

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:07 p.m. on February 16, 2021 and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Present:

Ward 1 Alderman Tina Welch
Ward 1 Alderman Philip Wassmer
Ward 2 Alderman Dave Rittman
Ward 2 Alderman Brian T. Whitley
Ward 3 Alderman Robert Lock
Ward 3 Alderman Douglas Wylie
Ward 4 Alderman Marc Sportsman
Ward 4 Alderman Greg Plumb

Absent:

None

A quorum of the Board of Aldermen was present via videoconferencing.

The following staff was also present via videoconference:

Joe Parente, City Administrator
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Finance/Human Resources Director
Chris Ashley, Public Works Project Manager
Chris Williams, City Attorney

Mayor Johnston led the Board in the Pledge of Allegiance to the Flag of the United States of America.

2. CITIZEN INPUT

A. Proclaim February 21-27, 2021, as Engineers Week

Mayor Johnston presented the proclamation to Public Works Director Alysen Abel.

3. CONSENT AGENDA

- A. Approve the minutes for the February 2, 2021, regular meeting
- B. Approve the minutes from the January 5, 2021, executive session
- C. Receive and file the January Municipal Court report
- D. Receive and file the financial report for the month ending January 31, 2021

- E. Receive and file the crime statistics for January through December 2020
- F. Approve a land use and waste disposal agreement with Damon Pursell Construction for the use of its property for the annual clean-up events in 2021
- G. Approve Work Authorization No. 131 with North Hills Engineering for the 2021 Sanitary Sewer Repairs program
- H. Approve accounts payable from January 30 to February 12, 2021

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO **APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTIONS, AS PRESENTED.**

RESULT: MOTION PASSED 8-0.

4. ACTION AGENDA

- A. **Approve the second reading of an ordinance to amend Ordinance No. 3017 to amend the 2020 Operating Budget and fund transfers and the 2020-2025 Capital Improvement Program**

Mayor Johnston stated that the first reading of the ordinance was presented on February 2. No additional information was provided.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3110, AN ORDINANCE **AMENDING ORDINANCE NO. 3017 AMENDING THE OPERATING BUDGET AND FUND TRANSFERS AND THE 2020-2025 CAPITAL IMPROVEMENT PROGRAM**, ON SECOND READING TO BECOME ORDINANCE NO. 3062.

RESULT: MOTION PASSED 8-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN, GREG PLUMB

NOES: NONE

ABSTAIN: NONE

- B. **Adopt an ordinance correcting a typographical error in Ordinance No. 3060 regarding the approval of Redevelopment Project 5 of the Downtown Redevelopment Plan**

Community Development Director Stephen Lachky stated that Ordinance No. 3060 was adopted to approve Redevelopment Project 5 of the Downtown Redevelopment Plan that stated it was the third amendment, but it should have been the fourth amendment. The

proposed ordinance corrected the typographical error in the original ordinance.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3113, AN ORDINANCE **CORRECTING A TYPOGRAPHICAL ERROR IN ORDINANCE NO. 3060 REGARDING THE APPROVAL OF REDEVELOPMENT PROJECT 5 OF THE DOWNTOWN REDEVELOPMENT PLAN**, ON FIRST READING.

RESULT: MOTION PASSED 8-0.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3113, AN ORDINANCE **CORRECTING A TYPOGRAPHICAL ERROR IN ORDINANCE NO. 3060 REGARDING THE APPROVAL OF REDEVELOPMENT PROJECT 5 OF THE DOWNTOWN REDEVELOPMENT PLAN**, ON SECOND READING TO BECOME ORDINANCE NO. 3063.

RESULT: MOTION PASSED 8-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN, GREG PLUMB

NOES: NONE

ABSTAIN: NONE

C. **Approve the first reading of an ordinance to implement a six percent rate increase for the sewer utility**

Public Works Director Alysén Abel provided an overview of the Sewer Fund budget, including the recommended administrative transfer to the General Fund to cover sewer-related administrative expenses. The Finance Committee discussed the sewer rate increase and the allocation study on February 9 and recommended a six percent increase to the sewer rates which would provide an additional \$45,000 to bridge the gap between the transfer amount and the full recommended amount. Abel noted there was an error in the table in the policy report that would be updated for the second reading on April 6.

Nick Dragisich, Baker Tilly, provided an overview of findings from the sewer allocation study; presentation attached as Exhibit A. He said that the recommended administrative transfer was \$449,800,

Mayor Johnston noted that staff was tasked with researching efficient ways to manage the sewer system that was discussed by the Finance Committee on February 9.

Discussion focused on the recommended administrative transfer, staff tracking time spent on sewer-related activities, concerns that the General Fund was subsidizing the Sewer

Fund when every Parkville resident was not a customer of the City's sewer system and the sewer rate increase. It was noted that on February 9 the Finance Committee asked staff to determine the cost effectiveness of a stand-alone sewer department, economies of scale with a merger with another sewer utility or acquisition of the City's system and a more accurate way to determine costs for the administrative transfer.

Gordon Cook, 7908 Deer Run, shared his concerns about the allocation study and how the costs were allocated.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3114, AN ORDINANCE AMENDING SECTION 703.040 OF THE PARKVILLE MUNICIPAL CODE IMPLEMENTING A 6% INCREASE TO THE SEWER BASE CHARGE, SEWER USAGE CHARGE AND SURCHARGE FOR CUSTOMERS OF THE PARKVILLE SEWER SYSTEM, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 6TH.

RESULT: MOTION PASSED 8-0.

D. **Approve Resolution No. 21-003 supporting COVID-19 vaccine distribution in Platte County**

Mayor Johnston stated that Aldermen Whitley participated in discussions with the Platte County Health Department regarding COVID-19 vaccination distribution.

Alderman Whitley said that he started the conversation so Parkville could be represented and have a voice at the table. Cities were not able to contract directly with vaccination companies because the vaccines were distributed by the federal government who provided them to each state who determined the phasing within the state. He said he spoke with the Unified Government of Wyandotte County and Senator Luetkemeyer about getting doses to Platte County. They contacted the Platte County Health Department to find out how Parkville could assist to make sure the doses were administered efficiently. Whitley said the resolution supported providing funds to the health department and obligating the City's Public Works resources to set up for a mass vaccination site in Riverside.

5. **STAFF UPDATES ON ACTIVITIES**

A. **Public Works**

1. **Pocket Park Improvements**

Public Works Director Alysén Abel provided an update on the traffic controls in front of Pocket Park, noting that large planters were recommended in front of Pocket Park in the interim until the bollards and bump out were constructed. There were concerns that the pots that were purchased could easily break and would not stop traffic. Two options included ordering larger planters which were on a six week delay for delivery and high freight charges or adding concrete jersey barriers in front

of the curb to provide more safety. Abel added that signage could be placed on the barriers noting it was a loading zone. The consensus was to place jersey barriers in front of Pocket Park.

6. MAYOR, BOARD OF ALDERMEN & COMMITTEE REPORTS & MISCELLANEOUS ITEMS

Alderman Lock shared a concern from a resident about snow removal in the National. Public Works Director Alysén Abel noted that parts of the streets were beginning to buckle due to the low temperatures and snow that could have a long-term impact on the streets. She said that staff would continue to monitor the streets.

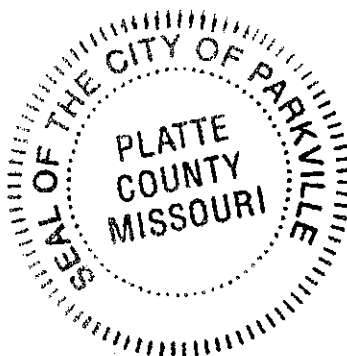
7. ADJOURN

Mayor Johnston declared the meeting adjourned at 9:18 p.m.

The minutes for February 16, 2021, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the 2nd day of March 2021.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney



City of Parkville, MO Update Administrative Charge to Sewer Fund

February 9, 2021

Presented by: Nick Dragisich



1

Purpose

- Update 2015 administrative charge allocation from General Fund to Sewer Fund
 - Operating cost that provide direct support to the Sewer Utility
 - Overhead costs incurred in providing services
 - Avoid duplicate charge allocations



2

2

Why Allocate Costs

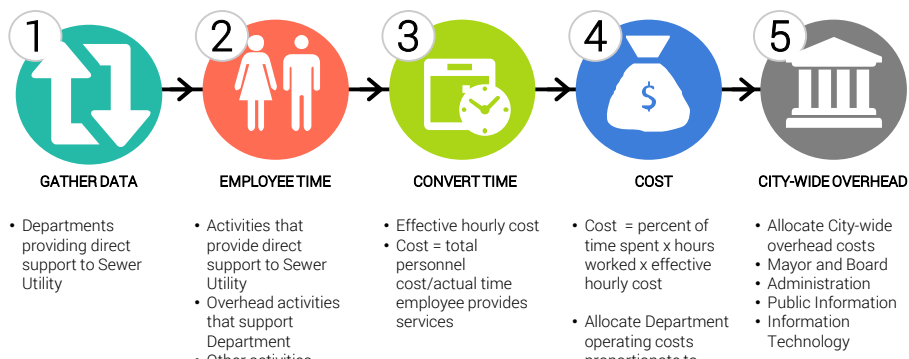
- Sewer customers and taxpayers are not the same base
- City taxpayers exclude
 - Exempt properties who can be relatively large sewer users
 - Out-of-town sewer customers
- Provides equity by allocating costs to properties/customers who receive sewer services



3

3

Process



4

4

Administration Department

- Handling sewer customer complaints
- Responding to questions related to the Sewer Fund
- Accepting and processing payments for sewer services
- Supervision of sewer billing staff and processes
- Preparing and mailing sewer bills to customers
- Stopping and starting sewer services



Administration Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 194,136
Department Overhead	\$ 15,122
Total Costs Supporting the Sewer Fund	\$ 209,258

5

5

Public Works Department

- Managing capital improvement projects from conception through construction
- Creating bid documents, contracts, and policy reports for sewer capital improvement projects
- Reviewing contract and insurance documents for compliance to contracts
- Communication with contractors regarding contract documents and compliance
- Performing inspections on construction of sewer infrastructure and compile inspection reports



Public Works Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 104,577
Department Overhead	\$ 28,070
Total Costs Supporting the Sewer Fund	\$ 132,647

6

6

Community Development Department

- Ensure adequate sewer easements are identified on applications, plats and maps for building and development within the City limits
- Coordinate and provide data, information, maps and imagery to the City's Public Works Director and on-call engineer for tasks pertaining to the mapping of existing and new sewer lines
- Provide records of sewer lines identified on past applications and approved plans



Community Development Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 21,825
Department Overhead	\$ 7,106
Total Costs Supporting the Sewer Fund	\$ 28,931

7

7

City-Wide Overhead

- Cost incurred to provide support to operating department and funds
 - Paying bills
 - Issuing payroll checks
 - Coordinating purchasing functions
 - Human Resources
 - Information Technology
 - Overall policy, goals, and direction
 - Other



8

8

City-Wide Overhead



			Mayor and Board	Administration	Public Information	Information Technology	Total Allocated Overhead
2021 Budget							
F.T.E.s			-	6.50	-	-	6.5
Total Expenses		\$ 73,206	\$ 1,380,085	\$ 30,410	\$ 60,745	\$ 1,544,445	
Expenses Allocated to Activities		\$ -	\$ 301,857	\$ -	\$ -	\$ 301,857	
Net Expenses		\$ 73,206	\$ 1,078,228	\$ 30,410	\$ 60,745	\$ 1,242,588	
Percent City-Wide Overhead		100.00%	78.13%	100.00%	100.00%		
Allocation Based on F.T.E.s		0.00%	40.00%	0.00%	100.00%		
Allocation Based on Expenses		100.00%	60.00%	100.00%	0.00%		
	F.T.E.s	Expenses					
Mayor and Board	-	\$ 73,206	\$ 428	\$ 3,779	\$ 178	\$ -	\$ 4,384
Administration	6.50	\$ 1,078,228	\$ 6,298	\$ 114,672	\$ 2,616	\$ 8,312	\$ 131,888
Municipal Court	2.00	\$ 172,699	\$ 1,009	\$ 27,074	\$ 419	\$ 2,558	\$ 31,059
Community Development	5.00	\$ 359,311	\$ 2,099	\$ 83,945	\$ 872	\$ 6,394	\$ 73,310
Police	18.00	\$ 1,660,413	\$ 9,688	\$ 249,140	\$ 4,029	\$ 23,019	\$ 285,886
Public Works	14.00	\$ 799,978	\$ 4,672	\$ 168,409	\$ 1,941	\$ 17,904	\$ 192,926
Parks & Recreation	-	\$ 450,654	\$ 2,632	\$ 23,261	\$ 1,093	\$ -	\$ 26,986
Sewer Utility	0.50	\$ 1,661,220	\$ 9,703	\$ 90,285	\$ 4,031	\$ 639	\$ 104,657
Nature Sanctuary	1.50	\$ 61,898	\$ 362	\$ 16,815	\$ 150	\$ 1,918	\$ 19,245
Public Information	-	\$ 30,410	\$ 178	\$ 1,570	\$ 74	\$ -	\$ 1,821
Information Technology	-	\$ 60,745	\$ 355	\$ 3,135	\$ 147	\$ -	\$ 3,638
Transportation Sales Tax Fund	-	\$ 1,159,072	\$ 6,770	\$ 59,826	\$ 2,812	\$ -	\$ 69,408
Debt Service Funds	-	\$ 2,658,419	\$ 15,527	\$ 137,216	\$ 6,450	\$ -	\$ 159,193
Reserve Fund	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eliminations	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Sales Tax Fund	-	\$ 1,471,200	\$ 8,593	\$ 75,937	\$ 3,570	\$ -	\$ 88,099
Economic Development	-	\$ 10,000	\$ 58	\$ 516	\$ 24	\$ -	\$ 599
Parks Donations	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Veterans Memorial	-	\$ 65,000	\$ 380	\$ 3,355	\$ 158	\$ -	\$ 3,892
Court Recoupment Fees	-	\$ 544	\$ 3	\$ 28	\$ 1	\$ -	\$ 33
Police Training Fees LET	-	\$ 2,048	\$ 12	\$ 106	\$ 5	\$ -	\$ 123
Police Shop	-	\$ 9,593	\$ 56	\$ 495	\$ 23	\$ -	\$ 574
TIF Development	-	\$ 480,224	\$ 2,805	\$ 24,787	\$ 1,165	\$ -	\$ 28,757
Market Place Project 1 & 2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Market Place CID #1 & #2	-	\$ 1,793	\$ 10	\$ 93	\$ 4	\$ -	\$ 107
Creekside Development	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fewson Project	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	-	\$ 267,085	\$ 1,560	\$ 13,786	\$ 648	\$ -	\$ 15,994
Totals	47.50	\$ 12,533,739	\$ 73,206	\$ 1,078,228	\$ 30,410	\$ 60,745	\$ 1,242,588

9

9

Total Cost of Supporting Sewer Utility

- Total cost is sum of:
 - Administration
 - Public Works
 - Community Development
 - City-wide overhead
- Less costs already allocated
 - \$25,694 personnel costs in Administration Department



10

10

Total Cost of Supporting Sewer Utility

City Costs Supporting the Sewer Fund	Sewer Related Activities	Overhead	Total
General Fund Administration	\$ 194,136	15,122	209,258
General Fund Community Development	\$ 21,825	7,106	28,931
General Fund Public Works	\$ 104,577	28,070	132,647
City Wide Overhead	\$ -	104,657	104,657
Total Cost Supporting the Sewer Fund	\$ 320,538	154,955	475,494
Less Costs Allocated in Budget	\$ (25,694)	-	(25,694)
Net Cost Available to Allocate to the Sewer Fund	\$ 294,844	\$ 154,955	\$ 449,800



11

11

Questions?

- Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and wholly-owned subsidiary of Baker Tilly Virchow Krause, LLP, an accounting firm. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.



12

12