



Finance Committee Meeting
Monday, September 12, 2022 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Plumb called the meeting to order at 4:30 p.m. A quorum was present.

Members Present: Chair Greg Plumb, Vice Chair Douglas Wylie, Dean Katerndahl (*via videoconference*), Bob Bennett and Philip Wassmer (*via videoconference*)

City Staff Present: City Administrator Alexa Barton (*via videoconference*), Police Chief Kevin Chrisman, Police Captain Jon Jordan, Public Works Director Alysén Abel, Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky (*via videoconference*), Interim Finance Director Bryan Kidney, Parks & Recreation Director Brittanie Propes, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes and City Clerk Melissa McChesney (*via videoconference*)

Chair Plumb deviated from the order of business to discuss Items 4A and 3G at the beginning of the meeting because the auditor was in attendance and Police Chief Kevin Chrisman could not stay for the entire meeting.

4. A. 2021 Financial Audit

Michael Keenan, Hood and Associates CPAs, provided an overview of the 2021 audit; presentation attached as Exhibit A.

3. G. Approve the purchase and installation of a new outdoor warning siren near the Creekside Development in western Parkville by Federal Signal Corporation

Police Chief Kevin Chrisman said that several years prior he was made aware that sirens would be needed in western Parkville when the area became developed. Staff looked at options for placing the sirens and selected a location on Ensign Drive in the City's right-of-way that had close access to electricity. The City budgeted for one siren in 2022. With the cost of the siren and the cost to provide electricity, the total cost was over budget. Chrisman added that a second siren would be placed in a new portion of the Thousand Oaks subdivision in the future.

Discussion focused on the contractor that was selected through the Mid-America Regional Council's cooperative bid and the lead time to get the siren, which was at least 90 days.

Douglas Wylie moved to recommend that the Board of Aldermen approve the purchase and installation of the outdoor warning siren in the Creekside area for the total cost of \$28,788.03. Bob Bennett seconded; motion passed 5-0.

Chair Plumb returned to the regular order of business.

2. Financial Updates

A. 2nd Quarter Budget Variance Report

Assistant to the City Administrator Jeffery Rhodes provided an overview of the first quarter General Fund budget variance report.

3. Action Items

A. Approve the minutes for the August 22, 2022, regular meeting

Wylie moved to approve the minutes for the August 22, 2022, regular meeting. Bennett seconded; motion passed 5-0.

B. Declare items as surplus and authorize their disposal

City Clerk Melissa McChesney stated that the City had excess supplies and equipment it no longer needed. Pending approval by the Board of Aldermen, the items would be disposed of per the City's Purchasing Policy.

Wylie moved to recommend that the Board of Aldermen declare items as surplus and authorize their disposal per the City's Purchasing Policy. Bennett seconded; motion passed 5-0.

C. Approve a resolution to destroy certain paper records past their required retention schedule

City Clerk Melissa McChesney said that based on the direction of Missouri statutes and the City's Records Retention Policy, staff recommended the destruction of paper records that were past their required retention schedule.

Wylie moved to recommend that the Board of Aldermen approve a resolution to destroy certain records past their required retention schedule. Bennett seconded; motion passed 5-0.

D. Approve an agreement with Baker Tilly Municipal Advisors to provide municipal services

City Administrator Alexa Barton stated that Baker Tilly would continue providing municipal services with the proposed agreement at an hourly rate. It would also enable the City to enlist their assistance with options for the sewer plant.

Wylie moved to recommend that the Board of Aldermen approve an agreement with Baker Tilly Municipal Advisors for municipal advisory services in accordance with the 2022 hourly rate schedule outlined in the proposal dated August 1, 2022. Bennett seconded; motion passed 5-0.

E. Approve a resolution to sponsor the National League of Cities 2022 City Summit

City Administrator Alexa Barton said that the City was approached by the Mid-America

Regional Council requesting \$5,000 sponsorships from metro communities to help with the 2022 City Summit that would be held in Kansas City, Missouri.

Wylie moved to recommend that the Board of Aldermen approve a resolution to sponsor the National League of Cities 2022 City Summit in the amount of \$5,000 to be paid from the Administration/Board Professional Membership Fees and Dues. Bennett seconded; motion passed 5-0.

F. Approve a contract with the Platte County Economic Development Council for economic development services

City Administrator Alexa Barton said that the contract was typically not presented to the Finance Committee or the Board of Aldermen because it was within her approval authority, but she felt it was necessary because it was a contract.

Wylie moved to recommend that the Board of Aldermen approve a contract with the Platte County Economic Development Council for economic development services for 2022. Bennett seconded; motion passed 5-0.

H. Approve a preliminary engineering services agreement with Burlington Northern Santa Fe Railway Company for the Quiet Zone Project

Community Development Director Stephen Lachky outlined the steps to designate a quiet zone and said a diagnostic assessment would help with partnerships and funding.

Discussion focused on involving interested parties like Park University and the Main Street Parkville Association and assessing the two public crossings downtown prior to other locations.

Wylie moved to recommend that the Board of Aldermen execute a preliminary engineering services agreement with BNSF Railway Company for the Quiet Zone Project in the amount of \$16,315. Bennett seconded; motion passed 5-0.

I. Approve a construction agreement with She Digs It for the Wastewater Treatment Plant Aeration Basin Diffuser and Stair Reconstruction project

Public Works Director Alysén Abel provided an overview of the aeration basin diffuser and stair reconstruction projects, noting that three bids were received and the low bid was within budget.

Wylie moved to recommend that the Board of Aldermen approve a construction agreement with She Digs It for the Aeration Basin Diffuser and Stair Reconstruction project in the amount of \$59,288. Bennett seconded; motion passed 5-0.

J. Approve a construction agreement with Heartland Traffic Services for the 2022 Pavement Marking Program

Public Works Director Alysén Abel stated that areas that needed pavement marking were identified annually. Two bids were received and the low bidder was a contractor that the City had previously used under a different legal name. She noted that the project was under budget.

Wylie moved to recommend that the Board of Aldermen approve a construction agreement with Heartland Traffic Services for the 2022 Pavement Marking Program in the amount of \$14,500. Bennett seconded; motion passed 5-0.

K. Approve a work authorization with BBN Architects for the architectural services for the Farmers Market building

City Administrator Alexa Barton said that the proposal was received based on the results of the public engagement survey and included three design options. One option in the proposal was for a pre-fabricated building that had already been discussed. She noted that Confluence would have an additional amount to provide insight from the survey results that will assist with drawings. If the Committee decided to remove the pre-fabricated building option, the total with Confluence would be similar to the price of the three options in the proposal. The consensus of the Finance Committee was to remove the option.

Wylie moved to recommend that the Board of Aldermen approve a work authorization with BBN Architects for architectural services, with support from Confluence, for the Farmers Market building in a total amount of \$12,028. Bennett seconded; motion passed 5-0.

4. **Non-Action Items**

B. 2023 Budget Calendar

Assistant to the City Administrator Jeffery Rhodes provided a summary of the 2023 budget calendar, noting that work sessions would be held in October and November and final adoption would be in December.

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

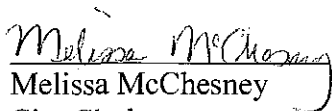
6. **Other Business**

Public Works Director Alysén Abel said that quotes were received to relocate the Grigsby Statue in Pocket Park, which would be presented to the Board of Aldermen on September 20, She said the work would be completed before the frontage improvements.

7. **Adjourn**

Chair Plumb adjourned the meeting at 5:31 p.m.

Submitted by:


Melissa McChesney
City Clerk

September 26, 2022
Approval Date