Parkville Missouri

Finance Committee Meeting
Monday, July 26, 2021 3:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:34 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, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes and Public Works Assistant Bonnie Buckmaster

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 July 12, 2021, meeting

Dave Rittman moved to approve the minutes for the July 12, 2021, meeting. Tina Welch seconded: motion passed 4-0.

B. Reject bids associated with the improvements to the Busch Drive cul-de-sac and authorize staff to obtain three quotes

Public Works Director Alysen Abel gave a background of the Busch Drive cul-de-sac project and explained that the City sent out a request for bids and only received one bid from Sands Construction in the amount of $68,766. The overall budget for this project was $60,000. Since this bid exceeded the total budgeted amount, staff requested authorization to obtain three quotes for the hardscape from qualified contractors that were under contract for various projects. It would require rejection of the bids and authorization to staff to obtain three quotes instead of following the City's Purchasing Policy.

Discussion focused on the budget, the purchasing policy, rejecting the bid and rebidding the project with either sealed bids or three quotes. It was suggested that the quotes or bids be sealed and opened at a specific time and date to stay within the Purchasing Policy. The remainder of the project could be completed with City staff and Embassy Landscaping.

Rittman moved to recommend that the Board of Aldermen reject all bids associated

with the Busch Drive cul-de-sac improvements and direct staff to re-bid the project. Welch seconded; motion passed 4-0.

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 Director Alysen Abel gave a background of the project and information for Change Order No. 1 with Gunter Construction. The change order includes the need for concrete pavement and a traffic barrier near Lakeview Drive related to the improvements to Route 9 from Highway 45 to Lakeview.

Discussion focused on the south end of the project area near Lakeview Drive, which was a traffic shifting change that included pavement expansion to the west, flagging operations and the need for a steel plate. Staff would work directly with Gunter Construction and property owners to get access to their properties during construction. Further discussion of whether there was a need for change orders to come before the Board of Aldermen for approval or to create a resolution to bypass the Board of Aldermen meeting and authorize staff to move forward with change orders under a specific amount to avoid project delays.

The consensus of the Committee was that the city administrator would draft a resolution to authorize staff to move forward with change orders under a specific amount to not delay the project. The Board would be given specific project updates, budget trends and change order descriptions in the agenda packets as non-action items. It was decided to move forward with the change order for Gunter Construction in the amount of $17,268.80, excluding the $8,544 for the temporary barriers, as they might not be needed.

Rittman moved to recommend that the Board of Aldermen approve Change Order No. 1 with Gunter Construction in the amount of $17,268.80. Welch seconded; motion passed 4-0.

4. Non-Action Items

A. **FY 2022 Budget Calendar**

City Administrator Joe Parente presented the 2022 Budget calendar which was the same format used in the past couple years. The Board involvement would begin in August and staff anticipated that the tax levy ordinance would be presented to the Finance Committee in August following receipt of the final assessment numbers from Platte County. The Committee agreed that the last few years were excellent and to continue with the process. It was further stated that it was easy to understand, organized and there was ample timing associated with the schedule. Johnston added that she liked that it kept them on track by identifying the priorities first and kept the Board focused and she liked the current process. The Committee agreed that the priorities were important and there would be more discussion during the strategic retreat.

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Dave Rittman commented about the resolution for the Maki issue regarding the insurance. City Administrator Joe Parente added that he and legal counsel would meet with MPR to talk through the issue and will bring the information back to the Board at a later date regarding the policy exclusion to seek reimbursement.

7. Adjourn

Chair Sportsman adjourned the meeting at 4:49 p.m.

Submitted by:

Bonnie Buckmaster
Bonnie Buckmaster
Public Works Department Assistant

August 30, 2021
Approval Date