



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

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 4:35 p.m.. A quorum was present.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman (*left meeting at 5:48 p.m.*), Nan Johnston (*joined meeting at 3:50 p.m.*), Tina Welch and Robert Lock

City Staff Present: City Administrator Joe Parente, Police Chief Kevin Chrisman, Police Captain Jon Jordan, Public Works Director Alysén Abel, Finance/Human Resources Director Matthew Chapman, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes and City Clerk Melissa McChesney

Others Present: Beth Tatarko, The Austin Peters Group

2. Financial Updates

A. City Administrator Approvals

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

B. 2nd Quarter 2021 Budget Variance Report

City Administrator Joe Parente provided an overview of the second quarter 2021 budget variance report.

3. Action Items

A. Approve the minutes for the July 26, 2021, meeting

Dave Rittman moved to approve the minutes for the July 26, 2021, meeting. Tina Welch seconded; motion passed 4-0.

B. Approve the 2021 Parkville Economic Development Council Community Partnership Agreement

City Administrator Joe Parente stated that the Finance Committee discussed the annual renewal with the Parkville Economic Development Council on June 7 and took no action in order for additional discussion prior to approval of the agreement. He noted that the agreement outlined common goals instead of a list of services they would provide to the City. The city attorney modified the proposed agreement.

Rittman moved to recommend that the Board of Aldermen renew the Economic

Development community partnership agreement with a contribution of \$40,000 to the Parkville Economic Development Council, through December 31, 2021. Welch seconded; motion passed 4-0.

C. Approve a three-year lease extension agreement with the Parkville Economic Development Council for office space at City Hall

City Administrator Joe Parente stated that the lease agreement was held over while the cooperation agreement was being modified. The annual fee was the same as the previous agreement for use of office space and equipment. Discussion focused on the location of the office in a government building.

Mayor Johnston joined the meeting at 3:50 p.m.

Rittman moved to recommend that the Board of Aldermen approve a three-year lease extension with the Parkville Economic Development Council for space and furnishings at City Hall, subject to legal review by the city attorney. Welch seconded; motion passed 5-0.

4. Non-Action Items

B. Salary Survey Update

Chair Sportsman requested that item 4B be discussed after the previous item so the presenter did not have to sit through the entire meeting.

Finance/Human Resources Director Matthew Chapman stated that the City hired the Austin Peters Group in 2017 to conduct a salary and compensation study and they were engaged in 2021 to complete the update.

Beth Tatarko, Austin Peters Group, provided a summary of the update; presentation attached as Exhibit A. Discussion focused on the reasons why the City was behind its peer communities again, the peer communities selected and budgeting. It was noted that the City's annual increase was two percent each year, which was not as aggressive as peer communities.

D. Approve a lease agreement with Southern Platte Fire Protection District for the tornado siren located at Fire Station No. 3

Public Works Director Alysén Abel said that the City maintained the tornado sirens within the city limits. The fire station on Highway 45 was expanded and the Southern Platte Fire Protection District (SPFPD) requested reimbursement to relocate the siren at the station. The Finance Committee discussed the reimbursement at the March 9, 2020, meeting and the motion to approve a work authorization failed by a vote of 0-3. She added that the fire chief proposed a fee of \$150 per month and staff felt a reasonable amount to cover the electricity costs was approximately \$20 per month, which was based on the costs for the other sirens. City Administrator Joe Parente noted the fire district might reject the proposed agreement because it was not the amount originally requested.

Discussion focused on relocating the siren to another area of the city or into unincorporated Platte County. City Administrator Joe Parente said he would contact the fire chief to

discuss the terms of the proposed agreement.

Rittman moved to recommend the Board of Aldermen approve a lease agreement with Southern Platte Fire Protection District for the tornado siren located at Fire Station No. 3. Welch seconded; motion passed 5-0.

E. **Approve a purchase order with Axiom Instrumentation Services to purchase a dissolve oxygen meter for the wastewater treatment plant**

Public Works Director Alysén Abel stated that the wastewater treatment plant used dissolve oxygen meters to assist with monitoring that the wastewater is treated properly. She added that only two local vendors provided the meter and the low bidder was Axiom Instrumentation Services.

Rittman moved to recommend the Board of Aldermen approve a purchase order with Axiom Instrumental Services for the dissolved oxygen meter for the wastewater treatment plant in the amount of \$11,041. Welch seconded; motion passed 5-0.

F. **Approve a professional services agreement with McClure Engineering for the design of the Platte Landing Park Ballfields project**

Vice Chair Rittman left the meeting at 5:48 p.m.

Public Works Director Alysén Abel said that the ballfield concept in Platte Landing Park was included in the 2016 Parks Master Plan and the parks sales tax referendum educational materials. Conceptual drawings were used to apply for a Platte County Parks and Recreation Partnership grant; the City received \$1 million in grant funding. The total budget for the project was \$3.5 million. She noted that public comments and concerns would be addressed during the design phase which would be completed by McClure Engineering. Vireo would be a sub-consultant responsible for the public engagement portion of the project; plans were outlined in the proposal. She added that McClure would develop plans and specifications following public engagement. The master plan and overlay concepts would be reviewed to determine what the final design would look like.

Discussion focused on public engagement, budget, financing, traffic studies and the selection of McClure as the design engineer

Robert Lock moved to recommend that the Board of Aldermen approve a professional services agreement with McClure Engineering for the design of the Platte Landing Park Ballfield project in the amount of \$264,780. Welch seconded; motion passed 4-0.

4. **Non-Action Items**

A. **Quarterly Projects Update**

Chair Sportsman stated the update would be presented at the September 13 meeting.

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

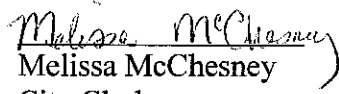
6. Other Business

Nan Johnston requested approval by the Finance Committee for reimbursement of expenses over the past year. Chair Sportsman recommended that she submit the form and documentation for approval.

7. Adjourn

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

Submitted by:


Melissa McChesney
City Clerk

September 13, 2021
Approval Date



Experience and Background

- **Based in Overland Park, Kansas and Fort Collins, Colorado**
- **Co-owned by President Rebecca Crowder, Masters in Public Administration, and Vice President Elizabeth Tatarko, Masters in Urban Planning**
- **Completed more than 140 projects similar to Parkville's project. Our firm completed a Compensation and Classification Study for Parkville in 2017.**
- **Established in 1998, our staff has more than 100 years of experience working with local governments and entities.**

Project Manager and Team Members

- **Elizabeth Tatarko, Masters in Urban Planning—Vice President.**

Elizabeth has served local and state government, as well as non-profit organizations, for more than 25 years. Elizabeth has provided technical assistance to more than 200 local, regional, and state organizations. She holds a Master's in Planning from Kansas State University. Located in Fort Collins, Colorado.

- **Rebecca Crowder, Masters in Public Administration, SPHR—President.**

The founder and President of The Austin Peters Group, Inc., has more than 25 years of human resource management experience. Rebecca has provided management assistance to nearly 200 local government clients on a variety of management issues. She has researched and authored more than 200 studies. She holds a Master's in Public Administration from the Truman School at the University of Missouri.

Market Survey Update

Details

- **Collected salary and benefit data (20 respondents); general compensation, health, retirement, leave and other items included.**
- **Used the same peers from the 2017 survey and added a few new cities.**
- **Finance Director had all Department Heads review the salary survey prior to sending it out to capture updates/changes since 2017.**
- **Proposed adjustments to meet the 50th and 60th Percentile are presented.**
- **The 2017 Study followed the 60th Percentile.**

Respondents to Survey

City/County	Response
Basehor	Yes
Bonner Springs	Yes
DeSoto	Yes
Excelsior Springs	Yes
Gladstone	Yes
Grain Valley	Yes
Harrisonville	Yes
Kearney	Yes
Lansing	Yes
Merriam	Yes
Mission	Yes
North Kansas City	Yes
Oak Grove	Yes
Platte City	Yes
Platte County	Yes
Pleasant Hill	Yes
Riverside	Yes
Roeland Park	Yes
Smithville	Yes
Spring Hill	Yes

Finding 1:

Two options for movement of pay ranges are provided at the 50th percentile and 60th percentile of the market.

50th percentile – cost is \$89,879.24 (general employees \$50,202.59 plus law enforcement employees \$39,676.65).

60th percentile - cost is \$122,213.69 (general employees \$62,262.94 plus law enforcement employees \$56,950.75).

Law enforcement pay was placed on a separate schedule.

Finding 2:

Parkville compares better for health insurance coverage and cost for single and family coverage. This was true for dental coverage as well. Vision is not provided by Parkville, however the majority of peers have coverage.

Finding 3:

Three positions needed an additional pay adjustment due to market conditions: Code Enforcement, Nature Sanctuary Director, and Planner. Those adjustments are provided in the range recommendations.

Questions?



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