



CITY OF GRAIN VALLEY
BOARD OF ALDERMEN MEETING MINUTES
 Special Session

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ITEM I: CALL TO ORDER

- The Board of Aldermen of the City of Grain Valley, Missouri, met in Special Session on November 1, 2017 at 6:06 p.m. in the Council Chambers located at Grain Valley City Hall
- The meeting was called to order by Mayor Mike Todd

ITEM II: ROLL CALL

- City Clerk Theresa Osenbaugh called roll
- *Present: Arnold, Bamman, Coleman, Headley, Totton, West*
- *Absent: None*

-QUORUM PRESENT-

ITEM III: DISCUSSION

- 2018 Fiscal Year Budget
 - City Administrator Hunt reviewed the Tourism Fund:
 - Revenue is collected from special use fees
 - Fund is used for economic development; uses includes membership with Kansas City Area Development Council (KCADC) which works to attract national and global projects to the Kansas City Metropolitan area; Eastern Jackson County Development Alliance which provides demographics and promotes Eastern Jackson County to the region
 - Alderman Bamman asked what is gained by the memberships; KCADC provides tangible project leads, represents the City to site selectors and assists with site visits; KCADC designed the initial logo that EDC uses today at no charge; Alderman Coleman shared that currently there are two applications submitted to KCADC
 - Alderman Totton asked how much Grain Valley has benefited from memberships; no projects have come from KCADC over the last year; Alderman Coleman shared that an example in the past was the KC Scout Project which would have represented 5,000 new jobs; Grain Valley was selected as a finalist; the project did not move forward with any of the finalists; Mr. Hunt reminded the Board that economic development is a long term investment- results are not immediate
 - Fund provides professional services for EDC contract including the Economic Development tracker license which is how projects are processed and tracked
 - Chamber Sponsorship is the money used for the fair sponsorship
 - Alderman Bamman asked if the budgeted amount for fair

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 Alderman Chris Bamman
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 Alderman Bob Headley
 Alderman Nancy Totton
 Alderman Yolanda West

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- Transportation Expenditures were reviewed:
 - Transportation Water and Sewer expenditures are often shared with 20% out of Transportation, 40% out of Water and 40% out of Sewer
 - Alderman West asked for clarification on budget truck listing for the VERP
 - Position has been added to the budget for an Engineering Inspector; number of inspections being made through Code Enforcement, Public Works Superintendent and Building Code Inspector has increased dramatically; staff are at capacity with inspections and new developments will increase work load beyond current staff capacity; this position will provide expertise to inspections
 - Requested to send staff to the American Waterworks Association and Conference; gives credit towards certification for water distribution; includes information on new laws and existing laws
 - Requested to send staff to American Public Works Association Conference
 - Engineering Services will include correcting a stormbox issue in Rosewood
 - Salt needs were reduced since little was used last year
 - Erosion control will be completed on the Lakeview Channel
 - Equipment Maintenance includes small engine maintenance, large truck maintenance and computer maintenance fees
 - Would like to purchase a push camera for sewer lines which is smaller and easier to use-takes less resources
 - Alderman Arnold clarified cost of camera at \$10,000
 - Would like to purchase a walk behind saw which will be safer and produce a higher quality job product
 - Requested purchase of pavement sensors; budget packets show six but only three are being requested, changing line item to \$2,400; sensors are small devices that mount to truck and get data on pavement temperature, humidity, etc. which helps determine if freeze conditions will occur on road;
 - Mr. Hunt noted annual concrete maintenance costs; this used to be contracted out; several concrete experienced employees have been hired and now can be done in-house; expense has gone down approximately 40%
 - Alderman Headley asked if this would allow more money for more projects to be completed in a given year; more people would still be needed to do more projects
 - Street light lease fees have increased due to anticipation of new developments
 - Alderman Arnold asked for clarification of fees; Mr. Arroyo is not aware of a time when a fee to install a light was incurred unless it needed to be relocated; Mr. Hunt noted that the fiscal analysis of streetlights when they are installed includes the monthly fee and total impact to the year

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- Mr. Hunt passed out schedule of capital equipment projects
- Existing salt spreader will be replaced as the current one has failed several times
- Bucket Truck is being budgeted for replacement
 - Mayor Todd asked about option of aerial lifts vs bucket truck for cost purposes; Mr. Arroyo recommended the bucket truck; original purpose was street light maintenance; additionally used as the sign truck for sign posts-sign hammer is mounted on vehicle; bucket truck is used for tree trimming and used in parks for netting and lights; current one is 12 years old; several key parts have been replaced multiple times; truck has over 5,200 hours on it and needs more work; salvage value needs to be considered; this is a critical item to the fleet; truck has 42,000 miles
 - Alderman West shared concerns that the replacement target for the truck is 85,000 miles; concerns were shared about the timing of replacement and the cost; Mr. Arroyo reminded the Board that the bucket truck is running even if miles aren't being added- the motor needs to be on for lift to be used; 5,200 hours of a vehicle running is equivalent to 180,000 miles; if bucket truck completely fails and no replacement is available the city will have to hire a contractor for jobs as simple as light bulb changes
 - Alderman Coleman asked if a used truck was a possibility; budgeted price is for a new truck as there is no guarantee used will be available, however, all options will be considered
 - Alderman Totton asked how long the City has had the current truck; 12 years old
 - Alderman West felt that for the expense to replace the investment of \$6,000-\$8,000 would save money if it allowed for another year of use; felt money could go to an additional police officer
 - City Administrator Hunt noted that it is recommended for replacement in 2018; mileage does look extremely low but that is why miles or months are quantified because months have been exceeded even if there is low miles; truck may be driven 2-3 miles to destination but then operates for two hours to repair need; majority of use is parked with motor running and hydraulics operating; truck will exceed target replacement by the new year; the VERP is to help stay on top of regular consistent fleet replacement
 - Alderman West would like to look for a used truck as well; best case scenario a used one will be purchased
 - Mayor Todd asked if this price was from the state bid list; price is from the bid list
 - Alderman Headley asked if the work can be done with a another type of

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- lift; bucket truck is efficient-traffic is often not impacted and a trailer is not needed to move lift; could potentially use other lifts but not the safest or most efficient thing to use
- Alderman Arnold asked if the VERP showed what hours were on the vehicle when it was obtained; this is not listed on the VERP
 - Alderman Headley confirmed that the salt spreader is built for a smaller truck; this is accurate
 - Alderman Bamman asked if the equipment was budgeted because of the VERP; bucket truck is a replacement and the salt spreader is a necessity; F450 truck will be useful for maintenance in neighborhoods and on properties but is not a necessity; staff has increased by two people and there are two separate crews who could each benefit from an assigned truck
 - Alderman Arnold asked how many smaller trucks would be in the fleet; if a truck is added there will be two F450 vehicles
 - Mayor Todd-asked if a dump bed is needed; this is not necessary; Mayor Todd thought this truck would still tear up yards which is one reason it is being requested; it is a big truck but not as big as international
- Rubber tire loader has recently been involved in workplace injury; equipment is 17 years old and has 1,700 hours on it; large sum of money will need to be spent to repair the equipment and a large sum has already been spent on previous repairs; a total of \$40,000 would be invested in a piece of equipment past it's prime and involved in injury situation; budget will be amended to include new loader estimated at \$128,000; used equipment will be reviewed but the current loader is a good example of why used is not always best; tire loader is used for loading/unloading trucks, filling salt trucks, moving gravel/soil, lifting heavy objects, clearing/grading and also at the household cleanup event
 - New Assets Management software was purchased last year which allows for mobile inspections and work orders; does require used of tablets which has been added to budget
 - Sewer TV Trailer computer needs to be updated and software needs to be updated
 - CIP Streets for repair were reviewed
 - Carports are requested which would allow vehicles currently exposed to be under cover
 - HEPA filters are requested for Public Works Department; computer systems which connect to City Hall are in the Superintendent's Office and get dust in them
 - Mr. Hunt reviewed the Public Health Fund:
 - Public Health Fund supports various projects and senior subsidies; projects include the household hazardous waste and city clean up; funds are from property tax and revenue investments

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- Expenses include senior health services, meals on wheels, and senior luncheons
 - Mayor Todd asked if the budgeted amount was enough; there are several contributors to the program but if the City takes over the responsibility for the senior luncheons this fund will need to be increased
- Fund also contributes \$5,000 to the senior baskets
 - Alderman Arnold felt a large portion of baskets did not get out in past years and with the number of people who qualify it is becoming unmanageable; felt consideration may need to be given to redirect the funds to places such as the senior luncheon; if decision is made now than it can be planned for
 - Mayor Todd suggested those who attend the December senior lunch could take a gift card or similar home; a future discussion will also need to occur around senior water rates being discounted; Alderman Totton asked about tax deductions for seniors; seniors can refer to the State for deductions
 - Alderman Totton felt baskets did not take diet concerns into consideration; Mayor Todd felt it was better to partner with businesses to do a gift card and let seniors purchase items they actual need
 - Alderman Bamman asked if baskets are targeted at those who have a need; anyone who 75 or older is eligible
 - Alderman Arnold felt that even though the City is not the lead on program people get upset when the qualifications change or baskets are missed
 - Mayor Todd noted that some people use relatives to get discounted water rates and become eligible for senior basket; City Administrator Hunt shared that senior water bills will need to be addressed as 800 accounts get a significant decrease; water discounts can't be quit but current discounts will need to be grandfathered in; this is one reason that water rates can't be lowered for everyone
 - Mayor Todd proposed that senior baskets be left in the budget and then propose a different way for the program unless the City takes over project; Alderman Arnold has concerns about taking over the baskets should the program need to be discontinued in the future; Alderman Totton shared concerns that not all seniors can drive to receive something at luncheon
- GV Cleanup and Household Hazardous Waste Program is financially profitable for residents and encourages proper disposal of items; annual spring cleaning event provides dumpsters that residents can bring anything to for disposal except certain electronics and hazardous waste
- Transportation Program for seniors and disabled residents is getting closer to be decided; KCATA is helping with analysis for the most sensible partnership
 - Alderman Coleman mentioned that this is the second year this program has been budgeted for and asked if the money from the prior year's budget is still dedicated to the program; when the fiscal year is over the money is put back

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- into the reserves
- Alderman Totton asked if ATA would only take riders to Blue Springs; this is part of the analysis to see what could be offered; there is potential to connect to several hubs that could get a rider as far as downtown, although it won't be a direct connection; Mr. Murphy attends senior mobility meetings and has drawn attention to Grain Valley for being included in Eastern Jackson County discussions
 - Emergency Management Contract with CJEMA is the group that covers emergency management needs for Blue Springs, Lake Tapawingo and Grain Valley; funds cover warning siren maintenance and other emergency management needs; this money used to come out of General Fund with Police Department
 - Fund surplus is transferred to community center for senior programs

MAYOR TODD CALLED FOR A RECESS AT 7:53PM; THE REGULAR MEETING WAS CONTINUED AT 8:06PM-

- Old Towne TIF includes the Sunfresh/Dollar General area; money collected is paid back to the developer
- Capitol improvement Fund was reviewed; money has been budgeted to start researching future plans for the Sni-A-Bar Farms project; \$250,000 will be transferred to Parks Department for payment of the Certificate of Participation Bonds which funded the current Civic Complex and will pay off in 2020
- Funds 290 and 295 have been spent out of bonds that were sold; 295 includes the 2011 GO bonds for the highway project; \$183,000 is left and money will be spent on downtown street improvements
- TIF/NID/CID Funds are required by statute to be separated; money comes in to fund 302 (special allocation fund); money collected in project 2 is put in this fund and turned over to UMB bank trustee for bond issue; funds are held until they accumulate; every 6 months interest is paid and once a year principle is paid
- Fund 305 includes the debt service to fund IDA bonds; transfer is received from 302 into this fund and the bond principle and interest are paid out of this fund
- Funds 310 and 311 record activity for the Neighborhood Improvement District; little activity as NID assessments haven't been completed
- Funds 320 and 321 record sales tax and use tax collected in Project 2; money is sent to UMB bank to be applied to debt service for TIF bonds
- Fund 323 is a new fund to record the activity on the northwest quadrant where CID is being established; currently the only activity has been the developer's deposit and legal fees for the petition
- Fund 325 records the interchange activity for project 1A and eventually 1B, 3 and 4; 1A is the only project that has been activated which includes McDonalds and Advanced

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- Auto; the money that comes in to this account is accumulated so projects can occur and/or the City can be reimbursed for Bonds to make improvement to interchange
- Fund 400 is the tax levy that is collected for debt service fund; Some bonds were paid off early in 2013 under the plan and now working to try and build the fund balance equal to one year of debt service; bond interest, principal and custodial fees to UMB are the only things that come out of this fund
 - Alderman Coleman asked for the City's rating for bonds; one is AA- and one is AA; water and sewer were reviewed last week and the rating was affirmed; City is not a big enough district to be in the higher rating; Mr. Hunt shared that a few years ago the rating went up and additional increases were seen
 - Alderman Bamman asked if the City looks at ways to reduced and accelerate debt payment; over the past year, 3 different bond issues were refunded and one was paid off early; this is reviewed on regular basis
 - Mr. Hunt reviewed current outstanding debt; Total Bonds is \$2.1-\$2.2 million/year with a payment decrease in 2020, 2021 and 2022
 - Alderman Headley asked when the GO Bonds series 2013 are paid can the rest of the bonds be paid on faster; additional payment on the General Obligation Bonds will not come off principal; if debt payment schedule is accelerated then investors are not getting what they invested for which is why these are refinanced
 - Water and Sewer Funds were reviewed
 - Developer Fees are included for new plat
 - Water sales are not on track to meet projections; fees include reconnect fees for those who have had their water shut off; automatic calls have decreased the disconnection amounts which result in fewer reconnect fees; Water penalties have been steady
 - Sewer Collection- some sewer customers opt to use a winter average vs their actual usage; Sewer Tap Fees are estimated as a direct tie to single family, commercial and duplex dwellings
 - Meter Replacement Fee-every customer account over a 15 year period will pay for the account's meter replacement; this was put in place to make sure meters were replaced in a timely manner
 - Tower Antenna Fee is a lease with various cell providers to use towers as antenna
 - House Rental-a portion of the home rented to the Economic Development Executive Director is budgeted here
 - Sale of Assets- a portion of the bucket truck is included here
 - Miscellaneous interest revenue has gone down from years past as funds were more appropriately suited in other areas
 - Contributions for Public Works is cash donations from sponsors
 - Water Rate Study has been completed with the purpose of seeing if water and sewer rates

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could be lowered to reduce impact to residents; industrial rate needed to be factored in; final version of the study came out in March of this year

- First outcome recommend that rates be increased but that is not the intent of the City; the purpose of rate study was to be able to fund operations through 2026; operations from water/sewer fund were positive in 2013-2015; small amount of growth contributed to this and the cash position had remained stable; goal is to maintain a minimum account balance for utility funds with money to continue operations should any catastrophic loss to system occur while keeping rates level as long as possible; study has shown rates can be stable through 2020; 2020 will bring an increase for the minimum base rate and for every 1000 gallons over that base rate; if rates were decreased they would not be sustainable
- Sewer rates followed same analysis
- Senior rate was reviewed; currently the rate begins at 65; senior rate will need to be further reviewed in the future
- Revenues have to equal 110% of operating expenses; cannot operate in a break-even method according to the bond covenant; if the City assumed no increases the City would experience an operating revenue loss in 2023 because cash reserves will be exhausted
- Water Tower replacement was discussed; current philosophy is that rates will be used to operate water and sewer funds and a certain amount will be set aside every year for water and sewer projects; 2022 an \$8.7 million water tower will be constructed; other projects incurred during normal course of business include things like water tower pump rebuilds and maintenance to existing water towers
 - Alderman Bamman asked when the water tower will be built; water tower will be built in 2022 and 2023; debt will be issued at the beginning of the project with completion debt following in 2023
 - Alderman Headley asked if it has been considered to add an additional tower instead of replacing the tower; the benefit to replacing the tower is higher pressure; also growth is expected to reach a point where the City will be below the required fire storage; in the North part of town pressures are reaching minimum levels; if a heavy commercial user comes to the City it could have an impact on water storage; foundation of existing tower cannot be used due to size constraints; anything existing will not be useful; plans also include an additional pumping station that will be required
 - Mayor Todd asked if due to pressure, an elevated tower is needed; recommendation when doing the study was to put money in an elevated tower to gain more pressure and higher pumping capacity
 - Alderman Arnold asked about the possibility of keeping the original tower; study did consider that but it is not recommended due to

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- maintaining two towers and one getting close to the end of its useful life; recommendation is to replace but it can be reviewed
- Alderman Arnold asked if the bigger tower would be needed if a large commercial user doesn't come; Mayor Todd thought if it's just residential growth then that big of a tank is not needed; it is cost effective to get the bigger tower when you are comparing the different sizes and this would take the City through all growth
 - Alderman Arnold reminded the Board of previous purchase that weren't used; Alderman Headley was concerned if the City doesn't have the larger tank that it may become a regret; Alderman Arnold wants to proceed cautiously
 - Mayor Todd pointed out that the City rates are comparable to others; Mr. Hunt noted that since the study rates have been increased in other cities
- Sewer analysis followed the same process; infrastructure doesn't share the same concerns as with water; bond coverage is the same; sewer utility is able to maintain a positive cash flow; towards the end of planning period the City will start to see a lower net income but the overall summary is that there would not need to be a sewer rate increase over the next 9 years
 - Final recommendation is that water prices stay level for the next three years and then reexamine to see if growth is trending as anticipated; water tower discussion will be continued
 - Mayor Todd asked if Tri-County is in need for additional storage and would be interested in cost-sharing the tank; Mr. Hunt thought this could be a possibility and can be discussed
 - Water/Sewer Expenditures were reviewed:
 - Capital Equipment is the same as transportation
 - Salary includes the new Engineering Inspector
 - Staff Development includes the American Waterworks Conference and gives water certifications
 - Professional Services includes maintenance contracts, utility service contracts, central power contract, pump maintenance etc.
 - Tri County rates are anticipated at a 3% increase from the previous year
 - Meters will be replaced and water meters for the new houses are included
 - Roof and window repairs have been budgeted
 - Equipment is the same as discussed in transportation
 - Alderman West asked about the Capitol Equipment Land Acquisitions ; debt service for property at Sni-A-Bar Farms; part is in the General Fund and rest is split between Water and Sewer
 - Change in budget will include the addition of a rubber tire loader

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- Mayor Todd asked if rubber tire loaders can be leased; possible but not common
 - Alderman Arnold asked if the department had to choose between the tire loader and the truck, what would the preference be; Mr. Arroyo would recommend the tire loader; Alderman Arnold recommends that only one is purchased this year and the tire loader is a safety issue; Mr. Hunt suggested that staff could look through the 2017 budget year to date for budget vs actuals to see if it could be amended; tire loader will, at a minimum, be out of service for the rest of the year and will not be put back into service until the safety issue can be identified
 - Mayor Todd suggested staff demo equipment to find the right fit; Mayor Todd would like more information on the loader and bucket truck so a decision can be made
 - Alderman Totton asked about the timeframe for determining liability on the excavator; hopefully more information will be learned in the next few weeks; Alderman Totton asked if the accident was a maintenance issue; regular maintenance has been performed
 - Alderman Headley asked if the employee was ok; details cannot be discussed at this time
 - Mr. Hunt asked what additional information would be needed on bucket truck; Mayor Todd would like more information on used options; Mayor Todd would prefer to make a new purchase on loader; Mr. Arroyo stated staff can try different loaders to see which horsepower is preferred; Alderman Arnold would prefer to wait a year on the bucket truck; Alderman Bamman would like to see what the numbers look like; Alderman Headley noted savings may be found; Mayor Todd directed staff to leave the equipment in budget but not make purchase until further discussion occurs; Alderman Headley suggested that part of the money could be allocated this year and part next year
 - Mayor Todd asked what would be replaced in 2019; loader was up in 2019 and no other equipment replacement is anticipated at this time
 - Mayor asked for consensus on leaving the truck in budget and approving later; budget will remain
 - Alderman Headley asked if there is need for additional dump truck; growth at this time doesn't cause need for another dump truck
- Mr. Hunt asked the Board to consider adding short term disability to the budget for staff; short term disability would add an estimated \$12,000/year to budget if provided by the City for all employees
 - Alderman Arnold asked for clarification on the plan; plan being considered is accessible on the 15th day of illness or accident and pays 60% of wages; after

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- term is up long-term disability can be used
- Alderman Headley asked how many employees have a large amount of sick leave; 10-20% are estimated to have a large amount built up
 - Alderman Arnold felt if it truly benefited employees he was for the addition but shared concerns about barriers he has heard of others experiencing with short term disability plans; Mayor Todd asked if policy can put in place to ensure employees can access the benefit
 - Alderman Totton asked if sick leave is paid out when an employee leaves the City; this depends on when the employee was hired; for those who receive a payout, the amount is a percentage based on how long they've been with the city
 - Board consensus was to add short term disability to the budget
- Alderman Bamman asked to review the highlights of significant added items:
 - Part Time Victim Advocate, most of cost is covered by a grant
 - Police Officer position with Salary and Benefits
 - Bridge Engineering and Design for \$40,000
 - Reduced budgeted amount for pavement sensors from \$6,000 to \$3,000
 - Change the repair of the tire loader to a replacement
 - Short Term Disability was added
 - Next steps: Staff will make changes and provide the Board with a new budget packet; final budget will occur in the next Board of Alderman meeting under previous business; first approval of the Budget will be the second meeting in November and final approval will be at the first meeting in December.

ITEM IV: ADJOURNMENT

- The meeting adjourned at 9:43 p.m.

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Minutes submitted by:

 Theresa Osenbaugh
City Clerk

 Date

Minutes approved by:

 Mike Todd
Mayor

 Date

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