



Finance Committee Meeting
Monday, June 8, 2020 3:30 PM
Administration Conference Room, City Hall
Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:32 p.m. A quorum was present via videoconference.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston (*arrived at 4:32 p.m.*), Robert Lock and Tina Welch

City Staff Present: City Administrator Joe Parente, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Assistant to the City Administrator Anna Mitchell, Public Works Project Manager Chris Ashley and City Clerk Melissa McChesney

2. Financial Updates

A. City Administrator Approvals

City Administrator Joe Parente provided an overview of purchases approved within his authority.

B. Parks Sales Tax Budget Update

City Administrator Joe Parente provided an overview of the 2020 budget for the Park Sales Tax Fund, noting that items were presented in early April for use of the funds and the Committee recommended postponing action until June. He said that regardless of the impact of COVID-19 on the park sales tax revenue, revenue was being accumulated to spend on projects in the parks. Approximately \$213,000 had been collected through May since October 2019 when the tax started being collected. He anticipated that the revenue would be less than estimated and staff would follow up with more discussion about the sports fields in Platte Landing Park.

3. Action Items

A. Approve the minutes from the May 11, 2020, meeting

Dave Rittman moved to approve the minutes from the May 11, 2020, meeting. Robert Lock seconded; motion passed 4-0.

B. Approve Work Authorization No. 5B with BBN Architects to design the Pocket Park Master Plan

Public Works Director Alysén Abel stated that the item was presented in April and the Committee postponed action until June. Vireo completed preliminary research and design work through a work authorization approved by City Administrator Joe Parente and the work authorization would allow Vireo to continue with the design for improvements to Pocket Park, including a computerized model for the proposed improvements.

Dave Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 5B with BBN Architects for the Pocket Park Master Plan, including the computerized model of the improvements, in the amount of \$21,440. Tina Welch seconded; motion passed 4-0.

C. Approve Work Authorization No. 2 with Vireo for public engagement and concept design for improvements to Adams Park and Watkins Park

Public Works Director Alysén Abel said that the item was presented in April and the Committee postponed action until June. The work authorization included public engagement to assist with designs for improvements to Watkins Park and Adams Park.

Nan Johnston joined the meeting at 4:32 p.m.

Dave Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 2 with Vireo for public engagement for improvements to Adams and Watkins parks in the amount of \$18,500. Tina Welch seconded; motion passed 5-0.

D. Approve a service agreement with TREKK Design Group for the 2020 sanitary sewer closed circuit television and cleaning program

Public Works Director Alysén Abel stated that televising portions of the sanitary sewer lines was completed annually. A work authorization with North Hills Engineering determined which areas would be televised and also included reviewing the CCTV data collected and entering it into GIS. A bid opening was held on June 4 and one bid was received. Abel noted that a second bid was not considered because it was received after the deadline.

Dave Rittman moved to recommend that the Board of Aldermen approve a construction services agreement with TREKK Design Group for the 2020 sanitary sewer CCTV and cleaning program in the amount of \$26,006, with the unit prices as provided in the bid documents. Tina Welch seconded; motion passed 5-0.

- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**

Vice Chair Rittman said he attended the electronics recycling event on June 6 and the trucks filled up early and some people were unable to drop off electronics to recycle. City Administrator Joe Parente noted that staff was looking into moving the event to Platte Landing Park near the dog parks because there was more room to accommodate the extra traffic. He also noted that staff would look into possibly holding another event before the August event.

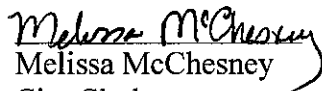
Vice Chair Rittman said he was contacted by neighbors about their sewer bill and asked if the City would consider using a different month other than March to determine the winter average since many residents were home due to the COVID-19 pandemic.

Tina Welch said that the Platte County Community Center South YMCA held a meeting on June 8 and she said they hoped to open it up completely by July 1.

7. Adjourn

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

Submitted by:


Melissa McChesney
City Clerk

June 30, 2020
Approval Date