



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 Aysen 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 Alysén 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 Alysén 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 Alysén 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 Alysén 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. Consider the sale of City-owned property near NW River Road and Vikings Field

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)

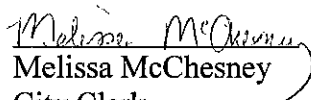
6. Other Business

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
City Clerk

July 26, 2021
Approval Date