Parkville Missouri

Finance Committee Meeting
Monday, December 13, 2021 3:30 PM
Administration Conference Room, City Hall

Minutes

1. **Call to Order**

Vice Chair Rittman called the meeting to order at 3:33 p.m. A quorum was present via videoconference.

Members Present: Vice Chair Dave Rittman, Tina Welch 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 November 8, 2021, meeting**

Robert Lock moved to approve the minutes for the November 8, 2021, meeting. Tina Welch seconded; motion passed 3-0.

B. **Approve a community partnership agreement with the Parkville Economic Development Council through December 31, 2022**

City Administrator Joe Parente stated that the annual renewal expired on December 31 and an investment renewal of $40,000 was approved in September. Changes made to the proposed agreement since the investment was approved included making the agreement more of a partnership agreement rather than services provided to the City and a reduction in the number of City representatives on the Board of Directors to two on the executive committee and the board.

Dave Rittman moved to recommend that the Board of Aldermen approve the community partnership agreement with the Parkville Economic Development Council through December 31, 2022, with a contribution of $40,000. Lock seconded; motion passed 3-0.

C. **Approve a real estate purchase and sale agreement for City-owned property near NW**

River Road and Vikings Field

Community Development Director Stephen Lachky said the property was near Vikings Field that was a leftover tract when the field was deeded to the City following the construction of River Road. The Finance Committee discussed the property and on November 8 they directed staff to draft an agreement for approval to transfer the property to adjacent property owner Doug Bias, Jr. Lachky noted that there was money in the Community Development Department budget to cover the cost of the appraisal.

Rittman moved to recommend the Board of Aldermen approve a real estate purchase and sale agreement for City-owned property near NW River Road and Vikings Field. Lock seconded; motion passed 3-0.

D. **Approve a construction agreement with Good Earth Water Gardens for the water feature associated with the Busch Drive improvements**

Public Works Director Alysen Abel said the retaining wall was built and aggregate was being added between the wall and the road, followed by adding stone to the wall. An agreement was approved with Embassy Landscaping to install the landscaping and hardscaping. The proposed agreement would include the installation of a water feature to complement the other features.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Good Earth Water Gardens to install the water feature for the Busch Drive improvements in the amount of $19,259. Lock seconded; motion passed 3-0.

E. **Approve Work Authorization No. 9B with George Butler Associates for additional traffic data collection associated with downtown and the riverfront parks**

Public Works Director Alysen Abel stated that additional traffic data was collected for the Platte Landing Park project in May, June and November and Work Authorization No. 9B was for additional traffic counts at 11 downtown locations and in the parks. She noted that approval was being presented to the Finance Committee for a recommendation to th Board of Aldermen because the two work authorizations for the project exceeded the city administrator's approval authority.

Discussion focused on the previous work authorization approved by City Administrator Joe Parente. He noted that when he approved the original work authorization, staff did not know the project would exceed his authority.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 9B with George Butler Associates for additional traffic data collection associated with downtown and the riverfront parks in the amount of $9,306. Lock seconded; motion passed 2-1 (Welch opposed).

F. **Approve Work Authorization No. 12C with George Butler Associates for additional engineering support associated with the Route 9 improvements**

Public Works Director Alysen Abel said that George Butler Associates was the design engineer for the Route 9 project. Gunter assisted with weekly meetings, contractor's requests, change orders and reviewed design work and additional surveys. The first work authorization for $5,000 was approved by the city administrator, the second for $20,000 was approved by the Board of Aldermen and the third for $10,000, which totaled $35,000 for the engineering for the project.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 12C with George Butler Associates for engineering services during construction of the Route 9 improvements in the amount of $10,000. Lock seconded; motion passed 3-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Vice Chair Rittman requested the status of updating the City's retirement to the next tier and City Administrator Joe Parente said that the cost would add to the budget each year moving forward. Staff projected a deficit unless revenues improved and expenses went down. He recommended reassessing it in the future.

7. Adjourn

Lock moved to adjourn the meeting. Welch seconded; motion passed 3-0.

Vice Chair Rittman adjourned the meeting at 4:42 p.m.

Submitted by:

Melissa McChesney
Melissa McChesney
City Clerk

January 10, 2022
Approval Date