



Finance Committee Meeting
Monday, January 30, 2023 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, Philip Wassmer and Bob Bennett

City Staff Present: City Administrator Alexa Barton, Assistant City Administrator Jeffery Rhodes, Police Chief Kevin Chrisman (via videoconference), Police Captain Jon Jordan, Public Works Director Alysén Abel, Community Development Director Stephen Lachky (via videoconference?), Parks & Recreation Director Brittanie Propes, Public Works Project Manager Chris Ashley (via videoconference), Director of Operations Richard Wilson, City Engineer Jay Norco, Sewer Plant Manager Jason Brown and City Clerk Melissa McChesney

2. Financial Updates

A. City Administrator Approvals

City Administrator Alexa Barton provided an overview of the approvals within her authority.

3. Action Items

A. Approve the minutes for the December 12, 2022, regular meeting

Douglas Wylie moved to approve the minutes for the December 12, 2022, meeting. Bob Bennett seconded; motion passed 5-0.

B. Approve an auditing services agreement with Hood & Associates CPAs PC for the 2022 audit

City Administrator Alexa Barton said that an audit of the City's financial system was completed annually by Hood & Associates, formerly Cochran Head Vick & Co., for several years. She recommended that the City approve a one-year agreement for the 2022 audit to maintain continuity of service due to the changes being made to the financial system.

Wylie moved to recommend that the Board of Aldermen approve a professional services agreement with Hood & Associates CPAs PC for auditing services for fiscal year 2022 in the amount of \$22,750. Bennett seconded; motion passed 5-0.

C. Approve an agreement with Bukaty Companies for monthly human resources support services

City Administrator Alexa Barton stated that Bukaty Companies with the City's benefits coordinator who could also provide human resources services. She said the first project would be to review the personnel files to ensure they were in the correct order. Their monthly usage would be higher in the beginning, but would become lower once the files were organized.

Wylie moved to recommend that the Board of Aldermen approve an agreement with Bukaty Companies for Human Resource support services. Bennett seconded; motion passed 5-0.

D. Approve the purchase of two 2023 Dodge Charger pursuit all-wheel drive sedan police package vehicles from Landmark Dodge Chrysler Jeep in Independence, Missouri

Police Chief Kevin Chrisman said that in 2022 due to COVID, orders for new police vehicles were not accepted. The 2023 budget included carryover from 2022 and a new vehicle for 2023. He added that there was a short window to purchase Dodge Chargers and orders for other makes and models were already closed. The total budget included the vehicles and the equipment needed to outfit each vehicle. Chrisman noted that one vehicle in the fleet would be used by the detective and the Escape could be used by another department or could be sent to auction.

Discussion focused on the two vehicles that would no longer be used. The consensus of the Committee was to amend the suggested motion to allow that they be given to another department or sent to auction.

Wylie moved to approve the purchase of two 2023 Dodge Charger pursuit All-Wheel Drive sedan police vehicles from Landmark Dodge Chrysler Jeep in Independence, Missouri in the amount of \$71,314, and that the 2008 Ford Escape and a 2015 Ford Taurus be cascaded to other departments or declared excess equipment to be auctioned once the two new vehicles are road ready. Bennett seconded; motion passed 5-0.

E. Approve Work Authorization No. 155 with North Hills Engineering for the 2023 Closed Circuit Television and Cleaning program

Public Works Director Alysén Abel stated that the City had an on-call agreement with North Hills Engineering that allowed work authorizations for specific projects. The proposed work authorization was for engineering and planning of the 2023 closed circuit television (CCTV) and cleaning program. She added that CCTV was budgeted annually in the Capital Improvement Program to get ahead of maintenance.

Wylie moved to recommend that the Board of Aldermen approve Work Authorization No. 155 with North Hills Engineering for planning the 2023 CCTV program in the amount of \$11,840. Bennett seconded; motion passed 5-0.

F. Approve Work Authorization No. 156 with North Hills Engineering for engineering and project management for the 2023 Sanitary Sewer Repairs Program

Public Works Director Alysén Abel said that data gathered from the CCTV program determined which sanitary sewer repair projects were needed. The proposed work

authorization included design, bid preparation, construction administration and project management. In addition to the standard repair program, the 2023 program included a review of the Riss Lake Low Pressure System; a presentation of the project would be presented at a Board of Aldermen work session in March. Abel noted that there was a carryover from 2022 for areas that the City was not able to address

City Engineer Jay Norco said that \$100,000 would be dedicated to locating lost pits and structures in the Riss Lake system. He noted that it was key to getting access to them so they could be evaluated.

Wylie moved to recommend that the Board of Aldermen approve Work Authorization No. 156 with North Hills Engineering for engineering and project management associated with the 2023 Sanitary Sewer Repairs Program in the amount of \$30,960. Bennett seconded; motion passed 5-0.

G. Approve Change Order No. 1 with Heartland Traffic for the 2022 Pavement Marking program

Public Works Director Alysén Abel stated that a contract with Havens Construction was approved in September 2022 to add or refresh pavement markings around the city to improve traffic safety. The bid document included 50,000 feet, but the work was closer to 120,000 feet. She noted that pavement marking was not completed in 2021 due to a variety of factors. Staff requested an as-built change order to cover the additional pavement marking.

Wylie moved to recommend that the Board of Aldermen approve Change Order No. 1 with Heartland Traffic for the as-built quantities associated with the 2022 Pavement Marking Program in the amount of \$21,088.22. Bennett seconded; motion passed 5-0.

H. Approve an agreement with Alliance Pump & Mechanical Service, Inc. for on-call pump maintenance

Public Works Director Alysén Abel said that the City maintained several pumps at the six sanitary sewer pump stations and at the Spirit Fountain. The bid documents requested pricing for routine and emergency work. The City had an on-call agreement with FTC Equipment since 2017, but it did not include an option to renew for an additional year. FTC offered to extend the same rates for one more year. The bid opening was held in December and two bids were received. The two new bids were reviewed with the FTC pricing and Alliance Pump & Mechanical, located in Independence, was the low bidder overall. Abel said that staff had not worked with Alliance, but was willing to try it. She noted that an alternative was to approve the agreement for one year and have an option to renew it for one additional year.

Discussion focused on how the bidders and bids compared. Staff recommended using Fluid Equipment because they were located in Riverside and would be able to meet the City's on-call needs. The consensus of the Committee was to have a one-year agreement with the option to renew for one additional year.

Wylie moved to recommend that the Board of Aldermen approve a one-year agreement with Fluid Equipment for on-call pump maintenance for one year with the option to renew for one additional year. Bennett seconded; motion passed 5-0.

4. Non-Action Items

A. Missouri American Water Franchise Agreement

City Administrator Alexa Barton said that the Missouri American Water franchise agreement would be presented to the Board of Aldermen at the February 7 meeting. She noted the agreement had expired and staff was working with the legal counsel on both sides to finalize the agreement.

Barton noted that there would be an executive session at the February 7 Board meeting to discuss legal and personnel matters.

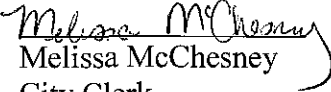
5. Unfinished Business (postponed from prior meetings)

6. Other Business

7. Adjourn

Chair Plumb adjourned the meeting at 5:11 p.m.

Submitted by:


Melissa McChesney
City Clerk

February 13, 2023
Approval Date