



FINANCE COMMITTEE

Monday, December 9, 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 November 25, 2024, meeting
 - B. Approve a lease with Creekside Commercial, LLC for a Police Department satellite/substation (Police)
- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
Monday, November 25, 2024 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Wylie called the November 25, 2024, meeting to order at 4:30 p.m. A quorum was present.

Members Present: Chair Douglas Wylie, Vice Chair Bob Bennett, Dean Katerndahl, Philip Wassmer and Michael Lee (*joined at 4:32 p.m.*)

City Staff Present: Deputy City Administrator/Finance Director Bryan Kidney, Police Captain Jon Jordan, Public Works Director Dan Harper, Community Development Director Stephen Lachky (*via videoconference*), Parks & Recreation Director Brittanie Propes and City Clerk Melissa McChesney

2. Financial Updates

3. Action Items

A. **Approve the minutes for the October 28, 2024, meeting**

Bob Bennett moved to approve the minutes for the October 28, 2024, meeting. Philip Wassmer seconded; motion passed 4-0.

Michal Lee joined the meeting at 4:32 p.m.

B. **Approve Change Order No. 1 with She Digs It Inc. for new variable frequency drives and related components for the 2024 McAfee Pump Station Rehabilitation Project**

Public Works Director Dan Harper provided an overview of the three change orders with She Digs It for the McAfee Pump Station Rehabilitation project.

Bennett moved to recommend that the Board of Aldermen approve Change Order No. 1 with She Digs It Inc. for the McAfee Pump Station Rehabilitation project in the amount of \$6,489.91 and the final contract amount of \$452,803.91. Wassmer seconded; motion passed 5-0.

C. **Approve Change Order No. 2 with She Digs It Inc. to repair electrical issues for the 2024 McAfee Pump Station Rehabilitation Project**

Bennett moved to recommend the Board of Aldermen approve Change Order No. 2 with She Digs It for the McAfee Pump Station Rehabilitation project in the amount of \$3,324.79 and the final contract amount of \$456,128.70. Wassmer seconded; motion passed 5-0.

D. **Approve Change Order No. 3 with She Digs It Inc. for crane and fabrication work for**

the 2024 McAfee Pump Station Rehabilitation Project

Bennett moved to recommend that the Board of Aldermen approve Change Order No. 3 with She Digs It for the McAfee Pump Station Rehabilitation project in the amount of \$12,297.51 and the final contract amount of \$468,426.21. Wassmer seconded; motion passed 5-0.

E. Approve Change Order No. 1 with Barkley Asphalt Co. for additional work for the 2024 Asphalt Maintenance Project

Public Works Director Dan Harper provided a summary of the changes to the original contract.

Bennett moved to recommend the Board of Aldermen approve Change Order No. 1 with Barkley Asphalt Co. for the Asphalt Maintenance Project in the amount of \$17,709.35 and the final contract amount of \$287,546.35. Wassmer seconded; motion passed 5-0.

F. Renew an intergovernmental agreement with Mid-America Regional Council Solid Waste Management District for the 2025 Regional Household Hazardous Waste Collection Program

Public Works Director Dan Harper said the agreement was renewed annually, and the 2025 cost was higher than 2024.

Chair Wylie abstained from discussion and vote because he was the chair of the Solid Waste Management District.

Bennett moved to recommend that the Board of Aldermen renew the agreement with the Mid-America Regional Council Solid Waste Management District for the 2025 Regional Household Waste Collection Program. Wassmer seconded; motion passed 4-0.

G. Approve an agreement with KCI Technologies Inc. for geographic information system services

Public Works Director Dan Harper stated that the agreement would provide support for City staff to incorporate GIS services into the ESRI software. Seven proposals were received and staff interviewed the top two candidates. Harper recommended KCI Technologies and said he received positive feedback from their references.

Bennett moved to recommend the Board of Aldermen approve an agreement with KCI Technologies to provide GIS services in an amount not to exceed \$126,308. Wassmer seconded; motion passed 5-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

City Attorney John Mautino said the renewal agreement with the Parkville Area Chamber and EDC would be presented to the Board of Aldermen on December 3.

A. **Upcoming Meetings & Development Updates**

Community Development Director Stephen Lachky said the Board of Aldermen would consider an application to rezone and an application for a preliminary development plan for Creekside Industrial Complex on December 3. PACE worked with prospective developers and rezoning the properties to commercial or light industrial was compatible with the 2040 Parkville Master Plan. He noted that the developer would upgrade the road and add contractor garages and warehouse uses. The Planning and Zoning Commission reviewed both applications on November 12 and both votes were tied. At the meeting, residents shared their concerns about traffic. Members were concerned about the visibility from I-435, which was a gateway into Parkville.

Lachky provided an update on a Tax Increment Financing Commission meeting scheduled for December 12, noting they would consider the fourth amendment to the Creekside Tax Increment Financing Plan. He said the fourth amendment would update legal descriptions for new project areas through a public hearing by the Commission.

7. Adjourn

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

Submitted by:

Melissa McChesney
City Clerk

Approval Date

**CITY OF PARKVILLE
Policy Report**

Date: December 5, 2024

Prepared By:

Alexa Barton, City Administrator

Reviewed By:

Kevin Chrisman, Police Chief

ISSUE:

Approve a lease with Creekside Commercial, LLC for a Police Department satellite/substation (Police)

BACKGROUND:

Due to the growth of the City both in population and land mass, a Police satellite location (substation) is proposed in the western corridor of the City. As the Creekside Tax Increment Financing (TIF) contract contemplated a Police substation in Creekside, staff has been in discussions with Brian Mertz, developer of the Creekside development, about a location of a substation in a building in Creekside. The space will consist of 595 square feet, with a total building size of 5,127 square feet. The layout of the space has been reviewed and approved by the Chief of Police and City Administrator. The proposed lease period is for 10 years, with a tentative move-in date of June 1, 2025.

STRATEGIC GOAL(S):

- Operational Excellence
- Infrastructure and Public Facilities
- Public Safety

BUDGET IMPACT:

There is no current budget impact as the Creekside TIF contract allows for up to \$200,000 towards a police satellite/substation facility. Tenant finish costs and rent may be applied to this amount until the \$200,000 is fully expensed. The TIF contract requires the City to pay such amounts and then obtain reimbursement from the Creekside TIF waterfall, with the City's reimbursement as the first priority of any certified costs. Thereafter, any related expenses shall be budgeted and taken from the Police Public Safety Fund.

ALTERNATIVES:

1. Approve the lease for the Police Department satellite/substation.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item

STAFF RECOMMENDATION:

Staff recommends approval of the lease for the Police Satellite/Substation

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 the lease with Creekside Commercial, LLC for the Police satellite/substation located in the western area of Parkville, generally known as Creekside.

ATTACHMENTS:

None