



**CITY OF GRAIN VALLEY**  
**BOARD OF ALDERMEN MEETING MINUTES**  
Special Session

**11/02/2016**  
**PAGE 1 OF 10**

**ITEM I: CALL TO ORDER**

- The Board of Aldermen of the City of Grain Valley, Missouri, met in Special Session on November 2, 2016 at 6:32 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 Administrator Ryan Hunt called roll
- *Present: Arnold, Coleman, Headley, Johnston, Palecek, West*
- *Absent: None*

**-QUORUM PRESENT-**

**ITEM III: EXECUTIVE SESSION**

- Ryan Hunt moved to amend the agenda to move Executive Session to take place before the budget presentation. The recommended Executive Session was to include matters in the category of Legal Actions, Causes of Action of Litigation Pursuant to Section 610.021 (1), RSMo. 1998, as Amended.
- Mayor attained motion to move Executive Agenda before Budget discussions to include legal matters including items related to Section 610.021 (1), RSMo. 1998, as Amended.
- *The motion was seconded by Alderman West*
  - No Discussion
- *The motion was voted on with the following roll call vote:*
  - *Aye: Arnold, Coleman, Headley, Johnston, West*
  - *Nay: None*
  - *Abstain: None*

**-MOTION CARRIED: 6-0-**

**-THE REGULAR MEETING CLOSED AT 6:34 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*

**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  
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Ken Murphy  
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**PAGE 2 OF 10**

- *Nay: None*
- *Abstain: None*

**-MOTION CARRIED: 6-0-**  
**-THE REGULAR MEETING OPENED AT 6:51 PM**

**ITEM IV: DISCUSSION**

- 2017 Fiscal Year Budget
  - The Board of Aldermen received a 2017 budget binder which included City Administrator Ryan Hunt’s budget executive summary letter to the Board
  - City Administrator Hunt presented a 2017 Budget Review PowerPoint presentation to Board of Aldermen
    - Mr. Hunt outlined budget workshop objectives
      - Discuss outstanding items from previous workshops
      - Review transportation fund expenditures
      - Review capital projects fund expenditures
      - Review water fund expenditures
      - Review sewer expenditures
    - Mr. Hunt referred to an item previously sent to the Board at the request of Alderman West regarding true expenditures vs. revenues
      - The two items that are currently operating at a deficit are tourism and the park fund
      - The tourism fund is at a deficit of -\$31,000 with \$65,000 in expenses.
      - The Park fund is at a deficit of -\$468,703 with revenues of \$836,130. Expenditures are \$1,304,833; Mr. Hunt referred to variables which lend to the Park fund’s deficit including pool operation costs and the certificate of participation is outstanding on the community center - which are reasons that their budget is subsidized from general funds, public health, transportation and other funds that contribute to it
      - The other funds operate in the black and have met the requirements for reserve amounts – the overall surplus for 2017 is \$793,454
    - Mr. Hunt offered follow-up to Alderman Johnston’s request for information regarding City employee cell phone stipends
      - Mr. Hunt presented a chart on the Power Point presentation that included all employees who receive a cell phone stipend and for

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**11/02/2016**  
**PAGE 3 OF 10**

what purpose they utilize it

- There are 33 employees who receive a stipend which totals \$15,840 – If each of these were provided a city provided cell phone, the total cost would be \$21,780
- The stipend policy saves the City money
- Mr. Hunt referred to the last meeting the Board held in which they discussed the \$16,000 sponsorship the Chamber of Commerce had requested. The Board requested a list of the events that the Chamber will be planning; the list had been emailed to the Board by Mr. Hunt
  - Alderman Johnston expressed that he does not see how the City will benefit from sponsoring the Chamber in the amount of \$16,000 – he stated that the majority of the events they held last year were fundraisers and he does not see that the funding is justified
  - Alderman West referred to her concern that the Chamber does not have an adequate system in place in regard to accountability specific to the organization's finances as they currently do not have a treasurer
  - Mr. Hunt requested direction from the Board regarding the budgeted \$16,000 for the Chamber; the Board discussed the manner in which the money was distributed: 4 quarterly payments of \$4,000 each
  - Alderman Palecek asked what will happen to the Chamber if they do not receive the \$16,000
  - James Pycior, Executive Director for the Chamber of Commerce addressed the Board, stating that the Chamber will continue operate in the same manner they currently are; he said they will plan more events and that they intend to make some changes – he said he has plans for an outside source to review the financial situation of the Chamber in the near future
  - Alderman West vocalized her concern with the newly elected Chamber President – She said that the Chamber's election was not held in accordance to the by-laws of the organization
  - Alderman Coleman suggested that he abstain from the discussion regarding the Chamber due to the position he holds as President of the EDC

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Special Session

**11/02/2016**  
**PAGE 4 OF 10**

- The Board decided to strike the \$16,000 Chamber sponsorship from the 2017 budget
  - Alderman Headley, Arnold and Palecek recommended that if the Chamber makes changes, the \$16,000 may be renewed at a later date and the budget could be amended
- Mr. Hunt introduced, Ken Murphy, Community Development Director to discuss the transportation fund
  - Mr. Murphy referred to the personnel section, pages 82 & 83 in the budget binder
  - He recommended two maintenance employees attend APWA conference in Des Moines, IA regarding information on snow removal
  - Mr. Murphy informed the Board that overall fuel costs are down 25%
  - He referred to the portion of the budget that will be utilized for the lakeview channel; two years ago the City installed a new type of matting; they did not ask for more money to be budgeted this year because they wanted more time to see if it's working well
  - In regards to equipment costs, Mr. Murphy recommended a new jetter hose, an additional spare wand for the crack sealer, a chain scraper, weighting system for the camera system and concrete forms
  - No changes with contractual expenses or utilities
  - Upon discussing capital equipment, Mr. Murphy reminded the Board that many items listed in this portion of the budget are split between departments' budgets (20% transportation, 40% water, 40% sewer ) including the skid steer lease, which is due for renewal
  - He recommended the purchase of a new mini excavator and a light tower (included generator) – can be used for emergency situations as well as special events
  - Alderman Arnold questioned the necessity of the purchase of a new mini excavator; he wanted to know why the City needs to have two excavators
  - Mr. Murphy explained that the two excavators vary in their operations and that both are necessary, depending on the type of

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**11/02/2016**  
**PAGE 5 OF 10**

- jobs they are performing
- Alderman West asked how the light tower would be transported; Mr. Murphy explained that the unit includes a trailer
  - Mr. Murphy noted the scheduled capital projects include an overlay at Hereford Drive, RD Mize & OOIDA Dr, SAB Traffic Circle, Ridgeview Dr., and Harvest Dr. and annual concrete maintenance
  - Alderman Johnston referenced the road that goes North towards OOIDA Dr.; he wanted to know why the left side lane is not marked as a turning lane
  - Mr. Hunt said that the City would check into the lane width and see about getting it marked as a turning lane
  - In reference to building improvements, Mr. Murphy recommended lighting improvements in the office area of the maintenance building, including the breakroom
- Mr. Hunt explained two expenditures for capital projects from a tax that is collected city-wide for any type of improvements within the City (street, sewer, water); total budget for the capital projects from the tax is \$350,000
    - He said that \$100,000 should be earmarked for future use as downtown maintenance needs arise throughout the year
    - The remaining \$250,000 revenue will be transferred to Parks & Rec for the payment of their COP on the Community Center
    - Alderman Headley asked when the Community Center's COP will be completed to which Mr. Hunt replied 2020 and at that time the \$350,000 will be redistributed
  - Mr. Murphy addressed the topic of the Water & Sewer Department budget
    - He said that the utility expenses are contracted with a company who takes care of water towers who also keeps the City informed on all DNR regulations
    - He said that water line leak detection is a necessary, yearly expense that helps save the City money by detecting leaks which could be costly
    - Central Power regularly services the City's generators
    - This year maintenance for two water stations and two sewer stations was added
    - They have budgeted for 350 water meters to be replaced

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**11/02/2016**  
**PAGE 6 OF 10**

- Added an auto-flush system on Ryan Rd. to eliminate the problem of “yellow water” complaints from citizens
- Included a new belt clip meter reader that is an updated version compliant with new meters
- Mr. Murphy recommended new software for infrastructure tracking that is Internet compatible
- There are items that are 75% allocated to the sewer budget; 25% transportation, such as the sewer camera
- Regarding capital projects, the City has a wet well re-line for the Tyre Road and Countryside lift stations; a complete re-line that comes with a 10 year warranty; cheaper to do both at the same time at \$35,000 vs. \$23,000 to do just one
- Alderman Headley inquired what year we are on for the meter replacement program
- Mr. Hunt replied that 1/3 of the meters have been replaced as it is a 15-year replacement program; it’s a perpetual cycle- when it ends, the cycle starts over again
- Alderman Arnold asked what is the total cost for the new excavator
- Mr. Murphy said the total cost for the excavator is around \$80,000 including attachments
- Mr. Hunt said it is a considerable investment, but one of the most frequently used tools for the public works department for water main repairs, sewer manhole digs, street repairs – It’s used an average of 260 hours per year
- Mr. Murphy said the excavator has been well maintained as they’ve had it for more than 10 years
- Mayor Todd asked approximate trade in value on excavator
- Mr. Murphy estimated \$15,000
- Alderman Headley asked if leasing an excavator is an option
- Mr. Murphy explained that excavators are not typically offered for lease; he anticipates it might be an option offered in the next year or two
- Mr. Hunt explained the capital outlays on large equipment are a sensitive subject and they make sure the money spent is done so

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Special Session

**11/02/2016**  
**PAGE 7 OF 10**

- wisely; this is an item that is used frequently
- Alderman Arnold said he is surprised by the number of hours the excavator is utilized and he feels confident it's a wise purchase
  - Mr. Hunt said he provided the Board with fee schedules at last meeting; he referred to the difficulties the police department is having in recruiting new officers due to negative media attention
    - He said 4-5 years ago the department started charging applicants a \$25 fee to take a test to apply for the department; he explained that the money brought in from test fees goes into a miscellaneous revenue line item
    - Mr. Hunt suggested that the application fee is preventing potential new hires from applying; sometimes the applicants apply 3-4 times before they're considered for the position; he said that he believes applicants often look to other police departments who do not charge application fees
    - Mr. Hunt suggested that the police department application fee be waved; he said in the final draft of the 2017 budget, the application fee will be "zeroed" out
    - Alderman West asked if the fee will be removed for any position applied for
    - Mr. Hunt said the fee was set up only for police officer positions
    - Alderman Headley asked if the test is a personality-type test
    - Chief Starbuck said it involves several categories: general education, problem solving
  - Mr. Hunt said the 2017 budget presentation was complete and welcomed questions; he said they will make documented changes to the budget and have it ready for the first read of the ordinance at the November 14<sup>th</sup> meeting; final read will be November 28<sup>th</sup>
  - Alderman West asked what was the percentage of benefits
    - Last year was 35%
    - This year it's 36%
  - Alderman Headley inquired about increasing the merit increase from 1% to 2%
    - Mr. Hunt said that it could be increased without changing the budget

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Special Session

**11/02/2016**  
**PAGE 8 OF 10**

- The surplus in the budget is high enough to accommodate an increase from 1% to 2%
- The general fund has a \$17,000 increase;
  - parks & rec fund- \$3,090 increase
  - transportation- \$600 increase
  - water & sewer- approximately \$4,500
  - combined will add approximately \$27,000 to the payroll for each percentage increase, including all benefits
- Mr. Hunt stated he would like the Board's recommendation for what the final budget should show in regards to the merit increase- he wanted to know if it should remain a 3% increase (2% COLA, 1% merit) or a 4% increase (2% COLA, 2% merit)
- Alderman West wanted to know what it would look like in the final budget
- Mayor Todd clarified that releasing the \$16,000 from the Chamber sponsorship plus the \$20,000 for the truck makes up for the \$27,000 adjustment
- Mr. Hunt said his main area of concern is the parks & rec department; whether they would have enough money to sustain the 4% increase and that with the amount of surplus they have this year, they're able to take on the additional 1%
- Alderman Arnold said he'd say make it so
- Alderman West asked how this type of increase compares to nearby communities
- Mr. Hunt said that Blue Springs starts their fiscal year Oct 1, and he thinks they're doing a 3% merit increase
- Alderman West requested more comparisons to other community's merit increases
- Alderman Headley agreed that he would like to see other community comparisons; he said the City has more flexibility this year, but may not always be so flexible
- Alderman West said benefits increased significantly 2-3 years ago – she reiterated that she would like to see comparisons to other communities
- Mr. Hunt asked if he could get the comparison to the Board via email before the next scheduled meeting and would like feedback

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**PAGE 9 OF 10**

from the Board prior to

- Alderman Palecek reminded the Board that she'll abstain from voting on all payroll issues in the budget
- Mayor Todd asked if anyone had anything else to add
- Alderman Johnston asked if there was more information regarding the electrical box on Sni-A-Bar
  - Mr. Murphy said that so far there's been no movement in getting it changed
  - Mr. Hunt suggested he reach out to Janet Waddell with KCP&L
- Alderman Johnston said he has heard complaints regarding the corner near McDonald's on Eastbound on 40 highway; there's a "notch" on the South curb; he's seen new tire marks on it each time he passes it
  - Alderman Arnold suggested the use of optic paint on dangerous curbs, such as the one Alderman Johnston mentioned
  - Mr. Hunt said any work done there would require MoDot's approval

**-THE REGULAR MEETING CLOSED AT 7:52 PM**

**ITEM V: ADJOURNMENT**

- The meeting adjourned at 7:52 p.m.

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**PAGE 10 OF 10**

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Minutes submitted by:

\_\_\_\_\_  
Sara Nadeau  
*Public Information Officer*

\_\_\_\_\_  
Date

Minutes approved by:

\_\_\_\_\_  
Mike Todd  
*Mayor*

\_\_\_\_\_  
Date

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