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:** Brian Whitley
- **City Staff Present:** City Administrator Joe Parente, Police Captain Jon Jordan, 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 December 11, 2017, meeting**

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

B. **Approve the 2018 Parkville Economic Development Council investment renewal and public services agreement**

City Administrator Joe Parente stated that the annual agreement with the Parkville Economic Development Council (PEDC) was due for renewal in 2018. The original agreement was approved in 2011 with funding of $20,000; funding increased to $30,000 in 2016 and $40,000 in 2018. Because the PEDC had trouble hiring a candidate, an additional revision to the agreement provided the option of placing the executive director on the City’s payroll in order to provide benefits. Parente said the director would be subject to the City’s personnel policy and would receive instructions from the PEDC Board of Directors. The PEDC Board would reimburse the City for payroll and benefit costs.

Discussion focused on the reporting structure, how conflicts would be addressed, the termination clause, indemnification, who would be liable if something happened and the number of City voting members on the PEDC Board of Directors. The consensus of the Finance Committee was to amend the draft agreement to add more voting members and include verbiage regarding conflict resolution when a disagreement could not be resolved to add more protection for the City.

No action was taken. The item would be presented at the January 29 Finance Committee meeting.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS
7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:23 p.m.

Submitted by:

Melissa McChesney
City Clerk

January 29, 2018
Approval Date
Finance Committee Meeting  
January 29, 2018  
Administration Conference Room, City Hall

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, Robert Lock and Tina Welch
- City Staff Present: City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. City Administrator Approvals

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

3. ACTION ITEMS

A. Approve the minutes from the January 8, 2018, meeting

Dave Rittman moved to approve the January 8, 2018, minutes. Tina Welch seconded; motion passed 5-0.

B. Approve the 2018 Parkville Economic Development Council investment renewal and public services agreement

City Administrator Joe Parente stated that the draft agreement was presented to the Finance Committee on January 8 and no action was taken. They directed staff to address three issues, which were discussed in closed session on January 16. The revised agreement increased the number of city-appointed voting members and addressed concerns with conflict resolution and liability insurance. The final decision regarding conflict resolution would be made by the Parkville Economic Development Council (PEDC) chair and the dispute would be reported to the Board of Aldermen and the PEDC Board of Directors. Parente added that the PEDC insurance policies were shared with Midwest Public Risk and staff was waiting on their response.

Rittman moved to recommend the Board of Aldermen approve the public services agreement and the 2018 investment renewal with the Parkville Economic Development Council in the amount of $40,000. Welch seconded; motion passed 5-0.

C. Approve a construction agreement with GPS Concrete Construction for the installation of the concrete floor for the Riverview Shelter

Public Works Director Alysen Abel said that the City received a donation from Friends of Parkville Parks for a new shelter south of Grigsby Field. In September 2017 the Board of Aldermen approved a construction agreement with Fry & Associates for the new shelter; the bid request included an alternate for a concrete floor. Abel noted that staff anticipated better pricing through concrete contractors so the floor was bid separately. She provided an overview of the funding for the project and noted that it was approximately $6,000 over budget; the overage could be covered by savings in other projects in the Parks budget and Capital Improvement Program.
Rittman moved to recommend that the Board of Aldermen approve a construction agreement with GPS Concrete Construction for the installation of the concrete floor for the Riverview Shelter in the amount of $12,240. Welch seconded; motion passed 5-0.

D. Approve a construction agreement with SMICO Contracting Group LLC for the reconstruction of the South National Pump Station

Public Works Director Alysen Abel provided an overview of the project, noting that it was originally planned for 2017 but due to unexpected sewer emergencies, the design was budgeted in 2017 and construction was budgeted in 2018. A bid opening was held in January and nine responses were received. Abel noted that the bid was over budget because there were elements added for the control panel and to provide better access and maintenance, which staff decided to incorporate after the 2018 budget was set. She added that staff would monitor other sewer projects to find savings in other areas to cover the overage.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with SMICO Contracting Group to reconstruct the South National Pump Station in the amount of $60,152. Welch seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

Discussion focused on the status of improvements to Highway 9 from Highway 45 to Lakeview Drive which were anticipated to begin in late 2018, the status of the Kevin Green development, the Burlington Northern Santa Fe trail easement, and railroad quiet zones in downtown Parkville.

7. ADJOURNMENT

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

Submitted by:

Melissa McChesney
City Clerk

February 16, 2018
Approval Date
1. CALL TO ORDER

Chair Sportsman called the meeting to order at 8:31 a.m. A quorum was present.
- **Members Present:** Chair Marc Sportsman, Nan Johnston, Robert Lock and Tina Welch
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. **City Administrator Approvals**

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

B. **4th Quarter 2017 Budget Variance Report**

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

3. ACTION ITEMS

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

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

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

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

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

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

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

Lock moved to recommend that the Board of Aldermen approve the purchase of an e-Studio 6506ACT multi-function copier from Toshiba Business Solutions in the amount of $12,313.44. Welch seconded; motion passed 4-0.
Lock moved to declare the e-Studio 6530CT copier as surplus for a credit with Toshiba Business Solutions. Welch seconded. Motion passed 4-0.

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

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

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

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

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

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

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

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

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

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

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

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

G. Approve a land use and waste disposal agreement with Damon Pursell Construction for use of its property for annual clean-up events in 2018
Public Works Director Alysen Abel stated that the City used property owned by Damon Pursell Construction for the spring and fall clean-up events and dumpsters for the extended yard waste and curbside events. She noted that the pricing structure increased because of an increase to their property taxes.

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

H. Authorize staff to transfer funds from the Emergency Reserve Fund to the Brink Meyer Debt Service Fund and Brush Creek Debt Service Fund sufficient to cover the payment of bond principal, interest and fees due and paid on March 1, 2018, and September 1, 2018

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

Lock moved to recommend that the Board of Aldermen authorize staff to transfer up to $284,281.38 from the Emergency Reserve Fund to the Brink Meyer Road NID Fund and up to $139,992.10 from the Emergency Reserve Fund to the Brush Creek NID Fund for the purpose of paying the Brink Meyer Road NID and Brush Creek NID bond payment due and paid on March 1, 2018, and September 1, 2018. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS
   A. Quarterly Projects Update

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

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

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

Submitted by:

Melissa McChesney
City Clerk

March 1, 2018
Approval Date
1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:30 p.m. A quorum was present.
- **Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston and Tina Welch
- **Other Aldermen Present:** Phil Wassmer
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysse Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney
- **Others Present:** Mike Emmick, Edward Jones; Kelly Putnam, Main Street Parkville Association

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

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

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

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

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

No action was taken.

The Finance Committee returned to the regular order of business.

2. FINANCIAL UPDATES

   A. **City Administrator Approvals**

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

3. ACTION ITEMS

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

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

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

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

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

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

Rittman moved to recommend that the Board of Aldermen approve the purchase of truck equipment from Kranz of Kansas City, Inc. for the new Public Works truck in the amount of $18,383. Welch seconded; motion passed 4-0.

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

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

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

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

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

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

4. **NON-ACTION ITEMS**

A. **Police Community Assistance Fund Report**

Police Chief Kevin Chrisman provided an overview of the 2017 report; report attached as Exhibit A.
5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

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

7. ADJOURNMENT

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

Submitted by:

Melissa McChesney
City Clerk

March 12, 2018
Approval Date
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:** Phil Wassmer
- **City Staff Present:** 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 Community Development Department Assistant Shakedra Knight

2. FINANCIAL UPDATES

A. **City Administrator Approvals**

Public Works Director Alysen Abel provided an overview of a purchase approved within City Administrator Joe Parente’s authority.

3. ACTION ITEMS

A. **Approve the minutes from the March 1, 2018, meeting**

Nan Johnston moved to approve the March 1, 2018, minutes. Dave Rittman seconded; motion passed 4-0.

A. **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 stated that staff reached out to Brenntag and Evoqua for quotes for odor control chemicals for the Riss Lake sewer lines. She noted that Evoqua failed to provide a quote and the quote from Brenntag was slightly higher than the special pricing in 2017. Abel explained that there would be extra costs associated with a change to bioxide because the existing chemicals would have to be drained from the tank. She said the City had a favorable relationship with Brenntag and had been using the current solution for about seven years.

Discussion focused on the difference in the cost from 2017 to 2018 and the savings associated with using the same chemical as prior years.

Johnston moved to recommend that the Board of Aldermen approve the purchase order for Robin 4000 from Brenntag at a rate of $2.48 per gallon in the amount of $19,840. Rittman seconded; motion passed 4-0.

B. **Approve a construction agreement with Wiedenmann, Inc. for the Sanitary Sewer Phase 4 Improvements**

Public Works Director Alysen Abel stated that six bids were received and Wiedenmann Inc. was the low bidder. The contractor had previously worked for the City when the Eastside Pump Station was decommissioned. Abel added that the project was under budget.

Rittman moved to recommend that the Board of Aldermen approve the construction agreement with Wiedenmann, Inc. for the Sanitary Sewer Phase 4 improvements in the amount of $98,800. Johnston seconded; motion passed 4-0.
4. NON-ACTION ITEMS
Abel stated there was a land disturbance application submitted for Kevin Green apartment project to
cut down trees between now and April 1. She said Public Works Inspector Kevin Blair would monitor
the work.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS
Police Chief Kevin Chrisman informed the Committee that another new hire resigned after 52 hours.
Chair Sportsman noted that other cities had similar issues with law enforcement staffing.

7. ADJOURNMENT
Chair Sportsman adjourned the meeting at 5:00 p.m.

Submitted by:

[Signature]
Shakedra Knight
Community Development Department Assistant

March 26, 2018
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
- **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, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. City Administrator Approvals

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

3. ACTION ITEMS

A. **Approve the minutes from the March 12, 2018, meeting**

Dave Rittman moved to approve the March 12, 2018, minutes. Tina Welch seconded; motion passed 5-0.

B. **Approve the purchase of two PowerEdge R640 servers from Dell for City Hall**

City Clerk Melissa McChesney stated that the City had two servers that needed to be replaced upon a recommendation from the City’s information technology provider eNet, LLC. Discussion focused on the purpose of the servers. McChesney added that the City saved approximately $2,900 with the additional discount.

Rittman moved to recommend that the Board of Aldermen approve the purchase of two servers from Dell for City Hall in the amount of $10,349.88. Welch seconded; motion passed 5-0.

C. **Approve a professional services agreement with CDM Smith for the engineering design of the low water crossing in English Landing Park**

Public Works Director Alysen Abel stated that the Federal Emergency Management Agency required use of the City’s purchase policy for the engineering and construction. Seven responses were received from the request of qualifications and staff interviewed the top two firms. Pictures of the recommended CON/SPAN bridge attached as Exhibit A. Abel noted that one lane would be open during construction for emergency vehicles only and construction would begin after Turkey Trot in November.

Rittman moved to recommend that the Board of Aldermen approve a professional services agreement with CDM Smith for the engineering design of the low water crossing in English Landing Park in the amount of $99,090. Welch seconded; motion passed 5-0.

4. NON-ACTION ITEMS

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

City Administrator Joe Parente said that staff was planning the strategic planning session. The consensus of the Committee was for staff to decide on a consultant. Chair Sportsman requested a list of possible dates for the session.

7. **ADJOURNMENT**

Chair Sportsman adjourned the meeting at 4:59 p.m.

Submitted by:

Melissa McChesney
City Clerk

April 9, 2018
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, Vice Chair Dave Rittman, Nan Johnston, Robert Lock and Tina Welch
- **Other Aldermen Present:** Philip Wassmer
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. City Administrator Approvals

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

3. ACTION ITEMS

A. **Approve the minutes from the March 26, 2018, meeting**

Dave Rittman moved to approve the March 26, 2018, minutes. Tina Welch seconded; motion passed 5-0.

B. **Approve a construction agreement with USA Concrete for the 2018 Curb and Sidewalk Program**

Public Works Director Alysen Abel stated that $50,000 was earmarked in the 2018 street maintenance program for curbs and sidewalks to replace approximately 3,000 feet. A request for bids was released and nine responses were received. Abel noted that the City had prior experience with Paul McAnany. The contract was based on unit prices at $27.00 per lineal foot. The unit price to replace the sidewalk for the downtown streetlight project was not included in the contract.

Discussion focused on the contractor that would work on the sidewalks in downtown Parkville. Abel stated that Metro Asphalt submitted a bid for the project, along with a bid for the mill and overlay project. Staff would request a change order with Metro Asphalt for the work if they would honor the unit price in their bid.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with USA Concrete for the 2018 Curb and Sidewalk Program in the amount of $62,100. Welch seconded; motion passed 5-0.

C. **Approve a construction agreement with Metro Asphalt for the 2018 Mill and Overlay Program**

Public Works Director Alysen Abel said that a request for bids was released and eight bids were received. Metro Asphalt did worked for the City on the 2016 mill and overlay program. She added that the project was below budget. The additional $30,000 for the downtown streetlight project would come from the 2018 mill and overlay program budget.
Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Metro Asphalt for the 2018 Mill and Overlay Program in the amount of $238,727.50. Welch seconded; motion passed 5-0.

D. **Approve Work Authorization No. 97 with North Hills Engineering for the storm sewer system evaluation**

Public Works Director Alysen Abel stated that the work authorization was a continuation from the work session held by the Board of Aldermen on March 6, 2018. The project was similar to the sanitary sewer closed circuit television project and the lines would be televised and cleaned annually. The data would be evaluated under Work Authorization No. 97.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 97 with North Hills Engineering for the storm sewer system evaluation in the amount of $23,475. Welch seconded; motion passed 5-0.

4. **NON-ACTION ITEMS**

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

6. **OTHER BUSINESS**

City Administrator Joe Parente said that construction on the downtown streetlight project would begin the following week. Staff was going to meet with the contractor and downtown business owners to discuss the project. On April 16, 2018, the electrical contractor would restore the brick around the lights and another contractor would fix the areas outside of the area around the lights.

7. **ADJOURNMENT**

Chair Sportsman adjourned the meeting at 4:55 p.m.

Submitted by:

Melissa McChesney
City Clerk

May 7, 2018
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, Nan Johnston and Tina Welch
- **City Staff Present:** City Administrator Joe Parente, 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 approved within his authority.

   B. First Quarter 2018 Budget Variance Report

      City Administrator Joe Parente provided updated charts; attached as Exhibit A. Discussion focused on the high electricity costs and staff was looking at ways to save energy to help lower the cost.

3. ACTION ITEMS

   A. **Approve the minutes from the April 9, 2018, meeting**

      Dave Rittman moved to approve the April 9, 2018, minutes. Nan Johnston seconded; motion passed 4-0.

   B. **Approve a service agreement with Ace Pipe Cleaning for the 2018 sanitary sewer closed circuit television and cleaning program**

      Public Works Director Alysen Abel stated that the closed-circuit televising (CCTV) of the sanitary sewer lines began in 2007 to evaluate conditions and clean the system. The data collected was used to prioritize sewer programs. A bid opening was held on April 17, 2018, and two bids were received. Abel noted that the cost was within budget and the savings could be used for other projects. She added that a change order would be requested at a future meeting for Ace Pipe Cleaning to CCTV the storm sewer system, which was included in the bid package.

      Rittman moved to recommend that the Board of Aldermen approve the construction services agreement with Ace Pipe Cleaning for the 2018 sanitary sewer CCTV and cleaning program in the amount of $32,885.50, with the unit prices as provided in the bid documents. Tina Welch seconded; motion passed 4-0.

   C. **Approve a construction agreement with David E. Ross Construction Co. for the Headworks Screen Replacement project**

      Public Works Director Alysen Abel said that the 2017 Capital Improvement Program (CIP) included funds to repair the screen which would require shutting down the wastewater treatment facility and not provide much in cost savings. The project was not completed in 2017 and the 2018 CIP was increased to replace the screen instead of repair it. Abel noted that the cost was over budget as explained in the policy report. Staff looked at possible savings in other areas of the budget and a chart was included in the policy report.
Discussion focused on what would happen if steel prices were lower than estimated in the agreement and if the City could recoup the savings. The consensus was for staff to contact the contractor about the cost of steel for the project.

Rittman moved to recommend that the Board of Aldermen approve the construction agreement with David E. Ross Construction Co. for the Headworks Screen Replacement project in the amount of $126,800, subject to discussion with the contractor about a credit for unapplied tariffs should it occur. Welch seconded; motion passed 4-0.

D. **Approve Supplemental Agreement No. 2 with George Butler Associates for consulting engineering services associated with the Route 9 improvements from Route 45 to Lakeview Drive and direct staff to move forward with the next steps for project financing**

Public Works Director Alysen Abel provided an overview of the Route 9 improvements project and the funding received to-date. On August 1, 2017, the Board of Aldermen approved an agreement with George Butler Associates prior to receiving notice about receiving funds from the Missouri Department of Transportation (MoDOT) Cost Share Program for preliminary engineering from Route 45 to Lakeview Drive. Abel said that the right-of-way plan was under review by MoDOT. The supplemental agreement was for final design and moving forward with the bidding process. She noted that there was approximately $384,000 unbudgeted to complete the project and staff would look into financing options for the remaining funds needed.

Discussion focused on paying back a loan from the bank from 9 Highway Corridor Community Improvement District sales tax revenue and the reason for the difference in the cost for street lighting.

The consensus of the Committee was to approve the supplemental agreement and for staff to research the lighting costs and future funding options.

Rittman moved to recommend that the Board of Aldermen approve Supplemental Agreement No. 2 with George Butler Associates for the final engineering design for the Route 9 Improvements from Route 45 to Lakeview Drive in the amount of $282,205. Welch seconded; motion passed 4-0.

4. **NON-ACTION ITEMS**

A. **Quarterly Projects Update**

Assistant to the City Administrator Anna Mitchell provided a brief overview of the remaining 2017 projects and highlights from the 2018 projects. Concerns from the Committee would be discussed at the next meeting.

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

6. **OTHER BUSINESS**

7. **ADJOURNMENT**

Chair Sportsman adjourned the meeting at 5:26 p.m.

Submitted by:

Melissa McChesney  
City Clerk

May 21, 2018  
Approval Date
Input Form

Last Updated 1Q 2018

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<th>% of 2017 Total</th>
<th>2018 Budget</th>
<th>YTD as of 3/31/2018</th>
<th>% of 2018 Total</th>
<th>Budget Remaining</th>
<th>Avg Monthly Expense</th>
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### Budget Variance Report

**General Fund Expenses**

As of 3/31/2018

#### Input Form

Last Updated 1Q 2018

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### General Fund Expenses
As of 3/31/2018

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**Last Updated 1Q 2018**

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<td>500</td>
<td>-</td>
<td>0%</td>
<td>332</td>
<td>36%</td>
<td>322</td>
<td>59</td>
<td>711</td>
<td>(211)</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td>40,201</td>
<td>5,117</td>
<td>13%</td>
<td>39,937</td>
<td>24%</td>
<td>33,430</td>
<td>1,706</td>
<td>40,960</td>
<td>3,178</td>
</tr>
<tr>
<td><strong>Public Information</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>12,300</td>
<td>3,000</td>
<td>24%</td>
<td>12,450</td>
<td>15%</td>
<td>10,800</td>
<td>650</td>
<td>7,800</td>
<td>4,950</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>100</td>
<td>-</td>
<td>0%</td>
<td>23</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>33</td>
<td>400</td>
</tr>
<tr>
<td>Office Expenditures</td>
<td>200</td>
<td>-</td>
<td>0%</td>
<td>217</td>
<td>0%</td>
<td>200</td>
<td>-</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td>Maintenance</td>
<td>660</td>
<td>-</td>
<td>0%</td>
<td>1,359</td>
<td>20%</td>
<td>1,961</td>
<td>166.33</td>
<td>1,996</td>
<td>464</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td>13,260</td>
<td>3,000</td>
<td>23%</td>
<td>14,049</td>
<td>16%</td>
<td>12,961</td>
<td>850</td>
<td>10,196</td>
<td>5,314</td>
</tr>
</tbody>
</table>
## BUDGET VARIANCE REPORT

**General Fund Expenses**  
As of 3/31/2018

### Input Form

**Last Updated 1Q 2018**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>2017</th>
<th>2018</th>
<th>Projected 2018</th>
<th>Projected (Over)/Under</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information Technology</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Personnel</td>
<td>20,400</td>
<td>3,128</td>
<td>15%</td>
<td>17,276</td>
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<tr>
<td>IT Expenditures</td>
<td>27,383</td>
<td>1,979</td>
<td>7%</td>
<td>30,352</td>
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<tr>
<td>Maintenance</td>
<td>2,124</td>
<td>531</td>
<td>25%</td>
<td>2,124</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td>49,907</td>
<td>5,637</td>
<td>11%</td>
<td>49,752</td>
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<tr>
<td><strong>General Fund Capital Outlay</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>83,745</td>
<td>26</td>
<td>0%</td>
<td>45,526</td>
</tr>
<tr>
<td>Police</td>
<td>41,150</td>
<td>4,040</td>
<td>10%</td>
<td>46,912</td>
</tr>
<tr>
<td>Public Works</td>
<td>94,000</td>
<td>-</td>
<td>0%</td>
<td>69,725</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>-</td>
</tr>
<tr>
<td>Community Development</td>
<td>9,000</td>
<td>14,838</td>
<td>165%</td>
<td>14,838</td>
</tr>
<tr>
<td>Streets</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>-</td>
</tr>
<tr>
<td>Parks</td>
<td>151,000</td>
<td>-</td>
<td>0%</td>
<td>43,025</td>
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<tr>
<td>Nature Sanctuary</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>-</td>
</tr>
<tr>
<td>PIO/IT</td>
<td>6,000</td>
<td>-</td>
<td>0%</td>
<td>6,333</td>
</tr>
<tr>
<td><strong>Capital Outlay</strong></td>
<td>384,895</td>
<td>18,904</td>
<td>5%</td>
<td>225,909</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To Emergency Reserve Fund (50)</td>
<td>317,500</td>
<td>79,375</td>
<td>25%</td>
<td>317,500</td>
</tr>
<tr>
<td>Transfers</td>
<td>317,500</td>
<td>79,375</td>
<td>25%</td>
<td>317,500</td>
</tr>
<tr>
<td><strong>Total of General Fund</strong>:</td>
<td>4,617,839</td>
<td>951,765</td>
<td>21%</td>
<td>4,215,576</td>
</tr>
</tbody>
</table>
Minnes

Chair Marc 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:**
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, 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
- **Others Present:** Michael Keenan, Cochran Head Vick & Co., P.C.

Dave Rittman moved to deviate from the order of business to address the action items first prior to the financial updates. Tina Welch seconded; motion passed 5-0.

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 May 7, 2018, meeting**

   Chair Marc Sportsman requested that the e-mail from City Engineer Jay Norco explaining the cost of steel for the Wastewater Treatment Facility headworks screen project be attached to the minutes as Exhibit A.

   Rittman moved to approve the May 7, 2018, minutes, as amended. Welch seconded; motion passed 5-0.

   B. **Review and approve the audit for fiscal year 2017, as prepared by Cochran Head Vick & Co., P.C.**

   Michael Keenan, Cochran Head Vick & Co., P.C. provided an overview of the draft audit, noting that there were no illegal acts, no changes in accounting policies and no difficulties or agreements with management. An inefficiency was identified in the internal controls related to the lease purchase for street maintenance issued in 2017. Only the amounts that were drawn down from the account were recorded instead of the full amount that included funds for Route 9 improvements. City Administrator Joe Parente stated that the not reported were those held by the trustee.

   Keenan said that the management letter contained suggestions for best practices and possible improvements in the internal control inefficiency found in Municipal Court that was carried over from prior audits. He noted that recommendations from the 2016 audit regarding the sewer account were implemented and staff continued to work on collecting on past due accounts.

   Discussion focused on the negative change in net position shown under the statement of activities section of the audit resulting from the enhanced street maintenance which were not a capital asset; the positive change in the Sewer Fund net position due to the contributed infrastructure items from the developers for completed projects that were recognized as an asset to the City in
the year it was donated; long-term debt principal payments that began in 2017; and the increased contribution to Missouri Local Government Employees Retirement System.

Further discussion focused on the internal control issue in Municipal Court. Finance/Human Resources Director Matthew Chapman said that staff was unable to determine where the additional funds should have been categorized and had reached out to the State of Missouri for advice on the best course of action to ensure the funds were distributed appropriately. The account was closed in March 2018. Parente added that staff would provide a monthly reconciliation to the Finance Committee. The consensus of the Committee was for staff to provide an update on the Municipal Court issue at a future meeting.

Rittman moved to recommend that the Board of Aldermen approve the audited financial statements for the fiscal year ended December 31, 2017. Welch seconded; motion passed 5-0.

C. Approve a sponsorship with Main Street Parkville Association for the July 4th fireworks

City Administrator Joe Parente stated that in 2017 he and Mayor Johnston were approached by the Main Street Parkville Association (MSPA) to discuss funding needs from the City. He noted that historically the City was not involved in sponsoring or providing direct assistance to organizations. Mayor Johnston said that other cities did not charge their main street organizations event fees and thought it might be fair to reimburse MSPA in an amount comparable to what they paid in fees.

City staff researched peer communities and determined that most cities did not use General Fund money. Some cities had creative ways of generating revenue through community improvement districts and hotel/motel taxes. Mayor Johnston noted that the request was more about balancing a funding model so MSPA could do more to benefit downtown.

Discussion focused on supporting downtown in other ways, waiving event fees and concerns that the City could become an ongoing funding source in the future. In order to help the Committee make a more informed decision, the consensus was for staff to compile a list of the City’s non-monetary contributions to past events for police and public works services.

No action was taken.

D. Approve a professional services agreement with BBN Architects, Inc. for design services for downtown streetscape components

City Administrator Joe Parente said that as part of the 2017 strategic planning process, staff developed a list of action items to complete in 2018. The City’s on-call architectural firm BBN Architects, Inc. would provide conceptual designs for street signs, a curb cutout for the streetscape and maintenance and design of Pocket Park that would be separated into three different costs. He noted that the sign component would be designed in 2018 and money would be allocated in 2019 to fund the project.

Rittman moved to approve a professional services agreement with BBN Architects, Inc. for design services for downtown streetscape components in the amount of $3,879. Welch seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

The Committee returned to the regular order of business.
2. FINANCIAL UPDATES
   A. City Administrator Approvals
      City Administrator Joe Parente provided an overview of a purchase approved within his authority.

7. ADJOURNMENT
   Chair Sportsman adjourned the meeting at 6:09 p.m.

Submitted by:

[Signature]
Melissa McChesney
City Clerk

June 11, 2018
Approval Date
From: North Hills Engineering <northhillseng@gmail.com>
Sent: Tuesday, April 24, 2018 12:04 PM
To: Alysen Abel <AAbel@parkvillemo.gov>
Cc: Richard Wilson <rwilson@alliancewater.com>
Subject: WWTF Screen Project - Cost Overrun

Alysen I am sending this to describe the reasons for the difference between the construction budget $81,000 and the low bid of $126,800 (tendered by David E. Ross Construction).

After talking with suppliers and contractors, and comparing the final design project to the budgeted project, here are the reasons for the difference:

1. The original budget from 2017 (about $60,000) was for the rebuilding of an existing screen. After considering the high rebuild cost, questionable longevity of the rebuilt unit, and the long delays associated, we decided to defer the project and budget for a new screen unit. We did adjust the budget upwards for 2018, but we did not anticipate the difficulty in fitting an entirely new screen to the existing channel. In retrospect I did not budget adequately for this.

2. We added some necessary features to the project for reasons of safety and accessibility. The old screen had an electric light heater in the screen cart enclosure, this involved 120 volt wiring in a wet and corrosive environment. We decided to avoid this shock hazard by using a heater that is separate from the screen enclosure. Although this is a safer and more reliable method of heating, there are more costs associated with the heater panel, extension of electric power, and metal ductwork. Also, we did not like how maintenance personnel had to climb around handrail and straddle an open channel in order to inspect and access the front of the screen inside the channel. So we added hinged covers to the channel in front of the screen.

3. During the design we realized that the conduit and wiring for the feed circuit had become badly corroded and needed to be replaced.

4. Recently the plastic screenings cart that Alliance personnel use to store, transport, and dump the screenings broke. The cart must fit in a narrow space between the screen and the channel, and the new plastic carts do not fit. Also, plastic carts become brittle with age and break, particularly in sub-freezing weather. So we added a stainless steel cart to the project.

5. The costs of all metal items (particularly stainless steel and aluminum) have increased over the past year. The recent protective tariffs have made the situation worse. This project is heavy on metal and fabricated metal items. When suppliers become nervous about price trends in raw materials, they pad their costs because they have cover their costs 8-10 weeks in the future, given the time required for submittal approvals and fabrication before the actual sale.

Before the bid opening, I prepared a revised cost estimate of $130,000. The low bid of David E. Ross compares well with that estimate.

Jay Norco
Contract City Engineer
Alysen I am sending this to describe the reasons for the difference between the construction budget $81,000 and the low bid of $126,800 (tendered by David E. Ross Construction).

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Before the bid opening, I prepared a revised cost estimate of $130,000. The low bid of David E. Ross compares well with that estimate.

Jay Norco
Contract City Engineer
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
- **Other Aldermen Present:** Phil Wassmer
- **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 May 21, 2018, meeting**

Robert Lock moved to approve the May 21, 2018, minutes. Tina Welch seconded; motion passed 4-0.

B. **Approve a sponsorship with Main Street Parkville Association for the July 4th fireworks**

City Administrator Joe Parente said that the Finance Committee discussed the request at the May 21 meeting and no action was taken. The Committee required the time and expenses incurred by the City for events hosted by the Main Street Parkville Association (MSPA). For the years 2016 and 2017, the Police Department averaged approximately $6,700 per year and the Public Works Department estimated approximately $2,500 per year.

Parente noted that he and Mayor Johnston met with Mike Carney and Kelly Putnam, MSPA, and passed along what was discussed at the May 21 meeting. They discussed the new leadership at MSPA who were trying to be more fiscally responsible, the survey results of other cities with main street organizations, long-term goals of MSPA and the City and how to mutually work together in the future.

Discussion focused on future plans for 4th of July celebrations, concerns with setting a precedent for future funding and if the City would consider being a sponsor if MSPA decided to remove the carnival from future events.

Lock moved to approve a sponsorship with the Main Street Parkville Association for the July 4th fireworks celebration in the amount of $5,000. Welch seconded; motion passed 3-1 (Sportsman opposed).

4. NON-ACTION ITEMS

A. **Municipal Court Audit Update**

As a follow-up to the audit presented at the May 21 meeting and to address concerns from the Committee, Finance/Human Resources Director Matthew Chapman stated that a new fine account was reopened in April and May was the first month staff could reconcile it. There were concerns with the fluctuating balance on the old account which staff determined was because of payments
received at the end of the month that were not deposited by the bank until the next month. Chapman noted that staff could only fix the way the payments were accounted for in the City’s books.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

   Chair Sportsman adjourned the meeting at 5:18 p.m.

Submitted by:

[Signature]
Melissa McChesney
City Clerk

Julie 9, 2018
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
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, 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 purchases approved within his authority.

Bob Lock joined meeting at 4:41 p.m.

3. ACTION ITEMS

A. **Approve the minutes from the June 11, 2018, meeting**

Dave Rittman moved to approve the June 11, 2018, minutes. Tina Welch seconded; motion passed 5-0.

B. **Approve a three year contract renewal with Curious Eye Productions for broadcast management services and technical consulting required to operate the online Parkville Government Access Channel through December 31, 2020**

City Clerk Melissa McChesney stated that the City originally contracted with Curious Eye Productions in 2004 and the last renewal was in 2014. She noted that staff was happy with the service and recommended another three year contract renewal.

Rittman moved to recommend that the Board of Aldermen approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting required to operate the online Parkville Government Access Channel through December 31, 2020 in a total amount not to exceed $13,610. Welch seconded; motion passed 5-0.

C. **Approve the purchase of a Savin 301SPF multi-function printer from ProServ Business Systems for City Hall**

City Clerk Melissa McChesney said that the City purchased a new copier in early 2018 and there were remaining funds in the Capital Improvement Program to purchase a small printer to be used by Community Development and Public Works. Three quotes were received and the low quote was through ProServ Business Systems. There was enough money remaining in the CIP to cover the purchase of a new printer for $1,400.

Rittman moved to approve the purchase of a Savin 301SPF multi-function printer from ProServ Business Systems for City Hall in the amount of $1,400.00. Welch seconded; motion passed 5-0.
D. **Approve a professional services agreement with Phelps Engineering, Inc. for on-call engineering plan review services**

Public Works Director Alysen Abel said that in October 2017 the City contracted with several firms for various on-call services. A firm was not selected for on-call engineering plan review, but would be needed for potential development at Interstate 435 and Highway 45 to help with future development reviews. Abel noted that Phelps Engineering did most of their work in Johnson County, Kansas, and there would not be a conflict of interest because they did not have any projects in the northland. She added that Phelps Engineering completed several stormwater management and watershed studies for Johnson County after the 1993 flood. The scope and fee would be determined when their services would be needed for a project.

Rittman moved to recommend that the Board of Aldermen approve the professional services agreement with Phelps Engineering, Inc. for the on-call engineering plan review services. Welch seconded; motion passed 5-0.

E. **Approve Change Order No. 4 with USA Concrete for the brick sidewalk on Main Street**

Public Works Director Alysen Abel stated that the City requested bids for both the curb/sidewalk and mill/overlay programs that included an alternate to repair the brick sidewalks on Main Street in downtown Parkville. The low bidder for the mill/overlay work was Metro Asphalt, but its pricing for the repairs was contingent upon being awarded the curb/sidewalk contract. USA Concrete was awarded the curb/sidewalk program contract and they submitted a bid for the brick repair work. Because of the limited amount of funds for the project, the sidewalks with the worst tripping hazards would be repaired in 2018 and the other areas could be fixed in future years.

The consensus of the Committee was for staff to clarify the budget information for the Board of Aldermen agenda packet, determine if the Parkville Old Towne Market Community Improvement District or the Main Street Parkville Association reimbursed the $12,500 for the design of the project completed by George Butler Associates, and that the item be placed on the action agenda for discussion by the Board of Aldermen.

Rittman moved to recommend that the Board of Aldermen approve Change Order No. 4 with USA Concrete for the brick sidewalk repair on Main Street in the amount of $24,000. Welch seconded; motion passed 5-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:29 p.m.

Submitted by:

Melissa McChesney
City Clerk

July 30, 2018

Approval Date
1. CALL TO ORDER

Chair Sportsman called the meeting to order at 4:39 p.m. A quorum was present.
- **Members Present:** Vice Chair Dave Rittman, Nan Johnston and Robert Lock
- **City Staff Present:** 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 Anna Mitchell and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

A. City Administrator Approvals

Public Works Director Alysen Abel provided an overview of purchases approved within the city administrator's authority.

3. ACTION ITEMS

A. Approve the minutes from the July 9, 2018, meeting

Robert Lock moved to approve the July 9, 2018, minutes. Nan Johnston seconded; motion passed 3-0.

B. Approve the semi-annual financial report for the first half of 2018 and direct City Administration to publish

Finance/Human Resources Director Matthew Chapman stated that per Missouri statutes and the Parkville Municipal Code the treasurer was required to submit a sixth month revenue and expenditure report that must be published in a local newspaper.

Lock moved to recommend that the Board of Aldermen approve the semi-annual financial report for the first half of 2018 and direct City Administration to publish. Johnston seconded; motion passed 3-0.

C. Approve on-call maintenance agreements with Urban Tree Specialists and Arbor Masters for tree trimming services

Public Works Director Alysen Abel said that the City approved on-call tree trimming contracts since 2015 and approximately $40,000 was spent annually. The City also received Tree Resource Improvement and Maintenance grants for tree trimming and removal.

Tina Welch joined the meeting at 4:49 p.m.

Abel added that similar quotes were received from two companies and she recommended a one-year contract with both with the option for an additional one-year renewal. Urban Tree Specialists would be the main company used and Arbor Masters would be used when they were not available.

Lock moved to recommend that the Board of Aldermen approve a one-year maintenance agreement, with an optional one-year renewal, with Urban Tree Specialists and Arbor Masters for tree trimming on-call services, with the unit prices listed in the agreements. Tina Welch seconded; motion passed 4-0.
4. NON-ACTION ITEMS

A. FY 2019 Budget Calendar

Assistant to the City Administrator Anna Mitchell provided an overview of the 2019 budget calendar, noting that staff would work on budget worksheets in August, four work sessions would be held and the budget ordinance would be adopted in December.

B. Police Department Update – 12 Hour Shifts

Police Chief Kevin Chrisman said shifts were traditionally eight hours and when three officers left in December 2017 the schedule was adjusted to 12 hours shifts. He noted that his staff would continue to work 12 hour shifts. Because the change required four supervisors, Officer Gee served as acting sergeant since January 2018 and had been promoted to sergeant.

Assistant to the City Administrator Anna Mitchell noted that the City received the distinguished budget presentation award for 2018 Budget. The certificate would be presented at a future Board of Aldermen meeting.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Lock moved to adjourn the meeting. Welch seconded; motion passed 4-0

Vice Chair Rittman adjourned the meeting at 5:07 p.m.

Submitted by:

Melissa McChesney
City Clerk

August 13, 2018
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, Nan Johnston, Tina Welch and Robert Lock
- **City Staff Present:** City Administrator Joe Parente, Police Captain Jon Jordan, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, Assistant to the City Administrator Anna Mitchell and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

   A. **City Administrator Approvals**

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

   B. **Second Quarter 2018 Budget Variance Report**

   City Administrator Joe Parente provided an overview of the report, noting that the budget was six percent under what was projected. Staff was working on changing the budget process for the carryover of capital improvement projects from year to year. The Board of Aldermen would approve the carryover because the amounts were not included in the following year’s budget. Parente added that staff would present the status of projects and year-end projections at the second budget work session.

3. ACTION ITEMS

   A. **Approve the minutes from the July 30, 2018, meeting**

   Robert Lock moved to approve the July 30, 2018, minutes. Tina Welch seconded; motion passed 4-0.

   B. **Approve the 2018 property tax levy for fiscal year 2019**

   Finance/Human Resources Director Matthew Chapman stated that the City received the pro forma from the Missouri auditor for the general tax and general temp levies. The general temp levy was approved by voters in 2004 for a 21-year term. In prior years the Board approved maintaining the levy at the maximum tax rate allowed. Chapman said that the levies contributed to approximately 24 percent of the City’s general operating funds. The increase was estimated at approximately $110,000. He added that lowering the levy would require the City to find other revenue sources or reduce expenditures.

   Lock moved to recommend that the Board of Aldermen adopt an ordinance to set the 2018 General Tax Levy at $0.4653 per $100.00 of assessed valuation and the General-Temp Levy at $0.1759 per $100.00 of assessed valuation. Welch seconded; motion passed 4-0.

   C. **Approve Change Order No. 1 with Ace Pipe Cleaning for the closed circuit television and cleaning of the storm sewer system**

   Public Works Director Alysen Abel said that staff worked with North Hills Engineering to evaluate the City’s storm sewer system to determine which areas needed to be fixed. The areas were prioritized and approximately 4,500 feet would be televised in 2018. The City contracted
with Ace Pipe Cleaning to televise and clean the sanitary sewer system and the change order would add the televising of the City’s storm sewer system.

Lock moved to recommend that the Board of Aldermen approve Change Order No. 1 with Ace Pipe Cleaning for the closed circuit television and cleaning of the storm sewer system in the amount of $11,174.00. Welch seconded; motion passed 4-0.

D. Renew the farming land use agreement with Brian Kringle for property near the Parkville Wastewater Treatment Plant

Public Works Director Alysen Abel stated that the City owned approximately 66 acres of land around the Wastewater Treatment Plant and 56 acres were available for farming. Two prior agreements had been approved with Brian Kringle since 2011 at $105 per acre. He requested a renewal of the farm land use agreement at $90 per acre. Abel noted that even though the market price per acre was higher than the price in the other agreements, she recommended renewing the agreement at $105 per acre because of the additional work and benefits to the City by Brian Kringle.

Lock moved to recommend that the Board of Aldermen approve three-year renewal of the farming land use agreement with Brian Kringle effective January 1, 2019 through December 31, 2022. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

A. Second Quarter 2018 Project Update

Assistant to the City Administrator Anna Mitchell noted that seven projects had been completed since the last update was provided in May.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

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

Submitted by:

Melissa McChesney
City Clerk

September 10, 2018
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, Tina Welch and Robert Lock
- **Other Aldermen Present:** Greg Plumb
- **City Staff Present:** City Administrator Joe Parente, Police Chief Kevin Chrisman, Police Captain Jon Jordan, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman, 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 August 13, 2018, meeting**

Nan Johnston moved to approve the August 13, 2018, minutes. Robert Lock seconded; motion passed 4-0.

B. **Approve a small construction contract with Scottish Window Tinting for Phase 2 of the City Hall building safety upgrades**

Assistant to the City Administrator Anna Mitchell stated that Phase 2 of the project included the addition of a protective film on the remaining windows on the lower level and the bottom half of the windows on the north side of the upper level. Even though the cost was within the city administrator's approval, the item was presented to the Finance Committee because a new company was needed to complete the project because the former company, ASGI Enterprises, was dissolved. At the time original bids were solicited, Scottish Window Tinting did not have the capability of providing ballistic windows. Mitchell noted that with their merger with a larger company they were able to meet the City's needs.

Lock moved to approve a small construction contract with Scottish Window Tinting for Phase 2 of the City Hall building safety upgrades in the amount of $8,920. Tina Welch seconded; motion passed 4-0.

C. **Approve a funding agreement with Parkville Development 140, LLC, Parkville Development 50, LLC, Parkville Development 38, LLC and Parkville Development 70, LLC, for a mixed use development containing approximately 274 acres located at the southeast, southwest and northwest corners of the intersection of Highway 45 and Interstate 435**

City Administrator Joe Parente said that the funding agreement was related to the proposed development at Interstate 435 and Highway 45 in western Parkville. The agreement outlined that the developer would reimburse the City for costs related to analyses conducted by the City's financial advisor Springsted to determine if economic development incentives were viable. It would also establish a deposit of $30,000 to cover legal expenses incurred by the City.
Lock moved to recommend that the Board of Aldermen approve of funding agreement with Parkville Development 140, LLC, Parkville Development 50, LLC, Parkville Development 38, LLC and Parkville Development 70, LLC for a mixed use development at the intersection of Highway 45 and I-435. Welch seconded; motion passed 4-0.

D. Approve a supplemental agreement for 2019 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 stated that the City originally contracted with Alliance Water Resources in 2002 to manage the wastewater treatment plant and historically the cost had increased one to two percent annually. She noted that the increase in 2014 was slightly higher because staff was increased to three full-time positions.

Lock moved to recommend that the Board of Aldermen approve the supplemental agreement with Alliance Water Resources for management, operation and maintenance of the City's wastewater collection system and treatment plant in 2019 in the amount of $305,712. Welch seconded; motion passed 4-0.

E. Approve agreements, schedules and associated fees for electronics recycling and paper shredding events in 2019

Management Analyst Shakedra Knight said that five electronics recycling and paper shredding events were scheduled each year on Tuesdays in even-numbered months, except December. Midwest Recycling Center charged $200 for each electronics recycling event and Midwest Shredding Services charged $210 for each paper shredding event.

In prior years, the electronics recycling events were hosted by Surplus Exchange at no cost to the City, but they discontinued their services in April 2017 due to staffing issues. Surplus Exchange approached staff and offered to host electronics recycling events in 2019 at no charge.

Staff recommended changing the dates of the electronics recycling and paper shredding events from Tuesdays to Saturdays, which would require an increase in costs for hosting the paper shredding events with Midwest Shredding Services.

Discussion focused on which day of the week to hold the events and how many events to hold per year. The consensus was to keep the same number of events and move them to Saturdays for the additional cost. Staff would compare the two years and determine if a change would be needed in the future.

Lock moved to approve an agreement with Surplus Exchange to host electronics recycling events and an agreement with Midwest Shredding Service for document shredding services on Saturdays. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 5:00 p.m.

Submitted by:

Melissa McChesney
City Clerk

September 24, 2018
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:** Police Chief Kevin Chrisman, Police Captain Jon Jordan, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman and City Clerk Melissa McChesney

2. FINANCIAL UPDATES

   A. **City Administrator Approvals**

   Public Works Director Alysen Abel provided an overview of a purchase approved within the city administrator’s authority.

3. ACTION ITEMS

   A. **Approve the minutes from the September 10, 2018, meeting**

   Robert Lock moved to approve the September 10, 2018, minutes. Nan Johnston seconded; motion passed 4-0.

   B. **Approve a professional services agreement with SFS Architecture for engineering design of the Veterans Memorial in English Landing Park**

   Public Works Director Alysen Abel stated that the engineers and architects would be needed for the design of the Veterans Memorial and it was determined that the best course of action was for the City to contract with firms using donations in the Veterans Memorial Fund. A request for qualifications was released and eight proposals were received. A selection committee reviewed the proposals and chose SFS Architecture because of its experience with designing veteran’s memorials and similar projects. Staff worked with the firm to develop a scope and fee.

   Abel noted that to help save money the City would use its on-call surveyor R.L. Buford to survey the property and its on-call geotechnical consultant Kaw Valley Engineering to review the soil properties. The total of both work authorizations will be less than $5,000.

   A clause was included in the agreement that the notice to proceed would not be issued until the Veterans Alliance raised 50 percent of the funds. Abel noted that the committee would pay for the professional services and there would not be any impact to the City’s budget.

   Discussion focused on the larger aspects of the memorial and if the 50 percent clause would be included in future agreements, concerns that the City was more involved than originally planned and concerns that the City was taking on more risk than originally planned. The consensus of the Finance Committee was to discuss the agreement with the Board of Aldermen in a closed session.

   No action was taken.

   C. **Approve a professional services agreement with Troy & Banks, Inc. to conduct a utility bill audit**

   Public Works Director Alysen Abel stated that the goal of the utility bill audit was to look for possible savings on electric bills paid by the City. A request for proposals was issued and two responses were received. Troy & Banks, Inc. had experience working with similar-sized
Adopted by the Finance Committee October 8, 2018

communities and the fee was 25 percent of the savings that would be realized. She noted that if no savings were realized the company would not receive a fee.

Discussion focused on concerns about the type of incentive program, if the tariff was reduced with conversion of the street lights to LED, how far back the company would look to find savings and how far into the future they would continue looking and concerns with not taking the lowest cost proposal. Abel responded and said that the other proposal’s cost was variable based on the savings that would be realized and the recommended proposal was a flat fee for everything. She also noted that the recommended proposal would require less staff time to gather background information.

Dave Rittman moved to recommend that the Board of Aldermen approve a professional services agreement with Troy & Banks, Inc. to conduct a utility bill audit in the amount of 25% of any utility bill savings realized by the City in the year of the audit. Lock seconded; motion passed 4-0.

D. **Approve a work authorization with Embassy Landscape Group, Inc. for city hall landscaping**

Public Works Director Alysen Abel said that irrigation improvements and new landscaping were needed at City Hall. Staff reached out to companies to determine what could be done within a $5,000 budget. Both quotes received exceeded the budgeted amount and there were savings in other areas that included staff completing some of the work.

Police Chief Kevin Chrisman was concerned with the height of the landscaping because they would remove the security features if the plants were placed in front of the windows. Abel noted that staff would work with the company to lower the height of the plants placed in front of the windows.

Rittman moved to approve Work Authorization No. 1 with Embassy Landscape Group, Inc. for landscaping at City Hall in the amount of $7,811. Lock seconded; motion passed 4-0.

E. **Approve a purchase order with Dale Brothers, Inc. for the salt and sand materials for the 2018/2019 winter season**

Public Works Director Alysen Abel stated that salt and sand materials were purchased annually and three quotes were obtained from suppliers in the area. The purchases would be made in both the 2018 and 2019 budgets and there was approximately $14,000 remaining in the 2018 budget.

Rittman moved to recommend that the Board of Aldermen approve a purchase order with Dale Brothers, Inc. for salt and sand materials through May 1, 2019, subject to annual appropriations. Lock seconded; motion passed 4-0.

F. **Amend the agreement with Wick Buildings for construction of the Parks Storage Building**

Public Works Director Alysen Abel said that the contract with Wick Buildings was approved in November 2017 and because the proposed location was in the floodway, buoyancy calculations were required per the Federal Emergency Management Agency. She said that a change in Missouri laws regarding prevailing became effective August 28, 2018, that only required prevailing wage for projects over $75,000. Because the project did not start before the law changed, staff and legal counsel recommended amending the agreement to remove the references to prevailing wage.

Rittman moved to recommend that the Board of Aldermen amend the agreement with Wick Buildings for construction of the Parks Storage Building to reduce the contract amount to $66,824. Lock seconded; motion passed 4-0.

4. **NON-ACTION ITEMS**

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

Alderman Rittman spoke about the funding for improvements to Route 9 at Sixth Street for the Six at Park development, including the addition of turn lanes. Abel said that the Missouri Department of Transportation would determine if turn lanes were needed.

7. ADJOURNMENT

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

Submitted by:

Melissa McChesney
City Clerk

October 8, 2018
Approval Date
Minutes

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, Vice Chair Dave Rittman, Nan Johnston and Tina Welch
- **Other Aldermen Present:**
- **City Staff Present:** Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Community Development Director Stephen Lachky, Finance/Human Resources Director Matthew Chapman and Management Analyst Shakedra Knight

2. FINANCIAL UPDATES
A. City Administrator Approvals

3. ACTION ITEMS
A. **Approve the minutes from the September 24, 2018, meeting**
Dave Rittman moved to approve the September 24, 2018, minutes. Tina Welch seconded; motion passed 4-0.

B. **Approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial in English Landing Park**
Public Works Director Alysen Abel stated that there was discussion at the September 24 Finance Committee meeting that engineers and architects were needed for the design. She added that the design would not occur until 100 percent of the funds were raised.

In August 2018, the City released a request for qualifications for the design of the Veterans Memorial that included survey, geotechnical and structural engineering, landscape architecture and general civil engineering design. Eight proposals were received from engineering/architecture teams. The selection committee, comprised of City staff and Veterans Committee members, selected SFS Architecture based on their extensive memorial experience. Staff negotiated with SFS to lower the basic services fees to $31,161, with less than $1,000 in reimbursable expenses.

Rittman moved to recommend that the Board of Aldermen approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial in English Landing Park in the amount of $31,661, after said funds are raised and confirmed with the Committee. Welch seconded; motion passed 4-0.

C. **Approve a professional services agreement with Bliss Associates, LLC for on-call appraisal services**
Public Works Director Alysen Abel stated that the City needed appraisal services for the Platte Landing Park Wetland Restoration and the Route 9 Improvements projects. Three companies responded to the City’s request for qualifications and a selection committee selected Bliss Associates based on their breadth of knowledge and experience. The on-call contract arrangement would be a two-year term with an option to renew and the ability to update their billing rates annually. Abel added that there was a potential third project. She stated that funds were budgeted for both projects.
Rittman moved to recommend that the Board of Aldermen approve the professional services agreement with Bliss Associates, LLC for on-call appraisal services. Welch seconded; motion passed 4-0.

4. NON-ACTION ITEMS

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

Chair Sportsman adjourned the meeting at 4:48 p.m.

Submitted by:

Shakedra Knight
Management Analyst/
Community Development Department Assistant

October 29, 2018
Approval Date
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 Robert Lock
- City Staff Present: City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, 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 within his approval authority.

B. Third Quarter 2018 Budget Variance Report
City Administrator Joe Parente said that the budget was on track with the first budget work session held on October 16. He noted that projected expenditures were below budget and he was hopeful that they would improve by the end of the year.

3. ACTION ITEMS
A. Approve the minutes from the October 8, 2018, meeting
Dave Rittman moved to approve the October 8, 2018, minutes. Robert Lock seconded; motion passed 4-0.

B. Approve the employee health insurance renewal for 2019 with Blue Cross/Blue Shield
Finance/Human Resources Director Matthew Chapman stated that Blue Cross/Blue Shield proposed a 9.9 percent increase to the City's premiums, which was less than originally anticipated. The same four plans were proposed, along with the addition of a new plan.

Chapman added that Bukaty Companies also marketed the dental and vision. The health insurance committee, comprised of staff representatives from each department, recommended renewing coverage with Blue Cross/Blue Shield for health insurance, Delta Dental for dental insurance and Surency for vision insurance.

Discussion focused on how to distribute the increase, the fair distribution of the benefits and the new plan option. The consensus of the Committee was for the City to cover the full cost of the increase.

Rittman moved to recommend that the Board of Aldermen approve the health insurance renewal for 2019 with Blue Cross/Blue Shield with the premium plans, rates and costs shares, whereby the increase be absorbed by the City. Lock seconded; motion passed 4-0.

C. Approve the purchase of the Crimestar Enterprise records management system and the Microsoft SQL Server 2017 for the Police Department
Police Chief Kevin Chrisman said that the Police Department’s records management system was managed by Crimestar Enterprises since 2001. Storage limitations required documents to be transferred to another location on the server to make room for new documents. Because the City was a current user of Crimestar, a credit would be issued. He noted that in order for the system to...
run efficiently, a Microsoft SQL server was also needed. The total cost included the purchase of the Crimestar upgrade, a new Microsoft SQL server, licenses for 12 workstations and an estimated four hours for information technology services from eNet, ILC. Chrisman said that the upgrade would allow an update to InCode and provided other records management features and mobile device options.

**Rittman moved to recommend that the Board of Aldermen purchase the Crimestar Enterprise records management system and the Microsoft SQL Server 2017 with 12 licenses for the Police Department in the amount of $10,309.87. Lock seconded; motion passed 4-0.**

D. **Approve a purchase order with Contech Engineered Solutions for the Conspan bridge system for the low water crossing in English Landing Park**

E. **Approve a construction agreement with Wiedenmann, Inc. for the construction of the Low Water Crossing in English Landing Park**

Public Works Director Alysen Abel stated that the design of the low water crossing in English Landing Park was completed by CDM Smith. As a cost-saving measure, staff recommended purchasing the materials directly from the vendor. Abel said that the plan was presented to the Community Land and Recreation Board. She recommended proceeding with approval by the Finance Committee and Board of Aldermen to avoid project delays. She noted that it would take six to eight weeks for fabrication.

In regards to the construction agreement, Abel said that the bid documents included construction and a bid alternate to encase the existing sanitary sewer line. Four bids were received and Wiedenmann was the low bidder when the bid alternate was included in the total cost. Abel said that the City had prior experience with Wiedenmann and recommended contracting with them on the project. The project was within budget because the cost for the bid alternate would be funded by the Sewer Fund.

**Rittman moved to recommend that the Board of Aldermen approve a purchase order with Contech Engineered Solutions for the Conspan bridge system for the low water crossing in English Landing Park in the amount of $155,200. Lock seconded; motion passed 4-0.**

**Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Wiedenmann, Inc. for the construction of the low water crossing in English Landing Park in the amount of $252,178. Lock seconded; motion passed 4-0.**

F. **Direct staff to conduct a public auction to surplus the old streetlights**

Public Works Director Alysen Abel said that the new streetlights in downtown Parkville were installed and portions of the brick sidewalk was restored. To surplus the old streetlights, she recommended auctioning them through a third-party vendor. Discussion focused on what to do with the lights and where to put the revenue from the auction.

**No action was taken. The Finance Committee directed staff to investigate additional options for the old streetlights.**

4. **NON-ACTION ITEMS**

A. **Quarterly Projects Update**

Assistant to the City Administrator Anna Mitchell stated that five projects were completed and a couple of projects that were deferred from 2017 were also completed.

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

6. **OTHER BUSINESS**

Bob Lock left the meeting.
Vice Chair Rittman spoke about the audit committee findings from the review of proposals received auditor services. He said that the committee met twice, reviewed six proposals and interviewed the top two firms. Rittman added that additional review was needed before the item was presented to the Finance Committee and Board of Aldermen.

7. **ADJOURNMENT**

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

Submitted by:

Melissa McChesney
City Clerk

November 26, 2018
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 Tina Welch
- **City Staff Present:** City Administrator Joe Parente, 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 within his approval authority.

3. ACTION ITEMS

A. **Approve the minutes from the October 29, 2018, meeting**

Dave Rittman moved to approve the October 29, 2018, minutes. Tina Welch seconded; motion passed 4-0.

B. **Approve an auditing services agreement with Cochran Head Vick & Co., P.C.**

Finance/Human Resources Director Matthew Chapman stated that the City worked with Cochran Head Vick & Co., P.C. for three years and the standard procedure was to solicit proposals every three years. Six proposals were received and two firms were interviewed by an audit selection committee comprised of Alderman Dave Rittman, City Administrator Joe Parente, City Treasurer Michelle Hefley and himself. The selection committee recommended renewing the agreement with Cochran Head Vick & Co. for another year with the option to renew for two additional one-year terms.

Rittman moved to recommend that the Board of Aldermen approve a professional services agreement with Cochran Head Vick & Co., P.C. in the amount of $18,880 for auditing services for fiscal year 2018. Welch seconded; motion passed 4-0.

C. **Approve an ordinance to authorize a ballot question to impose a local parks sales tax**

City Administrator Joe Parente said that the Board of Aldermen selected moving forward with imposing a local parks sales tax at the April 2019 election during its strategic planning session in August. The sales tax would be one-half of one percent on all retail sales in Parkville; it would generate approximately $500,000 annually and would sunset after 10 years unless the voters approved its renewal.

Discussion focused on the Platte County parks sales tax and what could change when it would sunset in 2020.

Rittman moved to recommend that the Board of Aldermen adopt an ordinance authorizing a ballot question on the April 2019 general municipal election to impose a local parks sales tax. Welch seconded; motion passed 4-0.
D. **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 stated that staff proposed a six percent sewer rate increase at the work session on November 20 and a $15,000 increase in the administrative transfer from the General Fund to the Sewer Fund. The consensus of the Board of Aldermen was to revise the rate increase to 10 percent and the transfer to $40,000. Abel noted that the increases would bring the target working capital above the minimum required by policy and would provide money for future upgrades to the wastewater treatment plant that would be required by the Missouri Department of Transportation which were anticipated to occur in 2023. The consensus of the Finance Committee was to include in the policy report for the Board the effect of the increase on sewer customers.

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 2019. Welch seconded; motion passed 4-0.

E. **Renew the intergovernmental agreement with the Mid-America Regional Council Solid Waste Management District for the 2019 Regional Household Hazardous Waste Collection Program**

Public Works Director Alysen Abel said that the City participated in the household hazardous waste program every year and Parkville hosted an event every two years. The revised fee for 2019 was based on the population estimates from 2017 and included a $1.07 increase per person.

Rittman moved to recommend that the Board of Aldermen adopt an ordinance to approve an intergovernmental agreement with the Mid-America Regional Council Solid Waste Management District for the 2019 Regional Household Hazardous Waste Collection Program. Welch seconded; motion passed 4-0.

4. **NON-ACTION ITEMS**

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

6. **OTHER BUSINESS**

Public Works Director Alysen Abel said that staff would be presenting a truck purchase to the Board of Aldermen on December 18 following adoption of the 2019 budget. In 2017 the City saved money by purchasing the last truck in 2017 and paying it out of the 2018 budget when the truck was delivered, which was the same approach staff was taking in 2018.

7. **ADJOURNMENT**

Chair Sportsman adjourned the meeting at 5:38 p.m.

Submitted by:

Melissa McChesney  
City Clerk  
December 10, 2018  
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
- **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

2A. City Administrator Approvals

3. ACTION ITEMS

3A. **Approve the minutes from the November 26, 2018, meeting**

Dave Rittman moved to approve the November 26, 2018, minutes. Tina Welch seconded; motion passed 5-0.

3B. **Approve the 2019 Parkville Economic Development Council investment renewal and public services agreement**

City Administrator Joe Parente stated that the agreement was renewed annually and the investment was the same as it was in 2018. He said that the Parkville Economic Development Council (PEDC) was doing well financially and there were payroll savings because of the gap between executive directors. The agreement in the packet did not include the insurance verbiage that was added to the 2018 agreement, but the updated version would be presented to the Board. Per the agreement, the PEDC board would conduct performance reviews and consider any salary increase.

Rittman moved to recommend that the Board of Aldermen approve the 2019 investment renewal and public services agreement with the Parkville Economic Development Council in the amount of $40,000. Welch seconded; motion passed 5-0.

3C. **Approve Work Authorization No. 103 with North Hills Engineering for the Sanitary Sewer Repairs Phase 4 Project**

Public Works Director Alysen Abel said that the City used North Hills Engineering primarily for the sanitary sewers and capital improvement project work. The project was identified as a priority and would include the addition of manholes where a junction was needed to help with the closed circuit televising of the lines west of Main Street between 6th and 13th streets to add. Abel noted that the work authorization would be included on the Board of Aldermen's action agenda following adoption of the 2019 budget.

Rittman moved to recommend the Board of Aldermen approve Work Authorization No. 103 with North Hills Engineering for the Sanitary Sewer Repairs Phase 4 Project in the amount of $20,700. Welch seconded; motion passed 5-0.
4. NON-ACTION ITEMS
   A. **Boat Ramp Camera Update**

   Police Chief Kevin Chrisman said that the cameras were installed at both boat ramps in the parks and the system was up and running with the exception of getting data to City Hall through the firewalls. Staff would determine how the footage would be viewed and would draft a policy on how to use it.

5. UNFINISHED BUSINESS (postponed from prior meetings)

6. OTHER BUSINESS

7. ADJOURNMENT

   Chair Sportsman adjourned the meeting at 4:50 p.m.

Submitted by:

Melissa McChesney
City Clerk

January 7, 2019
Approval Date