



CITY OF GRAIN VALLEY
BOARD OF ALDERMEN MEETING MINUTES
Special Session

10/19/2016
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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 October 19, 2016 at 6:38 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

- Deputy City Clerk Khalilah Holland called roll
- *Present: Coleman, Palecek, Johnston, Arnold, West, Headley*
- *Absent: None*

-QUORUM PRESENT-

ITEM III: APPROVAL OF AGENDA

- No Changes

ITEM IV: ORDINANCES

Bill No. B16-21: An Ordinance Repealing Ordinance No. 2394 and Enacting a New Ordinance Finding that the Grain Valley Marketplace Neighborhood Improvement District Improvements Have Been Completed in Accordance with the Approved Plans and Specifications; Apportioning the Final Costs of the Improvements Among the Properties Benefitted by the Improvements; and Assessing the Final Costs of the Improvements as Special Assessments Against the Property Described in the Final Assessment Roll

- City Administrator Ryan Hunt read **Bill No. B16-21** for its first reading by title only
- *Alderman West moved to accept first reading of Bill No. B16-21 bringing it back for a second reading by title only*
- *The Motion was Seconded by Alderman Johnston*
- City Administrator Hunt explained that as the bond counsel and financial advisor were going through the final assessment numbers they identified an error in the square footage of one of the property owners; the error resulted in a change to the assessed value of the property; the assessed values were recalculated and sent to owners for approval; this ordinance is repealing Ordinance No. 2394 and correcting the final costs accordingly
- **Bill No. B16-21** was voted upon with the following voice vote:
 - *Aye: Arnold, Coleman, Headley, Palecek, Johnston, West*
 - *Nay: None*
 - *Abstain: None*

-Bill No. B16-21 Approved for a Second Reading: 6-0-

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Jeff Coleman
Alderman Bob Headley
Alderman Chuck Johnston
Alderman Valerie Palecek
Alderman Yolanda West

ELECTED OFFICIALS ABSENT

STAFF OFFICIALS PRESENT

City Administrator Ryan Hunt
Deputy City Clerk Khalilah Holland
Community Development Director
Ken Murphy
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- City Administrator Ryan Hunt read **Bill No. B16-21** for its second reading by title only
- *Alderman West moved to accept the second reading of **Bill No. B16-21** making it Ordinance #2395*
- *The Motion was Seconded by Alderman Johnston*
 - No Discussion
- **Bill No. B16-21** was voted upon with the following roll call vote:
 - Aye: Arnold, Coleman, Headley, Palecek, Johnston, West
 - Nay: None
 - Abstain: None

-BILL NO. B16-21 BECAME ORDINANCE #2395: 6-0-

ITEM V: DISCUSSION

- 2017 Fiscal Year Budget
 - Mr. Hunt provided the Aldermen with a copy of his PowerPoint presentation, bond schedule, the 2017 VERP, proposed 2017 comprehensive fee schedule, proposed organizational chart changes
 - Mr. Hunt recapped the responses received regarding the timekeeping management question submitted to the Missouri City Managers Association
 - Parks and Recreation Director Shannon Davies presented the Park budget consisting of 5 divisions – Administration, Parks, Recreation, Community Center, Aquatic
 - The cost of subscriptions and memberships for staff increased
 - The money budgeted for meetings and conferences are for staff to maintain their state certifications; staff does not attend the Parks national conference
 - Money has been budgeted for Wi-Fi access for the Park Superintendent at the Park Maintenance facility
 - \$33,500 has been budgeted for a replacement Pick-up with dump bed
 - P&R requested purchase of a John Deer Commercial 36" and 52" mowers
 - Alderman Johnston stated standing mowers are more safe
 - P&R requested purchase of trailers for the bobcat and mowers
 - P&R requested Air Conditioning units for Armstrong and Monkey Mountain concession stands
 - A/C units will help to extend the life of the equipment in the concession stands
 - Alderman Johnston asked if the cool air would escape the front window; Mr. Davies explained the window is 2/3 plexiglass

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- and the remaining portion is a screened window
- Alderman Coleman asked what is the policy on purchasing supplies locally; Mr. Davies explained if the amount of purchase cost is within 5% supplies are purchased locally; Mr. Davies explained there's a limited variety and bulk items that can't be purchased locally
 - Funds have been budgeted for a single vault restroom stall at the Butterfly Trail to replace the porta potty vandalized in the summer of 2016; the waste would be pumped out monthly
 - o Alderman Johnston asked if the location of the restroom facility could be incorporated with the Legacy Plaza memorial
 - Mr. Davies explained the location of the ADA parking makes it the most conducive for the location of the restroom
 - The budgeted \$135,000 Dillingham trail project will connect the two largest neighborhoods in the City
 - Mr. Davies explained the ballfield maintenance cost has been up over the last few years as the fields have been replaced with aglime
 - Mayor Todd requested shading for the first base t-ball dugout at Armstrong Park and that the bleacher seats be replaced
 - Mr. Davies will verify the electricity budgeted line item includes the cost to operate the requested A/C units
 - Mr. Davies confirmed for Alderman Johnston the concession stand makes a profit
 - Summer 2017 is the last year on the 3 year pool maintenance contract; in 2018 the contract will be rebid
 - 12-15 pool deck loungers are replaced yearly
 - The zero entry pool slide needs repairs and will need to be replaced in 1 to 2 years; the replacement cost will be \$15/20k
 - Alderman Headley and Johnston requested Mr. Davies research the possibility of solar panel for the community center
 - Mr. Davies summarized the financing sources for the Park Budget: \$25K (General Fund), \$250k (Capital Improvement/C.O.P), \$25K (Transportation), \$40k (Public Health) – Total \$340k
 - Alderman Headley asked if Parks & Rec would continue to receive \$250k after the Certificate of Participation bonds were paid off in 2020; Mr. Hunt said he would recommend a more equal split of the funds to continue improvement of all infrastructure
 - Alderman Palecek asked when the Dillingham project would be

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- complete; Mr. Davies stated construction is scheduled to start in 2017
- Mr. Davies reviewed the proposed 2017 increased fees to the Pool Rental, Shelter Rental, Field Set-Up and Field Lighting (per hour)
 - Mr. Jared English and Dr. Brad Welle attended the budget discussion; Mr. English thanked Mr. Davies for his work with the Board of Aldermen and the Park Board
- City Administrator Ryan Hunt reviewed the City Clerk/Human Resources budget
- Staff has budgeted for a 12% increase cost to health insurance for 2017
 - Training includes the Building Official certification tests
 - The International Institute of Municipal Clerks annual conference in Montréal, Canada will be removed from the meetings and conferences line item
 - Staff has budgeted \$35K for a human resources outsourcing contract to be split between the general, park, water and transportation funds
 - Annual safety equipment expenditure for AED and fire extinguisher; Alderman Palecek asked if City employees are CPR/AED trained; Mr. Hunt explained employees were trained two years ago and is discussing recertification through CJC
 - Alderman West asked what the cost of benefits are for employee's; Mr. Hunt said it's an average of 36%
 - Finance Director will remove the duplicate cellphone stipend for the Deputy City Clerk in the City Clerk/Human Resources budget as the stipend is included in the Administration budget
 - Alderman West asked if the education reimbursement is for bachelor degree programs; Mr. Hunt said the reimbursement is for police commander training
- Community Development Director Ken Murphy recapped the IT budget
- Computer maintenance: server and network migration is ongoing, the virtualization of the G: drive is expected to be complete in 2017, risk management and website security is a priority
 - IT is requesting (2) 48 port switches and (4) 24 port switches under capital equipment
 - 4 desktops and 2 laptops are scheduled to be replaced in 2017
 - Asset management software by Cartegraph is being discontinued; a replacement has been identified that can be integrated with the City website
 - Alderman Johnston asked if the servers were backed up off site; Mr.

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- Murphy said the City Hall server is backed up at maintenance; staff is looking at a cloud based backup system for the future
- Mr. Murphy confirmed for Alderman Headley Net Standard hosts a few of the City servers
 - Building & Grounds
 - \$25K has been budgeted for Sni-A-Bar improvements; the money allocated will also be used for future public hearings and conceptual designs
 - Administration
 - The Administration budget includes the Public Information Officer position and expenses
 - Mr. Hunt's quarterly Rotary dues have been included in membership line items
 - Meetings & Conferences: the winter Missouri City/County Management Association is in Columbia, MO; the International City/County Management Association conference will be held in San Antonio, TX
 - Funds have been allocated under professional services for financial and organization management to assist with Economic Development analysis as projects become available
 - Money has been budgeted for Table/Chairs for the City Administrator's office
 - Mr. Hunt added funds for fuel to support the vehicle use by the administration department
 - \$4k has been allocated for new main street decorations under Christmas light expenses
 - Capital Equipment line item: Mr. Hunt discussed with the Board of Aldermen a lease program for a new vehicle for the City Administrator per the C/A contract
 - The proposed budget includes a lease payment of \$20k per year split between the general and water/sewer funds
 - While researching vehicle options Mr. Hunt was able to negotiate a trade in of his current vehicle for a Chevrolet Silverado crew cab LTZ series for purchase in 2016 for under \$30k
 - The vehicle purchase in 2016 will eliminate the total lease payment of \$60k over 3 years

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Alderman Johnston moved to approve the trade in of the current City Administrator's vehicle and purchase of Chevrolet Silverado crew cab LTZ series truck up to \$30,000

The Motion was Seconded by Alderman West

No Discussion

Motion was voted upon with the following roll call vote:

Aye: Arnold, Coleman, Headley, Palecek, Johnston, West

Nay: None

Abstain: None

-Motion Passed: 6-0-

- The land acquisition purchase payment from the general fund \$42,500 is the 2nd or 4 year payment of \$85k split with Water/Sewer
- Elected Official
 - Meetings and Conferences: Mr. Hunt has budgeted for two tables for the Truman Heartland Community Foundation Gala, Mr. Hunt has budgeted for the annual board retreat; Mr. Hunt will discuss with the Board other ideas for the structure of the retreat
 - Mayor Todd holds staff appreciation lunches twice a year
 - Public Communication line item has increased for the publication of the City View on a quarterly basis
 - Mr. Hunt highlighted the cellphone stipend of the Elected Officials
 - Alderman Johnston did not agree with employees receiving a \$40/month cellphone stipend
 - Alderman Arnold doesn't think it's fair for the City to expect employees to use personal cellphones for City business
 - Mr. Hunt said employees are given the option of a cellphone stipend or a City issued cell phone; the City issued cellphone costs the City approximately \$60 per month
 - Alderman Headley was in favor of the employee being responsible for the damage and upgrade of their own cellphone and sees the cellphone as a mobile desk for the employees
 - Alderman Palecek is personally aware of the amount of

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- calls, emails and texts Sergeant Palecek receives on a daily basis
- After the discussion amongst the Elected Officials, Alderman Johnston stated it appeared he was the only one who thought the stipend was an unnecessary expense
 - o Mr. Hunt stated \$65k is allocated for City Attorney expenses for Attorney's Cook and Geary; the City doesn't have an attorney agreement with Mr. Cook
 - Finance
 - o Finance Director Bowden highlighted the Finance department portion of the budget
 - o Ms. Bowden has budgeted for the National Government Finance Officers Association conference in Colorado
 - o The auditor contract will be rebid in 2017
 - o Ms. Bowden is requesting new office chairs for her staff
 - Court
 - o Mr. Hunt highlighted \$1,550 is budgeted for overtime for the Deputy Court Clerk
 - o Memberships for the Court Administrator and Deputy Court Clerk to the Missouri Association for Court Administration (MACA) and the Western Association for Court Administration (WACA) are budgeted
 - o The prosecuting attorney budget expense is the same for 2016 and 2017
 - o Prisoner related costs are \$35/day for men and \$40/day for women
 - Victim Services
 - o Chief Starbuck said there are no significant deviations in the budget
 - Fleet Maintenance
 - o Overall Fleet Maintenance costs have been low; no capital equipment or building purchases are budgeted
 - o Alderman Johnston asked the status of the previously requested lift; Mr. Murphy stated the purchase of the lift was not pursued
 - Police
 - o Chief Starbuck stated the actual amount of benefits for police personnel has fluctuated due not being fully staffed over the

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- last year
- Chief Starbuck has increased the amount of training and safety for the Police staff
- GVPD is partnering with Target Time Defense in Blue Springs for firearm training
- Line item 100-20-76510 Cellular Service is missing the detail description of expenses in the proposed budget; staff will provide
- Final payment of the Video/Mobile Data Computer in 2017 is listed under capital equipment
- Patrol sergeant vehicle is being replaced
- Alderman Palecek asked how does the Grain Valley starting salary compare to other local communities; Chief Starbuck stated the salaries are comparable but the Officers are being recruited by the larger city's; Chief Starbuck has started implementing special assignments within the department to give the Officers ownership within the department; Chief stated the pool of candidates within the State and Nationwide are weak and enrollment of candidates in the local police academies are down
- Alderman Palecek asked if there was a need for a specialized team for emergency entry; Chief Starbuck doesn't see a need for a specialized team in Grain Valley
- Animal Control
 - Chief Starbuck reported no major changes to the budget
 - the Animal Control Officer position is close to being filled
- Planning & Engineering
 - Mr. Murphy explained the purchase of the 2018 International Code Council educational is material for the Building Official to begin to become familiar with; the City is currently using the 2012 code standards; the code will be reviewed and adopted as needed in the future
 - Professional and Engineering services are budgeted for but are not necessarily used fully on a yearly basis
 - Postage has decreased overtime with a change in the code enforcement notification process; the department has seen an increase in compliance with the use of door hangers
 - Fuel costs have seen a 25% decrease in fuel expenditures based

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- off of historical trends
 - Alderman West asked if staff had an opportunity to research the asphalt zipper program; Mr. Murphy stated he hadn't had a chance to research the program; the Jackson County asphalt contract has been helpful for keeping the cost of asphalt replacement down
- The Tourism & Health Fund is funded by sales tax
- Economic Development
 - the KCADC membership will be made either through the City or contributed to the EDC for their membership. This is in addition to the contracted amount to the EDC; 2-3 projects are filtered through the KCADC per month
 - EDC contracted amount is \$35k
 - The City has a Chamber fair sponsorship of \$5k
 - Chamber Director James Pycior is requesting an additional \$16k for a GV info phone line and GV info Facebook ran through the Chamber for businesses to advertise on the Facebook page
 - Alderman West recalls a sophisticated software package purchased by the Chamber for communication and advertisement: Mr. Pycior wasn't familiar with the purchase
 - Alderman Johnston asked what hours will the service be available during the day; Mr. Pycior said someone is in the office 10 a.m. to 3 p.m. daily; messages will be returned during office hours and/or calls can be forwarded
 - Alderman Arnold said he would need to think about his support of the expenditure
 - Mr. Hunt asked Mr. Pycior to provide a memo to the Board of Aldermen with the request and details of the investment
 - Mr. Pycior highlighted the Chambers current and future programs: Fireworks stand, Fair, Taste of the World, Business and Health Expo, Jefferson City capital field trip, golf tournament, 5k run; the Chamber wants to provide more for the community in Grain Valley
 - Total Tourism Tax Fund expenditures are \$65k; the fund is \$31k under expenditures; \$31k is budgeted to be transferred from the General Fund
- Public Health Fund
 - Mr. Hunt reduced the amount allocated for Senior Lunches to \$2k based on historical data of what has been spent in the past

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- Funds have been allocated to the Grain Valley Focus organization for the annual December senior baskets
- \$13k has been budgeted for a Emergency Management Contract community program; the funding is for CJC EMA facilitator, training for all coordinators, and tornado siren maintenance and equipment
- \$10k has been budgeted for a Senior/Disabled transportation program; Mr. Davies is taking the lead to work with Phil Hanson with the Truman Heartland Community Foundation to provide a transportation program in Grain Valley
- The Public Health fund has \$40k revenues transferred to Parks and Recreation to balance that budget

ITEM XIII: EXECUTIVE SESSION

- Mayor Todd stated a need to hold an Executive Session for Individually Identifiable Personnel Records, Personnel Records, Performance Ratings or Records Pertaining to Employees or Applicants for Employment, Pursuant to Section 610.021(13), RSMo 1998, as Amended
- *Alderman Coleman moved to close the Regular Meeting for items related to Section 610.021(13), RSMo 1998, As Amended.*
- *The motion was seconded by Alderman Headley*
 - No Discussion
- *The motion was voted on with the following roll call vote:*
 - Aye: Arnold, Coleman, Headley, Johnston, Palecek, West
 - Nay: None
 - Abstain: None

-MOTION CARRIED: 6-0-

-THE REGULAR MEETING CLOSED AT 10:09 PM

- *Alderman Headley moved to open the Regular Meeting*
- *The motion was seconded by Alderman Johnston*
 - No Discussion
- *The motion was voted on with the following roll call vote:*
 - Aye: Arnold, Coleman, Headley, Johnston, Palecek, West
 - Nay: None
 - Abstain: None

-MOTION CARRIED: 6-0-

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-THE REGULAR MEETING OPENED AT 10:20 PM

- Mr. Hunt stated the final budget presentation will be on November 2, 2016
- The Board of Aldermen were in consensus they would like the final budget provided in electronic format

ITEM IX: ADJOURNMENT

- The meeting adjourned at 10:23 p.m.

Minutes submitted by:

Khalilah Holland
Deputy City Clerk

Date

Minutes approved by:

Mike Todd
Mayor

Date

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