budget item included new camera system, light bar and the needed equipment to complete the upgrade.
Lock moved to recommend that the Board of Aldermen purchase the new Ford Taurus Police Interceptor Sedan from Thoroughbred Ford in the amount of $27,122.28, and declare the 2006 and 2011 Ford Crown Victoria vehicles as surplus and eligible for auction. Rittman seconded; motion passed 4-0.

D. Approve a small construction services agreement with Capital Trucking for the 2017 Street Sweeping Program

Public Works Director Alysen Abel said that salt and sand usage over the winter and normal accumulation of debris presented the need for sweeping of the city streets. Staff received three quotes from contractors and recommended the low bidder Capital Trucking at $130 per hour. Abel said the company did not have any experience with the City and staff was concerned about their ability to perform. She noted that references would be checked prior to final approval by the Board of Aldermen. Capital Trucking stated that they would take two weeks to complete all City streets with one sweeper. In the past contractors operated two to three trucks and completed the work in less than one week. She noted that in 2016 the contract with American Sweeping was for $120 per hour.

Lock moved to recommend that the Board of Aldermen approve the small construction services agreement with Capital Trucking, pending references, for the 2017 Street Sweeping Program in an amount not to exceed $15,600. Rittman seconded; motion passed 4-0.

E. Approve a professional services agreement with Larkin Lamp Rynearson for the design of the Lakeview Drive roadway improvements

Public Works Director Alysen Abel said that due to roadway deterioration, water pools and degraded infrastructure, the roadway needed to be reconstructed. Staff originally thought the improvements could be handled through the street maintenance program, but after further inspection it was determined that the road needed to be redesigned. Abel noted that the project would require that topographic survey and geotechnical analysis of the existing roadway be completed. Funds for the project were not programmed in the 2017 budget. Several firms were reviewed and staff reached out to Larkin Lamp Rynearson for land survey and engineer design. Abel recommended completing the design in 2017 with construction in 2018, which would allow the City to program funds in the 2018 budget.

Lock moved to approve a professional services agreement with Larkin Lamp Rynearson for the Lakeview Drive roadway improvements in the amount of $9,740.25. Rittman seconded; motion passed 4-0.

F. Approve Work Authorization No. 80 with North Hills Engineering for the 2017 closed-circuit television and sewer cleaning project

Public Works Director Alysen Abel stated that the City accumulated data from the closed-circuit television (CCTV) since 2007. She recommended approval of a work authorization that included data review, ratings, mapping updates and project management associated with the CCTV and sewer cleaning project. Abel noted that the project was within budget in the Sewer Fund.

Lock moved to approve Work Authorization No. 80 with North Hills Engineering for the 2017 CCTV and sewer cleaning project in the amount of $7,950. Rittman seconded; motion passed 4-0.

G. Approve a professional services agreement with Davidson Engineering and Architecture for the design of the English Landing Restroom Phase 2 improvements

Public Works Director Alysen Abel stated that Phase I of the project was completed in November 2016 and included interior improvements, but also exterior improvements that included the installation of an American Disabilities Act (ADA) sidewalk and ADA drinking fountain. Phase II would focus on a new roof, heated restrooms and other exterior elements. Abel stated that Davidson ranked number two in the selection process when the proposals were solicited with the Phase I improvements and recommended them for the second phase. She noted that the City was
awarded $35,000 from a Platte County Outreach Grant and the 2017 General Fund Parks Capital Outlay included $70,000 for Phase II.

Lock moved to approve a professional services agreement with Davidson Engineering and Architecture for the English Landing Restroom Phase 2 improvements in the amount of $7,500. Rittman seconded; motion passed 4-0.

H. **Approve a professional services agreement with TranSystems for the design of the Downtown Streetlight project**

Public Works Director Alysen Abel stated that the previous informal agreement with the Main Street Parkville Association to supply, repair and maintain lights downtown expired in May 2016. Staff reached out to TranSystems, who completed the Route 9 Downtown Entryway Beautification Project, and was provided a cost of $12,500 for the necessary streetlight design to install 22 decorative street lights in Downtown Parkville. The services included determining the placement of the lights, plans for installation and removal of the existing lights; the design would be coordinated with Kansas City Power and Light. Abel said the existing sidewalk was in poor condition and needed to be replaced and the new streetlights would give the City an opportunity to replace the sidewalk. The Parkville Old Towne Market Community Improvement District (POTMCID) Board of Directors approved a $3,400 grant to cover the difference in the cost of the specialty lighting, but was not comfortable with a perpetual grant and requested that funding requests be submitted to them annually.

It was noted that approval of the $12,500 did not represent approval of the project as a whole, but only the design of the project. The cost was covered by a Main Street Parkville Association (MSPA) payment that was received by the City; MSPA received the funds from a POTMCID grant.

Lock moved to recommend that the Board of Aldermen approve the professional services agreement with TranSystems for the design of the downtown streetlight project in the amount of $12,500. Rittman seconded; motion passed 4-0.

4. **NON-ACTION ITEMS**

A. **Project Keystone Financing Options**

City Administrator Joe Parente discussed various options regarding construction of the proposed parking lot associated with Project Keystone. The Finance Committee agreed that they were open to discussing incentives but needed to have the proposal and proposed economic impact reviewed by the City’s financial advisor prior to making a decision.

5. **OTHER BUSINESS**

6. **ADJOURNMENT**

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

Submitted by:

Shakedra Knight
Community Development Department Assistant

Approved by the Finance Committee March 27, 2017

[Signature]
Shakedra Knight
Community Development Department Assistant

3/27/17
Approval Date
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 Robert Lock
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee, City Treasurer Michelle Hefley and City Clerk Melissa McChesney
- **Others Present:** Kevin Heaton, candidate for Ward 1 Alderman; City Engineer Jay Norco, North Hills Engineering

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. **Approve the minutes from the March 13, 2017, meeting**

Robert Lock moved to approve the March 13, 2017, minutes. Dave Rittman seconded; motion passed 4-0.

B. **Approve the semi-annual financial report for the second half of 2016 and direct City Administration to publish**

Finance/Human Resources Director Matthew Chapman introduced City Treasurer Michelle Hefley who prepared the report. Hefley reported that the report was required by statute and the Parkville Municipal Code.

Alderman Lock requested additional information regarding the negative transfer in the General Fund. Chapman responded that staff would look into the issue and provide additional information at the Board of Aldermen meeting on April 4.

Lock moved to recommend that the Board of Aldermen approve the Semi-Annual Financial Report for the second half of 2016 and direct City Administration to publish with appropriate response to questions raised by Alderman Lock. Rittman seconded; motion passed 4-0.

C. **Reject all bids for the 2017 Carpet Replacement Phase**

Assistant to the City Administrator Tim Blakeslee stated that the Board of Aldermen approved a long-term maintenance study for city hall in 2016 with the intent to budget in future years for maintenance at city hall. One bid was received at the bid opening in March and staff was unsure if it was competitive. Because the bid was over budget, Blakeslee recommended rejected the bid and waiting until the Missouri General Assembly made a decision about prevailing wage. He noted that in the meantime staff would obtain quotes for carpet cleaning and would purchase chair mats for each workstation missing a mat.

Lock moved to reject all bids for the 2017 Carpet Replacement Phase 1 due the lack of competitive bids and direct staff to defer rebidding of the work until the State of Missouri comes to a conclusion in the current session regarding prevailing wage rate reform. Rittman seconded; motion passed 4-0.
D. Approve a work authorization for tile/grout cleaning and sealing with Victory Cleaning Systems for Parkville City Hall

Assistant to the City Administrator Tim Blakeslee stated that staff obtained three quotes for grout cleaning at city hall which was an anticipated expense in the 2017 budget. Cleaning and sealing of the grout would be completed in the lobby, on the stairs and in the bathrooms.

Lock moved to approve a work authorization with Victory Cleaning Systems for tile/grout cleaning at City Hall in the amount of $6,067. Rittman seconded; motion passed 4-0

E. Approve the purchase of hydrogen sulfide odor control chemicals from Brenntag for the sanitary sewer lines in the Riss Lake subdivision

Public Works Director Alysen Abel said that the chemicals were necessary to reduce odor and corrosion from the gas in the sewer pipes. The tank held up to 4,000 gallons and two deliveries would be required per year; the demand of chemicals per day was 20-25 gallons. Abel noted that in prior years the City had purchased bioxide, but because it was too costly staff went out to bid for a similar product. In March staff solicited bids from Brenntag and Evoqua and found out that Alliance Water Resources, through a purchasing agreement, was able to get special pricing on hydrogen sulfide. Evoqua submitted a quote on Friday afternoon. Abel said that in the past there were issues with the company because of a dispute over the ownership of the equipment. When the City switched providers and staff determined that the City owned both. She noted that for the two years previous to 2017, staff solicited quotes from Enoqua but they refused to provide quotes.

Lock moved to recommend that the Board of Aldermen approve the purchase order for Robin 4000 from Brenntag at a rate of $2.45 per gallon in the amount of $19,600. Rittman seconded; motion passed 4-0.

F. Approve the purchase of a new John Deere Z997R Commercial L.C. Diesel Mower from Heritage Tractor, Inc. for the Parks Division of Public Works

Public Works Director Alysen Abel stated that two mowers were purchased in 2010 through a Platte County Outreach Grant and funds were included in the 2016 and 2017 Capital Improvement Programs to replace both mowers. She noted that the first mower purchased would be auctioned off on May 29 and recommended that the City keep the second mower until the end of fall so staff could maximize time and maintenance of the parks. One bid was received in March from Heritage Tractor that was within budget. Discussion focused on the benefits of staying with a John Deere brand rather than going out to bid for other brands.

Lock moved to recommend the Board of Aldermen approve the purchase of a new John Deere Z997R Commercial L.C. Diesel Mower from Heritage Tractor, Inc. in the amount of $15,900; and to postpone the surplus of the existing mower until spring 2018. Rittman seconded; motion passed 4-0.

G. Approve a construction agreement with Westland Construction for the Riverchase Sewer Repairs

Public Works Director Alysen Abel said that the existing sewer main experienced blockages and breaks over the years. The repairs would include an 860 foot replacement of the pressure sewer and the addition of an access pit so staff would be able to access the lines to clear blockages or maintain the line. The Finance Committee approved a work authorization with North Hills Engineering for design of the project. Five bids were received at a bid opening held in March and the low bid was approximately $35,000 lower than the second low bidder. Abel said that staff reached out to Westland Construction to find out why the bid was much lower than the others. The project manager mentioned that the original cost estimate was close to $36,000 and their executive staff requested a lower price because they wanted to work in Parkville. She noted that the company completed the downtown sewer repairs project and it was a favorable experience.
Lock moved to recommend that the Board of Aldermen approve a construction agreement with Westland Construction for the Riverchase Sewer Repairs in the amount of $29,990. Rittman seconded; motion passed 4-0.

H. Approve Work Authorization No. 83 with North Hills Engineering for the storm sewer closed-circuit television planning

Public Works Director Alysen Abel stated that there were three areas that had failures because of the storm sewers due to corroded pipe and faulty grouting between the pipes. The lack of a connection caused the water to wash away the dirt from around the structure. She noted that the issue could have been discovered if closed-circuit televising (CCTV) would have taken place. City Engineer Jay Norco, North Hills Engineering, prepared a report outlining the phasing the project. The evaluation would begin in the failure areas at River Hills, Pinecrest and older sections of Riss Lake. Public Works staff would assist with collecting data. Abel added that a separate contract would be brought before the Committee for the CCTV of the storm sewers and cleaning of the pipes. The project will determine where the pipes are which would be included in geographical information system (GIS) mapping.

Lock moved to recommend that the Board of Aldermen approve Work Authorization No. 83 with North Hills Engineering for storm sewer CCTV planning in the amount of $23,475. Rittman seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:19 p.m.

Submitted by:

Melissa McChesney
City Clerk

April 10, 2017
Approval Date
1. CALL TO ORDER

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

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston, Diane Driver and Robert Lock
- **Other Aldermen Present:** Tina Welch
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee and City Clerk Melissa McChesney
- **Others Present:** Kevin Heaton, Ward 1 aldermen-elect

2. FINANCIAL UPDATES

3. ACTION ITEMS

A. **Approve the minutes from the March 27, 2017, meeting**

Alderman Lock noted that Item F in the minutes had Dave Rittman as the maker of the motion when it should have been himself. The minutes would be updated to reflect the change.

Diane Driver moved to approve the March 27, 2017, minutes as amended. Robert Lock seconded; motion passed 5-0.

B. **Approve a work authorization with Embassy Landscape for the Bob Fluchel Memorial Butterfly Garden Project at the Parkville Nature Sanctuary**

Assistant to the City Administrator Tim Blakeslee stated that Nature Sanctuary Director Joe Ryan sent quotes to 12 companies and they all came back over budget so the requirements were updated to remove the expensive and labor-intensive projects. Two quotes were received and Embassy Landscape submitted the design that was preferred by Nature Sanctuary Director Joe Ryan and the volunteers. Blakeslee noted that the project was over budget but a donation was received from the Turkey Trot group that would help cover the additional cost.

Driver moved to approve a work authorization with Embassy Landscape for the Bob Fluchel Memorial Butterfly Garden Project at the Parkville Nature Sanctuary in the amount of $4,841.45. Lock seconded; motion passed 5-0.

C. **Approve a construction agreement with Terry Snelling Construction for the 2017 Curb and Sidewalk Program**

Public Works Director Alysen Abel provided an overview of items C, D and E and noted that each was budgeted annually. The streets were rated on a scale of one to 10 with 10 needing full reconstruction. Abel said that the Board of Aldermen approved a lease purchase with Bank Liberty in February for additional street maintenance funds because the City was behind, but also to take advantage of low interest rates and economies of scale of a larger project. Staff developed a five year long-range plan to create a snapshot of the streets.

The Curb and Sidewalk Program included a budget of approximately $211,000 and work would take place in the areas where mill and overlay was planned. A bid opening was held in March and eight responses were received. Abel noted that in an effort to lock in the price staff created a typical scenario and the goal was 5,000 lineal feet in 2017. Since the bids came in lower than
anticipated a change order could be approved to use the remaining funds for more projects. The consensus of the Committee was for staff to determine how the additional funds would be used.

**D. Approve a construction agreement with J.M. Fahey Construction Co. for the 2017 Mill and Overlay Program**

Public Works Director Alysen Abel stated that a bid opening was held on March 29 and five responses were received. Approximately $888,000 was budgeted for 2017 which included microsurfacing, mill and overlay. The bids came in lower than expected and staff wanted to lock in the bid amount and issue a change order for the remaining funds for additional projects.

**Driver moved to recommend the Board of Aldermen approve the construction agreement with J.M. Fahey Construction Co. for the 2017 Mill and Overlay Program in the amount of $698,767. Johnston seconded; motion passed 5-0.**

**E. Approve a construction agreement with Vance Brothers, Inc. for the 2017 Microsurfacing Program**

Public Works Director Alysen Abel stated that a bid opening was held on March 29 and two responses were received. Microsurfacing would be completed in the Bluffs subdivision. Abel noted that the prices were the same from both bidders and staff recommended Vance Brothers because they completed microsurfacing work on Main Street in 2016 and they were familiar with City staff and Parkville.

**Driver moved to recommend the Board of Aldermen approve the construction agreement with Vance Brothers for the 2017 Microsurfacing Program in the amount of $44,987.50. Johnston seconded; motion passed 5-0.**

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

Public Works Director Alysen Abel said that the Board of Aldermen approved the purchase of a truck in February that needed to be equipped with a salt spreader, snow plow and associated equipment. Two bids were received in March. The low bidder was within budget and the total of the truck and equipment was approximately $53,000.

**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 $25,295. Johnston seconded; motion passed 5-0.**

**G. Approve the purchase of a skid steer and milling attachment from Victor L. Phillips for the Public Works Department**

Public Works Director Alysen Abel said that staff had a skid steer that was used daily for a variety of maintenance and projects that was purchased in 2011. Due to the high demand for the equipment, staff budgeted for the purchase of a new one in the 2017 Capital Improvement Program. She noted that the original plan was to auction the existing skid steer when the new one was purchased but staff recommended keeping both. Two responses were received during the bid opening in March and the low bidder was within the budgeted amount. Abel said that staff felt that keeping the existing equipment would provide more value to the City than the revenue from the auction and savings in other areas would help cover the loss of revenue.

**Driver moved to recommend the Board of Aldermen approve the purchase of the skid steer and milling attachment from Victor L. Phillips in the amount of $66,270. Johnston seconded; motion passed 5-0.**
4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS

6. OTHER BUSINESS

The Committee discussed the traffic flow on Main Street in downtown Parkville and recommended moving the crosswalk, located between Finders Keepers and Stone Canyon, north out of the traffic flow from First Street to FF Highway. A concern was that the location would impede the loading zone in front of Pocket Park. Staff would work on determining the best location of the crosswalk.

Alderman-elect Kevin Heaton discussed the sidewalks and the agreement with the Parkville Old Towne Market Community Improvement District (POTMCID), noting that the issue needed to be addressed because the sidewalks and lights were in disrepair. TranSystems recommended a reasonable timeframe of 20 years for the POTMCID to cover the additional tariff for the decorative lights. Abel noted that the typical life of a Kansas City Power and Light decorative street light was 20 to 30 years.

Alderman Welch discussed the issue of security cameras on Main Street and in the parks and said she had spoken with staff about possible locations. Staff would look into the costs and determine the best placement of security cameras.

Police Chief Kevin Chrisman talked about the Platte Landing Park boat ramp and said that closing or blocking it off was not allowed. Midwest Public Risk had some ideas about posting signs at the ramp.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 8:57 a.m.

Submitted by:

Melissa McChesney
City Clerk

April 24, 2017
Approval Date
1. CALL TO ORDER

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

- **Members Present:** Chair Marc Sportsman, Nan Johnston and Robert Lock
- **Other Aldermen Present:** Kevin Heaton, Tina Welch and Brian T. Whitley
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman and City Clerk Melissa McChesney
- **Others Present:** Mike Kellam, Parkville Economic Development Council; Steve Foutch and Todd Kobayashi, Foutch Brothers

Nan Johnston moved to amend the agenda to address Other Business before the Action Agenda. Robert Lock seconded; passed 3-0.

2. FINANCIAL UPDATES

5. OTHER BUSINESS

A. **Project Keystone Discussion**

Steve Foutch and Todd Kobayashi, Foutch Brothers, distributed material attached as Exhibit A. The proposed development included a commercial office with parking located north of Glen’s Automotive on Highway 9 on property owned by Park University. The business was estimated to bring in 150 to 200 new jobs to Parkville. The estimated cost of the parking lot was $700,000 and would require geotechnical work. Most of the cost would be paid for in the first 25 years.

The Finance Committee was concerned about using Parkville Old Towne Market Community Improvement District (POTMCID) funds for the parking lot and the effect it would have on the downtown business owners. They agreed it was important to have all the parties included in the conversations.

Foutch and Kobayashi said that negotiations were in progress with Park University, a commitment from the POTMCID was needed and construction needed to be underway by Thanksgiving.

City Administrator Joe Parente provided an overview of the financing options; attached as Exhibit B. Options included the POTMCID paying for construction of the parking lot and the City paying for the land; or the City would pay 100 percent of both and the POTMCID funds would be reserved for improvements on Main Street; or each party would pay half and the City would pay for improvements to Main Street. Under the first option, the City would approve a lease agreement under a 20-year schedule that would cost approximately $26,000 per year. Financing by the City would lower the borrowing costs and would have a lower annual payment. If the City paid for the entire project in the second option it would be more difficult to fund with the limited resources and competing General Fund projects. For the third option, existing General Fund revenues could pay for the entire project but would limit the ability to pay the Brush Creek Drainage and Brink Myer Road neighborhood improvement districts. Parente noted the easiest option would be the annual lease payments.

3. ACTION ITEMS

A. **Approve the minutes from the April 10, 2017, meeting**
Lock moved to approve the April 10, 2017, minutes. Johnston seconded; motion passed 3-0.

B. Approve a third party payment agreement with the 9 Highway Corridor Community Improvement District to cover the initial operating expenses until it begins generating sales tax revenues

Community Development Director Stephen Lachky said that in December 2016 the Board of Aldermen approved the creation of the 9 Highway Corridor Community Improvement District which would collect a one percent sales tax to generate revenue for the improvements to the Route 9 Corridor. Because the sales tax could not be collected until October 1, 2017, there was no revenue to cover the CID's operating costs. Lachky noted the cooperative agreement stated that the CID would reimburse the City for certain costs and the City’s and CID’s legal counsels recommended signing a third party payment agreement. According to the agreement, once the revenue was collected the City would be reimbursed for the costs which were estimated at $17,000. He said that the work was transitioned to a paralegal to help save money and the City would pay the costs out of the professional services line item of the Administration budget.

Lock moved to recommend the Board of Aldermen approve the third party payment agreement with the 9 Highway Corridor CID to cover their initial operating expenses until the CID begins generating sales tax revenues, anticipated October 1, 2017, in an amount not to exceed $20,000. Johnston seconded; motion passed 3-0.

C. Approve a professional services agreement with Philip Bindel for hay harvest services on City property formerly known as 45 Park Place

Community Development Director Stephen Lachky stated that in May 2016 the City took over ownership of approximately 73 acres that were vacant and undeveloped in the western portion of Parkville. In March 2017, the City was approached by Philip Bindel who had noticed that the property was not mowed and asked if he would be able to mow it. In order to be fair to those interested, City staff began a Request for Proposals process and one proposal was received from Mr. Bindel.

The Finance Committee discussed share cropping the property and abandoning the RFP process and instead obtaining three quotes from interested parties.

Lock moved to reject the agreement and direct staff to obtain three quotes from interested parties. Johnston seconded; motion passed 3-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:40 p.m.

Submitted by:

Melissa McChesney
City Clerk

May 30, 2017
Approval Date
We help communities and partners build new projects on vacant sites or develop historic buildings into new uses.

We start by working with communities to save existing and historic buildings. Next, we work with residents and business leaders to determine what housing or services are needed in the vicinity. Finally, we design and build new apartments, offices, and community spaces to sustainably reuse the building and site. In doing so, we are able to restore neighborhoods, create new architecture, and complete projects many thought impossible.
Located in the heart of downtown Parkville, this 48,000 square foot class-A office building adds 120 daily users and revitalizes a prominent corner lot. The adjacency to Park University encourages pedestrian traffic and promotes new growth into downtown. An open lobby and conference space with modern technology features drive new business and partners to our city.
FOURTH FLOOR
residential units
controlled access level

THIRD FLOOR
residential units
tenant amenities

SECOND FLOOR
12,909 sq. available
open office layout
large executive offices

FIRST FLOOR
13,377 sq. available
shared lobby space
shared conference rooms

GROUND FLOOR
13,945 sq. available
large parkside views
collaborative office design
personal entrance and lobby
Development of a public parking lot.
(no cost parking space lease during regular business hours.)

Chapter 353 Property Tax Abatement
(100% abatement for ten years, est. $148,000 per year.)

Public Parking Funding Alternatives

City of Parkville Public Parking Lot Land Acquisition $350,000
Old Towne CID Public Parking Lot Construction $350,000

City of Parkville Public Parking Lot Land Acquisition and Lot Construction $700,000
Old Towne CID Reserves Funds for Downtown Improvements

City of Parkville Public Parking Lot Acquisition $350,000
Old Towne CID Public Parking Lot Construction $350,000
City Appropriates Future Funds for Downtown Improvements

6th at Park Development Project Keystone

Economic Development Incentive Scenarios

NOTES:
*All figures are estimates – for funding scenario discussion purposes only. Internal Rate of Return Analysis and Fiscal Impact Analysis to be performed prior to consideration of incentives.
6th at Park Development Project Keystone

Public Parking Lot Funding Alternatives

City of Parkville Public Parking Lot Acquisition $350,000

- Lease/purchase the land from the University or Developer for $26,400 per year for 20 years.
- Or, finance the purchase of the land for $24,000 per year for 20 years.
- Or, finance the purchase of the land for $35,000 per year for 12 years.

City of Parkville Public Parking Lot Acquisition and Lot Construction $700,000

City of Parkville Appropriates General Revenue for Parking Lot or Downtown Improvements

- Would require future year budget appropriations.
- Current city finance position is healthy, but maintenance of the Emergency Reserve Fund is critical due to the Brush Creek and Brinkmeyer NID debt.
- Future funding to pay for a project would be dependent on increased economic activity, or the deferral of current funded and unfunded capital outlay projects.

NOTES: All figures are estimates – for funding scenario discussion purposes.
Finance Committee Meeting
May 30, 2017
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, Nan Johnston and Robert Lock
- **Other Aldermen Present:** Kevin Heaton
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, 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 24, 2017, meeting**

Robert Lock moved to approve the April 24, 2017, minutes. Nan Johnston seconded; motion passed 3-0.

Chair Sportsman deviated from the order of business and moved item B to the end of the meeting so Alderman Whitley could participate in the discussion.

B. **Approve a three-year service agreement with Consolidated Communications for City Hall telephone service**

Assistant to the City Administrator Tim Blakeslee said phone service was on a month-to-month contract and as part of the phone upgrade staff learned that the City could save money through a long-term contract. He noted that if within the three years the technology changed staff could opt-out and pursue another agreement. Estimated savings were $4,300 over the three-year period.

Lock moved to recommend that the Board of Aldermen approve a three-year service agreement with Consolidated Communications for City Hall telephone service in the amount of $10,080 plus applicable fees and taxes. Johnston seconded; motion passed 3-0.

C. **Approve a process for collecting undercharged account balances owed by sewer customers**

Finance/Human Resources Director Matthew Chapman stated that he and City Administrator Joe Parente determined that the issue could be handled at the staff level and did not need formal approval by the Finance Committee. He provided an overview of the issue, noting that the city treasurer discovered a number of customer accounts that were billed at the base rate but consumption was not included due to an employee error and some software challenges. Chapman said the sewer billing policy was silent on how far back staff could go to collect the charges and he consulted with legal counsel who supported going back one year to collect the unbilled amounts. The customers would not be subject to a late fee or penalty and payment arrangements could be made.

Tina Welch arrived at 4:38 p.m.

Chapman added that staff would determine the final amounts and relay the information to the Finance Committee. Chair Sportsman requested additional information about how much the City would be losing by not going back further than one year and asked staff to present the draft letter that would be sent to sewer customers prior to sending them out.
No action was taken.

E. **Approve a professional services agreement with The Austin Peters Group, Inc. for a compensation and classification study of all city employees**

Finance/Human Resources Director Matthew Chapman stated that funds were budgeted in 2017 for a salary study and a request for proposals was issued on March 24. Staff received four responses and a selection committee comprised of Chair Sportsman, City Administrator Joe Parente, Public Works Director Alysen Abel, Police Chief Kevin Chrisman and Chapman, narrowed down the selection to two firms who were interviewed by phone. Based on the results of the interview, the proposals received and a review of the references the selection committee recommended The Austin Peters Group. They would spend approximately 30 hours on-site and hold one-on-one meetings. Chapman noted that the fee was over the budgeted amount but staff was confident that the difference could be absorbed in the professional services line item in the Administration budget. The agreement included a five-year maintenance term and the firm would continue to work with staff when needed.

Lock moved to recommend that the Board of Aldermen approve a professional services agreement with The Austin Peters Group, Inc. for a compensation and classification study in the amount of $21,480. Tina Welch seconded; motion passed 4-0.

F. **Approve the purchase of computers and related equipment for city employees**

City Clerk Melissa McChesney stated that the 2017 Capital Improvement Program included the replacement of six computers. In addition, staff recommended the purchase of a new computer for the Police Department training room and additional computer equipment.

Lock moved to approve the purchase of computers and related equipment in an amount not to exceed $7,750 and authorize disposal of surplus computer equipment. Johnston seconded; motion passed 4-0.

G. **Approve a professional services agreement with Kirk Davis for facilitation services for a strategic planning process**

City Administrator Joe Parente said that during the transition he had a discussion with the former Interim city administrator Kirk Davis about facilitating the retreat to set priorities for the 2018 budget year. Davis was recommended because of his work with the City and his experience as a city manager with Gladstone. A facilitator would also attend to facilitate the session.

Lock moved to approve a professional services agreement with Kirk Davis for facilitation services for a strategic planning process in the amount of $4,300. Welch seconded; motion passed 4-0.

H. **Approve a cooperative agreement with Parkville Old Towne Market Community Improvement District for the Downtown Streetlight Project**

Public Works Director Alysen Abel said that the City had a previous arrangement with the Main Street Parkville Association (MSPA) for maintenance and repair of the existing streetlights on Main and First streets in downtown Parkville. The Downtown Entryway Project included the addition of 22 streetlights along Route 9 and downtown merchants requested that the theme be continued onto First, Second and Main streets.

In December 2016 MSPA submitted a check to the City to cover the cost of the design and in March 2017 the Parkville Old Towne Market Community Improvement District (POTMCID) approved a grant request from MSPA to reimburse them for the design cost. Staff estimated that the cost difference between the standard lighting and the decorative lighting would be approximately $3,400 per year depending on the type of decorative lighting recommended. The City presented an agreement to the POTMCID and requested a short-term agreement of one year. The Board of Aldermen voiced concerns with a short-term at the March 21 meeting and requested that staff recommend an agreement for a longer term. The POTCMID approved the agreement on
May 11 with a clause that both parties would be able to review the agreement if the cost exceeded $5,000.

Lock moved to recommend that the Board of Aldermen approve the cooperative agreement with POTMCID that outlines the cost share for the decorative streetlights in Downtown Parkville. Welch seconded; motion passed 4-0.

I. Approve a professional services agreement with TranSystems for the design of the Downtown Streetlight project

Public Works Director Alysen Abel stated that TranSystems completed the design of the Downtown Entryway Project so staff reached out to them for the Downtown Streetlight Project for the addition of 22 new streetlights. The goal was to take the existing lights on Route 9 and extend them to First, Second and Main streets but in a smaller scale. In addition to the new lights staff would reconstruct the sidewalks at each location. Abel noted that staff reached out to TranSystems to expand the scope to include streetscape improvements recommended in Vision Downtown Parkville but the estimated cost of $45,000 was not budgeted and there was not capacity in the 2017 budget to cover the additional cost.

Lock moved to recommend that the Board of Aldermen approve the professional services agreement with TranSystems for the design of the downtown streetlight project in the amount of $12,500. Welch seconded; motion passed 4-0.

J. Approve a service agreement with Blue Nile Contractors for the 2017 sanitary sewer closed circuit television and cleaning program

Public Works Director Alysen Abel said that staff collected closed circuit television (CCTV) data since 2007 and several areas remained untelevised. City Engineer Jay Norco prioritized the sewers based on the information received and the severity of the issues. In March 2017 a work authorization was approved with Norco for the design and engineering of the program for approximately 13,000 lineal feet. A bid opening was held in April and four responses were received. Abel noted that staff worked with the contractor on other sewer projects and never as a main project manager, but received positive feedback from the references. Staff was concerned about the bid being so much lower than the other bids and was told it was because the contractor wanted to work with the City.

Lock moved to recommend that the Board of Aldermen approve the construction services agreement with Blue Nile Contractors for the 2017 sanitary sewer CCTV and cleaning program in the amount of $23,582.50 with the unit prices as provided in the bid documents. Welch seconded; motion passed 4-0.

The Committee returned to the regular order of business on the agenda.

B. Revise the Purchasing Policy regarding limits of purchasing authority, local preference and thresholds for bids

Assistant to the City Administrator Tim Blakeslee provided an overview of the recommended changes to the purchasing policy. The revised policy included a tiered approach for local preference – three percent to Parkville businesses, two percent to Platte County businesses and one percent to businesses in Missouri. Staff reviewed peer communities to determine appropriate levels for purchasing authority for department heads, the city administrator, Finance Committee and Board of Aldermen. The other revisions related to thresholds for bids.

Chair Sportsman shared his concerns about the visibility to the Finance Committee and Board of Aldermen for staff purchases and noted that it was important to be sure the policy was adaptable to staffing changes in the future.

Brian Whitley joined the meeting at 5:59 p.m.

Discussion continued about the visibility of purchases over $10,000. Chair Sportsman recommended that staff notify the Committee about purchases within the authority of the city.
administrator and implement proper checks and balances for emergency purchases. He also requested that the city administrator provide a summary of purchases within his approval authority to the Committee.

The consensus was for the Finance Committee to become a recommending body to the Board of Aldermen instead of an approving body for purchases over $10,000 and for the city administrator to provide a report of staff purchases between $2,500 and $10,000 to the Committee.

Lock moved to recommend that the Board of Aldermen amend the purchasing policy as outlined in the policy regarding local preference and thresholds for bids and limits of purchasing authority with adjustments as recommended by the Finance Committee. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Quarterly Projects Update

The presentation was postponed to the next meeting

B. Cameras in the Parks

Chief Chrisman said that Kenton Locks, who did the keycard system at City Hall, visited Platte Landing Park to put together a cost estimate for a camera at the restroom near the boat ramp because it was the only location with electricity in the area. They recommended a camera with an SD card that overwrote itself at an estimated cost of $3,600. The SD card would be overwritten every 15 days.

5. UNFINISHED BUSINESS

6. OTHER BUSINESS

Community Development Director Stephen Lachky provided an update to the hay harvest request for proposals that was discussed at the April 24 meeting. He said that staff learned that most farmers did not have hay harvest equipment and only a few did similar sized property. Staff reached out to Phillip Bindel who submitted the original proposal and he revised the cost per bale. Estimated revenue was $540.

Lock moved to approve a professional services agreement with Phillip Bindel in amount of $9.00 per hay bale. Welch seconded; motion passed 4-0.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 6:51 p.m.

Submitted by:

Melissa McCchesney
City Clerk

June 12, 2017
Approval Date
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, Robert Lock and Tina Welch
- **Other Aldermen Present:** Brian T. Whitley *(joined meeting at 4:35 p.m.)*
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Tim Blakeslee, Public Works Operations Director Alan Schank, City Clerk Melissa McChesney and Community Development Director Stephen Lachky *(joined at 4:46 p.m.)*
- **Others Present:** Michael Keenan, Cochran Head Vick & Co., P.C.

2. FINANCIAL UPDATES

3. ACTION ITEMS

   A. **Approve the minutes from the May 30, 2017, meeting**

   Robert Lock moved to approve the May 30, 2017, minutes. Tina Welch seconed; motion passed 5-0.

   B. **Review and approve the audit for the City of Parkville for fiscal year 2016 as prepared by Cochran Head Vick & Co., P.C.**

   Finance/Human Resources Director Matthew Chapman said that the City contracted with Cochran Head Vick & Co. for the 2015 audit and identified areas to improve that included financial reporting.

   Michael Keenan, Cochran Head Vick & Co., P.C., provided an overview of the 2016 audit, noting that no illegal acts came to their attention, the City adopted Statement of Governmental Accounts Standards (GASB) No. 72 and there were no disagreements with management that were not satisfactorily resolved.

   The Finance Committee discussed the loss shown in the Sewer Fund and the additional funds in Municipal Court which had been carried over since 2012. Discussion also focused on the corrected misstatements, additional staff training for GASB pronouncements, the allocation from the Sewer Fund to the General Fund and debt ratios. It was noted that the City’s debt ratios were comparable to other cities of the same size with the difference being from the neighborhood improvement district debt. The Committee also discussed tracking budget amendments which was an issue found in the 2015 audit.

   Lock moved to recommend that the Board of Aldermen approve the audited financial statements for the fiscal year ended December 31, 2016. Dave Rittman seconed; motion passed 5-0.

   C. **Approve Change Order No. 1 with Terry Snelling Construction for additional curb and sidewalk repairs**

   Assistant to the City Administrator Tim Blakeslee stated that the original agreement was approved by the Board of Aldermen in April and the bid was $213,000 under budget. Staff recommended a change order for a portion of the funds for an additional 3,000 lineal feet of curb work.
The Finance Committee recommended that staff prepare a change order for additional mill and overlay work for approval by the Board on June 20.

Lock moved to recommend that the Board of Aldermen approve Change Order No. 1 with Terry Snelling Construction for additional curb and sidewalk repairs in the amount of $127,585.50. Rittman seconded; motion passed 5-0.

4. NON-ACTION ITEMS
   A. Quarterly Projects Update
      Discussion was moved from the May 30th meeting due to lack of time. Assistant to the City Administrator Tim Blakeslee provided a brief overview of the projects.

5. UNFINISHED BUSINESS

6. OTHER BUSINESS
   The Finance Committee discussed cameras in the parks and Chief Chrisman said he was reviewing options.

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

Submitted by:

Melissa McChesney
City Clerk

July 10, 2017
Approval Date
Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:31 p.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 Tim Blakeslee, Public Works Intern Nathan Ellerman and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. Budget Variance Report

City Administrator Joe Parente stated that staff intended to present budget variance reports, which was similar to the monthly financial update, each quarter. The report was a summary from the first quarter of 2017 of estimates from staff of where the budget would be at the end of the year. The goal was to present the reports to the Finance Committee by the second meeting of the month following the end of the quarter.

Chair Sportsman asked staff about the purchases within the city administrator’s approval authority and Parente noted that there were no purchases made between $2,500 and $10,000 since the June 12 meeting.

3. ACTION ITEMS

A. **Approve the minutes from the June 12, 2017, meeting**

Robert Lock moved to approve the June 12, 2017, minutes. Tina Welch seconded; motion passed 4-0.

B. **Approve a professional services agreement with George Butler Associates for the consulting engineering services associated with the Route 9 improvements from Route 45 to Clark Avenue**

Public Works Director Alysen Abel stated that in June staff received seven proposals in June. A selection committee comprised of City Administrator Joe Parente, Community Development Director Stephen Lachky, Public Works Director Alysen Abel, Alderman Bob Lock, Parkville Economic Development Council Executive Director Mike Kellam and Shelie Daniel and Jeff Hardy from the Missouri Department of Transportation reviewed the proposals and interviewed the top three firms. During the interviews the firms were asked to discuss their experience with MoDOT projects through the Local Public Agency Program and present innovative ways to use extra money.

Abel noted that concerns about the project included right-of-way and easement acquisition, and utilities. The selection committee selected George Butler Associates (GBA). Once selected, GBA provided a design cost of approximately $250,000. She added that a contingency of 30 percent was included in the budget which could be used to cover the additional cost over the estimate of approximately $124,000. She said that staff would contact GBA to try and negotiate the costs before the item was presented to the Board of Aldermen.
Discussion focused on possible ways that costs could be reduced and obtaining easements. The consensus of the Finance Committee was for staff to look into legal fee options for acquiring right-of-way.

Lock moved to direct staff to negotiate with George Butler Associates for a more favorable cost package for the Route 9 improvements. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS
   A. 2018 Budget Calendar
      City Administrator Joe Parente provided an overview of the budget calendar, noting that four work sessions would be held beginning in October and formal adoption would occur in December.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT
   Chair Sportsman adjourned the meeting at 5:17 p.m.

Submitted by:

Melissa McChesney
City Clerk

July 24, 2017
Approval Date
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, Robert Lock and Tina Welch (arrived at 4:35 p.m.)
- **Other Aldermen Present:** Kevin Heaton and Brian T. Whitley (arrived at 4:35 p.m.)
- **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 Tim Blakeslee and Community Development Department Assistant Shakedra Knight

2. FINANCIAL UPDATES

   A. **City Administrator Approvals**

      City Administrator Joe Parente said that he approved an on-call contract agreement for emergency heating and cooling services with Lippert Mechanical in the annual amount of $3,461.37.

3. ACTION ITEMS

   A. **Approve the minutes from the July 10, 2017, meeting**

      Robert Lock moved to approve the July 10, 2017, minutes. Nan Johnston seconded; motion passed 4-0.

   B. **Approve a professional services agreement with George Butler Associates for the consulting engineering services associated with the Route 9 improvements from Route 45 to Clark Avenue**

      Public Works Director Alysen Abel provided a brief background on the selection and services of consulting engineering firm, George Butler Associates (GBA). Abel addressed previous concerns with right-of-way acquisition and the original scope provided by GBA.

      The City's legal counsel, Williams & Campo, had right-of-way acquisition listed as an additional service in the City's contract. Staff recommended contracting with counsel for the service based on the existing contractual relationship.

      Based on discussion among the Finance Committee at its July 10 meeting, staff requested that GBA revise its scope. Abel presented two design fee options. The first option provided a design cost of $197,267 which included design, landscape architecture, and geotechnical services from Route 45 to Clark Avenue. The second option was for an expanded project from Route 45 to Lakeview Drive estimated at $385,081.

      Abel stated there was not any funding for the expanded project to Lakeview Drive and additional revenue from the 9 Highway Corridor Community Improvement District (CID) would be needed to cover added expenses.

      Discussion focused on the budget and how to proceed with the project.

      Chairman Sportsman stated he was not comfortable asking for a vote; therefore, no motion was made. The consensus of the Finance Committee was to provide additional information to the Board of Aldermen for further discussion that included CID revenue projections, the 2018
budget, how the larger scale helps chances with the cost share program and feedback from Bank Liberty and the Missouri Department of Transportation.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

A. Undercharged Sewer Accounts

Finance/Human Resources Director Matthew Chapman stated that 100 commercial and residential sewer accounts were only billed the base rate for service and did not include the additional consumption charges. He said that the uncollected amount was approximately $20,500. Staff and legal counsel recommended going back one year to collect delinquent funds from the sewer customers.

The Committee requested the information be presented to the Board of Aldermen prior to any action.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:46 p.m.

Submitted by:

Shakedra Knight
Community Development Department Assistant

August 7, 2017
Approval Date
1. CALL TO ORDER
Vice Chair Rittman called the meeting to order at 4:30 p.m. A quorum was present.
- **Members Present:** Vice Chair Dave Rittman, Robert Lock and Tina Welch
- **Other Aldermen Present:** Kevin Heaton
- **City Staff Present:** City Administrator Joe Parente, Police Captain Jon Jordan, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky and City Clerk Melissa McChesney

2. FINANCIAL UPDATES
   A. **City Administrator Approvals**
   City Administrator Joe Parente discussed the pavement marking low bid which was close to his approval authority maximum of $10,000. Because the total budget was $15,000 and change orders for additional work were possible, he recommended that the item be moved to the action agenda for further discussion and action by the Finance Committee.

   B. **2nd Quarter 2017 Budget Variance Report**
   City Administrator Joe Parente stated that the third quarter report would provide a better idea of where the budget will be at the end of the year. He added that staff was beginning the budget process and would work on projections when it was closer to the end of the year.

3. ACTION ITEMS
At the request of City Administrator Joe Parente, Vice Chair Rittman deviated from the order of business to consider approval of an add-on item previously discussed under Financial Updates.

   **Approve an agreement with K&G Striping, Inc. for the 2017 Pavement Marking Program**
   Public Works Director Alysen Abel stated that pavement marking was completed annually as part of the street maintenance program and $15,000 was budgeted in 2017. Three bids were received in July and the low bidder was K&G Striping, Inc. for a total cost of $9,780. She noted that additional change orders would be executed to do additional work for handicap-accessible parking at the Parkville Nature Sanctuary and other areas around the city.

   Robert Lock moved to approve an agreement with K&G Striping for the 2017 Pavement Marking Program in the amount of $9,780. Tina Welch seconded; motion passed 3-0.

   The Committee further discussed handicap-accessible parking in downtown on Main Street.

   The Committee returned to the regular order of business on the agenda.

   **A. Approve the minutes from the July 24, 2017, meeting**
   Lock moved to approve the July 24, 2017, minutes. Welch seconded; motion passed 3-0.

   **B. Approve the 2017 property tax levy for Fiscal Year 2018**
   Finance/Human Resources Director Matthew Chapman said that property tax information was received by Platte County late afternoon on August 4 and in attempt to avoid a special meeting of the Board of Aldermen the information was updated and distributed prior to the meeting. He said that the maximum levy was a combined total of 0.6412 per $100 assessed valuation for the
general and general temp levies. In prior years the Board of Aldermen voted to keep the general and general temp levies at or near the maximum to pay off debt from the 2006 Certificates of Participation. The estimated revenue increase was approximately $50,000 for the general levy and $19,500 for the general temp levy. Chapman added that lowering the levy would require the City to find other revenue sources or reduce expenditures in 2018.

Lock moved to recommend that the Board of Aldermen adopt an ordinance to set the 2017 General Tax Levy at $.4653 per $100.00 of assessed valuation and the General-Temp Levy at $.1759 per $100.00 of assessed valuation. Welch seconded; motion passed 3-0.

C. **Approve the purchase of materials from Pavement Maintenance Supply, Inc. for the 2017 Crack Sealing Program**

Public Works Director Alysen Abel stated that since 2010 the City was aggressive to seal cracks and over the past couple of years the edges of the newly milled and overlaid streets were sealed to help extend the life of the roads. Since 2013, to help save money the City had an agreement with the City of Weatherby Lake to rent their crack sealing machine. Abel said that Pavement Maintenance Supply, Inc. was the only supplier in the area and would honor the same prices from 2014. She noted that $15,000 was budgeted in 2017 and the equipment rental was approximately $3,000; the remainder would be used for materials.

Lock moved to recommend that the Board of Aldermen approve the purchase order with Pavement Maintenance Supply, Inc. for the purchase of crack sealing material in the amount of $12,000. Welch seconded; motion passed 3-0.

4. **NON-ACTION ITEMS**

A. **Quarterly Projects Update**

City Administrator Joe Parente noted that the City was making good progress on the projects listed in the report.

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

6. **OTHER BUSINESS**

7. **ADJOURNMENT**

Lock moved to adjourn the meeting at 4:54 p.m. Welch seconded; motion passed 3-0.

Submitted by:

Melissa McChesney
City Clerk

August 28, 2017
Approval Date
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, Nanette K. Johnston, Robert Lock and Tina Welch
- **Other Aldermen Present:** Kevin Heaton
- **City Staff Present:** City Administrator Joe Parente, Police Captain Jon Jordan, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. **City Administrator Approvals**

City Administrator Joe Parente provided an overview of the sewer purchases that were approved within his approval authority.

3. ACTION ITEMS

A. **Approve the minutes from the August 7, 2017, meeting**

Robert Lock moved to approve the August 7, 2017, minutes. Tina Welch seconded; motion passed 5-0.

4. NON-ACTION ITEMS

A. **Contract Sewer Billing**

Finance/Human Resources Director Matthew Chapman said that City staff was approached by Alliance Water Resources in June about taking over sewer billing services. Staff had several meetings with Alliance and a proposal was submitted for review, which staff felt warranted discussion with the Finance Committee. The proposed cost was $39,000 per year with additional up-front costs the first year. Chapman estimated that the City would pay an additional 25 percent by contracting with Alliance. He added that the sewer billing clerk had resigned and her last day would be September 8.

Discussion focused on concerns with the sewer billing issues and if it was worth spending more money, the reduction in staff if the City contracted with Alliance and who would handle accounts payable and keeping customer service in-house. The consensus was to refill the position and try to correct the sewer billing problems and re-evaluate the progress after one year.

B. **Cameras in the Parks**

Police Chief Kevin Chrisman said that he obtained more information about camera options for the parks since the discussion at the Finance Committee meeting on May 30. He presented one camera option that had an SD card with 15 days of footage but it was expensive so after further research he found information on a license plate capture camera that could be used until Wi-Fi was available in the parks. His initial concerns related to power and how the data would get back to the Police Department and said he wanted to make sure that the videos were going to be valuable.

The Finance Committee was interested in cameras that took video after hours and at night. They recommended that staff contact the Missouri Department of Conservation and the Department of...
Homeland Security to find out what other communities with boat ramps do and how they are monitored and check with Midwest Public Risk about security cameras and liability coverage. They also requested that staff look into alternate storage options like cloud-based storage.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT
   Chair Sportsman adjourned the meeting at 5:22 p.m.

Submitted by:

Melissa McChesney
City Clerk

September 11, 2017
Approval Date
1. CALL TO ORDER

Vice Chair Rittman called the meeting to order at 4:30 p.m. A quorum was present.
- **Members Present:** Vice Chair Dave Rittman, Nanette K. Johnston, Robert Lock and Tina Welch
- **Other Aldermen Present:** Kevin Heaton
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Public Works Director Alysen Able, Community Development Director Stephen Lachky and Community Development Assistant Shakedra Knight

2. FINANCIAL UPDATES

A. **City Administrator Approvals**

City Administrator Joe Parente provided an overview of the storm pipe and sewer repairs that were approved within his approval authority.

3. ACTION ITEMS

A. **Approve the minutes from the August 28, 2017, meeting**

Robert Lock moved to approve the August 28, 2017, minutes. Tina Welch seconded; motion passed 4-0.

B. **Approve a funding agreement with CBC Real Estate Apex Plaza development**

City Administrator Joe Parente stated that the CBC economic development project would provide funds for analysis consulting services and explained that to accurately calculate the economic impact of the development and review the developer’s public incentive request, staff requested that the City’s financial advisor complete a fiscal impact analysis and an internal rate of return analysis.

Lock moved to recommend that the Board of Aldermen authorize the Mayor to execute a funding agreement with CBC Real Estate APEX Plaza. Welch seconded; motion passed 4-0.

C. **Approve an agreement with Springsted Inc. to complete an Internal Rate of Return Analysis and a Fiscal Impact Analysis for the CBC Real Estate Apex Plaza development**

City Administrator Joe Parente stated that in relation to Item 3B, Springsted Incorporated specialized in economic development and the Board of Aldermen had approved professional services agreement with the firm in the past following the qualification-based selection process.

Lock moved to recommend that the Board of Aldermen authorize the Mayor to execute an agreement with Springsted Incorporated to complete an Internal Rate of Return Analysis and a Fiscal Impact Analysis for the CBC Real Estate Apex Plaza development subject to the receipt of funds per the associated funding agreement. Welch seconded; motion passed 4-0.

D. **Approve an agreement with Fry & Associates for the construction of the Riverview Shelter in Platte Landing Park**

Public Works Director Alysen Abel stated that the City was awarded a $25,000 grant by Friends of Parkville Parks in September 2016 with two parts that included $15,000 for construction of a
new shelter and $10,000 for the construction of Friends Field. The City was awarded an additional $15,900 through a Platte County Outreach Grant in March 2017. The bid included a base bid for the construction and a bid alternative for the concrete building pad. Five contractors responded and the low bidder was Fry & Associates with a base bid of $34,647. Abel noted that the concrete pad would be completed separately. She also noted the budget shortfall for the shelter construction was $3,747 and savings from the capital outlay project could be used to cover the difference. The Community Land and Recreation Board would review the construction agreement at its September 14, 2017, meeting.

Lock moved to recommend that the Board of Aldermen approve the construction agreement with Fry & Associates for the Riverview Shelter in Platte Landing Park in the amount of $34,647. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Cameras in the Parks

Police Chief Kevin Chrisman provided an update on his research for cameras in the parks. He found a trail camera that took still pictures of license plates and had been reviewing the manual. Chief Chrisman explained the camera had 720 high definition monochrome resolution with day and night imaging and needed to be 24-36" high to capture or it would lose some of its angle. He said the camera had good performance for the costs and was willing to try it out. Chief also said that the Missouri Department of Conservation reported no other counties that they contacted had surveillance on boat ramps. He added that Captain Jon Jordan was working with the Department of Homeland Security on drills.

The Committee discussed less expensive alternatives. City Administrator Joe Parente said Midwest Public Risk needed to be contacted regarding installing a camera. Chrisman said he would strategize with Alderman Welch to find an appropriate camera model.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Mayor Johnston announced that Parkville Economic Development Council Executive Director Mike Kellam resigned.

7. ADJOURNMENT

Vice Chair Rittman adjourned the meeting at 5:16 p.m.

Submitted by:

[Signature]
Shakedra Knight
Community Development Department Assistant

September 25, 2017
Approval Date
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 Alysen 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 Alysen 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 Alysen 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**
Adopted by the Finance Committee October 9, 2017

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
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, Robert Lock and Tina Welch
- **Other Aldermen Present:** Brian Whitley
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Police Captain Jon Jordan, Finance/Human Resources Director Matthew Chapman, Public Works Director Alysen Abel, 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 made within his approval authority.

3. ACTION ITEMS

A. **Approve the minutes from the September 25, 2017, meeting**

Dave Rittman moved to approve the September 25, 2017, minutes. Tina Welch seconded; motion passed 4-0.

B. **Approve Work Authorization No. 91 with North Hills Engineering for the design and project management of the Downtown Manhole Repairs Phase 2 project**

Public Works Director Alysen Abel stated that phase 2 began in 2016 through an on-call agreement with North Hills Engineering. The proposed work authorization allowed Jay Norco to begin the design and project management of repairs to the sanitary sewer system downtown west of Main Street between 2nd and 12th streets. Abel said that design would be completed in 2017 and construction would begin in 2018.

Discussion focused on approving a purchase from the 2018 budget before it was adopted. City Administrator Joe Parente said that a similar commitment from two different budget years was made for the Parks storage building. The consensus was to approve $8,000 for the project from the 2017 budget and to program the remaining cost in the 2018 budget for approval by the Board of Aldermen.

Rittman moved to recommend the Board of Aldermen approve Work Authorization No. 91 with North Hills Engineering for the Downtown Manhole Repairs Phase 2 project in the amount of $18,975, with $8,000 to come from the 2017 budget and the remainder to be funded from the 2018 budget, subject to approval of the 2018 budget. Welch seconded; motion passed 4-0.

C. **Approve the purchase of a Savin MP 5055 copier from ProServ for the Police Department**

Police Chief Kevin Chrisman stated that the department needed a new copier because parts could no longer be purchased for the existing machine. Police Captain Jon Jordan researched leasing versus purchasing a copier and determined that after a five-year lease term the City would save money by purchasing a new machine instead of leasing one.
Rittman moved to approve the purchase of a Savin MP 5055 copier from ProServe for the Police Department in the amount of $7,849. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. 2018 Budget Calendar

City Administrator Joe Parente proposed a change to the budget calendar that was presented in July. He asked the Committee to report their availability to him for a November 15th work session.

B. Cameras in the Parks

Police Captain Jon Jordan provided an update to the discussion about cameras in the parks, noting that there were not any buildings in downtown Parkville that used Spectrum internet, including the train depot and the parks headquarters building. He was told by Park University that the City could piggyback off of their system. The biggest cost would be the purchase of a new server that would retain the video for approximately two weeks. He added that both cameras would cost approximately $1,500.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Public Works Director Alysen Abel said that she was meeting with the Missouri State Emergency Management Agency to kick off the low water crossing project in English Landing Park.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:06 p.m.

Submitted by:

Melissa McChesney
City Clerk

__________________________  October 30, 2017
Melissa McChesney                  Approval Date
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 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 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
1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:34 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston and Robert Lock
- **Other Aldermen Present:** Brian Whitley
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Public Works Director Alysen Abel, Assistant to the City Administrator Anna Mitchell and Community Development Department Assistant Shakedra Knight

2. FINANCIAL UPDATES

A. **City Administrator Approvals**

City Administrator Joe Parente provided an update on purchases made within his approval authority for the Twilight Place sewer break repair and the professional services agreement with George Butler Associates for a traffic counts study.

B. **3rd Quarter 2017 Budget Variance Report**

City Administrator Joe Parente said that the general fund projected to be under budget in 2017.

3. ACTION ITEMS

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

Dave Rittman moved to approve the October 9, 2017, minutes. Robert Lock seconded; motion passed 4-0.

B. **Approve the employee health insurance renewal for 2018 with Blue Cross Blue Shield of Kansas City**

Finance/Human Resources Director Matthew Chapman said that Bukaty Companies reached out to several agencies who all declined to provide a quote. Blue Cross/Blue Shield proposed a 0.35 percent premium increase for the 2018 renewal for similar, but with lesser benefits.

Discussion focused on premiums, out of pocket expenses for employees and increased costs for the City.

Rittman moved to recommend that the Board of Aldermen approve the health insurance renewal for 2018 with Blue Cross/Blue Shield with the premium plans, rates, and costs shares, attached hereto as Attachments 2 and 3 and incorporated by reference. Lock seconded; motion passed 4-0.

C. **Approve the construction agreements with C&M Masonry and MTS Contracting for the English Landing Park restroom exterior improvements project**

Public Works Director Alysen Abel stated that the City required three sealed bids for the project. Two responses were received for reinforcement of the walls which was the largest portion of the project and one contractor submitted a bid for roofing.
Abel said that additional subcontractor work needed included heating and cooling and stone work. She said staff was getting quotes and anticipated contracts would be within the approval authority of the City Administrator.

Rittman moved to recommend that the Board of Aldermen approve the construction agreements with C&M Masonry and MTS Contracting for the English Landing Park restroom exterior improvements project. Lock seconded; motion passed 4-0.

4. NON-ACTION ITEMS
   A. Quarterly Projects Update
      Assistant to City Administrator Anna Mitchell provided an update on 2017 major projects.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS
   Discussion focused on low-water crossing construction. Public Works Director Alysen Abel stated she would research alternative options to closing the bridge and provided an example of a portable bridge.

7. ADJOURNMENT
   Chair Sportsman adjourned the meeting at 5:32 p.m.

Submitted by:

[Signature]
Shakedra Knight
Community Development Department Assistant

November 27, 2017
Approval Date
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, Robert Lock and Tina Welch
- Other Aldermen Present: Brian Whitley, Greg Plumb and Kevin Heatton
- 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**

3. **ACTION ITEMS**

   A. **Approve the minutes from the November 13, 2017, meeting**

   Dave Rittman moved to approve the November 13, 2017, minutes. Robert Lock seconded; motion passed 5-0.

   B. **Authorize staff to advertise a public hearing and prepare an ordinance to implement a 10 percent rate increase for the sewer utility**

   Public Works Director Alysen Abel said that the Sewer Fund budget was presented at a work session on November 15 and sewer rate increase options were provided. Staff proposed a six percent increase and the Board of Aldermen recommended a 10 percent increase. She added that staff recommended a $165,000 transfer from the Sewer Fund to the General Fund to cover administrative costs.

   City Administrator Joe Parente stated that staff would have updated budget numbers for the work session on December 5. He noted that if the Board decided to change the sewer rate increase the item could be moved to the December 19 meeting. Chair Sportsman requested that staff clarify where the numbers came from on how the recommended increase was determined.

   Rittman moved to authorize staff to advertise a public hearing and prepare an ordinance to implement a 10 percent rate increase for the sewer utility in 2018. Lock seconded; motion passed 5-0.

   C. **Approve a six-year contract extension with Alliance Water Resources for the continued management, operation and maintenance of the City’s wastewater treatment and collection system**

   Public Works Director Alysen Abel said that the City contracted with Alliance Water Resources since 2002, historically for three-year terms. She said that Alliance requested an increase in the term of the contract to six years which would include the purchase of a new truck – the City’s truck would be used by the construction inspector – and an annual audit of the City’s sewer accounts. Abel added that Alliance would have the ability to increase rates between three and six percent annually or in respect to the Consumer Price Index. City staff had a positive experience with Alliance and the six-year renewal would give staff the peace of mind knowing the contract would be in place for a longer term.
Discussion focused on the truck, annual increases, termination clauses and benefits of having a longer-term contract. Chair Sportsman requested additional information regarding the value added for the City with a longer term contract. The consensus of the Committee was for staff to renegotiate with Alliance to include the City's sewer billing services in the six year contract.

Rittman moved to recommend that the Board of Aldermen approve a six-year contract extension with Alliance Water Resources to include the renegotiation of terms and operation criteria per the Finance Committee discussion. Rittman withdrew the motion.

Rittman moved to postpone the item until staff has continued discussion with Alliance Water Resources to renegotiate the terms of the six year contract. Lock seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Public Works Director Alysen Abel provided an update on fall street sweeping, noting that the City was under contract with Capital Trucking and staff discovered that they did not have a machine that would pick up leaves. Staff reviewed the bids received during the bid opening that was held in the spring and the low bidder was Delta Sweeping. Staff estimated 25 hours of work would be needed to collect the remaining leaves. Delta Sweeping would start the work on November 28th and the difference in the costs was within the city administrator's approval authority. Staff recommended paying Capital Trucking for eight hours of work that was completed on November 27th. Abel noted that the contract included termination language and Capital Trucking recognized it did not have the equipment required to complete the work.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:33 p.m.

Submitted by:

Melissa McChesney
City Clerk

December 11, 2017
Approval Date
Minutes

1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:31 p.m. A quorum was present.

- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston and Tina Welch
- **Other Aldermen Present:** Kevin Heaton and Brian Whitley
- **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 purchases approved within his authority.

3. ACTION ITEMS

A. **Approve the minutes from the November 27, 2017, meeting**

Dave Rittman moved to approve the November 27, 2017, minutes. Tina Welch seconded; motion passed 4-0.

B. **Renew the professional services agreement with Cochran Head Vick & Co., P.C. for auditing services for the 2017 fiscal year**

Finance/Human Resources Director Matthew Chapman stated that in September 2015 the City approved an agreement for auditing services for the 2015, 2016 and 2017 fiscal years. The renewal was the third of the three-year agreement and the annual increase was approximately $500. Chapman noted that staff would solicit proposals for auditing services in 2018.

Rittman moved to recommend that the Board of Aldermen renew the professional services agreement with Cochran Head Vick & Co., P.C. for auditing services for fiscal year 2017 in the amount of $19,070. Welch seconded; motion passed 4-0.

C. **Approve a purchase order with FTC Equipment LLC for the purchase of a pump for the S. National Pump Station**

Public Works Director Alysen Abel said that after 20 years of service the pump station needed to be reconstructed. The design was budgeted in 2017 and due to sewer emergency costs construction was deferred to 2018. The pump station project included the purchase of a new pump. Abel noted that purchasing directly from the vendor in 2017 would save the City money; the pump would not be paid for until it was delivered in 2018. She added that the item would be presented to the Board of Aldermen for approval following adoption of the 2018 budget.

Rittman moved to recommend that the Board of Aldermen approve a purchase order with FTC Equipment LLC for a new pump for the South National Pump Station in the amount of $16,587. Welch seconded; motion passed 4-0.

D. **Approve a purchase order with Thoroughbred Ford for a Ford F-350 4x4 Super Duty truck for the Public Works Department**
Public Works Director Alysen Abel stated that the Public Works Department planned to replace one truck annually. In early 2017 feedback was received from bidders that the City could save money by ordering a new truck before December 31 to get better pricing and rebates. Abel noted that the bid opening for the truck confirmed the feedback. The payment would be made in 2018 once the truck was delivered and a snow plow and equipment would be purchased later in 2018 by separate action of the Board of Aldermen. She added a truck in the fleet would be declared surplus and auctioned off after the new truck was delivered and the plow equipment was installed.

Rittman moved to recommend that the Board of Aldermen approve a purchase order with Thoroughbred Ford for a Ford F-350 4x4 Super Duty truck for the Public Works Department in the amount of $27,039.84; and, once the truck is fully equipped, to declare the 2005 or 2006 Ford truck and associated equipment as surplus property for auction. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)
   A. Approve a three-year contract extension with Alliance Water Resources for the continued management, operation and maintenance of the City's wastewater treatment and collection system (postponed from November 27, 2017)

Public Works Director Alysen Abel stated that the base contract, approved in 2002, included three-year renewal options with the ability to update the fee to include a certain percentage. The first option was a standard three-year renewal with a cost increase of 2.19 percent. The second option was a six-year renewal that included the purchase of a new sewer truck, insurance, maintenance and fuel that would be amortized over the term of the contract.

Abel noted that following discussion at the November 27 Finance Committee meeting, she spoke with Alliance to discuss the option of not purchasing a truck but instead contracting for sewer billing services. She said that Alliance was not able to include sewer billing within the proposed price and she recommended separating the sewer billing services from the maintenance contract so it would not be affect if the sewer billing portion did not work out. Alliance requested a three-year contract renewal and submitted a separate proposal for sewer billing services. The consensus of the Committee was to recommend approval of the three-year contract and continue sewer billing in-house.

Rittman moved to recommend that the Board of Aldermen approve a three-year contract extension with Alliance Water Resources for management, operation and maintenance of the City's wastewater collection system and treatment plant in 2018 in the amount of $299,826. Welch seconded; motion passed 4-0.

6. OTHER BUSINESS

Public Works Director Alysen Abel provided an update on the Missouri Moves Cost Share program grant funded through the Missouri Department of Transportation.

City Administrator Joe Parente said that the first sales tax distribution from the 9 Highway Corridor Community Improvement District was received and staff would need to determine how to fund the remaining balance for the improvements to Route 9 from Route 45 to Lakeview Drive.

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:15 p.m.

Submitted by:

Melissa McChesney
City Clerk

January 8, 2018
Approval Date