Parkville Missouri

Finance Committee Meeting
Monday, December 11, 2023 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Wylie called the meeting to order at 4:31 p.m. A quorum was present.

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

City Staff Present: City Administrator Alexa Barton, Deputy City Administrator/Finance Director Bryan Kidney, Police Chief Kevin Chrisman (*via videoconference*), Community Development Director Stephen Lachky (*via videoconference*) and City Clerk Melissa McChesney

2. Financial Updates

3. Action Items

A. **Approve the minutes for the November 27, 2023, meeting**

Bob Bennett moved to approve the minutes for the November 27, 2023, meeting. Philip Wassmer seconded; motion passed 5-0.

B. **Approve a resolution to amend the Purchasing Policy**

City Administrator Alexa Barton provided an overview of the changes to the Purchasing Policy, noting that the biggest change was the approval thresholds. Other changes included increasing the sewer emergency approval to $150,000, the addition of information about cooperative purchasing and qualifications-based purchases, reference to E-Verify, update to the prevailing wage law that exempted amounts at or under $75,000 and the payment methodology for Missouri 4th class cities.

Bennett moved to recommend that the Board of Aldermen approve a resolution amending the Purchasing Policy, as presented. Wassmer seconded; motion passed 5-0.

C. **Amend the agreement with Randy Hollar, LLC (CPA) to update the hourly rate for services and commence with converting sewer utility billing data from gWorks to INCODE**

City Administrator Alexa Barton said that the proposed amendment included an update to the hourly rate and additional assistance to transition sewer billing to InCode, which she said would help if the Board of Aldermen decided to sell the system, and it was approved by a public vote. If the Platte County Regional Sewer District (PCRSD) determined it did not want to purchase the system, the City had the option of contracting with someone else, bringing it in-house and hiring staff or selling it to someone else. The PCRSD Board of

Directors approved the operation and maintenance agreement and an amendment would be needed to add utility billing administration. She added that the plan was to convert the sewer billing to InCode to be more efficient.

Bennett moved to recommend that the Board of Aldermen approve an amendment to the agreement with Randy Hollar LLC and commence with converting sewer utility billing data from gWorks to INCODE through on-call provider Randy Hollar, LLC (CPA). Wassmer seconded; motion passed 5-0.

D. **Approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting**

City Administrator Alexa Barton said the contract renewal kept Curious Eye Productions to assist with broadcasting services and updates, if needed.

Bennett moved to recommend that the Board of Aldermen approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting through December 31, 2026. Wassmer seconded; motion passed 5-0.

E. **Approve a purchase order with Brenntag Mid-South Inc. for Robin 4000 odor control chemicals for the sanitary sewer lines in the Riss Lake subdivision**

City Administrator Alexa Barton said that the City used Robin 4000 for many years. Staff tried a different chemical, but it did not work so staff recommends going back to using Robin 4000.

Bennett moved to recommend that the Board of Aldermen approve the purchase order with Brenntag Mid-South, Inc. for Robin 4000 odor control chemical for a unit price of $0.363 per pound. Wassmer seconded; motion passed 5-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

City Administrator Alexa Barton said that staff was looking into changing vacation accruals in the City's Personnel Policy in order to reduce the liability to the City.

Deputy City Administrator/Finance Director Bryan Kidney stated there were three items regarding vacation accruals that staff wanted to answer. They included being competitive in retaining employees and attracting applicants; administration of the policy; and capping the total number of vacation hours employees could accrue. In the existing policy, one- to five-year employees' vacation accruals were standard compared to other entities at 80 hours per year. For employees with five or more years of service, the City was behind other entities.

The proposed amendment would correlate with the policies at Lee's Summit and Riverside. It would include new employees receiving 40 hours, which was not standard among other entities, and capping vacation hours at 200. It would be presented to the Board of Aldermen on December 19 and, if approved, would become effective January 1, 2024.

7. Adjourn

Chair Wylie adjourned the meeting at 5:08 p.m.

Submitted by:

Melissa McChesney
Melissa McChesney
City Clerk

January 8, 2024
Approval Date