



Finance Committee Meeting
Monday, November 9, 2020 3:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:31 p.m. A quorum was present.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston, Tina Welch and Robert Lock

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. 3rd Quarter 2020 Budget Variance Report

City Administrator Joe Parente provided an overview of the third quarter 2020 budget variance report, noting that the information was based on data as of September 30.

3. Action Items

A. Approve the minutes of the October 26, 2020, meeting

Dave Rittman moved to approve the minutes of the October 26, 2020, meeting. Tina Welch seconded; motion passed 5-0.

B. Renew a professional services agreement with the Platte County Citizen for newsletter creation, publishing and mailing services of the City's printed newsletters

City Clerk Melissa McChesney stated that the agreement with The Platte County Citizen for the City's newsletters would expire on December 31 and recommended renewing the agreement. She provided overview of the services provided and explained that the budget had increased over the years due to a loss in ad revenue and the addition of several new addresses in Parkville.

Rittman moved to recommend that the Board of Aldermen renew the professional services agreement with The Platte County Citizen for newsletter creation, publishing, and mailing services for the City's printed newsletters. Robert Lock seconded; motion passed 5-0.

C. **Direct staff to approve a professional services agreement with Baker Tilly for a sewer allocation study**

Public Works Director Alysén Abel said that a study was conducted by Springsted in 2016 and the company merged in 2019 and became Baker Tilly. Staff contacted three firms and one did not submit a proposal because they were unable to complete the work. Baker Tilly provided the least expensive proposal and could complete the study in 6-8 weeks.

Discussion focused on the Board of Aldermen's ability to decide how much to transfer from the study's recommendation and the possibility that it would be more effective to hire separate staff to work only for the sewer to reduce the need to transfer from the Sewer Fund to the General Fund.

Rittman moved to direct staff to execute a professional services agreement with Baker Tilly for the sewer allocation study in the amount of \$3,100. Welch seconded; motion passed 5-0.

4. **Non-Action Items**

A. **Quarterly Projects Update**

Assistant to the City Administrator Anna Mitchell provided an update on 2020 Capital Improvement Program projects, noting that six projects had not started but were still on track to be completed in 2020. Several projects that would be carried over to future years. Discussion focused on the current and future use of the train depot.

5. **Unfinished Business (postponed from prior meetings)**

6. **Other Business**

Vice Chair Rittman asked about the status of the property ownership questions for Pocket Park and City Administrator Joe Parente responded that staff was waiting on final information from the city attorney that would be provided to the adjoining property owners, as well as Dave Williams and Tom Hutsler.

Chair Sportsman discussed the accident that occurred the previous weekend in Pocket Park, noting that safety measures needed to be put in place as the first phase of improvements to the park. Safety measures he recommended including a new handrail with new steps, moving the Grigsby Statue, replacing the second tier flooring and adding bollards near Main Street.

Robert Lock asked if the residents of the Pinecrest subdivision would be notified of the curb work from the city administrator's approval and Public Works Director Alysén Abel responded that residents would be notified before work would start.

7. **Adjourn**

Chair Sportsman adjourned the meeting at 4:58 p.m.

Submitted by:

Melissa McChesney
Melissa McChesney
City Clerk

November 23, 2020
Approval Date