



FINANCE COMMITTEE
Monday, March 11, 2024 4:30 PM
Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
- 3. Action Items**
 - A. Approve the minutes for the February 26, 2024, meeting
 - B. Approve an application for a Platte County Stormwater Management Grant for engineering design costs to stabilize the west bank of White Alloe Creek located at English Landing Park near the downtown parking lot (Parks)
- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
Monday, February 26, 2024 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 and Philip Wassmer

City Staff Present: City Administrator Alexa Barton, Deputy City Administrator/Finance Director Bryan Kidney, Assistant City Administrator Jeffery Rhodes, Police Chief Kevin Chrisman (*via videoconference*), Community Development Director Stephen Lachky (*via videoconference*), Parks & Recreation Director Brittanie Propes, Deputy City Clerk/Finance Specialist Karla Shewell and City Clerk Melissa McChesney

2. Financial Updates

3. Action Items

A. Approve the minutes for the January 22, 2024, meeting

Bob Bennett moved to approve the minutes for the January 22, 2024, meeting. Philip Wassmer seconded; motion passed 4-0.

B. Approve an agreement with Hood & Associates CPAs PC for auditing services for fiscal year 2023

City Administrator Alexa Barton said that the agreement was for audit services for the 2023 audit and the City had worked with Hood & Associates for many years. She noted that a request for proposals would be issued at a later date to complete future audits.

Bennett moved to recommend that the Board of Aldermen approve an agreement with Hood & Associates CPAs PC for auditing services for fiscal year 2023 in the amount of \$26,000. Wassmer seconded; motion passed 4-0.

4. Non-Action Items

A. Quarterly Projects Update

5. Unfinished Business (postponed from prior meetings)

6. Other Business

City Administrator Alexa Barton said April 22 was the date set for the strategic planning session; the City received the check from Chase Bank to be built in APEX Plaza and the sales taxes were

split between the different sales taxes each would have received as if a retail business was built; and staff notified Missouri American Water that the City would no longer accept water payments.

Deputy City Administrator/Finance Director Bryan Kidney introduced Karla Shewell who was hired as the Deputy City Clerk/Finance Specialist.

7. Adjourn

Chair Wylie adjourned the meeting at 4:53 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE

Policy Report

Date: March 6, 2024

Prepared By:

Chris Ashley, Public Works Project Manager

Reviewed By:

Brittanie Propes, Parks & Recreation Director

ISSUE:

Approve an application for a Platte County Stormwater Management Grant for engineering design costs to stabilize the west bank of White Alloe Creek located at English Landing Park near the downtown parking lot (Parks)

BACKGROUND:

The identified area of erosion is located at English Landing Park near the downtown parking lot, specifically between the railroad tracks and the McAfee Street low water crossing. The west bank of White Alloe Creek has been continuously eroding over time, which has in turn caused the east end of the City's parking lot (adjacent to the old Farmers Market) to begin to slump. Over time, this situation will continue to worsen, eventually making that end of the parking lot unusable.

Every year, Platte County accepts grant applications for the Platte County Stormwater Management Program. Staff met on-site with Platte County Engineer Hobie Crane to review the project. Hobie recommended applying for the 2024 Platte County Stormwater Management Grant for the engineering and design costs and later applying for the 2025 Platte County Stormwater Management Grant for the construction costs.

STRATEGIC GOAL(S):

- Infrastructure and Public Facilities
- Parks and Recreation

BUDGET IMPACT:

The engineering design estimate is \$74,500, of which 50% or \$37,250 will be paid out of the Park Sales Tax budget.

ALTERNATIVES:

1. Approve the grant application for the White Alloe Creek stream bank stabilization.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approval of the Platte County Stormwater Management Grant Application for the engineering design costs for White Alloe Creek Streambank Stabilization.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all purchases above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a resolution supporting an application for a Platte County Stormwater Management Grant for engineering design service to stabilize the west bank of White Alloe Creek in the amount of \$37,250.

ATTACHMENTS:

1. Grant Application

**Platte County Stormwater Management Grant Program
2024 Application**



1. City of Parkville

Name of Applicant Agency or Organization

2. 8880 Clark Ave. Parkville, MO 64152

Mailing Address City State Zip

3. Brittanie Propes Parks & Recreation Director

Contact Person Title

816-741-7676

bpropes@parkvillemo.gov

Phone Email Address

4. PROJECT APPLICANT: (Check One)

☒ Local Government, School District, or other political subdivision

☐ Homeowner's association

☐ Other (Explain)

5. NAME OF PROJECT:

White Alloe Creek Streambank Stabilization at English Landing Park_____

6. LOCATION OF PROJECT:

Parkville, MO McAfee St. at English Landing Park Entrance

City Street Address/Intersection

7. Who owns the lands upon which the project will take place?:

City of Parkville, MO

8. At this time, does the applicant have the legal authority (right-of-way, easement, property ownership, etc.) to complete the project?

☒

Yes

☐

No

If no, please explain how you will obtain legal authority:

N/A _____

9. SIGNATURE OF RESPONSIBLE AGENT

"I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I understand that this application will be rated on the basis of the information submitted and that the submission of incorrect data can result in this application being withdrawn from consideration for funding. If the organization I represent is awarded a grant, we hereby agree to use the funds for the purposes stated and abide by all terms and conditions"

Brittanie Propes

Signature

3/6/2024

Date

Parks and Recreation Director, City of Parkville

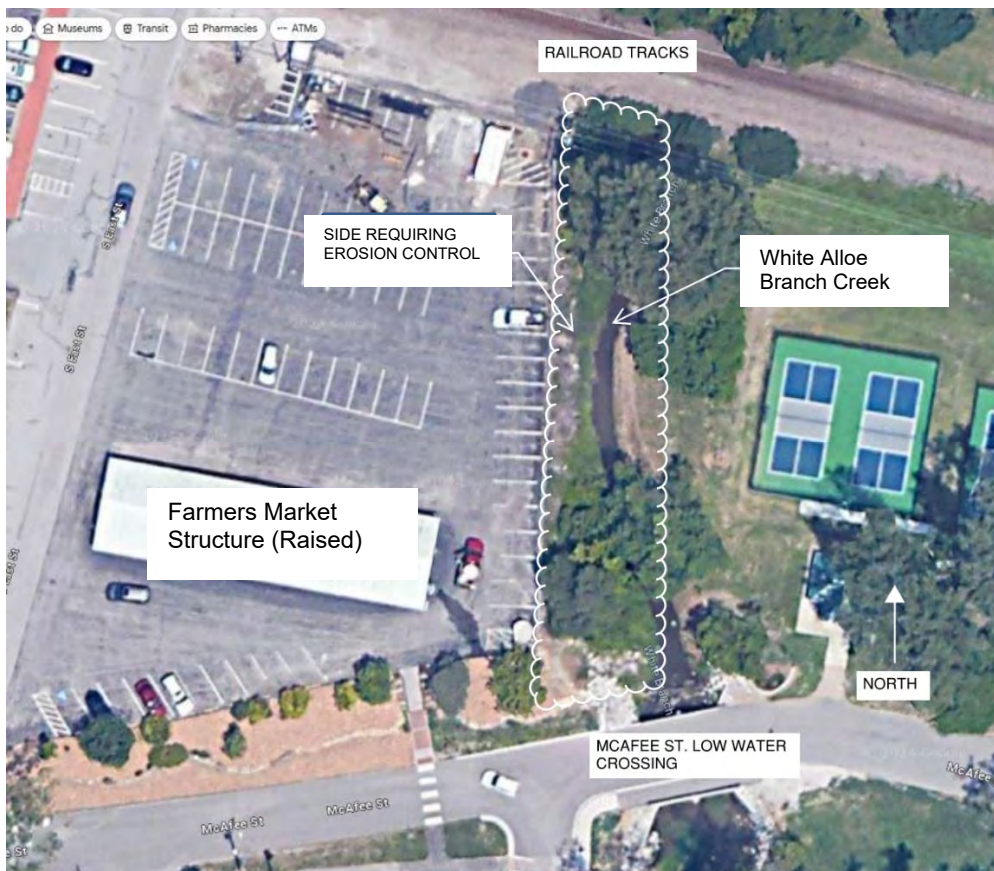
Title / Organization

Using the space provided or additional sheets if necessary, describe the essential components of your project. Describe the need for the project, and the proposed improvement to the existing condition.

1. PROJECT DESCRIPTION: Describe your proposed project including a detail sheet(s) or engineering plans if applicable. Include a statement identifying the needs to be addressed by your project and how your project will satisfy those needs. Identify the parties responsible for project completion.

The existing stream bank that extends from McAfee St. to the existing railroad tracks is eroding. The adjacent parking lot, that served the old Farmers Market and will serve the new Farmers Market, is beginning to show signs of collapse (see photos). The City of Parkville will be responsible for the project completion.

2. PROJECT SITE: Provide a map identifying the project location and photographs of the proposed project site.





Looking North from Low McAfee Bridge



Looking North along Parking Lot

3. TIMELINE: Describe the time frame in which you plan to implement and complete your project.

Design: Summer/Fall 2024

Construction: Summer/Fall 2025

4. PARTNERSHIP INVOLVEMENT: Describe the partnerships established between local government, private citizens, community organizations, and/or homeowner associations to plan and complete the proposed project and the role of each entity.

This project will be solely managed and funded by the City of Parkville.

5. INSURANCE: List the name, address and phone number of your insurance carrier and the amount of your general public liability coverage. (upon request, copies of insurance certificates may be required)

Midwest Public Risk
19400 East Valley View Parkway
Independence, MO 64055

6. MATCHING CONTRIBUTIONS: Identify the matching contributions for the proposed project. Describe the contributions in terms of type, quantity and/or value, and source.

\$34,190 from the City's Parks & Recreation Fund.

7. OPERATION AND MAINTENANCE: Identify the responsible agency and source of funding that will support the maintenance of the project once it is complete.

The City of Parkville will be responsible for the maintenance of this project upon completion.

Definitions:

1. **Project Expense Items:** List all items necessary to complete the proposed project including items to be purchased as well as donated. List all materials, labor, equipment and professional services. Do not include or list items not required for the proposed project. Do not include items from sponsors general budget not associated with the proposed project.
2. **Grant Money Request:** The amount requested from the County for the purpose of reimbursing project costs.
3. **Dollar Value of Applicant Match:** Sponsor contributions to the project.
 - a) **Budgeted Money:** The amount of cash the *sponsor is committing* to the project per item.
 - b) **Donated Money:** Donations of money directly related to the project from individuals or entities *other than the primary project sponsor*.
 - c) **Miscellaneous Donations :** Monetary value related to the donation of labor, materials, equipment, or any other donation other than cash. Estimates should be reasonable and consistent with costs the sponsor would be willing to pay if the item were not donated.
4. **Total Cost:** The entire cost of the project including grant request, matching funds, and donations.

List All Project Expense Items	Grant Money Requested	<u>Dollar Value of Applicant Match</u>			Total Cost
		Budgeted Money	Donated Money	Misc. Donations	
1. Engineering Fees	\$40,000.00	\$34,190.00			\$74,190.00
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Totals	\$40,000.00	\$34,190.00			\$74,190.00

D. CHECK OFF PAGE

SUBMISSION REQUIREMENTS

- ☐ 1. Complete the 2024 application form
- ☐ 2. Only ONE project per Application
- ☐ 3. Application is typewritten
- ☐ 4. Complete the Project Description section
- ☐ 5. Sign and date the application
- ☐ 6. Number ALL pages of the application and attachments
- ☐ 7. Include a Development Plan or Diagram with all new construction or renovation projects
- ☐ 8. Include a letter from the sponsoring organization's governing body (City Board of Alderman or Trustees, Board of Directors, etc.) supporting the application and committing matching funds or resources
- ☐ 9. Non-Profit Organization applicants MUST INCLUDE a letter from the State of Missouri establishing non-profit organization status, or a letter from a political subdivision or local government stating their willingness to sponsor the project.
- ☐ 10. Complete the Itemized Budget page including a bid from a contractor or an estimate from a licensed engineer or Director of Public Works.
- ☐ 11. Include a map of the site and photographs.
- ☐ 12. Make 12 copies of your Grant Application.
- ☐ 13. Mail or hand deliver the Original and 12 copies (**13 copies total**) to:

**Planning and Zoning Department
Attn: Hobie Crane
415 Third Street
Room 016
Platte City, MO 64079**

Must be received by 5:00 p.m., March 29, 2024.