



FINANCE COMMITTEE
Monday, July 11, 2022 3:30 PM
Board Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
 - A. City Administrator Approvals
 - B. First Quarter 2022 General Fund Budget Variance Report
- 3. Action Items**
 - A. Approve the minutes for the May 23, 2022, meeting
 - B. Approve a professional services agreement with Strategic Government Resources for council servant leadership training and strategic planning (Administration)
 - C. Approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial (Public Works)
 - D. Approve Work Authorization No. 13 with BBN Architects for design services for the Farmers Market building (Public Works)
 - E. Approve a construction agreement with Havens Construction for the 2022 Sanitary Sewer Program (Public Works)
- 4. Non-Action Items**
 - A. Quarterly Projects Update
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



CITY ADMINISTRATOR
PURCHASING APPROVAL

June 1, 2022

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

AG-Power, Inc.
91 NW 58 Hwy
Centerview, MO 64019

Estimated Amount of \$6,500

General Scope of Work Description/Project:

Lease – John Deer Utility Tractor:

The Parks Department needs a multi-purpose tractor and loader for ongoing maintenance and projects in the Parks. This equipment will be used a minimum of nine months out of the year to address these operations demands. Staff reviewed several options related to leasing and owning a tractor. Leasing is the best option associated with this equipment.

The 2022 Parks Sales Tax CIP includes funding available for the lease of a tractor.

Competitive Purchasing Information: (List bidder, address, and price):

Through the State of Missouri Cooperative Purchasing Contract, municipalities can take advantage of favorable pricing. Ag-Power was selected as a vendor for the competitively bid program for the John Deere Utility Tractor.

Project Start Date:

6/1/22

Estimated Completion Date:

5/30/23

Budget Account Code:

41-560.52-50-00

Authorization:

- ☐ City Administrator: Alex Barton Date: 6/1/22
☐ Department Head: Alyssa Mahl 6/1/22
☐ Mayor (if applicable): _____
☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

LEASE PURCHASE ORDER

CITY OF PARKVILLE (LEASOR)
8880 Clark Avenue
(816) 741-7676

Date: May 17, 2022

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

VENDOR AG-Power, Inc.

91 NW 58 Hwy.

Centerview, MO 64019

Phone: 816-651-4094 Email Kyle Lehning: Klehning@ag-power.com

SHIP TO: Tom Barnard, 8701 McAfee Drive, Parkville Mo. 64152

INVOICE TO: Alysén Abel, PW Director, 8880 Clark Ave., Parkville, MO 64152

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Leaser agrees to pay the total sum of \$16.67 per hour for one 5075E Tractor; and \$1.48 per hour for one H240 H520 M Loader, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Leaser will provide Vendor with a Tax Exemption Certificate.** Payment is to be made within thirty days after delivery of goods and receipt of invoice. This purchase order is only valid one year from delivery date.

ITEMS:

LEASE OF:

5075E John Deere Tractor @ \$16.67 per hour
H240 H520 M Loader @ \$1.48 per hour

Lease is from AG-Power, Inc. for 12 months
from date of delivery

See Attachment 'A' - Terms and Conditions

SCHEDULE OF DELIVERY:

F O B.

Equipment to be picked up by Lessor

Tom Barnard, 8701 McAfee Drive, Parkville Mo. 64152
816-215-4047

NOTE: All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order. Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

AG-POWER, INC. ("Vendor")

By: Alison Barker

By: Tom Barnard

Title: City Administrator

Title: SALES MANAGER

Date: 6/1/22

Date: 5-3-2022

Alison Barker 6/1/22



CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 1, 2022

Department: Public Works

Low Bidder and
Contract Amount:

FTC Equipment
5238 Winner Road
Kansas City, MO

\$2,532.78

General Scope of Work Description/Project:

WWTF Basement Pump:

The Basement Pump was having issues. FTC was contacted to perform inspection of the pump. This work authorization includes the removal of the old pump, as well as the purchase and installation of a new pump.

The 2022 Sewer Fund to cover the Building Maintenance Items.

Competitive Purchasing Information: (List bidder, address, and price):

On February 22, 2021, the Board of Aldermen approved an on-call pump maintenance contract with FTC Equipment to maintain the pumps in the City's system.

Project Start Date:

5/5/22

Estimated Completion Date:

6/1/22

Budget Account Code:

30-501.06-01-00

Authorization:

☐ City Administrator:

Alyssa Boston

Date:

6/1/22

☐ Department Head:

Alyssa Boston

6/1/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Work Authorization #104

Date: May 6, 2022
Issued to: FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Project/Work Description: WWTF Basement Pump
Title: Equipment Removal and Installation – Sulzer Pump

Scope of Work/Purpose: WWTF – Basement Pump – Invoice #15348 Attached

Schedule and Price

- See attached order acknowledgement for price breakdown
- Total \$2,532.78**

Project Start Date: 5/5/2022
Estimated Completion Date: 5/5/2022
Latest Acceptable Date: 5/5/2022
Estimated Cost: \$2,532.78
Expenditure Limit: \$2,532.78
Budget Account Code: 30-501.06-01-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Angie Schlitzer / Operations Mgr. Signature: Angie Schlitzer
Company: FTC Equipment, LLC Date: 5/10/22

Authorization

Department Head: Alysen Abel Date: 6/1/22

Alysen Abel, Public Works Director

City Administrator (if over \$2,500): Alexa Barton Date: 6/1/22

Alexa Barton, City Administrator

Mayor (if over \$10,000): _____ Date: _____

Dean Katerndahl, Mayor

FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Invoice

Phone: 816-833-7200
Fax: 816-833-1074

Date	Invoice #
5/6/2022	15348

Bill To
City of Parkville Attn: Accounts Payable 8880 Clark Avenue Parkville, MO 64152

Ship To
City of Parkville WWTP 12303 NW FF Highway Parkville, MO 64152

P.O. No.		Terms	Due Date	Rep	Ship Via	FOB	S/N	W/O Number
WA#100		Net 30	6/5/2022	MAS	Service	Factory	747 / 242	WK002652
Quantity	U/M	Item	Description				Unit Price	Amount
			Facility: WWTP Location: Basement Sump Equipment removed: Sulzer pump model EF10D-2, SN 722, 1HP, 3PH, 460V, 3450RPM, 2.9Amps, 2" Discharge Equipment installed: Sulzer pump model EF10D-2, SN 242, 1HP, 3PH, 460V, 3450RPM, 2.9Amps, 2" Discharge 5/5/22 - Field Service Call - Arrived at jobsite, met with customer, received pump, and conducted safety brief. Customer showed us which pump was to be replaced and which panel was for it. Existing pump was tested and megged bad. Power was shut off to panel and pump was unwired. Power cable was then pulled through conduit. New wire was then pulled back through. New wire was to short, so additional wire was spliced in and wired into panel. Old pump was then disconnected from piping and pulled from the pit. All PVC was inspected and a crack was found on a coupling that did not effect function of pump. Discharge flange was unbolted from old pump and installed on new pump with a new gasket and bolts.					
We appreciate the opportunity to be of service to you!						Subtotal		
						Sales Tax (8.85%)		
Please remit to: FTC Equipment, LLC 5238 Winner Road Kansas City, MO 64127						Total		

FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Invoice

Phone: 816-833-7200
Fax: 816-833-1074

Date	Invoice #
5/6/2022	15348

Bill To
City of Parkville Attn: Accounts Payable 8880 Clark Avenue Parkville, MO 64152

Ship To
City of Parkville WWTP 12303 NW FF Highway Parkville, MO 64152

P.O. No.		Terms	Due Date	Rep	Ship Via	FOB	S/N	W/O Number
WA#100		Net 30	6/5/2022	MAS	Service	Factory	747 / 242	WK002652
Quantity	U/M	Item	Description	Unit Price	Amount			
1	EA	08736255	Rotation was tested, and once correct, dry amps were taken for the start up sheet. Pump was then lowered into the pit and lifting rope tied off. PVC connected was then reattached and pump was test ran, pump ran as it should. A small leak was detected, so hose clamp was tightened and leak went away. Customer was satisfied with work performed, so tools were packed and old pump loaded into the truck, then we returned to shop. ABS EF10D-2, SN 242, 460V, 1 HP, 3 Phase, 3450 RPM, 20' Cable, 2" Discharge	1,621.00	1,621.00			
2.5	HR	Labor-MO-RR	Labor-MO	100.00	250.00			
2.5	HR	Labor-MO-LR	Labor-MO	100.00	250.00			
1		Truck	Service Truck Charge	150.00	150.00			
1		MLS	Materials, Lubes, Solvents & Supplies	50.00	50.00			
1		Freight	Freight	211.78	211.78			

We appreciate the opportunity to be of service to you!		Subtotal	\$2,532.78
A convenience fee of 4% will be added to all credit card orders. Accounts not paid within terms are subject to a 1.5% monthly finance charge.		Sales Tax (8.85%)	\$0.00
Please remit to: FTC Equipment, LLC 5238 Winner Road Kansas City, MO 64127		Total	\$2,532.78



CITY ADMINISTRATOR
PURCHASING APPROVAL

June 1, 2022

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

TJ Jenkins
12875 New Market Road
Dearborn, MO 64439

\$3,700

General Scope of Work Description/Project:

Chainsaw Carving:

There was a dead tree in English Landing Park, near the West Shelter. The Parks staff worked with the City's On-Call Arborist to remove the tree, but leave the stump. This is a great candidate for another carving in the park. City staff presented several options to CLARB for the artwork for the new chainsaw carving piece. It was decided to move forward with a woodland creature / elf house style of art. Staff contacted TJ Jenkins, a local chainsaw artist to provide a quote for the work.

The 2022 Park Maintenance Budget has funding available in the Park Enhancement line item.

Competitive Purchasing Information: (List bidder, address, and price):

Chainsaw carving is a specialized art. TJ is a local artist who has done work for the City previously.

Project Start Date:

6/1/22

Estimated Completion Date:

8/15/22

Budget Account Code:

10-525.05-41-03

Authorization:

☐ City Administrator:

Audrey Barton

Date:

6/1/22

☐ Department Head:

Alyssa M. Baker

6/1/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Work Authorization #1

Date: April 15, 2022
Issued to: T J Jenkins
12875 New Market Road
Dearborn, MO 64439

Project/Work Description

Title: Chainsaw Art – ELP
Stump carving – Woodland Animals

Schedule and Price

Project Start Date: April 7, 2022 June 1, 2022
Estimated Completion Date: June 1, 2022 August 15, 2022
Latest Acceptable Date: TBD
Estimated Cost: \$3,700.00
Expenditure Limit: \$3,700.00
Budget Account Code: 10-525.05-41-03

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: _____ **Signature:** Thomas Jenkins (TJ)
Company: T J Jenkins **Date:** May 5, 2022

Authorization

Department Head: Alysen Abel **Date:** 6/1/22
Alysen Abel, Public Works Director
City Administrator (if over \$2,500): Alexa Barton **Date:** 6/1/22
Alexa Barton, City Administrator
Mayor (if over \$10,000): _____ **Date:** _____

For Internal Staff Use Only

(initial each item and file with executed work authorization)

- ☐ Employment Eligibility Status Verification (if the cost exceeds \$5,000)
☒ Certificate of Insurance that demonstrates compliance with the Terms and Conditions
☐ Valid business license



CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 26, 2022

Department: Public Works

Low Bidder and
Contract Amount:

American Lawn & Fence
201 Maron St
Leavenworth, KS 66048

\$2,750.00

General Scope of Work Description/Project:

Pocket Park Handrail

The stairs were improved in Pocket Park leading up to the upper terrace near the Parkville Mini-Golf. These improvements provided safety upgrades on the lower level of the stairs. The upper stairs were not improved since they did not have the same safety concerns. This work was completed by SGI in May 2022.

While the work was completed by SGI, staff reviewed the condition of the wagon-wheel railing on the stairs leading up to Parkville Mini Golf, on the portion of stairs that was not reconstructed. Staff requested a quote from SGI to include the additional railing into the project. Due to the increased cost, staff contacted 2 additional fence contractors. American Lawn & Fence provided the lowest quote for the work.

The 2022 Parks Sales Tax budget includes funding available for the installation of the fencing.

Competitive Purchasing Information: (List bidder, address, and price):

Staff contacted three fencing contractors to obtain quotes for the fence. Broski Fence provided the low bid. Broski Fence has previously worked for the City on the fence restoration following the 2019 flood.

Project Start Date:

6/24/22

Estimated Completion Date:

7/24/22

Budget Account Code:

41-560.52-50-00

Authorization:

☐ City Administrator:

Alex Barton

Date:

6/28/22

☐ Department Head:

Allynn Mahan

6/28/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 27, 2022

Department: Public Works

Low Bidder and
Contract Amount:

FTC Equipment LLC
5238 Winner Road
Kansas City, MO 64127

\$3,280.35

General Scope of Work Description/Project:

Work Authorization – WWTF Aeration Basin (WA-107)

The wastewater treatment plant includes aeration basins equipped with mixers to incorporate air into the wastewater treatment processes. There was an issue with one of the mixers in the aeration basin. Staff contacted FTC to inspect and repair. The attached invoice includes the details of that inspection

The 2022 Sewer Fund includes funding available for Building Maintenance.

Competitive Purchasing Information: (List bidder, address, and price):

On February 22, 2021, the Board of Aldermen approved an on-call pump maintenance contract with FTC Equipment to maintain the pumps in the City's system.

Project Start Date:

4/19/22

Estimated Completion Date:

4/19/22

Budget Account Code:

30-501.06-01-00

Authorization:

☐ City Administrator:

Cory Barton

Date:

8/28/2022

☐ Department Head:

Alyse Mahul

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0018

Work Authorization #107

Date: April 21, 2022
Issued to: FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Project/Work Description: WWTF – Aeration Basin
Title: Field Service Call 4/19

Scope of Work/Purpose: WWTF – Invoice #15322 Attached

Schedule and Price

- See attached order acknowledgement for price breakdown
- Total \$3,280.35**

Project Start Date: 4/19/2022
Estimated Completion Date: 4/19/2022
Latest Acceptable Date: 4/19/2022
Estimated Cost: \$3,280.35
Expenditure Limit: \$3,280.35
Budget Account Code: 30-501-06-01-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Angie Schlitzler / Operations Mgr. Signature: Angie Schlitzler
Company: FTC Equipment, LLC Date: 6/23/22
Authorization

Department Head: Alysen Abel Date: 6/27/22
Alysen Abel, Public Works Director
City Administrator (if over \$2,500): Alexa Barton Date: 6/28/22
Alexa Barton, City Administrator

Mayor (if over \$10,000): _____ Date: _____
Dean Katerndahl, Mayor

FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Invoice

Phone: 816-833-7200
Fax: 816-833-1074

Date	Invoice #
4/21/2022	15322

PAST DUE

Bill To
City of Parkville Attn: Accounts Payable 8880 Clark Avenue Parkville, MO 64152

Ship To
City of Parkville WWTP 12303 NW FF Highway Parkville, MO 64152

P.O. No.		Terms	Due Date	Rep	Ship Via	FOB	S/N	W/O Number
Jason Brown		Net 30	5/21/2022	MAS	Service	Factory	30316	WK002377
Quantity	U/M	Item	Description				Unit Price	Amount
1	EA	61702021	Facility: WWTP					
35	FT	12100044	Location: Aeration Basin					
9	HR	Labor-MO-KA	Check, inspect and estimate repair of ABS Mixer Model RW6522 A60-12CR, 460V, 3PH, 10.7HP S/N30316				1,150.50	1,150.50
1		MLS	Repair Kit RW650 CR				13.962	488.67
			Cable, 10 x 1.5 H07RN-F				100.00	900.00
			Labor-MO				50.00	50.00
			Materials, Lubes, Solvents & Supplies					
			4/19/22 - Field Service Call to install repaired mixer- Arrived at jobsite and spoke with customer about the mixer location. Clarifier was filled to the top with foam build up, which did not allow us to see the guide rail. Took hose and sprayed where we though guide rail should be and cleared foam off of it. We lowered the mixer 3/4 way into product, allowing us to test rotation. Wired up mixer, tested rotation, and rotation was good. Then we lowered the mixer to its resting position and switched mixer to hand at customer request. Mixer pulled 5amps, it was good, so we cleaned up our tools and departed the job site.					
2	HR	Labor-MO-KA	Labor-MO				100.00	200.00
2	HR	Labor-MO-SA	Labor-MO				100.00	200.00
1		MLS	Materials, Lubes, Solvents & Supplies				50.00	50.00
1		Freight	Freight				241.18	241.18
We appreciate the opportunity to be of service to you!						Subtotal \$3,280.35		
A convenience fee of 4% will be added to all credit card orders. Accounts not paid within terms are subject to a 1.5% monthly finance charge.						Sales Tax (8.85%) \$0.00		
Please remit to: FTC Equipment, LLC 5238 Winner Road Kansas City, MO 64127						Total \$3,280.35		

EXHIBIT A

CONDITIONAL FINAL WAIVER AND RELEASE OF CLAIMS

To: the City of Parkville, Missouri, the Owner of the real estate (the "Property") identified below, any Lender(s) having any loans secured by the Property, the Applicant's Contractor (if not the General Contractor) and other parties, if any, having any interest in (hereinafter collectively the "Beneficiaries").

The "Property": WWTF - Aeration Basin

Description of the "Project": FSC to install mixer

The undersigned hereby applies for payment, certifies and waives bond rights, and all other claims.

Payment Request Amount: \$ 3280.35

Certificate

The undersigned, contingent upon the issuance, final clearance and payment of a valuable consideration of the amount stated above, and being familiar with the penalties for false certification, does hereby certify to the Beneficiaries that:

1. The amount requested for labor performed and equipment and material supplied on this Project or in connection with the Property reference above, represent the actual value of work accomplished under the terms of the undersigned's agreement and all authorized changes thereto concerning work to be performed on the Property (hereinafter the "Contract").
2. Payment in full has been made, or with the funds requested hereby will be made, by the undersigned (a) to all of the undersigned's subcontractors, equipment providers, materialmen and laborers, and (b) for all materials and labor used or furnished by the undersigned in connection with the performance of the Contract. The undersigned represents and warrants that it owes no monies or other things of value to any subcontractor, materialman, person or entity for work performed or material supplied through the date of the most recent payment by Owner, and that the payments that have been or will be made out of this final payment to such persons or firms will fully and completely compensate them for all work in connection with the Project.
3. The undersigned has complied with Federal, State and Local tax laws, including, without limitation, Income Tax Withholding, Sales Tax, Fringe Benefits owed pursuant to collective bargaining agreements, Social Security, Unemployment Compensation and Worker's Compensation laws, insofar as applicable to the performance of the contract.
4. The undersigned acknowledges and agrees that it is receiving the funds paid in consideration of this Application as a trustee, and said funds will be held in trust for the benefit of all subcontractors, materialmen, suppliers and laborers who supplied work for

which the Beneficiaries or their property might be liable, and that the undersigned shall have no interest in such funds until all these obligations have been satisfied in full.

Final Waiver and Release of Claims

NOW, THEREFORE, the undersigned, contingent upon the issuance, final clearance and payment of \$ 3280³⁵, which the undersigned irrevocably and unconditionally releases and waives any claims of any kind whatsoever in connection with this Contract and with the Property. The undersigned shall indemnify and hold the Beneficiaries and their respective successors and assigns harmless against any lien, bond, claims or suits in connection with the materials, labor, and everything else in connection with this Contract.

Dated June 23, 2022

CONTRACTOR: FTC Equipment LLC

By: Sydney Fitchett

Name: Sydney Fitchett Title: Applications Engineer

State of Missouri

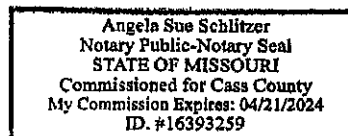
County of Jackson

On this 23 day of June, 20 22, before me, the undersigned, personally appeared Sydney Fitchett, App. Engineer of FTC Equipment LLC, known to me to be the person who executed this document and acknowledged to me that he/she executed the same for the purposes therein stated.

Angela Sue Schlitz

Notary Public In and for said County and State

NOTARY SEAL





CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 27, 2022

Department: Public Works

Low Bidder and
Contract Amount:

FTC Equipment LLC
5238 Winner Road
Kansas City, MO 64127

\$3,204.84

General Scope of Work Description/Project:

Work Authorization – WWTF Clarifiers (WA-108)

There was an issue with the clarifier. Staff contacted FTC to perform a inspection of the gear boxes. Repairs were made to the gear box. Additional monitoring and repairs were necessary after the initial inspection. The attached invoice includes the details of that inspection

The 2022 Sewer Fund includes funding available for Building Maintenance.

Competitive Purchasing Information: (List bidder, address, and price):

On February 22, 2021, the Board of Aldermen approved an on-call pump maintenance contract with FTC Equipment to maintain the pumps in the City's system.

Project Start Date:

5/9/22

Estimated Completion Date:

6/20/22

Budget Account Code:

30-501.06-01-00

Authorization:

☐ City Administrator:

Alex Borton

Date:

6/28/22

☐ Department Head:

Alger M. M. M. M. M.

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0015

Work Authorization #108

Date: June 20, 2022
Issued to: FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Project/Work Description: WWTF Clarifiers
Title: 5/9/22 Field Service Call to Remove Gearbox - Clarifiers

Scope of Work/Purpose: WWTF – Clarifiers – Invoice #15444 Attached

Schedule and Price

- See attached order acknowledgement for price breakdown
- Total \$3,204.84**

Project Start Date: 5/9/2022
Estimated Completion Date: 6/20/2022
Latest Acceptable Date: 6/20/2022
Estimated Cost: \$3,201.84
Expenditure Limit: \$3,204.84
Budget Account Code: 30-501.06-01-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Angie Schlitzer / Operations Mgr. Signature: Angie Schlitzer
Company: FTC Equipment, LLC Date: 6/23/22

Authorization

Department Head: Alysen Mahel Date: 6/27/22
Alysen Mahel, Public Works Director

City Administrator (if over \$2,500): Alexa Barton Date: 6/28/22
Alexa Barton, City Administrator

Mayor (if over \$10,000): _____ Date: _____
Dean Katerndahl, Mayor

FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Invoice

Phone: 816-833-7200
Fax: 816-833-1074

Date	Invoice #
6/20/2022	15444

Bill To
City of Parkville Attn: Accounts Payable 8880 Clark Avenue Parkville, MO 64152

Ship To
City of Parkville WWTP 12303 NW FF Highway Parkville, MO 64152

P.O. No.		Terms	Due Date	Rep	Ship Via	FOB	S/N	W/O Number
		Net 30	7/20/2022	MAS	Service	Factory	040864	WK002676
Quantity	U/M	Item	Description	Unit Price	Amount			
			Facility: WWTP Location: Clarifiers					
			5/9/22 - Field Service Call - Arrived at site to remove gearbox for inspection, after unbolting the hydraulic box we found that the gearbox turned and operated smoothly. But the gear and motor coupling on the hydraulic box were grinding, so we decided to leave gearbox in place. We only took the hydraulic box and motor back for inspection. Once everything was unwired, covered, or sealed up; we cleaned up our tools and went back to FTC.					
3.5	HR	Labor-MO-KA	Labor-MO	100.00	350.00			
3.5	HR	Labor-MO-SA	Labor-MO	100.00	350.00			
3.5	HR	Labor-MO-LR	Labor-MO	100.00	350.00			
1		MLS	Materials, Lubes, Solvents & Supplies	50.00	50.00			
24	MI	Mileage - Service Truck	Mileage	1.00	24.00			
1		Truck	Service Truck Charge	150.00	150.00			
			Check, inspect, and estimate repair of Hi-Tech Environmental motor model H-090, SN 040864					
1	EA	CO-RC1-0750-187	RULA_RC1-0750-187	72.73	72.73			
1	EA	CO-RC1-0625-187	RULA_RC1-0625-187	72.73	72.73			
1	EA	CO-RG1-L9	RULA_RG1-L9	13.51	13.51			
2	HR	Labor-MO-KA	Labor-MO-Inspection	100.00	200.00			
1		MLS	Materials, Lubes, Solvents & Supplies	50.00	50.00			
We appreciate the opportunity to be of service to you!								
				Subtotal				
				Sales Tax (8.85%)				
Please remit to: FTC Equipment, LLC 5238 Winner Road Kansas City, MO 64127				Total				

FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Invoice

Phone: 816-833-7200
Fax: 816-833-1074

Date	Invoice #
6/20/2022	15444

Bill To
City of Parkville Attn: Accounts Payable 8880 Clark Avenue Parkville, MO 64152

Ship To
City of Parkville WWTP 12303 NW FF Highway Parkville, MO 64152

P.O. No.		Terms	Due Date	Rep	Ship Via	FOB	S/N	W/O Number
		Net 30	7/20/2022	MAS	Service	Factory	040864	WK002676
Quantity	U/M	Item	Description	Unit Price	Amount			
3.25	HR	Labor-MO-SA	5/23/22 - Field Service Call - Arrived at job site, removed existing bucket and electrical tape covering conduit and gear box. Cleaned off mating surface and applied 100% silicone between gear box and hydraulic box. Removed Hydraulic manifold and applied 100% silicone between manifold and hydraulic tank in box. Tightened all bolts and hydraulic lines. Wired up more and the 2 switches inside junction box attached to hydraulic tank. Cleaned up job site and went back to FTC.					
3.25	HR	Labor-MO-LR	Labor-MO	100.00	325.00			
1		MLS	Labor-MO	100.00	325.00			
24	MI	Mileage - Service Truck	Materials, Lubes, Solvents & Supplies	50.00	50.00			
1		Truck	Mileage	1.00	24.00			
			Service Truck Charge	150.00	150.00			
			6/8/22- Field Service call- On arrival the motor was still running and the PSI at the hydraulic pump was 2000 PSI. The motor was removed and the coupling was inspected. The coupling was undamaged and the motor ran properly uncoupled. The motor was reinstalled and was test ran without the cover on. The oil is coming out of the blow off valve like it should. The sheer pin was still intact. It is believe that the clarifier sweep is bound up preventing the arm from moving. The clarifier will need to be drained and entered for inspection.					
2	HR	Labor-MO-KA	Labor-MO	100.00	200.00			
2	HR	Labor-MO-LR	Labor-MO	100.00	200.00			
We appreciate the opportunity to be of service to you!								
				Subtotal				
				Sales Tax (8.85%)				
Please remit to: FTC Equipment, LLC 5238 Winner Road Kansas City, MO 64127				Total				

FTC Equipment, LLC
5238 Winner Road
Kansas City, MO 64127

Invoice

Phone: 816-833-7200
Fax: 816-833-1074

Date	Invoice #
6/20/2022	15444

Bill To
City of Parkville Attn: Accounts Payable 8880 Clark Avenue Parkville, MO 64152

Ship To
City of Parkville WWTP 12303 NW FF Highway Parkville, MO 64152

P.O. No.		Terms	Due Date	Rep	Ship Via	FOB	S/N	W/O Number	
		Net 30	7/20/2022	MAS	Service	Factory	040864	WK002676	
Quantity	U/M	Item	Description				Unit Price	Amount	
1	MI	MLS	Materials, Lubes, Solvents & Supplies				50.00	50.00	
24		Mileage - Service Truck	Mileage				1.00	24.00	
1		Truck	Service Truck Charge				150.00	150.00	
1		Freight	Freight				20.87	20.87	
We appreciate the opportunity to be of service to you!						Subtotal			\$3,201.84
A convenience fee of 4% will be added to all credit card orders. Accounts not paid within terms are subject to a 1.5% monthly finance charge.						Sales Tax (8.85%)			\$0.00
Please remit to: FTC Equipment, LLC 5238 Winner Road Kansas City, MO 64127						Total			\$3,201.84

EXHIBIT A

CONDITIONAL FINAL WAIVER AND RELEASE OF CLAIMS

To: the City of Parkville, Missouri, the Owner of the real estate (the "Property") identified below, any Lender(s) having any loans secured by the Property, the Applicant's Contractor (if not the General Contractor) and other parties, if any, having any interest in (hereinafter collectively the "Beneficiaries").

The "Property": WWTF Clarifiers

Description of the "Project": FSC to remove glare box

The undersigned hereby applies for payment, certifies and waives bond rights, and all other claims.

Payment Request Amount: \$ 3204.84

Certificate

The undersigned, contingent upon the issuance, final clearance and payment of a valuable consideration of the amount stated above, and being familiar with the penalties for false certification, does hereby certify to the Beneficiaries that:

1. The amount requested for labor performed and equipment and material supplied on this Project or in connection with the Property reference above, represent the actual value of work accomplished under the terms of the undersigned's agreement and all authorized changes thereto concerning work to be performed on the Property (hereinafter the "Contract").
2. Payment in full has been made, or with the funds requested hereby will be made, by the undersigned (a) to all of the undersigned's subcontractors, equipment providers, materialmen and laborers, and (b) for all materials and labor used or furnished by the undersigned in connection with the performance of the Contract. The undersigned represents and warrants that it owes no monies or other things of value to any subcontractor, materialman, person or entity for work performed or material supplied through the date of the most recent payment by Owner, and that the payments that have been or will be made out of this final payment to such persons or firms will fully and completely compensate them for all work in connection with the Project.
3. The undersigned has complied with Federal, State and Local tax laws, including, without limitation, Income Tax Withholding, Sales Tax, Fringe Benefits owed pursuant to collective bargaining agreements, Social Security, Unemployment Compensation and Worker's Compensation laws, insofar as applicable to the performance of the contract.
4. The undersigned acknowledges and agrees that it is receiving the funds paid in consideration of this Application as a trustee, and said funds will be held in trust for the benefit of all subcontractors, materialmen, suppliers and laborers who supplied work for

which the Beneficiaries or their property might be liable, and that the undersigned shall have no interest in such funds until all these obligations have been satisfied in full.

Final Waiver and Release of Claims

NOW, THEREFORE, the undersigned, contingent upon the issuance, final clearance and payment of \$ 3204⁸⁴, which the undersigned irrevocably and unconditionally releases and waives any claims of any kind whatsoever in connection with this Contract and with the Property. The undersigned shall indemnify and hold the Beneficiaries and their respective successors and assigns harmless against any lien, bond, claims or suits in connection with the materials, labor, and everything else in connection with this Contract.

Dated June 23, 2022.

CONTRACTOR: FTC Equipment LLC

By: Sydney Fitchett

Name: Sydney Fitchett Title: Applications Engineer

State of Missouri

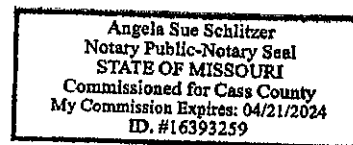
County of Jackson

On this 23 day of June, 2022, before me, the undersigned, personally appeared Sydney Fitchett, App. Engineer of FTC Equipment LLC, known to me to be the person who executed this document and acknowledged to me that he/she executed the same for the purposes therein stated.

Angela Sue Schlitz

Notary Public in and for said County and State

NOTARY SEAL





CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 27, 2022

Department: Public Works

Low Bidder and
Contract Amount:

H&H Septic Service
30 Village Circle Drive
Platte City, MO 64079

\$5,110.00

General Scope of Work Description/Project:

2nd & Main Sewer Repair:

In April 2022, the City was alerted to a sewer repair necessary at 2nd & Main Street, near the Post Office. H&H Septic was dispatched for the emergency repair. Their invoice reflects the labor and equipment needed to make the sewer repair.

The Sewer Fund includes funding available for emergency line repairs.

Competitive Purchasing Information: (List bidder, address, and price):

The City has an on-call services agreement with H&H Septic Service, dated 12/6/16. The unit prices are listed in that agreement for both emergency and non-emergency situations.

Project Start Date:

4/20/22

Estimated Completion Date:

4/20/22

Budget Account Code:

30-501.07-34-00

Authorization:

☐ City Administrator:

Alex Barton

Date:

6/28/22

☐ Department Head:

Alex Mahul

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Work Authorization #127 (OC)

Date: April 21, 2022
Issued to: H & H Septic Service Inc.
30 Village Circle Drive
Platte City, MO 64079

Project/Work Description

Title: Backhoe and Labor at 2nd & Main - Invoice #52051

Unit prices as identified in On-Call Services Agreement dated 8/4/15.

Schedule and Price

Project Start Date: April 20, 2022
Estimated Completion Date: April 20, 2022
Latest Acceptable Date: April 20, 2022
Estimated Cost: \$5,110.00
Expenditure Limit: \$5,110.00
Budget Account Code: 30-501.07-34-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title:

Regina Moore *Office Manager*

Signature:

Regina Moore

Company:

H & H Septic Service Inc.

Date:

6-15-2022

Authorization

Department Head:

Alysen Mabel

Date:

4/27/22

Alysen Abel, Public Works Director

City Administrator (if over \$2,500):

Alexa Barton

Date:

6/28/22

Alexa Barton, City Administrator

Mayor (if over \$10,000):

Date:

For Internal Staff Use Only

(initial each item and file with executed work authorization)

____ Employment Eligibility Status Verification (if the cost exceeds \$5,000)

☒ Certificate of Insurance that demonstrates compliance with the Terms and Conditions

☒ Valid business license

H & H Septic Service Inc

13325 N Silver Ridge Dr
Platte City MO 64079

Invoice

Date	Invoice #
4/20/2022	52051

Bill To
CITY OF PARKVILLE 8880 CLARK AVENUE PARKVILLE MO 64152

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	BACKHOE AND LABOR	3,500.00	3,500.00
	PARTS PIPE, CONNECTORS, AND CONCRETE	1,610.00	1,610.00
	JOB SITE: 2ND AND MAIN STREET		
		Total	\$5,110.00



CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 27, 2022

Department: Public Works

Low Bidder and
Contract Amount:

H&H Septic Service
30 Village Circle Drive
Platte City, MO 64079

\$4,875.00

General Scope of Work Description/Project:

Clarifier Cleaning at WWTF:

In May 2022, there was an issue with the clarifier at the wastewater treatment plant. The repair required pumping and cleaning the clarifier. H&H Septic was contacted to assist with the pumping and cleaning effort.

The Sewer Fund includes funding available for building maintenance repairs.

Competitive Purchasing Information: (List bidder, address, and price):

The City has an on-call services agreement with H&H Septic Service, dated 12/6/16. The unit prices are listed in that agreement for both emergency and non-emergency situations.

Project Start Date:

5/26/22

Estimated Completion Date:

5/26/22

Budget Account Code:

30-501.06-01-00

Authorization:

☐ City Administrator:

Alex Barton

Date:

6/28/2022

☐ Department Head:

Alyson Mahel

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0015

Work Authorization #131 (OC)

Date: May 26, 2022
Issued to: H & H Septic Service Inc.
30 Village Circle Drive
Platte City, MO 64079

Project/Work Description

Title: WWTF - Clarifier
Invoice No. 52544 Attached

Unit prices as identified in On-Call Services Agreement dated 8/4/15.

Schedule and Price

Project Start Date: May 26, 2022
Estimated Completion Date: May 26, 2022
Latest Acceptable Date: May 26, 2022
Estimated Cost: \$4,875.00
Expenditure Limit: \$4,875.00
Budget Account Code: 30-501.06-01-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Regina Moore OFFIC Manager Signature: [Signature]
Company: H & H Septic Service Inc. Date: 6-14-2022

Authorization

Department Head: Alysen Abel Date: 6/27/22
Alysen Abel, Public Works Director
City Administrator (if over \$2,500): Alexa Barton Date: 6/28/22
Alexa Barton, City Administrator
Mayor (if over \$10,000): _____ Date: _____

For Internal Staff Use Only

(initial each item and file with executed work authorization)

- ____ Employment Eligibility Status Verification (if the cost exceeds \$5,000)
☒ Certificate of Insurance that demonstrates compliance with the Terms and Conditions
☒ Valid business license

H & H SEPTIC SERVICE INC

13325 N SILVER RIDGE DR
PLATTE CITY, MISSOURI 64079
(816) 330-4040

INVOICE

52544

Date	Salesperson	Customer No.	Terms
5-26-22	mo		Net 30 days

City of Parkville

8880 Clark Ave

Parkville, Mo. 64152

Work done at mass treatment plant Clark Ave

Qty.	Description	Unit Price	Amount
>	Vac truck #2	1 st hr	\$400
	additional 10 hrs @ \$1.75 per hr		\$1,750
	Vac truck #5	1 st hr	\$400
	additional 2 hrs @ \$1.75 per hr		\$350
	Jetter truck 1 st hr		\$800
	additional 3 hrs @ \$1.25 per hr		\$375
	Extra man labor 8 hrs @ \$100 per hr		\$800

Thank You@Treatments

\$4,875



CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 27, 2022

Department: Public Works

Low Bidder and
Contract Amount:

H&H Septic Service
30 Village Circle Drive
Platte City, MO 64079

\$3,625.00

General Scope of Work Description/Project:

9 Hwy Sewer Repair:

In May 2022, the City was alerted to a sewer repair necessary along Hwy 9, near Embassy Landscape. The City maintains a 2-inch forcemain in this location. It was clogged and required flushing of the line. Their invoice reflects the labor and equipment needed to make the sewer repair.

The Sewer Fund includes funding available for emergency line repairs.

Competitive Purchasing Information: (List bidder, address, and price):

The City has an on-call services agreement with H&H Septic Service, dated 12/6/16. The unit prices are listed in that agreement for both emergency and non-emergency situations.

Project Start Date:

5/4/22

Estimated Completion Date:

5/5/22

Budget Account Code:

30-501.07-34-00

Authorization:

☐ City Administrator:

Alexa Barton

Date:

☐ Department Head:

Alyssa Mahal

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7876 • FAX (816) 741-0015

Work Authorization #128 (OC)

Date: May 5, 2022
Issued to: H & H Septic Service Inc.
30 Village Circle Drive
Platte City, MO 64079

Project/Work Description

Title: 9Hwy – Across from Embassy Landscape - Invoice #52185.
Scope: Repair 2" force main & flush force main – 9 Hwy

Unit prices as identified in On-Call Services Agreement dated 8/4/15.

Schedule and Price

Project Start Date: May 4, 2022
Estimated Completion Date: May 5, 2022
Latest Acceptable Date: May 5, 2022
Estimated Cost: \$3,625.00
Expenditure Limit: \$3,625.00
Budget Account Code: 30-501.07-34-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Guarino Office manager **Signature:** [Signature]
Company: H & H Septic Service Inc. **Date:** 6-15-2022

Authorization

Department Head: Alysen Abel **Date:** 6/27/22

Alysen Abel, Public Works Director

City Administrator (if over \$2,500): Alexa Barton **Date:** 6/28/22

Alexa Barton, City Administrator

Mayor (if over \$10,000): _____ **Date:** _____

Dean Katerndahl, Mayor

For Internal Staff Use Only

(Initial each item and file with executed work authorization)

____ Employment Eligibility Status Verification (if the cost exceeds \$5,000)

☒ Certificate of Insurance that demonstrates compliance with the Terms and Conditions

☒ Valid business license

H & H Septic Service Inc

13325 N Silver Ridge Dr
Platte City MO 64079

Invoice

Date	Invoice #
5/4/2022	52185

Bill To
CITY OF PARKVILLE 8880 CLARK AVENUE PARKVILLE MO 64152

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	VACUUM TRUCK	500.00	500.00
6	VACUUM TRUCK 6 add'l hours	175.00	1,050.00
	HYDRO JETTER	900.00	900.00
2	HYDRO JETTER 2 add'l hrs	100.00	200.00
	PLUMBING PARTS	250.00	250.00
	LABOR	725.00	725.00
	Repair 2" force main and flush force main - 9 Hwy across from Embassy Landscape		
		Total	\$3,625.00



CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 27, 2022

Department: Public Works

Low Bidder and
Contract Amount:

Lloyd Harold LLC
614 E. Northview Street
Olathe, KS 66061

\$3,129.00

General Scope of Work Description/Project:

Work Authorization – Pinecrest Pump Station Controller:

The Pinecrest Pump Station has a remote monitoring system to provide feedback to Sewer staff members when there is an issue at the pump station. The system alerts staff when there is a high wet well, issue with the electricity or any other problems that occur. This system provides monitoring 24/7.

There was an issue with the controller for the Pinecrest Pump Station. The mission communications system was repaired.

The City contacted Lloyd Harold to provide maintenance service to the mission control system at the wastewater plant and pump stations. He provided a quote for the pump station mission controls.

The Sewer maintenance budget has capacity to handle this expense.

Competitive Purchasing Information: (List bidder, address, and price):

The equipment is specialized and there are very few contractors in the region that can assist with the maintenance to the mission communication system.

Project Start Date:

5/14/22

Estimated Completion Date:

6/2/22

Budget Account Code:

30-501.06-12-00

Authorization:

☐ City Administrator:

Alex Barton

Date:

6/28/22

☐ Department Head:

Alyson Mahel

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8900 Clark Avenue • Parkville, MO 64152 • (816) 741-7576 • FAX (816) 741-0015

Work Authorization #8

Date: May 14, 2022

Issued to: Lloyd Harold LLC
614 E. Northview Street
Olathe, KS 66061

Project/Work Description Precision Digital Controller for Pinecrest P.S.
Title: See Attached Invoice #1603

Scope of Work/Purpose:
Schedule and Price
Project Start Date: May 14, 2022
Estimated Completion Date: June 2, 2022
Latest Acceptable Date: June 2, 2022
Estimated Cost: \$3,129.00
Expenditure Limit: \$3,129.00
Fiscal Account Code: 30-501.06-12-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Lloyd Harold / President

Signature: [Signature]

Company:

Date: 6-3-2022

Lloyd Harold LLC

Authorization

Department Head:

Alysen M. Abel
Alysen M. Abel, Public Works Director

Date:

6/27/22

City Administrator (if over \$1,000):

Alexa Barton
Alexa Barton, City Administrator

Date:

6/28/22

Mayor (if over \$2,500):

Date:

Lloyd Harold LLC
 614 E Northview Steet.
 Olathe, KS 66061 US
 (913) 514-4339
 Pumpstations@mail.com
 http://Lloyd-Harold.business.site



Lloyd Harold
 Pumps, Controls, Scada

INVOICE

BILL TO

Allison Abel
 Parkville Mo

INVOICE # 1603

DATE 05/14/2022

DUE DATE 05/14/2022

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Precision Digital Precision Digital Controller. Pine crest lift station	1	659.00	659.00
Endress Hauser Radar FMR20. Pine crest lift station	1	1,295.00	1,295.00
Installation Install. Radar. Controller, new radio	1	925.00	925.00
Mission Communications Radios Mission Radio pine crest lift station	1	250.00	250.00

Ticket #216724 Updated
 Status : Assigned
 Severity : High
 Ticket Title : 689MIS8813: Pine Crest /
 RMA Legacy Firmware
 Customer : Parkville, MO, City of
 Device: 689MIS8813
 Updated By : Adam Grow
 Updated Date : May 14 2022 6:12 PM
 EDT
 Current Note :
 Additional Note Added by Adam Grow
 May 14 2022 6:12PM
 There was a bad radio associated with
 this RTU failure as well. Lloyd Harold
 replaced the radio with a spare and
 has requested a warranty
 determination on radio
 352176532016013. Please send a
 return shipper to Lloyd for return of
 this radio for inspection to <
 lharold1126@gmail.com>.
 Previous Events:
 Assigned by Adam Grow May 14
 2022 3:37PM
 Assigned to ORDERS; Email Sent to:

Lloyd Harold is your Rep for Ixom Watercare Corporation. Mixing to make water better. Demo unit available for a 30 day trial.

ACTIVITY CITY DATE AMOUNT

eddies@123mc.com; Email Sent to:
lharold1126@gmail.com; Email Sent
to: lharold1126@gmail.com
Created by Adam Grow May 14 2022
3:37PM

Does you wet well have grease? H2S?

Check out Medora Corporation for Mixing needs. Keeping wetwells
clean.

Ask me about a trial.

<https://www.medoraco.com/>

SUBTOTAL

3,129.00

TAX

0.00

TOTAL

3,129.00

BALANCE DUE

\$3,129.00

Lloyd Harold is your Rep for Ixom Watercare Corporation. Mixing to make water better. Demo unit available for a 30 day trial.



CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

June 27, 2022

Department: Public Works

Low Bidder and
Contract Amount:

Metro Rolloff Container Services
6208 Bell Road
Parkville, MO 64152

\$4,959 annually

General Scope of Work Description/Project:

PLP Restroom Pumping Services

The restroom in Platte Landing Park contains two 1,000 gallon vaults that hold the waste. The vault is pumped by a third party. Previous to 2020, the City pumped the restroom vault approximately 4 times per year. Based on the request of the Board, the City increased the number of cleanings. In 2020, the City released a request for bid for the restroom pumping services. On July 14, 2020, the Board of Aldermen approved a two-year maintenance agreement with Metro Rolloff for the restroom pumping services. Over the past 2 years, the restrooms have been pumped 9 times per year, monthly during peak season and bi-monthly during non-peak season.

The 2022 Parks Maintenance Budget includes funding available in the Restroom line item for the Restroom Pumping Services.

Competitive Purchasing Information: (List bidder, address, and price):

In May 2022, the City requested bids from contractors for the cleaning services. Metro Rolloff provided the low bid, at a rate of \$551 per cleaning. The 2020 rate was \$500 per cleaning. The additional \$51 represents the increased fueling costs.

Project Start Date:

7/15/22

Estimated Completion Date:

7/15/24

Budget Account Code:

10-525.06-03-00

Authorization:

☐ City Administrator:

Carl Barton

Date:

6/28/22

☐ Department Head:

Alyssa Mahal

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY ADMINISTRATOR
PURCHASING APPROVAL

June 27, 2022

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

Urban Tree Specialists
P.O. Box 901422
Kansas City, MO 64190

\$5,350.00

General Scope of Work Description/Project:

Removal of Trees in English Landing Park:

Urban Tree Specialists acts as the City's certified arborist. They work directly with City staff to identify hazardous trees in various areas of the City. The City staff requested assistance to review several hazardous trees located in English Landing Park. The attached quote includes the details related to the removal/maintenance of 15 trees.

The 2022 Parks Maintenance Fund includes funding available for tree trimming and removal. There is capacity in that budget to cover this

Competitive Purchasing Information: (List bidder, address, and price):

On October 6, 2020, the Board of Aldermen approved an on-call tree trimming contract with Urban Tree Specialists for the emergency and routine trimming and removal of trees. The unit prices included in this work authorization reflect the unit prices listed in the executed contract.

Project Start Date:

6/1/22

Estimated Completion Date:

7/20/22

Budget Account Code:

10-525.07-52-00

Authorization:

☐ City Administrator:

Alex Barton

Date:

6/28/22

☐ Department Head:

Alyson Mahel

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 3880 Clark Avenue • Parkville, MO 64152 • (816) 741-7376 • FAX (816) 741-0013

Work Authorization #49

Date: June 16, 2022
Issued to: Urban Tree Specialists
P.O Box 901422
KCMO 64190

Project/Work Description: Several Trees Removed from ELP

- See attached Proposal - Total \$5,350.00

Note: All work to be performed on a time and material basis as outlined in the contract dated 8/7/18
Schedule and Price

Project Start Date: 6/2022
Estimated Completion Date: 7/20/2022
Latest Acceptable Date: 7/20/2022
Estimated Cost: \$5,350.00
Expenditure Limit: \$5,350.00
Budget Account Code: 10-525.07-52-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Bret Cleveland Owner-Member Signature: [Signature]
Company: Urban Tree Specialists Date: 6-16-22

Authorization

Department Head: Alysen Abel Date: 6/27/22
Alysen Abel, Public Works Director

City Administrator (if over \$2,500): Alexa Barton Date: 6/28/22
Alexa Barton, City Administrator

Mayor (if over \$10,000): _____ Date: _____
Dean Katerndahl, Mayor



Parkville Parks and Recreation
Tom Barnard
8880 Clark Ave
Parkville, MO 64152

Proposal Date: 4/21/2022
Work Site: English Landing Park
Parkville, MO 64152
Proposed By: Bret Cleveland
Ad Source: City License
Work: 816-587-2593
Mobile: 816-215-4047

Qty	Plant	Location	Cost
1	Cottonwood	Tag # 5031 at intersection of East St and McAfee Dr — Remove deadwood 2 inch and greater throughout	\$650.00
1	Birch (River)	Closest to building/stairs to Tom's office -- Remove entire stem closest to building - Crown raise 4-5 ft from building and roof	\$150.00
2	Cottonwood	Large trees between office and maintenance building (1 outside fence) -- Remove dead and broken limbs 2-3 inch and greater - Crown raise canopies to 15-20 ft	\$400.00
2	Cottonwood	Tag # 5169 and 5188 -- South side of McAfee before 1st shelter house -- Remove deadwood 2-3 inch and greater	\$600.00
1	Mulberry	Tag # 5219 across from dumpsters on north side of McAfee -- Crown raise to approx 15 ft - Remove deadwood 2 inch and greater	\$350.00
1	Boxelder	Tag # 5257 west side of sand volleyball -- Maintenance Prune - Major Weight reduction throughout as recommended - Major subordinating on top crossing/rubbing limbs - Crown raise to 12+ ft	\$600.00
1	Mulberry	Tag # 5258 west side of sand volleyball -- Maintenance Prune - Weight reduction throughout as recommended - Crown raise to approx 10-12 ft	\$300.00
1	Mulberry	Tag # 5260 west side of sand volleyball -- Maintenance Prune - Weight reduction throughout as recommended - Crown raise to approx 10-12 ft	\$450.00
1	Elm (American)	Tag # 5261 west side of sand volleyball -- Only remove north broken or potentially "Dutch elm disease flagging limb" (IF it is flagging, be sure to cut way behind dieback -- (Identify and determine if any other flagging limbs and remove as recommended)	\$150.00
1	Boxelder	Tag # 5262 west side of sand volleyball -- Remove deadwood 1-2 inch and greater - Weight reduction throughout as recommended - Crown raise to approx 10-12 ft	\$300.00
1	Maple (Silver)	Old Tag # 327 on west side of playground — Remove deadwood 2 inch and greater - Ok to cut declining limbs further back to live growth or completely remove if recommended	\$400.00



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1	Cottonwood	Old tag # 329 -- XL tree on SW side of playground -- Remove XL west dead section at approx 70 ft - Remove additional large deadwood throughout tree as time permits	\$700.00
1	Cottonwood	Tag # 5307 by 1st Lago bench along river trail -- Remove deadwood 2 inch and greater (specifically couple large dead limbs over trail) - Crown raise canopy to approx 12-15 ft	\$300.00

Subtotal: \$5,350.00

Tax: \$0.00

Total: \$5,350.00



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CITY ADMINISTRATOR
PURCHASING APPROVAL

June 27, 2022

City of Parkville

Preparation date:

Department: Public Works

Low Bidder and
Contract Amount:

Urban Tree Specialists
P.O. Box 901422
Kansas City, MO 64190

\$5,500.00

General Scope of Work Description/Project:

Removal of Trees in Platte Landing Park:

Urban Tree Specialists acts as the City's certified arborist. They work directly with City staff to identify hazardous trees in various areas of the City. The City staff requested assistance to review hazardous trees in Platte Landing Park. There were 3 cottonwood trees located near the Dog Park that are damaged/declined that need to be removed.

The 2022 Parks Maintenance Fund includes funding available for tree trimming and removal. There is capacity in that budget to cover this expense.

Competitive Purchasing Information: (List bidder, address, and price):

On October 6, 2020, the Board of Aldermen approved an on-call tree trimming contract with Urban Tree Specialists for the emergency and routine trimming and removal of trees. The unit prices included in this work authorization reflect the unit prices listed in the executed contract.

Project Start Date:

6/1/22

Estimated Completion Date:

7/6/22

Budget Account Code:

10-525.07-52-00

Authorization:

☐ City Administrator:

Alex Barten

Date:

6/28/2022

☐ Department Head:

Alyson Mahel

6/27/22

☐ Mayor (if applicable):

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Work Authorization #48

Date: June 3, 2022
Issued to: Urban Tree Specialists
P.O Box 901422
KCMO 64190

Project/Work Description: Several Trees Removed from PLP

- See attached Proposal - Total \$5,500.00

Note: All work to be performed on a time and material basis as outlined in the contract dated 8/7/18

Schedule and Price

Project Start Date: 6/2022
Estimated Completion Date: 7/6/2022
Latest Acceptable Date: 7/6/2022
Estimated Cost: \$5,500.00
Expenditure Limit: \$5,500.00
Budget Account Code: 10-525.07-52-00

Acceptance of this work authorization constitutes agreement to perform the work described above in accordance with the City of Parkville Terms and Conditions for maintenance projects.

Name/Title: Bret Cleveland Owner - Member Signature: [Signature]
Company: Urban Tree Specialists Date: 6-7-22

Authorization

Department Head: Alysen Mahel Date: 6/27/22
Alysen Abel, Public Works Director

City Administrator (if over \$2,500): Alexa Barton Date: 6/28/22
Alexa Barton, City Administrator

Mayor (if over \$10,000): _____ Date: _____
Nan Johnston, Mayor



Parkville Parks and Recreation
Tom Barnard
8880 Clark Ave
Parkville, MO 64152

Proposal Date: 6/3/2022
Work Site: Platte Landing Park
Parkville, MO 64152
Proposed By: Tony Wendland
Ad Source: City License
Work: 816-587-2593
Mobile: 816-215-4047

Qty	Plant	Location	Cost
3	Cottonwood	3 damaged/declining trees -- South furthest west water pump station along road to dog park -- Remove to ground level and remove all debris	\$5,500.00
			Subtotal: \$5,500.00
			Tax: \$0.00
			Total: \$5,500.00



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Terms and Conditions

- It is agreed by and between Urban Tree Specialists LLC and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

- **Insurance by Contractor:** Urban Tree Specialists LLC warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law. Certificates of coverage are available upon request.

- **Cancellation Fee:** Urban Tree Specialists LLC kindly requests that the authorizing party provide at least 24 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of \$150.00 for incurred expenses.

- **Completion of Contract:** Urban Tree Specialists LLC agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the customer be relieved of compensation for delays.

- **Tree Ownership:** The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Urban Tree Specialists LLC to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Urban Tree Specialists LLC for any damages or costs incurred from the result thereof.

- **Safety:** Urban Tree Specialists LLC warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 Tree Care industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

- **All Work to Conform to ANSI A300 Tree Care Management Standards for the arboricultural Industry unless otherwise specified in this proposal.** Stump Removal: Unless specified in the proposal, stump removal is not included in the price quoted. Grindings from stump removal will be removed to approximately soil grade unless specified otherwise. Surface and subsurface roots beyond the stump are not removed unless specified in this proposal. Urban Tree Specialists LLC is not responsible for damages to underground sprinklers, drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

- **Concealed Contingencies:** Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and material basis.

- **Clean-up:** Clean-up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

- **Pavement and Hardscapes:** Urban Tree Specialists LLC will do our best to avoid all damage to the customer's driveway(s), sidewalk(s), patio(s) and all other hardscaped areas, should any pavement or hardscape be damaged in any way, the customer agrees to indemnify Urban Tree Specialists LLC for any damages or costs incurred from the results thereof.

- **Lawn Repair:** Urban Tree Specialists LLC will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless noted otherwise on this proposal.

- **Terms of Payment:** Unless otherwise noted in this proposal, the customer agrees to pay the account in full within 30 days of work completion. Failure to remit full payment within the payment term will result in a finance charge of 2.00% per month. Credit card payments will be assessed a 3.5% processing fee. Debit cards will not be assessed any fee(s).

- **Returned Check Fee:** There will be a \$100.00 fee charged for all checks returned to our office for non-sufficient funds



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CITY ADMINISTRATOR
PURCHASING APPROVAL

City of Parkville

Preparation date:

July 7, 2022

Department: Public Works

Low Bidder and
Contract Amount:

Environmental & Process Systems, Inc.
11419 Strang Line Road
Lenexa, KS 66215

\$24,990

General Scope of Work Description/Project:

Clarifier Drive Replacement:

The clarifier drives and gear box need to be replaced. They have been repaired recently. This was a temporary repair intended to keep the equipment working until the equipment can be ordered. This is deemed an emergency under the City Administrator's authority since the equipment needs to be ordered now, to prevent any delays.

This work was included in the 2021 Capital Improvements Program. Due to staff turnover in the sewer division, this work was not completed. The funding was carried over into 2022.

This purchase order is for the equipment only. There will be a separate work authorization for the installation of the equipment. The total cost of the work authorization and purchase order will exceed the City Administrator's emergency approval and require Board of Aldermen approval.

The 2022 Sewer Fund CIP includes \$17,000 for the replacement of one clarifier drive. There is a need to purchase a second sets of equipment. By purchasing two set, there is a discount. There is capacity in the Sewer Fund budget for this additional expense with deferring the SCADA System project to 2023..

Competitive Purchasing Information: (List bidder, address, and price):

The equipment is specialized. Environmental & Process Systems is the licensed vendor for this region.

Project Start Date:

7/7/22

Estimated Completion Date:

12/31/22

Budget Account Code:

30-501.04-51-00

Authorization:

- ☐ City Administrator: _____ Date: _____
- ☐ Department Head: Alyse Mabel 07/07/22
- ☐ Mayor (if applicable): _____
- ☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

PURCHASE ORDER
(non-construction)

CITY OF PARKVILLE (PURCHASER)
8880 Clark Avenue
Parkville, MO 64152

Date: July 1, 2022

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

VENDOR: Environmental & Process Systems, Inc.
11419 Strang Line Road
Lenexa, KS 66215
Phone: 913-338-0311

SHIP TO: City of Parkville
8880 Clark Ave.
Parkville, Missouri 64152

INVOICE TO: Parkville City Hall
8880 Clark Ave.
Attn: Alysén Abel
Parkville, MO 64152

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 5 pages including attachments. Purchaser agrees to pay a **TOTAL PRICE** of Twenty-four thousand nine hundred ninety dollars and 00/100 (\$24,990.00) for such materials, subject to any additions or deductions agreed upon in writing. Freight charges *will be noted as a separate charge on invoice* ~~are included separate from the purchase price~~ and sales taxes will not be charged to the Purchaser as a tax exempt entity.

Purchaser will provide Vendor with a Tax Exemption Certificate upon request. Payment is to be made within thirty (30) days after delivery of goods and receipt of invoice. This purchase order is only valid through December 31, 2022.

ITEMS:

WWTP Clarifier Drive Replacement
Direct Replacement of Existing Clarifier Motor
(208-230/460)
Direct Replacement of Existing Gear Box

The total cost for two sets is \$24,990.00

*Freight is not included in this price

See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements

SCHEDULE OF DELIVERY:

Wastewater Treatment Facility
12303 NW FF Hwy
Parkville, MO 64152

*Please contact Jason Brown at 816-215-5690

NOTE: All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order. Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

Environmental & Process Systems, Inc. ("Vendor")

By: _____
Alexa Barton

By: BT Olendorf

Title: City Administrator

Title: Project Man.

Date: _____

Date: 7/1/22

Alyson Mabel

07/07/22



CITY ADMINISTRATOR
PURCHASING APPROVAL

Preparation date:

July 7, 2022

City of Parkville

Department: Administration/Board of Aldermen

Low Bidder and
Contract Amount:

Strategic Government Resources (SGR)
PO Box 1642
Keller, TX 76244
817-337-8581

\$3,423.75

General Scope of Work Description/Project:

Strategic Planning/Servant Leadership Retreat: Advance Interviews & Per-diem Expenses

Board of Aldermen/Senior Leadership combined training and strategic planning of leadership development and strategic foresight/planning.

Competitive Purchasing Information: (List bidder, address, and price):

The City of Parkville has utilized Shockey Consulting Services for prior strategic planning events. Going forward, it is important to introduce innovative ways of developing an organization and broaden the view of issues our community faces. SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement. They are actively engaged with over 700 local governmental entities of which the city of Parkville is included. Parkville has utilized their services for prior professional recruitments and found their services professional and effective. Their programs focus on competencies needed for shaping the organization's culture and systems to facilitate excellent performance in order to navigate and effectively shape the future.

Project Start Date: August 18, 2022

Estimated Completion Date: August 19, 2022

Budget Account 10-501.09-20-07

Code: Administration: Meeting Expenses/Supplies

Authorization:

☐ City Administrator: _____ Date: _____

☐ Department Head: _____

☐ Mayor (if applicable): _____

☐ Submit to the Finance Committee for Authorization (if requested by the City Administrator)

General Fund Expenditures

Previous Year					Current Year				Current Year Projections			
----- 2021 -----					----- 2022 -----				----- FY 2022 Projections -----			
<i>Expenditures</i>	Total								Avg Monthly Expense			
	Budget	YTD as of 3/31/2021	% of Budget	Expenditures (Unaudited)	Budget	YTD as of 3/31/2022	% of Budget	Budget Remaining		Projected 2022 Expenditures	% of Budget	Projected (Over)/Under
Administration												
Personnel	\$ 626,831	\$ 146,814	23%	\$ 572,892	\$ 599,704	\$ 182,172	30%	\$ 417,532	\$ 56,387	\$ 676,639	113%	\$ (76,935)
Insurance	\$ 217,195	\$ 19,337	9%	\$ 71,823	\$ 218,981	\$ 19,153	9%	\$ 199,828	\$ 5,928	\$ 71,140	32%	\$ 147,841
Utilities	\$ 89,976	\$ 9,992	11%	\$ 39,968	\$ 90,720	\$ 12,471	14%	\$ 78,249	\$ 4,157	\$ 49,884	55%	\$ 40,836
Capital Expenditures	\$ 624	\$ -	0%	\$ 624	\$ 700	\$ 165	24%	\$ 535	\$ 55	\$ 660.00	94%	\$ 40
Office Expenditures	\$ 7,250	\$ 522	7%	\$ 8,412	\$ 5,650	\$ 547	10%	\$ 5,103	\$ 182	\$ 2,188	39%	\$ 3,462
Maintenance	\$ 45,150	\$ 4,254	9%	\$ 32,521	\$ 47,500	\$ 10,072	21%	\$ 37,428	\$ 3,357	\$ 40,288	85%	\$ 7,212
City Services	\$ 10,600	\$ 3,739	35%	\$ 11,887	\$ 12,500	\$ 10,230	82%	\$ 2,270	\$ 3,410	\$ 40,920	327%	\$ (28,420)
Professional Fees	\$ 370,240	\$ 21,895	6%	\$ 338,880	\$ 285,000	\$ 65,542	23%	\$ 219,458	\$ 21,847	\$ 262,168	92%	\$ 22,832
Other Expenditures	\$ 20,400	\$ 467	2%	\$ 121,554	\$ 30,905	\$ 95,546	309%	\$ (64,641)	\$ 31,849	\$ 382,184	1237%	\$ (351,279)
Operating Expenses	\$ 1,388,266	\$ 207,020	15%	\$ 1,198,561	\$ 1,291,660	\$ 395,898	31%	\$ 895,762	\$ 127,173	\$ 1,526,071	118%	\$ (234,411)
Police												
Personnel	\$ 1,284,101	\$ 314,179	24%	\$ 1,061,121	\$ 1,490,674	\$ 324,625	22%	\$ 1,166,049	\$ 100,479	\$ 1,205,750	81%	\$ 284,924
Insurance	\$ 262,312	\$ 41,163	16%	\$ 224,374	\$ 266,406	\$ 35,808	13%	\$ 230,598	\$ 11,083	\$ 189,118	71%	\$ 77,288
Utilities	\$ 6,000	\$ 492	8%	\$ 5,541	\$ 6,000	\$ 641	11%	\$ 5,359	\$ 214	\$ 2,564	43%	\$ 3,436
Office Expenditures	\$ 28,150	\$ 258	1%		\$ 28,650	\$ 776	3%	\$ 27,874	\$ 259	\$ 3,104	11%	\$ 25,546
Maintenance	\$ 69,300	\$ 6,665	10%	\$ 14,752	\$ 70,650	\$ 8,071	28%	\$ 20,579	\$ 2,690	\$ 32,284	46%	\$ (3,634)
City Services	\$ 8,700	\$ 1,648	19%	\$ 37,457	\$ 8,700	\$ 860	1%	\$ 69,790	\$ 287	\$ 3,440	40%	\$ 67,210
Other Expenditures	\$ 1,850	\$ -	0%	\$ 1,496	\$ 1,850	\$ -	0%	\$ 8,700	\$ -	\$ 1,500	81%	\$ 7,200
Operating Expenses	\$ 1,660,413	\$ 364,405	22%	\$ 1,344,740	\$ 1,872,930	\$ 370,781	20%	\$ 1,502,149	\$ 115,012	\$ 1,437,760	77%	\$ 461,970
Municipal Court												
Personnel	\$ 128,344	\$ 26,594	21%	\$ 120,948	\$ 104,460	\$ 26,924	26%	\$ 77,536	\$ 8,334	\$ 100,003	96%	\$ 4,457
Insurance	\$ 18,835	\$ 2,878	15%	\$ 17,429	\$ 12,720	\$ 2,913	23%	\$ 9,807	\$ 902	\$ 13,003	102%	\$ (283)
Utilities	\$ 120	\$ -	0%	\$ 120	\$ 120	\$ -	0%	\$ 120	\$ -	\$ -	0%	\$ 120
Office Expenditures	\$ 5,000	\$ 22	0%	\$ 3,079	\$ 5,000	\$ 8	0%	\$ 3,111	\$ 3	\$ 32	1%	\$ 3,087
Maintenance	\$ 4,750	\$ -	0%	\$ 7,574	\$ 3,119	\$ 450	3%	\$ 13,200	\$ 150	\$ 3,008	96%	\$ 10,642
City Services	\$ 15,150	\$ 1,599	11%	\$ 160	\$ 13,650	\$ 1,545	309%	\$ (1,045)	\$ 515	\$ 6,180	45%	\$ (5,680)
Other Expenditures	\$ 500	\$ -	0%	\$ -	\$ 500	\$ -			\$ -	\$ -	0%	
Operating Expenses	\$ 172,699	\$ 31,093	18%	\$ 149,310	\$ 139,569	\$ 31,840	23%	\$ 107,729	\$ 9,903	\$ 122,227	88%	\$ 12,342

General Fund Expenditures

Expenditures	Previous Year				Current Year				Current Year Projections			
	----- 2021 -----				----- 2022 -----				----- FY 2022 Projections -----			
	Budget	YTD as of 3/31/2021	% of Budget	Total Expenditures (Unaudited)	Budget	YTD as of 3/31/2022	% of Budget	Budget Remaining	Avg Monthly Expense	Projected 2022 Expenditures	% of Budget	Projected (Over)/Under
Public Works												
Personnel	\$ 234,954	\$ 59,204	25%	\$ 215,527	\$ 235,297	\$ 62,007	26%	\$ 173,290	\$ 19,193	\$ 230,312	98%	\$ 4,985
Insurance	\$ 32,145	\$ 7,978	25%	\$ 29,201	\$ 34,742	\$ 8,169	24%	\$ 26,573	\$ 2,529	\$ 30,342	87%	\$ 4,400
Utilities	\$ 700	\$ 139	20%	\$ 712	\$ 700	\$ 166	24%	\$ 534	\$ 55	\$ 664	95%	\$ 36
Office Expenditures	\$ 1,400	\$ 9	1%	\$ 1,629	\$ 1,400	\$ 223	16%	\$ 1,177	\$ 74	\$ 892	64%	\$ 508
Maintenance	\$ 3,500	\$ 736	21%	\$ 5,945	\$ 3,500	\$ 1,268	36%	\$ 2,232	\$ 423	\$ 3,180	91%	\$ 320
Professional Fees	\$ 40,000	\$ 1,183	3%	\$ 31,547	\$ 40,000	\$ 1,183	3%	\$ 38,817	\$ 394	\$ 4,732	12%	\$ 35,268
Other Expenditures	\$ 500	\$ 30	6%	\$ 312	\$ 500	\$ 30	6%	\$ 470	\$ 10	\$ 119	24%	\$ 381
Operating Expenses	\$ 313,199	\$ 69,279	22%	\$ 284,874	\$ 316,139	\$ 73,046	23%	\$ 243,093	\$ 22,678	\$ 270,241	85%	\$ 45,898
Community Development												
Personnel	\$ 318,287	\$ 86,044	27%	\$ 266,123	\$ 318,093	\$ 82,951	26%	\$ 235,142	\$ 25,675	\$ 308,104	97%	\$ 9,989
Insurance	\$ 22,275	\$ 8,145	37%	\$ 22,328	\$ 29,393	\$ 8,289	28%	\$ 21,104	\$ 2,566	\$ 30,788	105%	\$ (1,395)
Utilities	\$ 1,600	\$ 134	8%	\$ 1,488	\$ 1,500	\$ 45	3%	\$ 1,455	\$ 15	\$ 180	12%	\$ 1,320
Office Expenditures	\$ 3,650	\$ 118	3%	\$ 6,170	\$ 2,950	\$ 493	17%	\$ 2,457	\$ 164	\$ 1,972	67%	\$ 978
Maintenance	\$ 1,500	\$ 120	8%	\$ 1,505	\$ 1,500	\$ 8	1%	\$ 1,492	\$ 3	\$ 32	2%	\$ 1,468
City Services	\$ 5,000	\$ 1,494	30%	\$ 257	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	\$ -	0%	\$ 4,000
Professional Fees	\$ 6,700	\$ 4,450	66%	\$ 3,741	\$ 8,900	\$ 1,175	13%	\$ 7,725	\$ 392	\$ 4,700	53%	\$ 4,200
Other Expenditures	\$ 300	\$ 120	40%	\$ 441	\$ 1,050	\$ -	0%	\$ 1,050	\$ -	\$ -	0%	\$ 1,050
Operating Expenses	\$ 359,311	\$ 100,625	28%	\$ 302,053	\$ 367,386	\$ 92,961	25%	\$ 274,425	\$ 28,815	\$ 345,775	94%	\$ 21,611
Street Department												
Personnel	\$ 349,804	\$ 83,098	24%	\$ 303,186	\$ 356,608	\$ 103,994	29%	\$ 252,614	\$ 32,189	\$ 386,263	108%	\$ (29,655)
Insurance	\$ 80,075	\$ 12,893	16%	\$ 72,733	\$ 97,542	\$ 11,332	12%	\$ 86,210	\$ 3,508	\$ 61,594	63%	\$ 35,948
Utilities	\$ 17,000	\$ 2,798	16%	\$ 13,135	\$ 18,000	\$ 3,227	18%	\$ 14,773	\$ 1,076	\$ 12,908	72%	\$ 5,092
Office Expenditures	\$ 11,000	\$ 546	5%	\$ 9,861	\$ 11,500	\$ 1,656	14%	\$ 9,844	\$ 552	\$ 6,624	58%	\$ 4,876
City Services	\$ 28,900	\$ 88	0%	\$ 26,232	\$ 29,100	\$ 8,249	28%	\$ 20,851	\$ 2,750	\$ 32,996	113%	\$ (3,896)
Other Expenditures	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	N/A	\$ -
Operating Expenses	\$ 486,779	\$ 99,423	20%	\$ 425,147	\$ 512,750	\$ 128,458	25%	\$ 384,292	\$ 40,073	\$ 500,385	98%	\$ 12,365

General Fund Expenditures

Previous Year					Current Year				Current Year Projections			
----- 2021 -----					----- 2022 -----				----- FY 2022 Projections -----			
<i>Expenditures</i>	YTD as of		% of	Total	YTD as of		% of	Budget	Avg Monthly	Projected 2022	% of	Projected
	Budget	3/31/2021			Budget	3/31/2022						
			Budget	Expenditures (Unaudited)			Budget	Remaining	Expense	Expenditures	Budget	(Over)/Under
Parks Department												
Personnel	\$ 229,329	\$ 52,232	23%	\$ 219,024	\$ 284,911	\$ 56,705	20%	\$ 228,206	\$ 17,552	\$ 210,619	74%	\$ 74,292
Insurance	\$ 51,750	\$ 9,615	19%	\$ 46,257	\$ 65,790	\$ 8,553	13%	\$ 57,237	\$ 2,851	\$ 36,270	55%	\$ 29,520
Utilities	\$ 33,300	\$ 1,486	4%	\$ 24,466	\$ 33,300	\$ 2,607	8%	\$ 30,693	\$ 869	\$ 10,428	31%	\$ 22,872
Office Expenditures	\$ 33,075	\$ 596	2%	\$ 34,596	\$ 36,375	\$ 2,028	6%	\$ 34,347	\$ 676	\$ 8,112	22%	\$ 28,263
Maintenance	\$ 53,000	\$ 2,442	5%	\$ 56,817	\$ 51,900	\$ 7,503	14%	\$ 44,397	\$ 2,501	\$ 30,012	58%	\$ 21,888
City Services	\$ 49,200	\$ 15,960	32%	\$ 44,248	\$ 54,200	\$ 563	1%	\$ 53,637	\$ 188	\$ 2,252	4%	\$ 51,948
Other Expenditures	\$ 1,000	\$ -	0%	\$ 221	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	\$ -	0%	\$ 1,000
Operating Expenses	\$ 450,654	\$ 82,331	18%	\$ 425,630	\$ 527,476	\$ 77,959	15%	\$ 449,517	\$ 24,636	\$ 297,692	56%	\$ 229,784
Nature Sanctuary												
Personnel	\$ 46,310	\$ 11,238	24%	\$ 41,763	\$ 46,570	\$ 13,758	30%	\$ 32,812	\$ 4,258	\$ 51,101	110%	\$ (4,531)
Insurance	\$ 5,273	\$ 987	19%	\$ 2,244	\$ 4,061	\$ 1,007	25%	\$ 3,054	\$ 336	\$ 4,028	99%	\$ 33
Utilities	\$ -	\$ -	0%	\$ -	\$ 300	\$ 39	13%	\$ 261			0%	
Office Expenditures	\$ 4,390	\$ 15	0%	\$ 4,617	\$ 5,510	\$ 67	1%	\$ 5,443	\$ 22	\$ 268	5%	\$ 5,242
Maintenance	\$ 5,625	\$ 125	2%	\$ 2,987	\$ 6,000	\$ 446	7%	\$ 5,554	\$ 149	\$ 1,784	30%	\$ 4,216
City Services	\$ 50	\$ -	0%	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Other Expenditures	\$ 250	\$ -	0%	\$ 21	\$ 500	\$ -	0%	\$ 500	\$ -	\$ -	0%	\$ 500
Operating Expenses	\$ 61,898	\$ 12,365	20%	\$ 51,632	\$ 62,941	\$ 15,317	24%	\$ 47,624	\$ 4,765	\$ 57,181	91%	\$ 5,460
Public Information												
Contracts	\$ 12,950	\$ 850	7%	\$ 10,700	\$ 12,700	\$ 1,000	8%	\$ 11,700.0	\$ 333	\$ 12,750	100%	\$ (50)
Capital Expenditures	\$ 100	\$ -	0%	\$ 115	\$ 100	\$ -	0%	\$ 100.0	\$ -	\$ -	0%	\$ 100
Other Purchases/Office Equip	\$ 200	\$ -	0%	\$ 88	\$ 1,700	\$ -	0%	\$ 1,700.0	\$ -	\$ -	0%	\$ 1,700
Maintenance	\$ 17,160	\$ -	0%	\$ 60	\$ 60	\$ -	0%	\$ 60.0	\$ -	\$ -	0%	\$ 60
Other Expenditures	\$ 14,000	\$ 2,356	17%	\$ 12,790	\$ 15,000	\$ 2,751	18%	\$ 12,249.0	\$ 917	\$ 11,004	73%	\$ 3,996
Operating Expenses	\$ 44,410	\$ 3,206	7%	\$ 23,753	\$ 29,560	\$ 3,751	13%	\$ 25,809.0	\$ 333	\$ 12,750	43%	\$ 1,810
Information Technology												
Personnel	\$ 20,000	\$ -	0%	\$ 20,821	\$ 25,000	\$ (3,358)	-13%	\$ 28,358	\$ (1,119)	\$ 20,000	80%	\$ 5,000

General Fund Expenditures

Previous Year
----- 2021-----

Current Year
----- 2022 -----

Current Year Projections
----- FY 2022 Projections -----

<i>Expenditures</i>	Total								Avg Monthly Expense	Projected 2022		
	Budget	YTD as of 3/31/2021	% of Budget	Expenditures (Unaudited)	Budget	YTD as of 3/31/2022	% of Budget	Budget Remaining		Expenditures	% of Budget	Projected (Over)/Under
IT Expenditures	\$ 37,913	\$ 11,776	31%	\$ 39,326	\$ 36,304	\$ 11,487	32%	\$ 24,817	\$ 3,829	\$ 45,948	127%	\$ (9,644)
Maintenance	\$ 2,832	\$ -	0%	\$ 2,902	\$ 2,832	\$ 708	25%	\$ 2,124	\$ 236	\$ 2,832	100%	\$ -
Total IT Expenditures	\$ 60,745	\$ 11,776	19%	\$ 63,049	\$ 64,136	\$ 8,837	14%	\$ 55,299	\$ 2,946	\$ 68,780	107%	\$ (8,035)
General Fund Capital Outlay												
Administration	\$ 46,000	\$ 4,900	11%	\$ 51,986	\$ 36,924	\$ -	0%	\$ 36,924	-	\$ -	0%	\$ 36,924
Police	\$ 115,934		0%	\$ 49,066	\$ 86,370	\$ 18,925	22%	\$ 67,445	2,102.78	\$ 25,233	29%	\$ 61,137
Municipal Court	\$ 19,000				\$ -	\$ -	0%	\$ -	-	\$ -	0%	\$ -
Public Works	\$ 32,041		0%	\$ 22,041	\$ 58,041	\$ -	0%	\$ 58,041	-	\$ -	0%	\$ 58,041
Community Development	\$ 70,000		0%	\$ 118,916	\$ 10,000	\$ -	0%	\$ 10,000	-	\$ -	0%	\$ 10,000
Streets	\$ 35,000		0%	\$ 96,857	\$ -	\$ -	0%	\$ -	-	\$ -	0%	\$ -
Parks	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	-	\$ -	0%	\$ -
Nature Sanctuary	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	-	\$ -	0%	\$ -
PIO/IT	\$ 6,000	\$ -	0%	\$ 27,684	\$ 7,000	\$ -	0%	\$ 7,000	-	\$ -	0%	\$ 7,000
Total Capital Outlay	\$ 323,975	\$ 4,900	2%	\$ 366,550	\$ 198,335	\$ 18,925	10%	\$ 179,410	2,102.78	\$ 25,233	13%	\$ 173,102
Transfers												
To Emergency Reserve Fund	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
To Projects Fund		\$ -	0%	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -		\$ -
To Transportation Fund	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
To Brush Creek NID	\$ 112,357	\$ 140,000	125%	\$ 140,000	\$ 60,881	\$ 60,881	100%	\$ -	\$ 20,294	\$ 60,881	100%	\$ -
To Brink Meyer NID	\$ 247,063	\$ 282,822	114%	\$ 282,822	\$ 231,982	\$ 231,982	100%	\$ -	\$ 77,327	\$ 231,982	100%	\$ -
Total Transfers Out	\$ 359,420	\$ 422,822	118%	\$ 422,822	\$ 292,863	\$ 292,863	100%	\$ -	\$ 97,621	\$ 292,863	100%	-
Total of General Fund:												
				\$ 5,058,119	\$ 5,675,745	\$ 1,510,636	27%	\$ 4,165,109	\$ 476,057.3	\$ 4,956,958	87%	\$ 718,787

BUDGET VARIANCE REPORT
 General Fund Revenue
 As of 3/31/2022

<i>Revenues</i>	Previous Year				Current Year				Current Year Projections			
	----- 2021 -----				----- 2022 -----				----- FY 2022 Projections -----			
	Budget	YTD as of 3/31/2021	% of Budget	2021 Total Revenue	Budget	YTD as of 3/31/2022	% of Budget	Budget Remaining	Avg Monthly Revenue	Projected 2022 Revenue	% of Budget	Projected (Over)/Under
Taxes	\$ 1,398,198	\$ 1,272,374	91%	\$ 1,402,592	\$ 1,470,063	\$ 1,445,736	98%	\$ 24,327	\$ 481,912	\$ 1,470,063	100%	\$ -
Licenses	\$ 62,700	\$ 12,868	21%	\$ 70,853	\$ 71,594	\$ 5,806	8%	\$ 65,788	\$ 1,935	\$ 23,224	32%	\$ 48,370
Permits	\$ 389,100	\$ 157,111	40%	\$ 518,981	\$ 496,139	\$ 132,308	27%	\$ 363,831	\$ 44,103	\$ 529,232	107%	\$ (33,093)
Franchise Fees	\$ 859,000	\$ 121,080	14%	\$ 812,268	\$ 858,000	\$ 113,042	13%	\$ 744,958	\$ 37,681	\$ 452,168	53%	\$ 405,832
Sales Taxes	\$ 1,140,000	\$ 287,899	25%	\$ 1,259,956	\$ 1,176,204	\$ 335,009	28%	\$ 841,195	\$ 111,670	\$ 1,340,036	114%	\$ (163,832)
Other Revenue	\$ 34,194	\$ 3,305	10%	\$ 30,885	\$ 30,905	\$ 5,805	19%	\$ 25,100	\$ 1,935	\$ 23,220	75%	\$ 7,685
Court Revenue - Fines	\$ 130,000	\$ 14,554	11%	\$ 66,310	\$ 75,000	\$ 9,658	13%	\$ 65,342	\$ 3,219	\$ 38,632	52%	\$ 36,368
Interest Income	\$ 7,500	\$ 1,818	24%	\$ 5,531	\$ 6,763	\$ 3,769	56%	\$ 2,994	\$ 1,256	\$ 15,076	223%	\$ (8,313)
Misc. Revenue	\$ 513,820	\$ 151,437	29%	\$ 436,039	\$ 549,907	\$ 46,291	8%	\$ 503,616	\$ 15,430	\$ 185,164	34%	\$ 364,743
Transfers IN	\$ 1,016,200	\$ 118,750	12%	\$ 866,200	\$ 1,077,936	\$ 143,750	13%	\$ 934,186	\$ 47,917	\$ 575,000	53%	\$ 502,936
Total General Fund Revenue	\$ 5,550,712	\$ 2,141,196	39%	\$ 5,469,615	\$ 5,812,511	\$ 2,241,174	39%	\$ 3,571,337	\$ 747,058	\$ 4,651,815	80%	\$ 1,160,696

Notes

Majority of property taxes arrive at beginning of the year



Finance Committee Meeting
Monday, May 23, 2022 4:00 PM
Administration Conference Room, City Hall

Draft Minutes

1. Call to Order

Chair Plumb called the meeting to order at 4:05 p.m. A quorum was present.

Members Present: Chair Greg Plumb, Vice Chair Douglas Wylie, Bob Bennett and Philip Wassmer

City Staff Present: City Administrator Alexa Barton, 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 Public Works Department Assistant Bonnie Buckmaster

2. Financial Updates

3. Action Items

A. Approve the minutes for the May 3, 2022, meeting

Doug Wylie moved to approve the minutes for the May 3, 2022, meeting. Phillip Wassmer seconded; motion passed 4-0.

B. Approve the minutes for the May 9, 2022, meeting

Doug Wylie moved to approve the minutes for the May 9, 2022, meeting. Phillip Wassmer seconded; motion passed 4-0.

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

Public Works Director Alysén Abel presented a revised lease agreement with the Southern Platte Fire Protection District (SPFPD) for the tornado siren located at Fire Station No. 3. City staff and legal counsel worked directly with SPFPD leadership to discuss a solution for the tornado siren and they accepted the proposed modifications. The proposed agreement included a \$150 monthly fee for 2.5 years; it would expire when the \$4,500 for the cost to move the siren was paid.

Doug Wylie 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. Phillip Wassmer seconded; motion passed 4-0.

D. Approve a modified agreement with the Thousand Oaks Homes Association to include streetlighting for the new phases of Thousand Oaks

Public Works Director Alysén Abel presented an agreement with the Thousand Oaks Homes Association (HOA) for streetlights in the most recent phases of the development,

beginning with the 16th Plat. The Thousand Oaks developer, David Barth, approached the City and was interested in a similar contract arrangement that the City had with Park University and the Parkville Old Towne Market Community Improvement District, whereby the City covered the full cost and then invoiced each entity for the cost difference. Abel noted that there were no other HOA's with the same arrangement.

Discussion focused on concerns that David Barth was the primary property owner and that there was not a guarantee that if the HOA dissolved in the future that would leave the City to pay the entire cost of the streetlights.

Doug Wylie moved to recommend that the Board of Aldermen approve a modified agreement with the Thousand Oaks Homes Association to include streetlighting for the new phases of Thousand Oaks under the current arrangement of the homes association responsible for direct payment to Evergy and the homes association bill the City for the tariff difference. Phillip Wassmer seconded; motion passed 4-0.

E. **Approve a purchase order with VLP Equipment Share for a Case backhoe for the Streets Division**

Public Works Director Alysén Abel presented a purchase order with VLP Equipment for a Case backhoe. Staff was looking into a five-year lease and to trade in the current backhoe for \$25,000. The bid request included several options, which included purchasing or leasing with a trade-in. After discussing the options with staff, they decided that a lease was the better option. The lease would be approximately \$1,000 per month for five years with the option to purchase at the end of the lease in the amount of \$43,082.95.

Doug Wylie moved to recommend that the Board of Aldermen approve a purchase order with VLP Equipment Share for a five-year lease for a Case 580 Super N Backhoe for the Streets Division of Public Works. Phillip Wassmer seconded; motion passed 4-0.

4. **Non-Action Items**

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

6. **Other Business**

Abel stated that the milling began on Route 9 with the overlay to follow, weather permitting.

She added that the sewer pipe repair would begin in the near future for Dairy Queen and the project was waiting on Evergy to remove the pole.

There was discussion regarding the Grigsby statue located in Pocket Park and Abel said there was a donation agreement that staff would review with the city attorney.

City Administrator Alexa Barton said she would meet with the Parkville Old Towne Market Community Improvement District to discuss a grant for maintenance of the downtown restroom.

Abel said there was a sewer overflow at Riss Lake and the lake was reopened.

7. **Adjourn**

Chair Plumb adjourned the meeting at 4:52 p.m.

Submitted by:

Bonnie Buckmaster
Public Works Department Assistant

Approval Date

CITY OF PARKVILLE
Policy Report

Date: June 24, 2022

Prepared By:

Alexa Barton, City Administrator

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a professional services agreement with Strategic Government Resources for council servant leadership training and strategic planning (Administration)

BACKGROUND:

The Board of Aldermen and senior staff participate in annual strategic planning, which is a vital tool to ensure priorities set by the Board are conveyed in the organization's goals and then reflected in the annual budget. This process is critical for the City in order to be strategic about investments and growth in order to capitalize on opportunities such as grants and regional partnerships. This process helps the City develop a coordinated, institutional framework to make the most of opportunities available within the region.

In addition, with newly elected officials and City staff appointments, it is important to focus on the competencies needed for upper-level managers and senior executives who have the responsibility of shaping the organization's culture and systems to facilitate excellent performance, and that overall, City government is accountable for meeting community needs.

Part of the training includes the 12 characteristics of servant leadership: Listening, Empathy, Healing, Awareness, Persuasion, Conceptualization, Foresight, Stewardship, Growth, Community, Calling and Nurturing.

Servant leadership, combined with dimensional leadership, recognizes a coherent, planned and holistic approach is utilized to achieve genuine leadership competency and effectiveness for City operations.

Strategic Government Resources (SGR) assists local governments to become more successful via recruiting, assessing and developing innovative, collaborative and authentic leaders. Their core values are customer service, integrity, philanthropy, continuous improvement, agility, collaboration, protecting relationships and the Golden Rule. They specialize in strategic visioning, leadership development, training and more. The City has utilized SGR's services in the past and find their approach and workmanship exceeds expectations.

BUDGET IMPACT:

Two-day strategic planning and training expenses, \$12,800, are accounted for in Professional Services of the 2022 budget.

ALTERNATIVES:

1. Approve the professional services agreement with SGR.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approval of the professional services agreement with SGR to expand strategic planning to also include training centered around servant leadership.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a professional services agreement with Strategic Government Resources for an expanded two-day strategic planning and servant leadership training event in an amount not to exceed \$12,800.

ATTACHMENTS:

1. Proposal

PROPOSAL FOR COUNCIL RETREAT

CITY OF PARKVILLE, MISSOURI

July 6, 2022

This proposal is valid for 90 days

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

Mike Mowery, President of Leadership
Development
MikeMowery@GovernmentResource.com



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- **Appendix B: I-OPT Workshops**
- **Appendix C: 12 Characteristics of Servant Leadership**
- **Appendix D: SGR's 4th Dimension Leadership Model**

COMPANY PROFILE

Strategic Government Resources, Inc. (SGR) incorporated in Texas in 2002 to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR is fully owned by Ron Holifield, who spent two high-profile decades in city management and served as the City Manager for several local governments.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states across all our business lines.

SGR has 30 full-time employees, 2 part-time employees, 21 recruiters, 15 facilitators, and multiple consultants who function as subject matter experts on a variety of projects.

SGR's has corporate headquarters in the Dallas/Fort Worth Metroplex, as well as virtual offices in the following states: California, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team



*To help your
people achieve
greatness...
prepare them
BEFORE
you promote
them.*

SGR understands that creating a leadership development pipeline, a strong overall succession plan, and a healthy culture for your organization is a high priority. Let us help you promote team engagement and provide team members with training and professional development opportunities that are tailored to specifically meet the needs of local government.

We appreciate the opportunity to help you strengthen your training and leadership development programs!

Sincerely,

A handwritten signature in black ink that reads "Ron Holifield". The signature is fluid and cursive.

Ron Holifield
CEO of Strategic Government Resources

Why Invest in Leadership Development?

Leadership Development focuses on the competencies needed for upper-level managers and senior executives who have the responsibility of shaping the organization's culture and systems to facilitate excellent performance. Leadership Development events help leaders navigate how they can effectively shape and mold the future.

How Do Live Training Events Work?

SGR's Leadership Development Events are highly customizable and can be tailored to meet the specific needs of your organization. Certain needs may simply require a customized agenda while others may require confirming other specifics such as preferred topic, duration, target audience, intended outcomes, budget, and more.

SGR organizes its catalog by "format", which simply indicates the intended event experience. Available formats include the following:

Retreats Workshops Book Briefings

Round-Table Discussions

Pop-Up

Conferences

Symposiums

Seminars

Executive Coaching & Mentoring

Whether you are interested in scheduling a retreat, workshop, book briefing, or other available service, SGR will work with you to create an agenda that fits your needs.

PROJECTED APPROACH

Process and Objectives

Thank you for the opportunity to submit this proposal to conduct a Council Retreat for the City of Parkville. The first day of this two-day retreat will focus on Servant Leadership for Local Government and Teambuilding. The second day of the retreat will focus on Strategic Planning. This event will allow your team to gain insight and direction on how to install the culture you want and raise the quality of the leadership that you are providing to the organization.

The specific agenda for the sessions will be composed, with input from the City of Parkville after the proposal has been accepted and the date of the sessions have been agreed upon.

General Objectives

1. Identify what is important to renew the commitment to a shared mission and vision.
2. Review the current mission, vision, and values to insure they are still valid; if not, develop new ones.
3. Think strategically about the future by considering questions such as:
4. What will the organization look like in five years?
5. What will the organization look like in ten years?
6. Where does the value of the service provided fit into the vision?
7. Identify the pillars for the organization's strategic vision.
8. Identify the reputational drivers for the City's strategic vision.
9. Identify the operational drivers for the City's future. (How should things ideally work within our organization?)
10. Reach agreement on strategic priorities.

SGR offers I-OPT assessments as an optional service for Council Retreats. Please see the I-OPT flyer included in this proposal for details on I-OPT assessments.

Dates

The tentative dates for this retreat are August 18-19.

Logistic Requirements

1. The City of Parkville will provide a meeting location and all housing, meals and break coordination and expense.

2. The City of Parkville will provide all AV set up, including a laptop and projector with power point capability, as well as ability to play videos with adequate sound for the entire room to hear easily.
3. The City of Parkville will be responsible for all printing of materials, if applicable.
4. The City of Parkville will provide two chart-size, "Post It" style pads with sticky backs, six different colored large size markers (wide tip), and 50 each of 6 different colors of sticky dots.

PROJECT PERSONNEL



MIKE MOWERY, D. MIN.
President, Leadership Development &
Strategic Foresight
817-223-7320
MMowery@governmentresource.com

Dr. Mike Mowery is the President of Leadership Development for Strategic Government Resources (SGR). He has been with SGR since 2011.

Mike has studied leadership for over 30 years and is experienced in guiding local governments in strategic visioning, building effective teams, and overcoming obstacles to improve and enhance organizational health. He has led over 500 Workshops on Leadership for local governments.

He is a graduate of Baylor University, Southwestern Baptist Theological Seminary, and Golden Gate Baptist Theological Seminary. His doctoral project focused on developing a process to help leaders create a strategic vision for a larger organization. This has become the foundation for SGR's approach to Strategic Planning which is being used by more and more City Councils.

Mike is the creator and presenter of SGR's Next Generation Leader training program and leads other workshops and classes including Building Better Leaders, Building the Great Workplace, and Overcoming the 5 Dysfunctions of a Team. Mike has helped develop and redefine SGR's Strategic Visioning Process used in city council retreats around the nation. He was also one of the developers for SGR's Mentoring Program, used to help emerging leaders reach their potential.

Mike has a passion for seeing leaders grow, excel, and provide outstanding leadership to their organizations. In addition to having earned several certifications in facilitation methods, he is in the process of a certified coach with the International Coaches Federation.

PROFESSIONAL SERVICE FEE

Professional Services Fee	Unit Price	Quantity	Subtotal
Council Retreat – Two (2) Days Not including travel expenses	\$16,000	1	\$12,800 <i>(reflects 20% discount)</i>
Estimated Total			\$12,800

Billing

SGR will submit an invoice for the services in full once the services have been completed. The invoice is due within 14 days of receipt.

ACCEPTANCE

Please sign to indicate acceptance of proposal. Once proposal is fully executed, SGR will work with the City of Parkville's system and process for a more formal agreement, if desired. This proposal is good for a period of up to ninety (90) days from the date of this proposal. Once proposal has expired, SGR will provide an updated/amended proposal upon request.

Respectfully submitted,

Mike Mowery
President of Leadership Development
MikeMowery@governmentresource.com
817-223-7320

Accepted by:

Name: Alexa Barton

Title: _____

Signature: _____

Date accepted: _____



COUNCIL RETREATS

Experience the difference with SGR, the local government experts, serving to support local governments through facilitated retreats for your governing board.

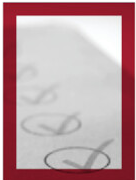
SGR has a long history of helping cities create strategic visions, work together effectively as a team, and operate by the principles of great board governance.

Types of Retreats



Strategic Vision Retreats

SGR will lead your board to consider a series of strategic questions about the future to help identify key priorities. Through these discussions, we will help create a shared vision for the future built around strategic priorities.



Governance Retreats

Focused on understanding the roles, responsibilities, and relationships of elected officials and staff, SGR will lead a discussion of the key components of the Council/Manager form of governance to achieve clarity and awareness to overcome challenges to good governance processes.



Team Building Retreats

Designed to identify obstacles to effective team work, this process helps elected officials deal with internal conflict and develop positive operating practices.



Multi-Purpose Retreats

Offered to accommodate unique time and budget restraints, this option allows the combination of one or more of these components into the same retreat with a customized agenda.

Email: training@governmentresource.com
to get started on creating a retreat tailored to your team's unique needs.



I-OPT WORKSHOP

I-OPT is a validated tool that measures how a person perceives and processes information; how someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.

SGR I-OPT Workshops

Each workshop can be customized to fit the needs of the team, and can be done in person or virtually via Zoom. We have found this workshop to be very helpful in strengthening teams, creating camaraderie, and developing more self-awareness. A typical workshop is very interactive and will usually include these elements:

- Four basic I-OPT style overviews
- Personal copy of your unique I-OPT report
- One on One Conversations
- Focused Emotional Impact Report discussion
- Team I-OPT Profile discussion
- Focused "Leader's Pull" discussion
- Focused discussion on insights to improve teamwork



12 CHARACTERISTICS OF SERVANT LEADERSHIP

These 12 characteristics which together comprise the sense of “It is not about me. It is not about now.” include:

Listening – hearing both the words and the hearts of others.

Empathy – engaging openly with others to better understand their perspectives, how their life experiences have shaped them, and assuming their good intentions.

Healing – promoting wholeness and transformation to help people become the best they can be and recognizing that our words either build up or tear down, but are rarely neutral.

Awareness – of self, others and our environment, and feeling compelled to act upon what we know is the right thing to do when we become aware of it.

Persuasion – inspiring commitment to the cause rather than forcing mere compliance through positional authority.

Conceptualization – envisioning the future and communicating a clear picture of what it can look like so that others can understand, embrace and work toward making the vision a reality.

Foresight – acknowledging the realities of the past and recognizing the realities of the present so that we can anticipate the realities of the future and take appropriate actions to shape our destiny.

Stewardship – understanding both short term and long term implications of decisions and the impact they have on the greater good.

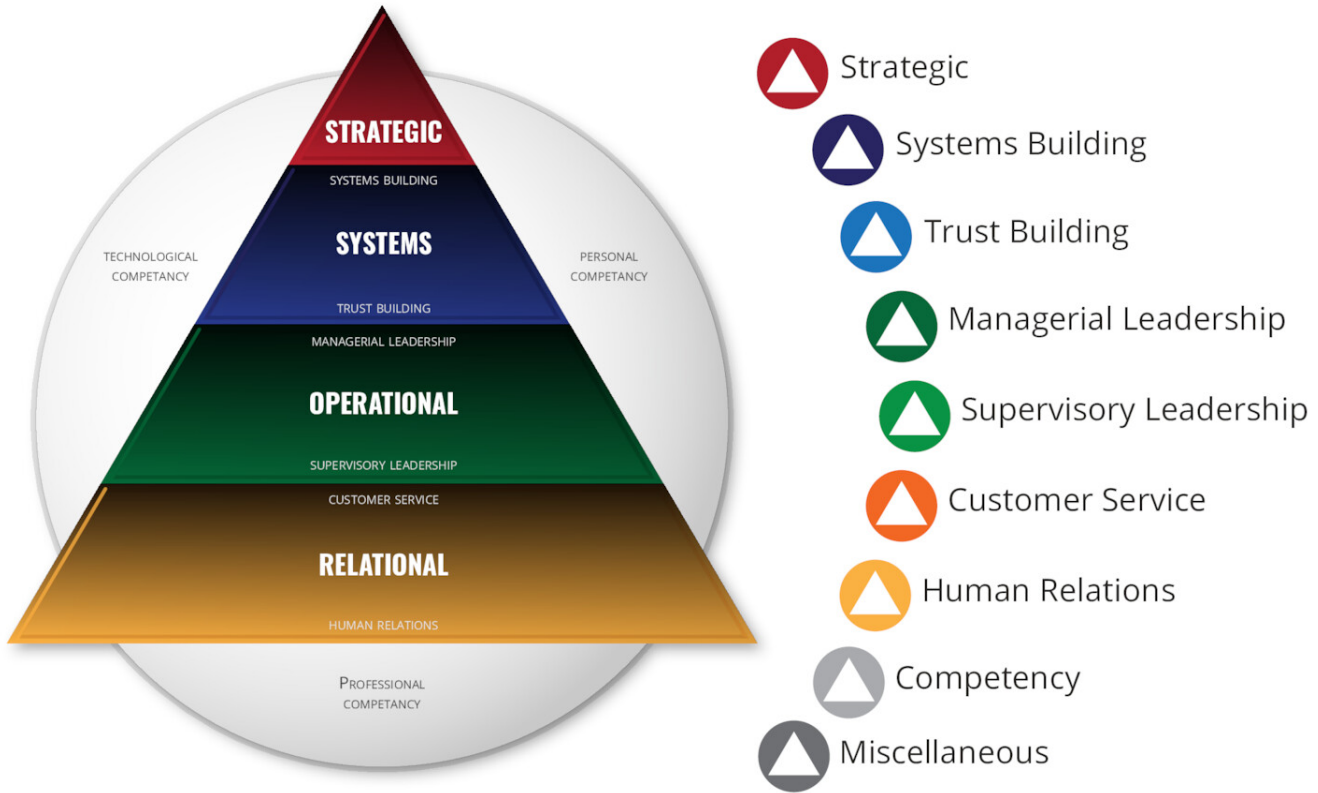
Growth – developing your team at all levels, and helping each of them reach their fullest potential.

Community – fostering a strong sense of shared engagement and commitment to the team as a whole and working to nurture an authentic culture with leadership who genuinely walk the talk.

Calling – recognizing that we are working toward something that is bigger and more important than ourselves or any single individual and nurturing a willingness to sacrifice for the greater good.

Nurturing – using supportive praise and honest recognition to encourage the spirit of those working to make the vision a reality, and helping them understand the role they play in the bigger picture.

SGR's 4TH DIMENSION LEADERSHIP MODEL



SGR's 4th Dimension Leadership Development Model recognizes that leaders can be developed – but that a coherent, planned and holistic building block approach must be utilized to achieve genuine leadership competency and effectiveness. It starts by recognizing that all employees exercise some degree of leadership regardless of position. Leadership at the front line is very different than leadership at the top, but using relational leadership skills to accomplish desired outcomes is still critical for maximum success.

Relational Leadership comprises both Human Relations and Customer Service competencies where people follow primarily because of how they are treated.

Operational Leadership comprises both Supervisory and Mid-Management Competencies where people follow primarily because of positional and intellectual authority.

Systems Leadership comprises both Systems Building and Trust Building competencies where leadership transitions from personal dynamics, into a focus on building effective systems that instill trust. For these three predecessor levels, the focus is helping an organization get better at what it does.

Strategic Leadership focuses on what is more external and emphasizes how to transform an organization into who it wants to become while primarily focusing on Department Heads and above. The methodology used in facilitating leadership development is very different than traditional training, relying primarily upon dynamic participant engagement which is best described in SGR's Leadership Development Catalog.

ITEM 3.C.

For 7/11/2022

Board of Aldermen - Finance Committee Meeting

CITY OF PARKVILLE Policy Report

Date: June 10, 2022

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial (Public Works)

BACKGROUND:

The 2016 Parks Master Plan includes a Veterans Memorial in the location of Ballfield 1, near the pitcher's mound. As such, the Veterans Committee was created and includes representatives from the City along with the support of organizations like the VFW, American Legion and Patriot Outreach.

In November 2017, the design process began and the final design includes representation for the six branches of the military service, along with an informational kiosk.

In August 2018, the City released a Request for Qualifications for the design of the Veterans Memorial, which included survey, geotechnical and structural engineering, landscape architecture and general civil engineering design. There were eight proposals submitted by the engineering/architectural teams. A selection committee comprised of City staff and Veterans Committee members reviewed the proposals and selected SFS Architecture based on their overwhelming memorial design experience.

On October 16, 2018, the Board of Aldermen approved an agreement with SFS Architecture for the engineering design services for the Veterans Memorial for the then estimated amount of \$31,161.

As directed by the Community Land and Recreation Board (CLARB) and the Board of Aldermen, project milestones are determined by fundraising efforts; meaning, phases of the project are completed as the Committee raises funds. Based on this premise, a survey, geotechnical engineering and 3D model work has been completed. With the renewed effort in fundraising, the next milestone is the preliminary engineering design, followed by final engineering design.

Since the approval of the professional services agreement, the project has been further defined with additional professional services added to the scope. Due to the length of time to develop the project, rates and fees have increased; accordingly, below is a revised scope and associated fees for expanded services not included in the original contract. Listed below is the amended scope with fees:

Design phase:	\$37,650
Parking Analysis:	\$2,080
<u>Bidding and Construction Phase:</u>	<u>\$11,170</u>
Total:	\$50,900

*Reimbursable Expenses, Up to: \$1,500

(*At 1.1 times the actual cost to architect for such things as travel, design reproduction, postage and delivery(ies)

BUDGET IMPACT:

The design fees associated with the professional services agreement will be paid for using the Veterans Memorial Donation Fund, which is funded by the Veterans Memorial fundraising efforts.

ALTERNATIVES:

1. Approve a professional services agreement with SFS Architecture with the revised scope and fee.
2. Do not approve the revised scope and fee.
3. Provide further direction to staff related to the Veterans Memorial design.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends the approval of a professional services agreement with SFS Architecture reflecting the revised scope and fee associated with the design of the Veterans Memorial.

COMMUNITY LAND AND RECREATION BOARD RECOMMENDATION:

At the meeting on June 8, 2022, CLARB, by a vote of 9-0, recommended that the Board of Aldermen approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial in English Landing Park in the amount of \$50,900, with the milestones listed in the agreement.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial in English Landing Park in the amount of \$50,900, and associated reimbursable expenses in accordance with the milestones listed in the agreement.

ATTACHMENTS:

1. Draft Agreement
2. Revised Scope and Fee
3. Hourly Rate Schedule

CITY ENGINEERING AND ARCHITECTURAL PROFESSIONAL SERVICES AGREEMENT

THIS SERVICE AGREEMENT, entered into on this ____ day of _____, 2022 by and between the CITY OF PARKVILLE, MISSOURI ("City") and **SFS ARCHITECTURE** ("Service Provider").

WHEREAS, the City requires Engineering Services for the Veterans Memorial ("Project"); and

WHEREAS, the Project is to be funded by donations from individuals, groups, and entities ("Raised Funds"); and

WHEREAS, Service Provider was chosen through a qualifications-based selection process and has demonstrated the necessary expertise, experience, and personnel to complete the Project.

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

I. SCOPE OF SERVICES

- A. The term "Services" when used in this Agreement shall mean any and all engineering and architectural services provided by the Service Provider in accordance with this Agreement.
- B. The City agrees to retain Service Provider and Service Provider agrees to perform and complete the Services described in the Exhibit A – Scope of Services and Fees, attached hereto and incorporated by reference.
- C. The City reserves the right to direct revision of the Services at the City's discretion. Service Provider shall advise the City of additional costs and time delays, if any, in performing the revision, before Service Provider performs the revised services.
- D. Service Provider shall provide Additional Services under this Agreement only upon written request of the City and only to the extent defined and required by the City. Any additional services or materials provided by the Service Provider without the City's prior written consent shall be at the Service Provider's own risk, cost, and expense, and Service Provider shall not make a claim for compensation from the City for such work.

II. STANDARD OF CARE

- A. Service Provider shall exercise the same degree of care, skill, and diligence in the performance of all Services to the City that is ordinarily possessed and exercised by reasonable, prudent, and experienced professionals under similar circumstances.
- B. Service Provider represents it has all necessary licenses, permits, knowledge, and certifications required to perform the Services described herein.

III. COMPENSATION

- A. As consideration for providing the Services, the City shall pay Service Provider as follows:
 - a. Services will be billed in incremental amounts upon completion of specified tasks outlined in Exhibit A.
 - b. Service Provider is not eligible for reimbursement for miscellaneous expenses including travel, transportation, postage, etc. except as provided in Exhibit A.
- B. Service Provider shall submit an itemized invoice to the City on the first day of each month that details the Services that were provided in the month immediately prior, as well as any other charges or reimbursements to which the Service Provider is entitled by this Agreement. The City agrees to pay the balance of an approved invoice, or undisputed

portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, City shall pay the undisputed portion of the invoice and notify Service Provider of the nature of the dispute regarding the balance.

- C. Service Provider shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the City.

IV. SCHEDULE

- A. Unless otherwise directed by the City, Service Provider shall commence performance of the Services upon execution of this Agreement and written Notice to Proceed.
- B. Notice to Proceed shall be provided to Service Provider upon City's receipt of Raised Funds equal to one-hundred percent (100%) of Service Provider's fee.
- C. Services shall be completed within the timeframe(s) outlined in Exhibit A – Scope of Services and Fees.
- D. Neither the City nor the Service Provider shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- E. If Service Provider's performance is delayed due to delays caused by the City, Service Provider shall have no claim against the City for damages or payment adjustment other than an extension of time to perform the Services.

V. LIABILITY AND INDEMNIFICATION

- A. Service Provider shall indemnify, defend and hold harmless the City and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, damages, and injuries (including attorneys' fees and other expenses of litigation, arbitration, mediation or appeal), by only to the extent arise out of or have been connected with Service Providers' negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Service Provider's employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials related to materials Service Provider creates or supplies to the City, except to the extent that such claims arise from materials created or supplied by the City.
- B. Service Provider's obligation to indemnify and hold harmless shall remain in effect and shall be binding on Service Provider whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

VI. INSURANCE

The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement the insurance described on Exhibit B.

VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL

- A. Service Provider's assignment of personnel to perform the Services shall be subject to the City's oversight and general guidance. The City reserves the right to request qualifications and/or reject service from any and all employees of the Service Provider.
- B. While upon City premises, the Service Provider's employees and agents shall be subject to the City's rules and regulations respecting its property and the conduct of employees thereon.

VIII. OWNERSHIP OF WORK PRODUCT

Service Provider agrees that any documents, materials and work products produced in whole or in part through it under this Agreement, any intellectual property rights of Service Provider therein (collectively the "Works") are intended to be owned by the City. Accordingly, Service Provider hereby assigns to the City all of its right title and interest in and to such Works.

IX. RELATIONSHIP OF THE PARTIES

- A. Service Provider represents that it has, or will secure at Service Provider's own expense, all personnel required in performing the Services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the Services required hereunder will be performed by the Service Provider or under Service Provider's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- C. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

X. NOTICES

- A. All notices required by this Agreement shall be in writing, and unless otherwise directed by this Agreement, shall be sent to the addresses as set forth in this Section:
- B. Notices sent by Service Provider shall be sent to:
 - City of Parkville
 - Attn: Public Works Director
 - 8880 Clark Ave.
 - Parkville, MO 64152
 - aabel@parkvillemo.gov

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- C. Notices sent by the City shall be sent to:
SFS Architecture
Kerry K. Newman, AIA LEED AP
2100 Central, Suite 31
Kansas City, MO 64108
knewman@sfsarch.com
T. 816-474-1397
F. 816-421-8024

XI. TERM AND TERMINATION

- A. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties.
- B. The term of this Agreement shall be until all Services are satisfactorily completed and accepted by the City.
- C. Notwithstanding Article XI, Paragraph B, the City reserves the right and may elect to terminate this Agreement at any time, with or without cause, by giving at least ten (10) days written notice to the Service Provider. The City shall compensate Service Provider for the Services that have been completed to the City's satisfaction as of the date of termination at the rates set forth on Exhibit A, or if the appropriate compensation of services performed through the date of termination is not set forth on Exhibit A, on a pro-rata basis determined by the percentage of completion of services as described on Exhibit A. Service Provider shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.

XII. RESOLUTION OF DISPUTES

- A. City and Service Provider agree that disputes relative to the services and the Project shall first be addressed by negotiations between the parties. Such negotiations shall take place within thirty (30) days of demand by the party seeking resolution of the dispute. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis for the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute Service Provider shall proceed with the services as per this Agreement as if no dispute existed.
- B. In order to preserve its rights to dispute a matter hereunder, the complaining party must submit a written notice to the other party setting forth the basis for its complaint within twenty (20) calendar days following receipt of the decision of the City Administrator as to such matter or other action on which the dispute is based.
- C. Arbitration of disputes.
- i. Claims, except those waived as provided for elsewhere in this Agreement, which have not been resolved by the procedures described above, shall be decided by arbitration which, unless the parties mutually agree otherwise, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect at the time of the arbitration. The demand for arbitration shall be filed in writing with the other party to the Agreement and with the American Arbitration Association.
 - ii. A demand for arbitration may be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when

institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations.

- iii. An arbitration pursuant to this Section may be joined with an arbitration involving common issues of law or fact between the City or Service Provider and any person or entity with whom the City or Service Provider has a contractual obligation to arbitrate disputes which does not prohibit consolidation or joinder. No other arbitration arising out of or relating to the Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to the Agreement or not a party to an agreement with the City, except by written consent containing a specific reference to the Agreement signed by the City and Service Provider and any other person or entities sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to the Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.
- iv. Claims and Timely Assertion of Claims. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.
- v. Judgment on Final Award. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

XIII. MISCELLANEOUS PROVISIONS

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
- B. Assignability. Service Provider shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or invitation), without the prior written consent of the City thereto. Provided, however, that the claims for money by Service Provider from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.
- C. Media Announcements. Service Provider shall not be authorized to make statements to the media or otherwise on behalf of the City without express direction and consent of the City.
- D. Compliance with Local Laws. Service provider shall comply with all applicable laws, ordinances, and codes of the State and local governments, and shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
- E. Equal Employment Opportunity. During the performance of this Agreement, Service Provider agrees as follows:
 - i. Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, or sex. Service Provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race,

creed, color, national origin, religion, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- ii. Service Provider will, in all solicitation or advertisements for employees placed by or on behalf of Service Provider, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, or sex.
 - iii. Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- F. Authorized Employees. Service Provider acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. Service Provider therefore covenants that it will not knowingly be in violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees can lawfully to work in the United States.
- G. Interest of Members of a City. No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Service Provider shall take appropriate steps to assure compliance.
- H. Interest of Service Provider and Employees. Service Provider covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Service Provider further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- I. Entire Agreement. This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals, or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and Service Provider, and attached hereto.
- J. Severability. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
- K. Waiver. The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.
- L. Third Parties. The Services to be performed by the Service Provider are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI

By: _____

Dean Katerndahl, Mayor

ATTEST:

Melissa McChesney, City Clerk

SFS ARCHITECTURE

Authorized Representative

EXHIBIT A

SCOPE OF WORK AND FEES

EXHIBIT B

INSURANCE REQUIREMENTS

1. The Service Provider shall secure and maintain through the duration of this Agreement insurance (on an occurrence basis unless stated below) of such types and in such amounts stated below, but in no case less than as may be necessary to protect the Service Provider and the City and agents of the City against all hazards or risks of loss as hereinafter specified. The City will only accept coverage from an insurance carrier who offers proof that it:
 - a. Is authorized to do business in the State of Missouri;
 - b. Carries a Best's policy holder rating of A-VIII or better and at least a Class X financial rating.
 - c. Is a company mutually agreed upon by the City and the Service Provider.
2. The form of such insurance, together with the underwriter thereof in each case, shall be approved by the City, but regardless of such approval it shall be the responsibility of the Service Provider to maintain adequate insurance coverage at all times. City reserves the right to review certified copies of any and all insurance policies to which this Agreement is applicable. Failure of the Service Provider to maintain adequate coverage shall not relieve it of any contractual responsibility or obligation, including but not limited to, the indemnification obligation.
3. The cost of defense of claims shall not erode the limits of coverage furnished. (This does not apply to Professional Liability, see Article 13).
4. If Service Provider should retain consultants to perform any of its services, Service Provider shall see to it that such third party maintains such insurance and shall furnish evidence thereof to City.
5. The insurance policies shall require that City shall be given at least thirty (30) days written notice from the insurer(s) before cancellation (except for non-payment of premium, for which at least ten (10) days advance notice shall be given to City) of such insurance and shall contain an endorsement stating the insurers agreement to provide such notice, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms, such as Acord forms. A copy of the Notice of Cancellation Endorsement must be furnished to the City prior to commencement of Work. The Contractor shall notify the City of any reduction in limits of protection under any policy listed in the Certificate in excess of \$10,000.00 at least ten (10) days prior to such change, whether or not such impairment came about as a result of the Contract. If the City determines the Contractor's aggregate limits of protection has been impaired or reduced to such an extent that the City shall determine such limits inadequate for the balance of the project, the Contractor shall, at renewal reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City. Cancellation, non-renewal or material modification of coverage of any such insurance shall be the basis for the City's exercising its right to terminate the Contract.
6. Satisfactory certificates of insurance, written on a standard AIA Document G705 or ACORD form 25-S, Accord Form 27, as applicable, shall be filed with the City prior to commencement of work. The Certificate shall specify the date when such insurance expires. A renewal certificate shall be furnished to City prior to the expiration date of any coverage. Service Provider shall keep all insurance in force throughout performance of the Services and for three (3) years after the Project Completion Date, so long a policy is reasonably available

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7. Severability of Interest. All insurance carried shall be endorsed to provide that, inasmuch as this policy is written to cover more than one insured, all terms, conditions, insuring agreements and endorsements, with the exception of limits of liability, shall operate in the same manner as if there were a separate policy covering each insured.
8. Service Provider shall include the Indemnitees as identified in the Agreement as additional insureds on the Commercial General Liability Insurance and the Commercial Automobile Liability Insurance policies described in Section 9. Indemnitees shall be included as additional insureds under Service Provider's furnished insurance (except Workers' Compensation Insurance and Professional Liability Insurance), for ongoing and completed operations. General Liability shall provide the additional insured status by using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form per Article 5). Said insurance shall be written on an OCCURRENCE basis, and shall be PRIMARY and NON-CONTRIBUTING and shall not be deemed to limit Service Provider's liability under this Agreement.
9. Service Provider agrees to procure and carry, at its sole cost, until completion of this Agreement all insurance, with identical limits of liability and scope of coverages, as set forth below:
- 10.1 Commercial Automobile Liability Insurance. Service Provider shall maintain commercial automobile insurance, including contractual liabilities insuring the Indemnities set forth in the Agreement, subject to standard ISO CA0001 coverage terms and conditions, covering all owned, non-owned and hired automobiles used in connection with the services or other work hereunder and shall have minimum bodily injury and property damage limits of One Million Dollars \$1,000,000.00 combined single limit each accident. An MCS-90 endorsement shall be procured when applicable.
- 10.2 Workers' Compensation and Employer's Liability Insurance. Service Provider shall maintain Worker's Compensation Insurance to cover the statutory limits of the Workers' Compensation laws of the state in which any work is to be performed and when applicable to Federal Laws, Voluntary Compensation and Employer's Liability (including occupational disease) coverage with limits not less than One Million Dollars \$1,000,000.00 per occurrence. The Service Provider shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include "all states" coverage.
- 10.3 Commercial General Liability Insurance. Service Provider shall obtain and maintain Commercial General Liability Insurance, on an occurrence form for the hazards of (i) construction operation, (ii) subcontractors (iii) independent contractors, (iv) products and completed operations (with completed operations to remain in force for as long as Service Provider or those included as Additional Insureds bear exposure under all applicable statutes of limitation following project completion), (v) explosion, collapse and underground, (vi) pollution liability, and (vii) contractual liability insuring the indemnities set forth in the Agreement subject to standard ISO CG0001 coverage terms and conditions. Each Project shall have minimum limits of Two Million Dollars \$2,000,000.00

per occurrence and Two Million Dollars \$2,000,000.00 products/completed operations aggregate coverage.

- 10.4 Excess Liability. Service Provider shall maintain Excess Liability coverage on an umbrella form with minimum limits of One Million Dollars \$1,000,000.00 per occurrence and Two Million Dollars \$2,000,000.00 aggregate.
11. Waiver of Subrogation. All insurance policies supplied shall include a waiver of any right of subrogation of the insurers thereunder against City and all its assigns, affiliates, employees, insurers and underwriters.
12. No Limitation of Liability. The required coverages referred to and set forth herein shall in no way affect, nor are they intended as a limitation on, Service Provider's liability with respect to its performance of this Agreement.
13. Professional Liability coverage. The Service Provider shall procure and maintain Professional Liability Insurance in an aggregate amount of not less than Two Million Dollars (\$2,000,000.00), with a deductible of not more than One Hundred Thousand Dollars (\$100,000.00). Such insurance shall be issued by companies reasonably acceptable to City, and shall not be canceled, without thirty (30) days' prior written notice to the City, except for non-payment of premium, (for which at least ten (10) days advance notice shall be given to City. If any professional liability is canceled or not renewed, any substitute policy shall have a commencement date retroactive to the date upon which the Service Provider commences performance of the Services under this Agreement.
14. Service Provider shall not be permitted to commence any work on site until satisfactory copies of the Certificates evidencing insurance; Notice of Cancellation Endorsement; and Additional Insured Endorsement, have all been received and approved by City. Delay in commencement due to failure to provide such documentation shall constitute an unexcused delay.

May 1, 2022



Alysen Abel, P.E.
Public Works Director
City of Parkville, Missouri
8880 Clark Avenue
Parkville, Missouri 64152

RE: Veterans Memorial
Parkville, Missouri

Dear Ms. Abel,

On behalf of the SFS Architecture team, following you will find our revised fee proposal and scope of work for the above referenced project. The scope and fee have been adjusted since the previous proposal was provided in September of 2018. We appreciate the opportunity to work with the City of Parkville and stakeholders on this important project. If you have questions or comments regarding this information, please do not hesitate to call.

Sincerely,

Kerry K. Newman, AIA, LEED AP
Principal

Scope of Basic Services

The following Scope of Services is based on our understanding of the City's Request for Qualifications and Amendments as well as discussions with city staff. In addition to the project being led by SFS Architecture, our Basic Services include the disciplines of Site Civil Engineering, Landscape Architecture, Lighting/Electrical Power Design, Structural Engineering provided by Olsson Associates. Estimating and constructability review is provided by Phillco Construction. Team involvement is limited to the current design provided by the City for following elements:

- Monument plaza and associated footings.
- Walkway to monument plaza.
- Lighting for memorial and flagpoles.
- Conduit rough-in for power and controls of potential digital kiosks (kiosk design and cabling by others).
- Flagpoles.

Our scope is organized through the following steps:

Kick Off Meeting

Meeting with City Staff and Veterans Memorial stakeholders:

- Confirm project scope, schedule and workplan.
- Discuss team understanding of extent of site improvements and memorial design requirements.
- Discuss construction contract and bidding requirements.
- Confirm permitting and approvals process.

Preliminary Design

- Gather utility and permitting agency requirements.
- Prepare one rendering of memorial plaza.
- Prepare preliminary design documents.
- Prepare table of contents for technical specifications.
- Prepare construction cost opinion and perform constructability review
- Prepare landscape plan. Extent of landscaping is anticipated to be immediately adjacent to the memorial plaza.
- Prepare analysis of potential parking locations adjacent to the site for potential future parking improvements. This services is itemized as a separate fee. Final design or engineering documents for parking improvements is not included in this scope or fee.

Review Meeting

Meeting with City Staff and Veterans Memorial stakeholders

- Review preliminary design documents.
- Review construction cost opinion.

Final Design Documents

- Prepare Final Design documents including:
 - Site plan
 - Grading plan
 - Site lighting plan
 - Paving plan and details
 - Utilities plan
 - Foundation and footings plan and details
 - Landscape material plan
- Prepare final technical specifications.
- Prepare construction cost opinion and constructability review.

Bidding Phase

- Attend pre-bid conference.
- Answer bidder's questions.
- Issue addenda documents as required.
- Attend bid opening.
- Assist the City in evaluating bids.

Construction Phase

- Attend pre-construction kick off meeting.
- Review construction phase submittals.
- Assist City in evaluating contractor's pay applications.
- Review and respond to contractor's RFI's.
- Attend Owner-Contractor-Architect (OAC) meetings. We anticipate approximately 4 meetings.
- Review progress of construction and prepare site observation reports. We anticipate approximately 6 visits.
- Prepare punch list.
- Attend final acceptance site visit.

Basic Services Fees:

Basic Services Fees excluding expenses are proposed at the following lump sum amounts:

Design Phase	\$37,650.00
Parking Analysis	\$2,080.00
Bidding and Construction Phase	\$11,170.00

Basic Services Exclusions:

The following items are excluded from our Basic Services Fee noted above:

1. Documentation of elements beyond those noted above
2. Presentation renderings beyond that noted above;
3. Fountain design;
4. Irrigation design;
5. Audio-visual equipment design and procurement;
6. Traffic studies, roadway design, offsite and public improvements;
7. Parking improvements design;
8. Division 0 – Bidding and Contracting Requirements and Division 1 – General Requirements;
9. Hazardous materials abatement design;
10. Environmental studies;
11. State of Missouri Permit and SWPPP;
12. Preliminary and Final Development plans;
13. Stormwater studies and design;
14. Survey;
15. Geotechnical Investigation.

Reimbursable Expenses:

Reimbursable expenses are in addition to the Basic Services fees noted above and include travel associated with the project, reproduction for use by design team, postage and deliveries. It is anticipated that reimbursable expenses will be less than \$1,500. Reimbursable expenses are proposed at 1.1 times actual cost to the Architect.

Additional Services:

Should additional services beyond those noted in the Basic Services Scope of Work be desired, these services will be provided at the attached standard hourly rates and/or mutually agreeable sum.

Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees to the fullest extent permitted by law, to limit the liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultants officers, directors, partners employees, shareholders, owners and subconsultants shall not exceed the Consultant's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.



STANDARD HOURLY RATES

01/01/2022 – 12/31/2022

SFS ARCHITECTURE

Partner	\$220.00	per hour
Principal	\$190.00	per hour
Sr. Project Manager/ Associate	\$160.00	per hour
Project Manager	\$145.00	per hour
Senior Designer/ Associate	\$145.00	per hour
Technical Design Manager	\$145.00	per hour
Sr. Architect	\$135.00	per hour
Architect	\$130.00	per hour
Interior Designer	\$125.00	per hour
Emerging Professional	\$95.00	per hour
Clerical	\$75.00	per hour

Olsson Billing Rate Schedule
2022 Labor Rates

<u>Description</u>	<u>Range</u>		
Principal	133.00	-	400.00
Project Manager	123.00	-	240.00
Project Professional	101.00	-	217.00
Assistant Professional	69.00	-	160.00
Designer	93.00	-	194.00
CAD Operator	56.00	-	123.00
Survey	54.00	-	171.00
Construction Services	45.00	-	240.00
Administrative/Clerical	43.00	-	159.00

Note:

1. Special Services not included in above categories will be provided on a Special Labor Rate Schedule
2. Rates subject to change based upon updates to Billing Rates for upcoming year.

**CITY OF PARKVILLE
Policy Report**

Date: June 10, 2022

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve Work Authorization No. 13 with BBN Architects for design services for the Farmers Market building (Public Works)

BACKGROUND:

In March 2022, the Board of Aldermen approved a work authorization to BBN Architects, an on-call professional services vendor (approved October 20, 2020) to provide design services for the Farmers Market building as a result of a structural review (by Leigh & O'Kane Structural Engineers) recommending maintenance and/or replacement options for the existing building.

Since that time, two (2) structural integrity events have occurred with the Farmers Market Building:

- On April 28, 2022, a box delivery truck drove too closely and ran into the southeast corner of the Farmers Market building -- the collision impacted the two end bays on the east side and shifted the building. Following the accident, the City contracted directly with Leigh & O'Kane to provide a structural engineering assessment of the building. They determined that the two end bays needed to be removed, but the remaining structure could remain.
- On June 13, 2022, a tractor trailer rig drove too close to the north side of the Farmers Market building -- the collision impacted the entire structure. The city followed the same process as before. The report states the areas (now 70% of the remaining structure) must be carefully removed -- essentially the entire building is a loss.

As a result of these events, staff has requested a scope and fee from BBN Architects to assist with the layout of a new building structure to be in the same approximate location as the current Farmers Market building . A basic concept will be developed and presented at a future work session with the Board of Aldermen and Community Land and Recreation Board (CLARB). Once the concept is approved, the final design may be bid with the goal of a new building in 2023.

BUDGET IMPACT:

The City is currently working through the insurance claims process. Funding is available in the Parks Sales Tax to cover additional expenses.

ALTERNATIVES:

1. Approve a work authorization with BBN Architects in the amount of \$17,104.
2. Provide direction to staff related to the Farmers Market.
3. Do not approve this item.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends approval of Work Authorization No. 13 with BBN Architects for the design services associated with the new Farmers Market building.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve Work Authorization No. 13 with BBN Architects for design services for the Farmers Market building in the amount of \$17,140.

ATTACHMENTS:

1. Work Authorization No. 13



WA # 13

Work Authorization 13

City of Parkville
Department of Public Works

Preparation date: 6/21/22

To:

BBN Architects, Inc.
411 Nichols Road, Ste. 246
KCMO 64112
816-753-2550

General Scope of Work Description/Project: City of Parkville – Design of
Farmers Market Replacement Structure
Primary Tasks: (List task and hours):

Delegated Design of Farmers Market replacement structure.

See attached proposal dated May 24, 2022

Estimated Total: \$17,104.00

Project Start Date:

06/21/2022

Estimated Completion Date:

9/14/2022

Budget Account Code:

41-501.08-03-00

Scott Bingham

Digitally signed by Scott Bingham
DN: C=US,
E=sbingham@bbnarchitects.com,
O=BBN Architects, CN=Scott
Bingham
Date: 2022.05.27 11:15:06-05'00'

Signature: _____

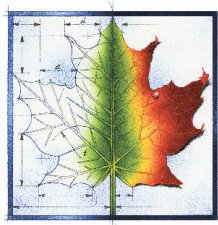
Schedule:

Authorization: _____

Signature: _____

☐ City Administrator:☐ Department Head:☐ Mayor:

Date:



INTEGRATING NATURE
AND ARCHITECTURE

BBN
ARCHITECTS
INC

411 NICHOLS ROAD
S U I T E 2 4 6
KANSAS CITY, MO
64112-2033

Phone: 816.753.2550
bbnarchitects.com

228 POYNTZ AVE
MANHATTAN, KS
66502-0102

Phone: 785.776.4912
Fax: 785.776.0944
bbnarchitects.com

Chris Ashley
City of Parkville, MO
800 Clark Ave.
Parkville, MO 64152

May 24, 2022

RE: Farmers Market Delegated Design Proposal

Chris:

On behalf of our firm, BBN Architects, I am pleased to submit our proposal for the delegated design of the Farmers Market replacement structure. Please find the following outline addressing the assumed scope and fee for your consideration.

1. Basis of Design Clarifications

- 1.1. BBN will coordinate with the Lester Company to accommodate the desired accessories to the structure attached in Exhibit A. Slight modifications, (such as increasing the building slab depth), will also be discussed.
- 1.2. Lester's final design, that will serve as the basis of design for the bid documents. will require a professional seal, signed and sealed by a structural engineer in the State of Missouri.

2. Accessories

- 2.1. For bidding purposes, BBN will produce the necessary documentation addressing the following accessories listed below.
- 2.2. Electrical Outlets- BBN will identify the locations for electrical outlets, including for plug-in lights to hang from the ceiling. Fixed lights will be provided for the proposed building sign referenced below.
- 2.3. Exterior Drapes- BBN will research options for drapes or curtains that can be hung over the bay and end openings.
- 2.4. Building Sign- BBN will design a building sign similar in style, scale and materials to the sign mounted on the existing structure. This sign will be illuminated in a similar manner to the existing sign.

3. Bid Documents

- 3.1. Updates to Exhibits A & B will be utilized as the basis of design in the bid documents. BBN will produce documents to convey the design intent for the accessories in a similar 8.5x11 format.
- 3.2. BBN will review and modify the City's standard front-end documents for bidding.
- 3.3. BBN will provide a PDF file of the Lester Company's drawings and specifications for the structure. BBN will also produce drawing details and specifications as needed for the proposed accessories, along with a product substitution specification section.

4. Bid Process

- 4.1. Pre-bid substitution requests will be encouraged and reviewed by BBN and the Owner. Submittals will require structural calculations signed and sealed by a licensed structural engineer in the State of Missouri.
- 4.2. BBN will attend a pre-bid meeting, facilitated by the Owner, to review the bid documents and address any questions posed by the attendees.
- 4.3. BBN will issue bid addenda as necessary for the project.
- 4.4. After bids are received by the Owner, BBN will assist in reviewing the bids and provide a recommendation to award.

5. Exclusions and Assumptions

- 5.1. The selected manufacturer shall be professionally responsible for their design, accounting for the proposed accessories. This scope of work expressly excludes BBN's professional design responsibility for the structure.
- 5.2. This scope of work excludes any form of professional engineering services.
- 5.3. It is assumed that the existing electrical service to the structure will be utilized and that a simple reference to the city's electrical codes will be sufficient documentation for the City's permit review. A licensed electrician will be required for the installation.
- 5.4. The City of Parkville shall be responsible for advertising and the distribution of the bid documents.
- 5.5. Construction administration services are not included in this contract but may be added upon the City's request.

6. Timeline and Fee

- 6.1. Based on the scope above, we anticipate bid documents will be available for bidding within a period of 8 weeks. This estimation assumes prompt communication with the Lester Company and the City's Project Manager.
- 6.2. For the described scope, we proposed a lump sum fee of \$17,104. This fee includes in-house printing and travel to Parkville.

Chris, we are very excited about this opportunity for Parkville's Farmers Market. Please feel free to contact me if you would like to discuss this proposal further.

Sincerely,



Scott Bingham, ASLA, PLA, LEED AP
BBN ARCHITECTS INC.

sbingham@bbnarchitects.com

CITY OF PARKVILLE
Policy Report

Date: July 7, 2022

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a construction agreement with Havens Construction for the 2022 Sanitary Sewer Program (Public Works)

BACKGROUND:

The City compiles data collected with closed-circuit television (CCTV) evaluations and periodic manhole inspections that show the condition of the sewer system. North Hills Engineering (NHE) evaluates this data and compiles it into a report. Each year, the City programs funding within the Sewer Fund to repair portions of the system that have been prioritized in this report.

On May 3, 2022, the Board of Aldermen approved a three-year agreement with NHE for on-call engineering services, which allows the City to execute individual work authorizations for supplemental engineering services.

On February 15, 2022, the Board of Aldermen approved Work Authorization No. 141 for the design and project management for the 2022 sanitary sewer repair program to address the urgent needs of the sanitary sewer system.

In May, the City released a bid request and on June 7, four contractors responded to the bid request. Havens Construction provided the low bid in the amount of \$189,436. They have completed several projects for the City over the past five years.

BUDGET IMPACT:

The 2022 Sewer Fund budget includes \$220,000 for the Sanitary Sewer Repairs Program. The total cost of the design and construction contracts are within that budget.

ALTERNATIVES:

1. Approve a construction agreement with Havens Construction for the 2022 Sanitary Sewer Repairs Program.
2. Provide direction to staff related to the sanitary sewer repairs program.
3. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends approval of the construction agreement with Havens Construction for the 2022 Sanitary Sewer Repairs Program.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a construction agreement with Havens Construction for the 2022 Sanitary Sewer Repairs Program in the amount of \$189,436.

ATTACHMENTS:

1. Bid Tabulation
2. Agreement

BID TABULATION

Sanitary Sewer Repairs - 2022

Bid Opening Tuesday, June 7, 2022
10:05 a.m., Public Works Conference Room

Bidder Name	TOTAL
*Havens Construction Liberty, MO	\$189,436.00
Rodriguez Mechanical Contractors, Inc. Kansas City, KS	\$251,271.00
She Digs It, LLC Blue Springs, MO	\$198,459.00
Wiedenmann, Inc. Belton, MO	\$224,744.00

(*) Recommended Award of Purchase

CITY OF PARKVILLE, MO

**AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR**

PUBLIC IMPROVEMENT OF:

SANITARY SEWER REPAIRS - 2022

This agreement is made and entered into this **21st day of June, 2022** by and between the City of Parkville, Missouri, (hereinafter the "City") and **HAVENS CONSTRUCTION** (hereinafter the "Contractor").

WITNESSETH:

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this process has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums stated below.

WHEREAS, the City has caused to be prepared, in accordance with the law, Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other documents as identified below and as further defined in the General Conditions (collectively referred to as "the Contract Documents"), for the work therein described, and has approved and adopted these said Contract Documents and has caused to be published, in the manner and for the time required by law, an advertisement inviting sealed Bids for furnishing construction materials, labor, tools, equipment and transportation necessary for, and in connection with, the construction of public improvements in accordance with the terms of this Agreement; and

WHEREAS, the Contractor, in response to the advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of this Agreement; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this evaluation has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums set forth below.

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, the City for itself and its successors and the Contractor for itself, its, successors and assigns, as follows:

ARTICLE I. The Contractor will furnish at its own cost and expense all labor, tools, equipment, materials and transportation required to construct and complete the work designated, described and required by the Contract Documents, to wit:

all in accordance with the Contract Documents, on file with the City Clerk of Parkville, Missouri, all of which are as fully a part hereof as if repeated verbatim herein; all work to be done in a good, substantial and workmanlike manner to the entire satisfaction of the City, and in accordance with the laws of the City, the State of Kansas and the United States of America. All terms used herein shall have the meanings ascribed to them in the General Conditions unless otherwise specified.

ARTICLE II. The City shall pay to the Contractor for the performance of the work embraced in this Contract, and the Contractor will accept in full compensation therefor, the sum of **ONE HUNDRED EIGHTY NINE THOUSAND FOUR HUNDRED THIRTY SIX DOLLARS AND NO/100 (\$189,436.00)** (subject to adjustment as provided by the Contract Documents) for all work covered by and included in the Contract award and designated in the foregoing Article I, payment thereof to be made in cash or its equivalent and in the manner provided in the Contract Documents.

ARTICLE III. The contractor shall commence work upon the date stated in the Notice to Proceed and will complete all work within **140 days of the NOTICE TO PROCEED**. In addition, from the time Contractor mobilizes to the site, all improvements shall be complete within 60 calendar days. Time is of the essence. Accordingly, liquidated damages shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in the amount of **\$200.00** for each and every calendar day the work remains incomplete over the specified completion time. Additional time requirements are set forth on the Drawings.

ARTICLE IV. This Agreement shall not become effective, nor shall Contractor commence any work hereunder, until the City has received, and approved, the Certificate of Insurance and Additional Insured-and Notice of Cancellation Endorsements, the fully executed Performance and Payment Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

ARTICLE VI: The following documents are made part of this agreement by reference:

Contractor's Bid Form and attachments.

- Exhibit A General Conditions of the Contract
- Exhibit A-1 Special Conditions of the Contract
- Exhibit B-1 Performance Bond
- Exhibit B-2 Payment Bond
- Exhibit B-3 Maintenance Bond
- Exhibit C List of Plans (by sheet number and date), including all addenda thereto
- Exhibit D List of Specifications (by Section number) including all addenda thereto
- Exhibit E Contractor's Affidavit Acknowledging Federal Lobbying Activities and Conflict of Interest Prohibition
- Exhibit F Sales tax exemption documentation forms
- Exhibit G Contractor's Affidavit of Compliance with Non-Discrimination and Equal Employment Opportunity Laws
- Exhibit H Affidavit of Compliance with Safety Training Requirements (§292.675 R.S. Mo.)
- Exhibit I Affidavit of Compliance with R.S. Mo §285.530.6
- Exhibit J-1 Applicable Missouri Prevailing Wage Rates
- Exhibit J-2 Prevailing Wage Rate Reporting Form
- Exhibit J-3 Certification of Compliance with Prevailing Wage Requirements
- Exhibit K Insurance Requirements
- Exhibit L Bill of Sale
- Exhibit M Bailment Agreement
- Exhibit N Conditional Partial Waiver of Lien and Release of Claims
- Exhibit O Conditional Final Waiver of Lien and Release of Claims
- Certificate of Substantial completion
- Certificate of Final Completion
- Construction Change Directive
- Change Order

WITNESS WHEREOF, the City of Parkville, Missouri, has caused this Agreement to be executed on its behalf, thereunto duly authorized, and the said Contractor has executed thru counterparts of this contract in the prescribed form and manner, the **21st day of June, 2022.**

CITY OF PARKVILLE, MISSOURI

By: DEAN KATERNDAHL

Title: Mayor

ATTEST:

Melissa McChesney, City Clerk

By  _____
Title Eric J. Havens
President

(SEAL)

(If the Contract is not executed by the President of the Corporation or general partner of the partnership, please provide documentation, which authorizes the signatory to bind the corporation or partnership. If a corporation, Contractor shall furnish the City a current certificate of good standing, dated within ten (10) days of the date of this Contract.)

2022 Projects

Division	Type	New or Replacement	Name	Project Description	Funding Source	2022 Budget	Funds Spent	Remaining Funds to Be Spent	Status / Projected Quarter
Admin/IT	Equipment	Replacement	Computer Replacement Cycle	Continue cycle to replace 25% of office computers each year in order to maintain a four-year replacement cycle for software, hardware, operating systems, and	100% General Fund	\$ 7,000	\$ 7,196	\$ (196)	COMPLETED
Admin/IT	Equipment	Replacement	PD Server Replacement	Replacement of Police Department Server	100% General Fund	\$ 6,000	\$ -	\$ 6,000	3rd quarter
Admin	Project	Project	Building Safety Upgrades	Install bullet resistant glass encasement, front desk security	100% General Fund	\$ 11,000	\$ 2,885	\$ 8,115	Partially Complete Q2
Admin	Project	Replacement	City Hall Building Repairs	Repairs to City Hall	100% General Fund	\$ 25,883	\$ -	\$ 25,883	3rd quarter
Admin	Project	Replacement	City Hall External Security	Install external security measure on City Hall	100% General Fund	\$ 7,500	\$ -	\$ 7,500	3rd quarter
Admin	Project	Replacement	Security System	Security system upgrade	100% General Fund	\$ 11,041	\$ -	\$ 11,041	3rd quarter
TOTAL ADMIN/IT/Court						\$ 68,424	\$ 10,081	\$ 58,343	
CD	Project	New	Bell Road PSP Plan	Develop a preliminary plan for the improvements to Bell Road.	100% General Fund	\$ 10,000	\$ 10,000	\$ -	COMPLETED
TOTAL COMMUNITY DEVELOPMENT						\$ 10,000	\$ 10,000	\$ -	
Police	Equipment	Replacement	Battery/Radio Replacement	Replace existing Police portable radios and Police mobile radios over next five years	100% General Fund	\$ 20,000	\$ -	\$ 20,000	Ordered (3qt)
Police	Equipment	Replacement	Patrol Vehicle	Purchase one AWD Police Vehicle including emergency equipment, video, radio, etc.	100% General Fund	\$ 42,130	\$ -	\$ 42,130	4th quarter
Police	Equipment	Replacement	In-Car Video Systems	Replace existing in-car video system with updated system. Will be on a five-year maintenance cycle to match warranty pending wear and tear.	100% General Fund	\$ 4,219	\$ -	\$ 4,219	3rd quarter
Police	Project	New	PD Substation Design	Design of the PD Substation on the West side of Parkville	100% General Fund	\$ 30,000	\$ -	\$ 30,000	TBD
Police	Project	New	Park Cameras	Install four new cameras in the park	100% General Fund	\$ 9,500	\$ -	\$ 9,500	3rd quarter
Police	Equipment	Replacement	Holding Cell Toilet	Replace toilet in holding cell	100% General Fund	\$ 10,000	\$ -	\$ 10,000	3rd quarter

TOTAL POLICE						\$ 115,849	\$ -	\$ 115,849	
PW	Project	New	Entryway Monument Prelim Plan	Design of the monument signs at the entrances to Parkville on the east and west sides of Hwy 45.	100% General Fund	\$ 10,000	\$ -	\$ 10,000	Q3
PW	Project	New	Thousand Oaks Tornado Siren	Install new tornado siren in Thousand Oaks	100% General Fund	\$ 26,000	\$ -	\$ 26,000	Q3
PW	Project	New	Public Parking Lot Lease/Purchase	Lease/purchase payment for a public parking lot. The lease/payment will continue for 25 Years, for the use of the public	100% General Fund	\$ 22,041	\$ 22,041	\$ -	COMPLETED
TOTAL PW						\$ 58,041	\$ 22,041	\$ 36,000	
TOTAL GENERAL FUND						\$ 252,314	\$ 42,122	\$ 210,192	
Sewer	Project	Replacement	Concrete Stairs at Plant	Replace concrete stairs to lab building at sewer plant.	100% Sewer Fund	\$ 30,000	\$ -	\$ 30,000	Q3
Sewer	Project	Replacement	FF Hwy Pump Station Reconstruction	Upgrades to the FF Hwy Pump Station	100% Sewer Fund	\$ 140,000	\$ 154,980	\$ -	COMPLETED
Sewer	Equipment	Replacement	DO Meter	Replacement DO Meter Unit.	100% Sewer Fund	\$ 20,500	\$ 11,895	\$ -	COMPLETED
Sewer	Equipment	Replacement	CCTV	Program to clean and televise a portion of the 15,000 feet per year of the City's sewers.	100% Sewer Fund	\$ 61,500	\$ 25,894	\$ 35,606	Q2
Sewer	Equipment	Replacement	Mixer	Replacement of one submersible propeller mixer in Aeration Basin	100% Sewer Fund	\$ 13,000	\$ -	\$ 13,000	
Sewer	Equipment	Replacement	Aeration Blower	Reconstruction of 12-year-old Aeration Blower.	100% Sewer Fund	\$ 14,000	\$ -	\$ 14,000	
Sewer	Equipment	Replacement	Aeration Basin Diffusers	Replace membrane disc air diffusers in aeration tank.	100% Sewer Fund	\$ 45,000	\$ -	\$ 45,000	
Sewer	Equipment	Replacement	Clarifier Drive	Rebuild two clarifier drives at WWTP. Includes new valves and	100% Sewer Fund	\$ 17,000	\$ -	\$ 17,000	
Sewer	Equipment	Replacement	Sludge Buggy	Replace used trailer used to land-apply liquid sludge.	100% Sewer Fund	\$ 10,000	\$ -	\$ 10,000	
Sewer	Project	Replacement	McAfee Pump Station	Replace one original pump from 2004. Includes install and control modifications.	100% Sewer Fund	\$ 30,000	\$ -	\$ 30,000	
Sewer	Equipment	New	Ongoing Sanitary Sewer Repairs	Periodic projects to rebuild sewer pipes, using the CIP process.	100% Sewer Fund	\$ 240,000	\$ -	\$ 220,000	
Sewer	Equipment	New	SCADA	Rebuild hardware, re-program new computer system and training for SCADA system.	100% Sewer Fund	\$ 54,000	\$ -	\$ 54,000	

Sewer	Project	New	Riss Lake Structure Survey	Engineering study to inspect valve pit structures in Riss Lake, catalog defects, assign repair costs and creat repair schedule.	100% Sewer Fund	\$ 17,000	\$ -	\$ 17,000	
TOTAL SEWER						\$ 692,000	\$ 192,769	\$ 485,606	
Transportation	Equipment	New	Dump Truck	Purchase new truck and snowplowing equipment for Streets .	100% Transportation Fund	\$ 70,000	\$ -	\$ 70,000	Q4
Transportation	Equipment	New	Backhoe	Lease of backhoe for Streets. Include trade-in value for existing backhoe.	100% Transportation Fund	\$ 12,600	\$ -	\$ 12,600	Q3
Transportation	Maintenance	New	2" Asphalt Mill and Overlay	Contractor to mill and overlay existing asphalt streets in the City that have become deteriorated.	100% Transportation Fund	\$ 250,000	\$ -	\$ 250,000	ONGOING Q3
Transportation	Maintenance	New	Curb & Sidewalk Repair	Repair defective sections of curb and sidewalk due to general deterioration.	100% Transportation Fund	\$ 50,000	\$ -	\$ 50,000	ONGOING Q3
Transportation	Maintenance	New	Crack Sealing	Crack sealing of existing street in the City. Includes rental of crack sealing machine and crack seal	100% Transportation Fund	\$ 10,000	\$ -	\$ 10,000	ONGOING Q3
Transportation	Maintenance	New	Street Striping	Needed to re-paint areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ 15,000	\$ -	\$ 15,000	ONGOING Q3
TOTAL TRANSPORTATION						\$ 407,600	\$ -	\$ 407,600	
Project Fund	Project	Replacement	Route 9: Hwy 45 to Lakeview Dr	Major Street Reconstruction	MoDot Cost Share	\$ 2,777,754	\$ 2,777,754	\$ -	COMPLETED Q2
TOTAL PROJECTS FUND						\$ 2,777,754	\$ 2,777,754	\$ -	
Parks Sales Tax	Project	New	PLP Improvements	Construct improvements in Platte Landing Park	100% Parks Sales Tax	\$ 2,000,000	\$ -	\$ 2,000,000	Q4
Parks Sales Tax	Project	Replacement	Busch Drive Improvements	Reconstruct the landscape island located at the end of Busch Drive in English Landing Park.	100% Parks Sales Tax	\$ 72,000	\$ 47,144	\$ 24,856	Q2
Parks Sales Tax	Project	Replacement	Watkins Park Improvements	Construct shelter, parking and playground in Watkins Park.	60% Parks Sales Tax 40% Outreach	\$ 20,000	\$ 9,160	\$ 10,840	Q2
Parks Sales Tax	Project	Replacement	Streambank Stabilization near Watkins Park	Improve scour occuring along the streambank bordering Watkins Park.	60% Parks Sales Tax 40% Stormwater	\$ 42,000	\$ -	\$ 42,000	Q3
Parks Sales Tax	Project	New	Wetland Educational Area	Outdoor classroom space and kiosks for wetland education.	100% Parks Sales Tax	\$ 15,000	\$ -	\$ 15,000	Q4

Parks Sales Tax	Equipment	New	JD 6-Series Tractor	Lease of tractor in fleet for Parks.	100% Parks Sales Tax	\$ 7,000	\$ 7,000	\$ -	COMPLETED Q2
Parks Sales Tax	Equipment	New	Zero Turn Mower	Purchase of mower for Parks.	100% Parks Sales Tax	\$ 18,500	\$ -	\$ 18,500	Q3
Parks Sales Tax	Project	Replacement	Entry Signs for PLP/ELP	The design and purchase of new entry signs to English Landing and Platte Landing Parks, including wayfinding signs within the parks.	100% Parks Sales Tax	\$ 100,000	\$ -	\$ 100,000	Q3
Parks Sales Tax	Equipment	New	Bike Racks and Service Areas	Purchase and installational of bike repair station and bike racks in	100% Parks Sales Tax	\$ 5,000	\$ -	\$ 5,000	Q4
Parks Sales Tax	Project	New	Brush Clearing along Rt 9 / ELP Frontage	Mowing of significant weed growth between Route 9 and the railroad tracks that impacts the view into English Landing Park.	100% Parks Sales Tax	\$ 15,000	\$ 4,750	\$ -	COMPLETED
Parks Sales Tax	Project	Replacement	Southern Platte Pass Trail Maintenance	Resurfacing of the asphalt trail along Hwy 45.	100% Parks Sales Tax	\$ 70,000	\$ -	\$ 70,000	Q3
Parks Sales Tax	Project	Replacement	ELP Electrical Upgrades	Installation of decorative lamp posts and upgrades to electrical pedestals in English Landing Park	60% Parks Sales Tax 40% Outreach	\$ 20,000	\$ -	\$ 20,000	Q3
Parks Sales Tax	Project	Replacement	Farmers Market	Design and construction of the Farmers Market building.	100% Parks Sales Tax	\$ 20,000	\$ -	\$ 20,000	Q4
TOTAL PARKS SALES TAX FUND						\$ 2,404,500	\$ 68,054	\$ 2,326,196	

GRAND TOTAL	\$ 6,534,168	\$ 3,080,699	\$ 3,429,594	
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Projected expenditures per Quarter				
1st Quarter Actual	2nd Quarter Projected	3rd Quarter Projected	4th Quarter Projected	2022 Projected
\$ -	\$ 3,080,699	\$ 119,643		\$ 3,200,342