



Finance Committee Meeting
Monday, September 27, 2021 3:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:32 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 Chief Kevin Chrisman, Police Captain Jon Jordan, Public Works Director Alysén 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

Other Aldermen Present: Phil Wassmer

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 September 7, 2021, meeting

Nan Johnston moved to approve the minutes for the September 7, 2021, meeting. Tina Welch seconded; motion passed 3-0.

B. Amend the 2021 Operating Budget ordinance

City Administrator Joe Parente stated that the 2021 budget needed to be amended to address the impacts of COVID and spending on larger capital projects. The amendments were needed to balance final year end budgets, and transfers, to account for budget expenditures in budgets.

Robert Lock joined the meeting at 3:37 p.m.

Parente said that staff was forecasting a deficit in the Transportation Fund and the transfer would be eliminated due to the Route 9 project being able to be funded with the use of American Rescue Plan Act (ARPA) funds. He noted that the ARPA changes would be completed when the documentation was completed.

Discussion focused on the unfunded project for a glass enclosure in the lobby of City Hall and a study completed to reconfigure the area.

Johnston moved to recommend that the Board of Aldermen adopt an ordinance

amending the 2021 operating budget uddet and fund transfers. Welch seconded; motion passed 4-0.

C. Amend the 2021 salary ordinance

Finance/Human Resources Director Matthew Chapman said that The Austin Peters Group updated the compensation study that was completed in 2016 and presented the findings to the Finance Committee on August 30. The Committee directed staff to draft an ordinance to implement the recommendations for the Police Department in 2021 to adjust the pay ranges to the 60th percentile and include the compression adjustment and pay stipend up to \$5,000, subject to the Police Chief's discretion. He noted that the other recommendations from the study would be implemented in 2022.

Discussion focused on concerns about the subjectivity of the supplemental pay stipend and the parameters.

Robert Lock moved to recommend that the Board of Aldermen adopt an ordinance to amend the 2021 salary ordinance. Welch seconded; motion passed 4-0.

D. Approve Work Authorization No. 1 to construct a new glass enclosure and improve the existing enclosure at City Hall

Assistant to the City Administrator Jeffery Rhodes said that the project would duplicate the work completed on the reception side of the lobby at City Hall and the addition of slide-through panels and a retrofit of the speaker slots would add an additional cost. He noted that staff anticipated a proposal for a protective film over the glass.

Discussion focused on not adding a glass enclosure using the city administrator's approval to retrofit the reception side and having staff research costs to build a wall instead of installing a glass enclosure.

No action was taken.

4. Non-Action Items

A. Recording Meetings

City Clerk Melissa McChesney stated that Alderman Welch had been contacted by residents to find out why Finance Committee meetings were not recorded. She noted that in researching other cities, she had discovered that none of the cities that had responded recorded similar meetings. Discussion focused on options and the consensus was for staff to record the meetings via Zoom.

B. Downtown Restrooms

Public Works Director Alysén Abel said that the Parkville Old Towne Market Community Improvement District (POTMCID) met on September 16 and discussed restrooms downtown. They approved a \$35,000 grant to give to the City to put toward a new public restroom and Dave Williams offered to put in \$5,000. Brian Mertz provided a preliminary design with an estimated cost of \$70,000. Staff was concerned that, based on other City projects, the cost would be higher than estimated. The Committee discussed giving the

POTMCID money for them to complete the project or not moving forward.

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Alderman Wassmer requested that the City consider revisiting the agreement with the Cathy Kline Art Gallery for use of the train depot. Public Works Director Alysén Abel responded that the lease was through 2023.

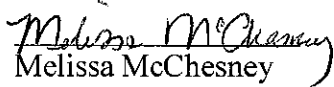
Nan Johnston left the meeting at 4:51 p.m.

The consensus of the Committee was to revisit the use of the train depot closer to the expiration of the agreement.

7. Adjourn

Chair Sportsman adjourned the meeting at 4:54 p.m.

Submitted by:


Melissa McChesney
City Clerk

October 11, 2021
Approval Date