FINANCE COMMITTEE
Monday, July 26, 2021 3:30 PM
Administration Conference Room, City Hall

Members of the Finance Committee will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to listen in on the meeting via the following – Telephone: (312) 626-6799; Meeting ID: 860 0979 9809; Password: 788006 – rather than appear at City Hall (note: occupancy will be limited).

1. **Call to Order**

2. **Financial Updates**
   A. City Administrator Approvals

3. **Action Items**
   A. Approve the minutes for the July 12, 2021, meeting
   B. Reject bids associated with the improvements to the Busch Drive cul-de-sac and authorize staff to obtain three quotes (Public Works)
   C. Approve Change Order No. 1 with Gunter Construction for storm sewer, concrete pavement and a traffic barrier near Lakeview Drive related to the improvements to Route 9 from Highway 45 to Lakeview Drive (Public Works)

4. **Non-Action Items**
   A. FY 2022 Budget Calendar

5. **Unfinished Business (postponed from prior meetings)**

6. **Other Business**

7. **Adjourn**

Posted Date & Time: 7/22/21; 3:08 p.m. By: MM

CITY ADMINISTRATOR

PURCHASING APPROVAL

City of Parkville

Preparation date: July 22, 2021

Department: Public Works

Low Bidder and Contract Amount:

H&H Septic Service, Inc.
30 Village Circle Drive
Platte City, MO 64079

$2,750

General Scope of Work Description/Project:

Work Authorization #114 – Spinnaker Sewer Repair:

The City was alerted to a sewer issue at 5601 Spinnaker Pt. Staff contacted H&H Septic to assist with the evaluation. It appeared that the sewer related issue was caused by a recent power outage, when the power was restored. The force of the grinder pumps caused a break in a weak portion of the pipe. H&H Septic Service assisted with the repair.

The 2021 Sewer Fund budget includes funding for emergency line repairs.

Competitive Purchasing Information: (List bidder, address, and price):

The City has an on-call services agreement with H&H Septic Service, dated 12/6/16. The unit prices are listed in that agreement for both emergency and non-emergency situations.

Project Start Date: 7/10/21 **Estimated Completion Date:** 7/20/21

Budget Account Code: 30-501.07-34-00

Authorization:

- ☐ City Administrator: Joe Parente Date: 7/22/21
- ☐ Department Head: Alysen Abel 7/22/21
- ☐ Mayor (if applicable):
- ☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

Parkville
Missouri

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Work Authorization #114 (OC)

Date:	July 19, 2021
Issued to:	H & H Septic Service Inc. 30 Village Circle Drive Platte City, MO 64079

Project/Work Description

Title:	5601 Spinnaker Pt.
Scope of Work/Purpose:	See Attached Invoice No. 50609

Unit prices as identified in On-Call Services Agreement dated 8/4/15.

Schedule and Price

Project Start Date:	July 10, 2021
Estimated Completion Date:	July 20, 2021
Latest Acceptable Date:	July 20, 2021
Estimated Cost:	$2,750.00
Expenditure Limit:	$2,750.00
Budget Account Code:	30-501.07-34-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Regina Moore Business Office Manager Signature: [signature]
Company: H & H Septic Service Inc. Date: 7/20/2021

Authorization

Department Head: Alysen Abel Date: 7/22/21
City Administrator (if over $2,500): Date:
Mayor (if over $10,000): Date:

For Internal Staff Use Only

(initial each item and file with executed work authorization)

_____ Employment Eligibility Status Verification (if the cost exceeds $5,000)
_____ Certificate of Insurance that demonstrates compliance with the Terms and Conditions
_____ Valid business license

H & H SEPTIC SERVICE INC
13325 N SILVER RIDGE DR
PLATTE CITY, MISSOURI 64079
(816) 330-4040

INVOICE

50609

Date	Salesperson	Customer No.	Terms
7-19-21	R.S.		Net 30 days

City of Parkville, Mo.
8880 Clark Ave
Parkville, Mo 64152

Qty.	Description	Unit Price	Amount
7/10	5601 Spinnaker Pt.		
	Vacuum truck (2) labor 1hr		400.00
	6 addt'l hrs @ 175.00		1050.00
	Hydro jetter labor		800.00
	Labor		500.00
		Total	2,750.00

Thank You

Parkville Missouri

CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date: July 22, 2021

Department: Public Works

Low Bidder and Contract Amount:
H&H Septic Service, Inc.
30 Village Circle Drive
Platte City, MO 64079

$2,850

General Scope of Work Description/Project:

Work Authorization #115 – Woodhaven Sewer Repair:

The City was alerted to a sewer issue at 5607 Woodhaven. Staff contacted H&H Septic to assist with the evaluation. It appeared that the sewer related issue was caused by a recent power outage, when the power was restored. The force of the grinder pumps caused a break in a weak portion of the pipe. H&H Septic Service assisted with the repair.

The 2021 Sewer Fund budget includes funding for emergency line repairs.

Competitive Purchasing Information: (List bidder, address, and price):

The City has an on-call services agreement with H&H Septic Service, dated 12/6/16. The unit prices are listed in that agreement for both emergency and non-emergency situations.

Project Start Date: 7/11/21 **Estimated Completion Date:** 7/20/21

Budget Account Code: 30-501.07-34-00

Authorization:

☐ City Administrator: Joe Lane Date: 7/22/21
☐ Department Head: Alysen Abel 7/22/21
☐ Mayor (if applicable): ____
☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

Parkville
Missouri

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Work Authorization #115 (OC)

Date: July 19, 2021

Issued to: H & H Septic Service Inc.
30 Village Circle Drive
Platte City, MO 64079

Project/Work Description

Title: 5607 Woodhaven Ln.

Scope of Work/Purpose: See Attached Invoice No. 50610

Unit prices as identified in On-Call Services Agreement dated 8/4/15.

Schedule and Price

Project Start Date:	July 11, 2021
Estimated Completion Date:	July 20, 2021
Latest Acceptable Date:	July 20, 2021
Estimated Cost:	$2,850.00
Expenditure Limit:	$2,850.00
Budget Account Code:	30-501.07-34-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Regina Moore Business Office Manager Signature: Regina Moore

Company: H & H Septic Service Inc. Date: 7/21/2021

Authorization

Department Head: Alysen Abel Date: 7/22/21

City Administrator (if over $2,500): Joe Parente Date: 7/22/21

Mayor (if over $10,000): Date:

For Internal Staff Use Only

(initial each item and file with executed work authorization)

_____ Employment Eligibility Status Verification (if the cost exceeds $5,000)

_____ Certificate of Insurance that demonstrates compliance with the Terms and Conditions

_____ Valid business license

H & H SEPTIC SERVICE INC

13325 N SILVER RIDGE DR
PLATTE CITY, MISSOURI 64079
(816) 330-4040

INVOICE

50610

Date	Salesperson	Customer No.	Terms
7-19-21	RS.		Net 30 days

City of Parkville, Mo.
8880 Clark Ave
Parkville, Mo. 64152

Qty.	Description	Unit Price	Amount
7/11	5607 Woodhaven Ln.		
	Vacuum truck (2) labor	1 hr @	400 00
	6 add't'l hrs. @ 175 00		1050 00
	Hydro jetter labor		800 00
	Labor		500 00
	Parts		100 00
	Total		2,850 00

Thank You

CITY ADMINISTRATOR

PURCHASING APPROVAL

City of Parkville

Preparation date: July 22, 2021

Department: Public Works

Low Bidder and Contract Amount:

Hi-G Enterprises, LLC (Dane Hisel)
20900 Humphreys Road
Platte City, MO 63079

$5,000

General Scope of Work Description/Project:

2021 Wetland Maintenance (WA-15):

Each year, the City hires a contractor to mow the invasive grasses in Platte Landing Park. There is about 100 acres that requires mowing with a brush hog. The City does not have the equipment to mow this area, and requires contracting with a third party. This helps to control the overgrowth of that area until the Corps of Engineers wetland project is completed. This contract provides for maintenance throughout the year, with a maximum of three mowings anticipated.

The Parks budget includes $10,000 for mosquito and weed control. There is capacity in the Parks budget to cover this expense.

Competitive Purchasing Information: (List bidder, address, and price):

When staff reached out to farmers and contractors two years ago to inquire about performing this work, only one person was interested. Dane Hisel is a local farmer who has the equipment necessary. He has mowed Platte Landing Park over the past few years.

Project Start Date: 7/6/21 **Estimated Completion Date:** 12/31/21

Budget Account Code: 10-525.07-51-00

Authorization:

☐ City Administrator: Joe Parente Date: 7/22/21
☐ Department Head: Alysen Mabe 7/22/21
☐ Mayor (if applicable): ______
☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

Parkville
Missouri

CITY OF PARKVILLE · 8880 Clark Avenue · Parkville, MO 64152 · (816) 741-7676 · FAX (816) 741-0013

City of Parkville
Work Authorization #15 for Park Mowing

Date:	**July 1, 2021**
Issued to:	**Hi-G Enterprises, LLC** **Dane Hisel** **20900 Humphreys Road** **Platte City, MO 63079**

Project/Work Description

Title:	2021 Wetlands Maintenance
Scope of Work/Purpose:	Brush hog the 100 acre native vegetation area in Platte Landing Park, at a cost of $16.50 per acre, not to exceed the 100 acre area @ $1,650.00; up to a total of three mowing's.
Schedule and Price	**Upon notification from Parks Dept. Superintendent Tom Barnard**
Project Start Date:	July 6, 2021
Estimated Completion Date:	December 31, 2021
Latest Acceptable Date:	December 31, 2021
Estimated Cost:	$5,000
Expenditure Limit:	$5,000
Budget Account Code:	10-525.07-51-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: C. Dane Hisel/Owner-Operator Signature: C Dane Hisel

Company: Hi-G Enterprises, LLC Date: July 8, 2021

Authorization

Department Head: Alysen M Abel Date: 7/22/21

Alysen M. Abel, Public Works Director

City Administrator (if over $2,500): Joe Parente Date: 7/22/21

Joe Parente, City Administrator

Mayor (if over $10,000): Date:

Parkville Missouri

CITY ADMINISTRATOR

PURCHASING APPROVAL

City of Parkville

Preparation date: July 22, 2021

Department: Public Works

Low Bidder and Contract Amount:

Petersen Manufacturing Co., Inc.
2471 Hwy 30
Denson, IA 51442

$3,988.00

General Scope of Work Description/Project:

Purchase Order – Pocket Park Decorative Bollard / Landscape Pots:

With the improvements along the frontage of Pocket Park, the City is interested in installing decorative landscape pots on the outside of the bollard sleeve. This will provide a decorative balance to the traffic rated structure along the park frontage.

Staff contacted vendors who specialize in these landscape pots that fit on the outside of the bollard sleeves. The low bidder was Petersen Manufacturing with a quote of $3,988 for the purchase of 5 landscape pots.

The Parks Sales Tax has funding available for this purchase.

Competitive Purchasing Information: (List bidder, address, and price):

Staff contacted four vendors to provide quotes for the landscape pots.

Project Start Date: 7/8/21 **Estimated Completion Date:** 8/31/21

Budget Account Code: 41-560.52-50-00

Authorization:

☐ City Administrator: Joe Lanore Date: 7/22/21
☐ Department Head: Alysen Mabel 7/22/21
☐ Mayor (if applicable): ______
☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

PURCHASE ORDER
(non-construction)

CITY OF PARKVILLE (PURCHASER)
8880 Clark Avenue
Parkville, MO 64152
(816) 741-7676

Date: July 8, 2021

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

VENDOR Petersen Manufacturing Co., Inc.

2471 Hwy 30

Denson, IA 51442

Phone: 800-832-7383 Fax: 712-263-5090

SHIP TO:

INVOICE TO: Chris Ashley, cashley@parkvillemo.gov 8880 Clark Ave, Parkville, MO 64152

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Purchaser agrees to pay the total sum of Three thousand, nine hundred and eighty eight and no Dollars ($3,988.00) for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request**. Payment is to be made within thirty (30) days after delivery of goods and receipt of invoice. This purchase order is only valid through 8/31/21.

ITEMS:	SCHEDULE OF DELIVERY:
(5) CN36x30 concrete planters w/Sand Tan LSB finish. Planters to be cast with a 4 1/4" diameter hole in the bottom center to fit over a 4" diameter pipe bollard. Total - $3,988.00 See Attachment "A" – Terms and Conditions See Attachment "B" – Insurance Requirements See Attachment "C" – Quotation from Petersen Manuf.	F.O.B. On or about August 18, 2021. Deliver to: Parks Dept. Office 8701 McAfee St., Parkville, MO 64152 Contact: Tom Barnard 816-215-4047 or Chris Ashley 913-991-3378

NOTE: **All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order.** Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")	PETERSEN MANUFACTURING CO.INC("Vendor")
By: Joe Parente	By: Rick Carstensen
Title: Joe Parente, City Administrator	Title:
Date:	Date: 07/12/21

Alyson Mahl 7/22/21

2

DB04/0832356.0002/11300728.1 WP08

PETERSEN MANUFACTURING CO., INC.
2471 Hwy 30 DENISON, IA 51442
800-832-7383 * 712-263-2442 * FAX 712-263-5090
www.petersenmfg.com * rick@petersenmfg.com

QUOTATION

Attachment C

Date:	7/6/2021
Job Number:	
TO:	CHRIS ASHLEY
Company Name	CITY OF PARKVILLE
Address (line 1)	8880 CLARK AVE
Address (line 2)	
City, State ZIP or Postal Code	PARKVILLE, MO 64152
Phone Number	816-741-7676
Fax Number	

TERMS	EARLIEST SHIP	FOB	SHIP VIA	SALESPERSON
		Denison, IA 51442		Rick Carstensen

ITEM NO.	QTY	DESCRIPTION	UNIT	UNIT PRICE	TOTAL
	5	CN36X30 CONCRETE PLANTERS		$669.00	$3,345.00
		FREIGHT FOR (5) CN 36X30 SHIPPING TO ZIP CODE 64152			$643.00
					$3,988.00
				Subtotal	

	SHIPPING	
Thank you	***Tax***	
Rick Carstensen	***Total***	

CITY ADMINISTRATOR

PURCHASING APPROVAL

City of Parkville

Preparation date: July 22, 2021

Department: Public Works

Low Bidder and Contract Amount:

Renaissance Infrastructure Consulting
5015 NW Canal St, Suite 100
Riverside, MO 64150

$5,000

General Scope of Work Description/Project:

Work Authorization – Route 9 Inspection Services (WA-4):

On October 20, 2020, the Board of Aldermen approved an on-call professional services agreement with Renaissance Infrastructure Consulting (RIC). With the on-call contracts, staff can utilize the services of professional engineers and architects as project needs arise.

Renaissance Infrastructure Consulting was selected to assist with the construction inspection services for the Route 9 (45 to Lakeview) project. The contract was approved in late July, however Renaissance assisted the City by attending meetings, reviewing submittals, and performing inspections before the contract was approved. This work authorization reflects the time spent on the project before the larger contract was approved.

Competitive Purchasing Information: (List bidder, address, and price):

On October 20, 2020, the Board of Aldermen approved an on-call professional services agreement with Renaissance Infrastructure Consulting.

Project Start Date: 7/1/21

Estimated Completion Date: 7/20/21

Budget Account Code: 41-550.08-03-00

Authorization:

☐ City Administrator: Joe Parente Date: 7/22/21
☐ Department Head: Alysen Abel 7/22/21
☐ Mayor (if applicable):
☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

WA # 4-21

Work Authorization 4-21

City of Parkville
Department of Public Works

Preparation date: 7/07/21

To: Renaissance Infrastructure Consulting
5015 NW Canal Street, Suite 100
Riverside, MO 64150
816-800-0950

General Scope of Work Description/Project:
City of Parkville – Rt. 9 Improvements

Provide professional services for Rt. 9 Improvements Project

- Pre-Con Meeting
- Observation Assistance with Rt. 9 Improvements from 45 Hwy to Lakeview Drive

NTE $5,000

Primary Tasks: (List task and hours): Scope & Fees Attached

Estimated Total: $5,000.00

Project Start Date: 7/01/21 **Estimated Completion Date:** 11/29/21

Budget Account Code: 95-515.04-15-00

Schedule:

Authorization: ______________________ **Signature:** ______________________

☐City Administrator: Joe Parente **Date:** 7/8/2021

☐Department Head:

☐Mayor: Alyson Makel 7/22/21

Finance Committee Meeting
Monday, July 12, 2021 3:30 PM
Administration Conference Room, City Hall

Minutes

1. **Call to Order**

Chair Sportsman called the meeting to order at 3:33 p.m. A quorum was present via video conference.

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, Community Development Director Stephen Lachky, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes 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 for the June 7, 2021 meeting**

Dave Rittman moved to approve the minutes for the June 7, 2021, meeting. Robert Lock seconded; motion passed 4-0.

B. **Approve a resolution to provide supplemental compensation**

City Administrator Joe Parente said that the item was placed on the agenda at the request of Mayor Johnston and after consulting with the Board of Aldermen. The Board wanted to recognize staff for their work during the COVID-19 pandemic and a lump sum payment of $1,000 per employee was requested.

Discussion focused on the American Rescue Plan Act (ARPA) funds that would be received and Parente noted that Missouri had not requested the funds for cities with a population under 50,000. Staff was waiting on guidance for use of the funds. The supplemental compensation would be funded through the General Fund and ARPA funds.

Rittman moved to recommend that the Board of Aldermen approve a resolution to provide supplemental compensation for work performed in fiscal year 2021. Lock seconded; motion passed 4-0.

C. **Approve a construction agreement with BKM Construction for improvements to Watkins Park**

Public Works Director Alysen Abel stated that Phase 1 of the Watkins Park Master Plan included a new shelter building and playground equipment, which has been previously approved by the Board of Aldermen. Additional improvements that would be completed under the agreement included a concrete slab for the shelter, realignment of the trail and a parking lot closer to the street. A bid opening was held on July 1 and three responses were received.

Discussion focused on the difference in the bid prices and requested that staff check references prior to Board consideration on July 20.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with BKM Construction for improvements to Watkins Park in the amount of $28,851. Lock seconded; motion passed 4-0.

D. **Approve Work Authorization No. 5 with Renaissance Infrastructure Consultants for construction inspection services for the Route 9 improvements from Highway 45 to Lakeview Drive**

Public Works Director Alysen Abel said that due to limited staff, she was requesting assistance inspect the improvements per Missouri Department of Transportation standards. Discussion focused on the cost compared to the project budget and the consensus of the Committee was for staff to provide a monthly report summarizing the project expenses.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 5 with Renaissance Infrastructure Consultants for the construction inspection services for the Route 9 improvements from Highway 45 to Lakeview Drive. Lock seconded; motion passed 4-0.

E. **Approve Work Authorization No. 4 with Kaw Valley Engineers for construction materials testing for the Route 9 improvements from Highway 45 to Lakeview Drive**

Public Works Director Alysen Abel stated that the City had an on-call agreement with Kaw Valley Engineers and requested a scope and fee to provide construction materials testing services for the Route 9 improvement.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 4 with Kaw Valley Engineering for construction materials testing services for the Route 9 improvements from Highway 45 to Lakeview Drive. Lock seconded; motion passed 4-0.

F. **Approve a three-year service agreement with Messenger Lawn & Landscape for maintenance of the Old Parkville Cemetery**

Public Works Director Alysen Abel said that the City had worked with Noel Derr who was no longer able to mow the cemetery. The City contracted with Messenger Lawn & Landscape through a work authorization approved by City Administrator Joe Parente to mow the Old Parkville Cemetery for the remainder of 2021. The proposed agreement would lock in the price for three years.

Rittman moved to recommend that the Board of Aldermen approve a three-year service agreement with Messenger's Lawn & Landscape for maintenance of the Old Parkville Cemetery in an annual amount of $5,655. Lock seconded; motion passed 4-0.

4. Non-Action Items

A. <u>**Consider the sale of City-owned property near NW River Road and Vikings Field**</u>

Community Development Director Stephen Lachky stated that a triangular piece of land near River Road and Vikings Field was determined to be owned by the City. Adjacent property owner Doug Bias, Jr. contacted City staff to find out if the City would be interested in selling the property to him and he would keep it as vegetation. He noted that the property was deeded to the City as part of the Vikings Field donation in 1991 and the tract was split when River Road was constructed. City Attorney Chris Williams said there was not any guidance in the Parkville Municipal Code, the City's Purchasing Policy or state statutes on how to sell City-owned real estate. Staff recommended speaking with both adjacent property owners to get offers for the property. Lachky was seeking guidance from the Committee on how to proceed.

The consensus of the Committee was for staff to reach out to both property owners. Lachky noted that Bias offered to cover costs of the transfer if the City sold it to him.

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Discussion was held about the proposed restroom and trash bins downtown.

7. Adjourn

Chair Sportsman adjourned the meeting at 5:14 p.m.

Submitted by:

____________________ ____________________

Melissa McChesney Approval Date
City Clerk

CITY OF PARKVILLE
Policy Report

Date: July 21, 2021

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Melissa McChesney, City Clerk

ISSUE:
Reject bids associated with the improvements to the Busch Drive cul-de-sac and authorize staff to obtain three quotes (Public Works)

BACKGROUND:
The 2021 Capital Improvement Program includes funding for the improvements to the landscape island at the end of Busch Drive located in English Landing Park.

The City engaged Embassy Landscape to assist with the landscape design. The conceptual design was reviewed by the Community Land and Recreation Board and includes a central island with a short retaining wall, landscaping and a waterfall. Since that time, Embassy Landscape has finalized the plans associated with the hardscape for the proposed island. Renaissance Infrastructure provided the necessary structural calculations for the concrete footing of the proposed island.

Staff has identified tasks that could be completed by internal staff, while other tasks that need a specialty contractor. The existing landscape island has been removed by the City staff. The hardscape design package was compiled and release for bid in July. On July 20, the City received only one bid from Sands Construction LLC in the amount of $68,766.

Staff was surprised in the lack of response although there were over 10 contractors who reviewed and downloaded the plans from the plan room. Furthermore, the bid was over twice the estimated construction cost. Based on feedback from contractors, they saw the number of contractors on the plan holders list and determined that they would not be as competitive as a smaller operation.

There are several contractors under contract for various projects. Staff recommends coordinating with three of those contractors to obtain bids from them for the hardscape. This will require first rejecting the bids then authorizing staff to obtain three quotes instead of following the City's Purchasing Policy. The policy requires sealed bids for projects over $20,000.

BUDGET IMPACT:
The Parks Sales Tax Fund includes $60,000 for Busch Drive improvements.

ALTERNATIVES:
1. Reject the bid for the Busch Drive improvements and authorize staff to obtain three quotes.
2. Approve a construction agreement with Sands Construction LLC.

3. Provide direction to staff related to the project.
4. Postpone this item.

STAFF RECOMMENDATION:
Staff recommends rejecting the bid for the project and authorizing staff to obtain three quotes from current contractors.

POLICY:
The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above $10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:
I move to recommend that the Board of Aldermen reject all bids associated with the Busch Drive cul-de-sac improvements and direct staff to obtain three quotes from contractors currently working on City projects.

ATTACHMENTS:
1. Bid Tabulation
2. Draft Agreement

BID TABULATION

English Landing Park – Busch Drive Cul-de-sac Improvements
Bid Opening Wednesday, July 21 2021
10:05 a.m., Public Works Conference Room

Bidder Name	TOTAL
Sands Construction LLC Leavenworth, KS	$68,766.00

(*) Recommended Award of Purchase

CITY OF PARKVILLE, MO

AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR
ENGLISH LANDING PARK – BUSCH DRIVE CUL-DE-SAC IMPROVEMENTS

This agreement is made and entered into this **3rd day of August, 2021**, by and between the City of Parkville, Missouri, (hereinafter the "City") and **Sands Construction, LLC** (hereinafter the "Contractor").

WITNESSETH:

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this process has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums stated below.

WHEREAS, the City has caused to be prepared, in accordance with the law, Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other documents as identified below and as further defined in the General Conditions(collectively referred to as "the Contract Documents"), for the work therein described, and has approved and adopted these said Contract Documents and has caused to be published, in the manner and for the time required by law, an advertisement inviting sealed Bids for furnishing construction materials, labor, tools, equipment and transportation necessary for, and in connection with, the construction of public improvements in accordance with the terms of this Agreement; and

WHEREAS, the Contractor, in response to the advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of this Agreement; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this evaluation has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums set forth below.

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, the City for itself and its successors and the Contractor for itself, , its, successors and assigns, as follows:

ARTICLE I. The Contractor will furnish at its own cost and expense all labor, tools, equipment, materials and transportation required to construct and complete the work designated, described and required by the Contract Documents, all in accordance with the Contract Documents, on file with the City Clerk of Parkville, Missouri, all of which are as fully a part hereof as if repeated verbatim herein; all work to be done in a good, substantial and workmanlike manner to the entire satisfaction of the City, and in accordance with the laws of the City, the State of Missouri and the United States of America. All terms used herein shall have the meanings ascribed to them in the General Conditions unless otherwise specified.

ARTICLE II. The City shall pay to the Contractor for the performance of the work embraced in this Contract, and the Contractor will accept in full compensation therefor, the sum of **SIXTY EIGHTY THOUSAND SEVEN HUNDRED SIXTY SIX DOLLARS AND NO/100 ($68,766.00)** (subject to adjustment as provided by the Contract Documents) for all work covered by and included in the Contract award and designated in the foregoing Article I, payment thereof to be made in cash or its equivalent and in the manner provided in the Contract Documents.

ARTICLE III. The contractor shall commence work upon the date stated in the Notice to Proceed and will complete all work by this Contract by 60 days. Time is of the essence. Accordingly, liquidated damages shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in the amount of $100.00 for each and every calendar day the work remains incomplete over the specified completion time.

ARTICLE IV. This Agreement shall not become effective, nor shall Contractor commence any work hereunder, until the City has received, and approved, the Certificate of Insurance and Additional Insured-and Notice of Cancellation Endorsements, the fully executed Performance and Payment Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

ARTICLE VI: The following documents are made part of this agreement by reference:

Exhibit A	General Conditions of the Contract
Exhibit A-1	Special Conditions of the Contract
Exhibit B-1	Performance Bond
Exhibit B-2	Payment Bond
Exhibit B-3	Maintenance Bond
Exhibit C	Scope of Services – List of Drawings
Exhibit D	Specifications – Not Applicable
Exhibit E	Contractor's Affidavit Acknowledging Federal Lobbying Activities and Conflict of Interest Prohibition
Exhibit F	Sales tax exemption documentation forms
Exhibit G	Contractor's Affidavit of Compliance with Non-Discrimination and Equal Employment Opportunity Laws
Exhibit H	Affidavit of Compliance with Safety Training Requirements (§292.675 R.S. Mo.)
Exhibit I	Affidavit of Compliance with R.S. Mo §285.530.6
Exhibit J-1	Applicable Missouri Prevailing Wage Rates for project totals exceeding $75,000
Exhibit J-2	Prevailing Wage Rate Reporting Form, applicable for project totals exceeding $75,000
Exhibit J-3	Certification of Compliance with Prevailing Wage Requirements for project totals exceeding $75,000
Exhibit K	Insurance Requirements
Exhibit L	Bill of Sale
Exhibit M	Bailment Agreement
Exhibit N	Conditional Partial Waiver of Lien and Release of Claims
Exhibit O	Conditional Final Waiver of Lien and Release of Claims
	Certificate of Substantial Completion
	Certificate of Final completion
	Construction Change Directive
	Change Order

WITNESS WHEREOF, the City of Parkville, Missouri, has caused this Agreement to be executed on its behalf, thereunto duly authorized, and the said Contractor has executed this contract in the prescribed form and manner, the day and year first above written.

CITY OF PARKVILLE, MISSOURI

BY: ______________________________
Nanette K. Johnston

Title: Mayor

ATTEST:

____
Melissa McChesney, City Clerk

SANDS CONSTRUCTION LLC

By ______________________________

(SEAL)

Title ______________________________

(If the Contract is not executed by the President of the Corporation or general partner of the partnership, please provide documentation, which authorizes the signatory to bind the corporation or partnership. If a corporation, Contractor shall furnish the City a current certificate of good standing, dated within ten (10) days of the date of this Contract.)

BID FORM

LUMP-SUM BIDS

(Subcontractors/suppliers listed)

ENGLISH LANDING PARK – BUSCH DRIVE CUL-DE-SAC IMPROVEMENTS

FOR

CITY OF PARKVILLE, MISSOURI

To: City of Parkville, Missouri:

THE UNDERSIGNED BIDDER, having examined the Instructions to Bidders, Contract Forms, Drawings, Specifications, General Conditions, Special Conditions, and other related Contract Documents referred to herein, and any and all Addenda thereto; the location, arrangement, and construction of existing railways, highways, streets, roads, structures, utilities, and facilities which affect or may be affected by the Work; the topography and condition of the site of the Work; and being acquainted with and fully understanding (a) the extent and character of the Work covered by this Bid Form; (b) the location, arrangement, and specified requirements of and for the proposed structures and miscellaneous items of Work appurtenant thereto; (c) the nature and extent of the excavations to be made, and the type, character and general condition of the materials to be excavated; (d) the necessary handling and re-handling of excavated materials; (e) all existing and local conditions relative to construction difficulties and hazards, labor, transportation, hauling, trucking and rail delivery facilities; and (f) all local conditions, laws, regulations, and all other factors and conditions affecting or which may be affected by the performance of the Work required by the Contract Documents.

HEREBY PROPOSES and agrees, if this Bid is accepted, to enter into agreement in the form attached hereto, and to perform all Work and to furnish all required materials, supplies, equipment, tools and plant; to perform all necessary labor; and to construct, install, erect and complete all Work stipulated in, required by, in accordance with the Contract Documents and other terms and conditions referred to therein (as altered, amended, or modified by any and all Addenda thereto) at the prices set forth in the following Schedule of Prices.

Bidder hereby agrees to commence Work under this Contract on the thirtieth day after the Effective Date of the Agreement or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within thirty days after the Effective Date of the Agreement. The Bidder agrees to fully complete all Work within the time frame as provided for in the Agreement.

[Bidder further agrees, if the Bid is accepted, to pay as an agreed amount of liquidated damages at the rate of $100.00 per day, as provided in the Agreement, General Conditions, and Special Conditions.]

Bidder accepts the provisions of the Instructions to Bidders regarding disposition of Bid Security.
Bidder acknowledges receipt of the following Addenda, which have been considered in the preparation of this Bid:

No. Ø Dated: ____________________

No. ____________ Dated: ____________________

Bidder lists in the space provided below the names of the manufacturers and suppliers of materials or equipment whose items are named or specified in the Bidding Documents, including all Addenda, which the Bidder proposes to furnish and agrees that prices shown on the Bid Form are based on each item named below. Upon award of the Contract, the named material or equipment shall be furnished. Substitutions will be permitted only if permitted by the City in accordance with the requirements for Substitutions in the Contract Documents.

Proposed Subcontractors	Scope of Work
N/A	

Proposed Equipment Manufacturers	Equipment Supplied
N/A.	

Failure to furnish all information requested below may be cause for rejection of the Bid. Bidder agrees, if the Bid is accepted, to perform all the Work described in the Contract Documents, including all Addenda, for the price set forth below.

TOTAL BASE BID PRICE (IN WORDS AND FIGURES)

sixty eight thousand seven hundred sixty six Dollars & no/cents $68,766
(Words) (Figures)

The undersigned hereby agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) **calendar days** after the scheduled closing time for receiving bids.

The undersigned hereby agrees to enter into Contract on the attached Agreement Form within fifteen (15) consecutive calendar days from the receipt of Notice of Award from the City's acceptance of this Bid, and to complete said Work within the indicated number of consecutive calendar days from the Effective Date of the Agreement, or if a Notice to Proceed is given, from the date indicated in the Notice to Proceed.

Bidder has submitted with this Bid its Bid Security as required by the Instructions to Bidders. Bidder further understands that, if the City has specified in the Instructions to Bidders that Performance and Payment Bonds are required, that the Bidder's failure to submit them on the forms provided and in compliance with all requirements may result in rejection of this Bid.

Performance and Payment Bonds are required for this Project.

If this Bid is accepted and should Bidder for any reason fail to sign the Agreement within fifteen (15) consecutive calendar days as above stipulated, the Bid Security which has been made this day with the City shall, at the option of the City, be retained by the City as liquidated damage for the delay and expense caused the City, but shall not be deemed to limit the Bidder's liability for all of the City's damages; but otherwise, it shall be returned to the undersigned in accordance with the provisions set forth in the Instructions to Bidders.

The undersigned acknowledges that the City retains the option to accept or reject any bid for any reason.

Dated at ______________________ this 21 day of July, 2021.

LICENSE or CERTIFICATE NUMBER, if applicable ______________________

FILL IN THE APPROPRIATE SIGNATURE AND INFORMATION BELOW:

IF AN INDIVIDUAL: ______________________ Doing Business As

Signature and Title

____

Name of Firm

Business Address of Bidder: ______________________

____

Telephone No. and Email ______________________

IF A PARTNERSHIP: ______________________

Name of Partnership

______________________ Member of Firm

Business Address of Bidder: ______________________

____

Telephone No. ______________________

IF A ~~CORPORATION~~: Limited Liability Company

Sands Construction LLC

Name of Corporation

By [signature] Owner

Steve Sands

Signature & Title

ATTEST: ______________________ (CORPORATE SEAL)

SANDS CONSTRUCTION LIMITED LIABILITY SEAL AUGUST 2014 KANSAS

Business Address of Bidder: 1284 Eisenhower Rd, Leavenworth KS

____

Telephone No. 913-306-4015

If Bidder is a Corporation, supply the following information:

State in which Incorporated: ______________________

Name and Address of its: President ______________________

____

Secretary ______________________

____

City of Parkville, Missouri

City Hall

CITY OF PARKVILLE
Policy Report

Date: July 21, 2021

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Melissa McChesney, City Clerk

ISSUE:
Approve Change Order No. 1 with Gunter Construction for storm sewer, concrete pavement and a traffic barrier near Lakeview Drive related to the improvements to Route 9 from Highway 45 to Lakeview Drive (Public Works)

BACKGROUND:
On June 1, the Board of Aldermen approved a construction agreement with Gunter Construction for the improvements to Route 9 from Highway 45 to Lakeview Drive. Since that time, staff has been coordinating with the contractor who mobilized in July. The project is currently underway.

The contractor is starting on the south end of the project near Lakeview Drive. In an effort to install the storm sewer while maintaining two-way traffic, the contractor will need to install additional shoulder on the west side of the roadway on the south side of the intersection. Furthermore, the existing traffic signal will need to remain in place until November when the new traffic signals are estimated to arrive. Additional work will be necessary during construction to ensure the safety of the construction crew and the vehicular traffic.

City staff and design team members met with the contractor to discuss the various options related to the construction in this area. The group brainstormed several ideas and reviewed costs associated with them. The safest, easiest and most cost effective solution includes the installation of permanent concrete pavement on the west side of the roadway.

BUDGET IMPACT:
The project budget includes $350,000 in funds for construction inspection, material testing, and change orders. To date there have been two contracts approved:
- Renaissance Infrastructure - Construction Inspection - $150,000
- Kaw Valley Engineers - Materials Testing - $24,905

The change order outlines three items including storm sewer, concrete pavement and an optional traffic barrier. Staff recommends approval of all three items.

The full amount of this change order is in the amount of $25,812.80. It is likely we will not need the temporary barrier listed in the amount of $8,544. Staff recommends approving the full amount of the change order, to allow flexibility if the temporary barrier is necessary during construction.

ALTERNATIVES:

1. Approve a change order with Gunter Construction in the amount of $25,812.80.
2. Approve a change order with Gunter Construction in the amount of $17,268.80.
3. Provide direction to staff related to the change order.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends approval of a change order with Gunter Construction to expand the area at Lakeview Drive as outlined in Change Order No. 1.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above $10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve Change Order No. 1 with Gunter Construction in the amount of $25,812.80.

ATTACHMENTS:

1. Change Order No. 1

Gunter Construction Co.

520 Division Street
Kansas City, KS 66103

Phone: 913-362-7844
Fax: 913-362-7845

KDOT & MODOT DBE, State of MO & KS WBE, KCMO WBE, SBA WOSB & EDWOSB

To:	City Of Parkville	**Contact:**	
Address:	8880 Clark Ave.	**Phone:**	
	Parkville, MO UNITED STATES	**Fax:**	
Project Name:	GBA OPTION 1 -- COR #1 Route 9 Traffic Control	**Bid Number:**	
Project Location:		**Bid Date:**	7/20/2021

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
A. STORM INLET D18, OUTFALL, RCP NORTH					
6	Flagging Operation (2 Person Crew - 6 Day-week)	1.00	WK	$7,892.00	$7,892.00
7	Additional Street Plates @ D18 And Lakeview	1.00	LS	$2,375.00	$2,375.00
8	Markup On Costs 15%	1.00	LS	$1,540.00	$1,540.00
	Total Price for above A. STORM INLET D18, OUTFALL, RCP NORTH Items:				**$11,807.00**
B. CORRECT PAVEMENT TRANSITION AT WIDENING					
9	Increase Concrete Pavement Section 1.5"	1,255.00	SY	$7.00	$8,785.00
10	Deduct For 1.5" Of Surface Asphalt (1,255 SY) (Under Run Pay Item #17 Asphalt Surface)	-102.00	TON	$103.00	($10,506.00)
11	Edge Mill 2" Pavement Transition (Existing To New 8" Concrete)	1,472.00	LF	$4.40	$6,476.80
12	Markup On Costs 15%	1.00	LS	$706.00	$706.00
	Total Price for above B. CORRECT PAVEMENT TRANSITION AT WIDENING Items:				**$5,461.80**
C. OPTIONAL - ADD TEMPORARY CONCRETE BARRIER					
3	Add Temp Concrete Traffic Barrier	137.00	LF	$42.00	$5,754.00
4	Additional (Place & Remove) 4" Concrete Base At Barrier Around Traffic Signal	25.00	SY	$67.00	$1,675.00
5	Markup On Costs 15%	1.00	LS	$1,115.00	$1,115.00
	Total Price for above C. OPTIONAL - ADD TEMPORARY CONCRETE BARRIER Items:				**$8,544.00**

ACCEPTED:	**CONFIRMED:**
The above prices, specifications and conditions are satisfactory and hereby accepted.	**Gunter Construction Co.**
Buyer: ______________	
Signature: ______________	**Authorized Signature:** ______________
Date of Acceptance: ______________	**Estimator:**

CITY OF PARKVILLE
Policy Report

Date: July 22, 2021

Prepared By:

Reviewed By:

ISSUE:
FY 2022 Budget Calendar

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:
1. 2022 Budget Calendar & CIP

2021 Budget Calendar

Revised 07-14-21

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	10
10	11	12	13	14	15	17
17	18	19	20	21	22	24
24	25	26	27	28	29	31

November						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Denotes Board of Aldermen review/action

July 2021

20th — Budget worksheets issued to staff for capital and operating budgets (all funds).

26th — Review 2022 budget calendar with Finance Committee

August 2021

11th — Preliminary review of parks and nature sanctuary budget request by Community Land and Recreation Board (CLARB).

17th — Public hearing on the revised property tax levy for the 2022 tax year.

20th — **Board of Aldermen priority setting workshop**

27th — Deadline for departments to have 2022 Budget requests in to the City Administrator.

September 2021

1st – 7th — Review and creation of initial operating budget for major funds and Capital Improvement Program (CIP)

8th — Final review of Parks and Nature Sanctuary budget request by Community Land and Recreation Board (CLARB)

20th – 24th — City administrator and department head budget meetings

- General Fund and CIP
  - Revenues
  - Administration (includes information technology & public information)
  - Community development
  - Police
  - Municipal court
  - Public works – administration
  - Parks
  - Streets
  - Nature sanctuary
- Transportation Fund
- Sewer Enterprise Fund
- Other funds

October 2021

1st - 9th	Review and creation of second iteration of operating budget for major funds and CIP
13th	Planning and Zoning Commission review of proposed projects for 2022-2026 CIP
19th	First budget work session with the Board of Aldermen on proposed 2022 budget *(3rd Tuesday - 5:30 p.m.)* **Tentative Topics – Revenue forecast, General Fund operating budget, Emergency Reserve Fund, Debt Service Funds, minor funds**
25th	Second budget work session with the Board of Aldermen on proposed 2022 budget and 2022-2026 CIP. *(Monday – 5:30 p.m.)* **Tentative Topics – Capital Improvement Plan, Parks Sales Tax Fund, Transportation Fund, General Fund operating follow-up**

November 2021

2nd	Third budget work session with the Board of Aldermen on proposed 2021 Budget and 2022-2026 CIP. *(1st Tuesday – 6:00 p.m.)* **Tentative Topics – Sewer Fund, miscellaneous follow-up**
16th	Fourth and final budget work session with the Board of Aldermen on proposed 2021 Budget and 2022-2026 CIP. *(3rd Tuesday – 6:00 p.m.)* **Tentative Topics - Summary review of final budget; follow-up from past budget work sessions.**

December 2021

7th	First reading of ordinance adopting the 2022 budget, 2022-2026 CIP (*1st Tuesday – 7:00 p.m.)*
21st	Second and final reading of ordinance adopting the 2022 budget and 2022-2026 CIP, and amended 2021 City Budget for select funds if necessary *(3rd Tuesday – 7:00 p.m.)*

January 2022

1st	2022 fiscal year begins
31st	Publication of adopted 2022 budget document