



Finance Committee Meeting
Monday, March 7, 2022 3:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:35 p.m. A quorum was present.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman, Robert Lock and Tina Welch (*joined meeting at 3:41 p.m.*)

City Staff Present: City Administrator Alexa Barton, 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

2. Financial Updates

3. Action Items

A. Approve the minutes for the February 7, 2022, meeting

Vice Chair Rittman said he would abstain from the vote because he did not attend the February 7 meeting.

Bob Lock moved to approve the minutes for the February 7, 2022, meeting. Chair Sportsman seconded; motion passed 3-0.

B. Approve a construction agreement with HydroKlean for the 2022 Sanitary Sewer CCTV and Cleaning Program

Public Works Director Alysén Abel stated that televising of the sanitary sewer system was completed annually to set priorities for areas that needed to be repaired. The project was sent out for bid and three responses were received. Abel noted that the low bidder, HydroKlean, worked with the City and was familiar with the system.

Tina Welch joined the meeting at 3:41 p.m.

Dave Rittman moved to recommend that the Board of Aldermen approve a construction agreement with HydroKlean for the 2022 Sanitary Sewer CCTV and Cleaning Program in the amount of \$40,267.50, with the unit prices provided in the bid documents. Lock seconded; motion passed 4-0.

C. Approve a purchase order with Brenntag for Robin 4000 odor control chemicals for the sanitary sewer lines in the Riss Lake subdivision

Public Works Director Alysén Abel said that chemicals were pumped into the sewer lines

in Riss Lake to help with odor control. Approximately 25 gallons were pumped daily and two purchases of the chemicals were made annually.

Discussion focused on the cost difference between Robin 4000 and bioxide. Abel said she would provide additional information in the agenda packet for the March 15 Board of Aldermen meeting.

Rittman moved to recommend that the Board of Aldermen approve a purchase order with Brenntag for Robin 4000 odor control solution at the rate of \$0.36 per pound, for a total amount of \$34,848. Lock seconded; motion passed 4-0.

D. Approve Work Authorization No. 12B with BBN Architects for design services for the Farmers Market building

Public Works Director Alysén Abel stated that the Parks Master Plan relocated the Farmers Market building closer to Main Street and McAfee Street. The consensus of the Community Land and Recreation Board was to keep as much of the building as possible in the same location. Abel said a structural engineer reviewed the building to determine what elements, if any, could be salvaged. BBN Architects and Leigh & O'Kane prepared options for reconstruction or repair of the building.

Abel said that in December 2021, the city administrator approved Work Authorization No. 12 with BBN Architects, the project manager, with Layne & O'Kane assisting for the structural review and final report. She noted that the work authorization would be exceeded by \$1,400, which exceeded the city administrator's approval by that amount. In order to be transparent and have the proper approvals per the Purchasing Policy, staff presented Work Authorization No. 12B for the additional amount for a total project cost of \$11,400. The new work authorization included the structural engineer analysis and the project management.

Discussion focused on discussions held in late 2021 about not allowing anyone to use the building until the structural issues were resolved and Abel responded that a chain was placed around the building to deter usage. Further discussion focused on the breakdown of the \$8,000 expense, the three options moving forward and the cost estimates for each option.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 12B with BBN Architects for design services for the Farmers Market building for the total amount of \$11,400. Lock seconded; motion passed 4-0.

E. Approve a supplemental agreement amending the sewer management contract with Alliance Water Resources

Public Works Director Alysén Abel said that the Board of Aldermen approved a supplemental agreement in 2021 for the price increase in accordance with the original agreement. Karla Pierce was hired as the local manager and lived outside of the 20-mile radius required in the agreement. Abel recommended keeping her on because of her prior experience and the proposed supplement would allow the city administrator the discretion to allow a manager to live outside of the boundaries.

Rittman moved to recommend that the Board of Aldermen approve the supplemental agreement with Alliance Water Resources. Lock seconded; motion passed 4-0.

F. **Approve Work Authorization No. 5B with Renaissance Infrastructure Consulting for inspection services for the Route 9 improvements from Highway 45 to Lakeview Drive**

Public Works Director Alysén Abel stated that the Board of Aldermen approved Work Authorization No. 5 with Renaissance Infrastructure Consulting (RIC) for inspection services for the Route 9 project at \$150,000. The project was estimated to be completed in June and the original work authorization amount was closed to being exceeded. Abel noted that inspection services were needed through the completion of the project, which was estimated at approximately \$65,000.

Discussion focused on the reasons for project delays and any recourse the City could have because of the cost of the delays. Abel responded that the delay was due to the utility relocations and City Administrator Alexa Barton said staff would research if there was any recourse for the City.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 5B with Renaissance Infrastructure Consultants for additional construction inspection services for the Route 9 improvements from Highway 45 to Lakeview Drive in the amount of \$64,653. Lock seconded; motion passed 4-0.

G. **Approve a payment to the State of Missouri Emergency Management Agency for the insurance reconciliation associated with the 2019 flood**

Public Works Director Alysén Abel said that the riverfront parks flooded in 2019 and staff worked on restoring the park after the flood and submitting paperwork for the reimbursements. The reimbursements were approved by the Federal Emergency Management Agency (FEMA) and transferred to the State of Missouri Emergency Management Agency. Abel said that items that were not covered by the City's insurance provider were eligible for FEMA reimbursement. Approximately \$158,000 was approved by Midwest Public Risk for the insurance claims, but some of the items were previously paid out by FEMA. Staff was working through the last two projects with FEMA and SEMA for the final closeout and it was determined that there was an overpayment to FEMA. Abel noted that in order to close out the final two projects a refund needed to be paid to SEMA for the insurance overpayment and SEMA would pay the City the estimated value of the final projects.

The Committee shared their concerns about the comment in the policy report about a net positive effect being a misnomer and about the error made and the lack of internal controls. Abel responded that the comment would be removed from the policy report presented to the Board of Aldermen on March 15.

Rittman moved to recommend that the Board of Aldermen approve a payment to the State of Missouri Emergency Management Agency in the amount of \$94,672.12 for the insurance reconciliation associated with the 2019 flood. Lock seconded; motion passed 4-0.

4. **Non-Action Items**

A. **Police Radio Update**

Police Chief Kevin Chrisman stated that the City was part of the metropolitan regional radio system and had 20 portable radios, 10 cars with mobile radios and one required a base

station. He said that funding was built into the Capital Improvement Program to anticipate the changeover, noting that in 2019 the department deferred purchasing two portable radios and instead bought batteries and in 2020 the new radios were purchased. As of April 19, everyone was required to be on an encrypted system and on February 23 the department received a letter that extended the deadline to June 21. Chrisman said that \$20,000 was budgeted in 2022 and \$20,000 was projected to be budgeted in 2023. The Board of Aldermen would be presented two scenarios that included requesting that the 2023 money be spent with the 2022 money and adding the additional \$14,000 needed to get to where the City needed to be. He added that more information would be provided to the Board of Aldermen at the meeting on March 15.

5. Unfinished Business (postponed from prior meetings)

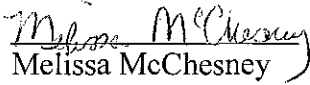
6. Other Business

City Administrator Alexa Barton said that the Juneteenth holiday was approaching and other municipalities were determining if they would list it as an official holiday.

7. Adjourn

Chair Sportsman adjourned the meeting at 4:58 p.m.

Submitted by:


Melissa McChesney
City Clerk

March 28, 2022
Approval Date