

**Capital Improvements Authority**

**Minutes of Regular Meeting**

**January 14, 2019 at 4:00pm in the Council Chambers at the Hall of Waters**

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**1. Roll Call:**

**Present:** Mary Lou Greim, Jason Cole, Tray Harkins, Reggie St. John, Lyndsey Baxter and Mayor Brad Eales.

**Absent:** Mike Edwards.

**Also Present:** Public Works Director Chad Birdsong, Parks and Recreation Director Nate Williams, Police Chief Clint Reno, Fire Chief Paul Tribble, Director of Administrative Services Steve Marriott, and Authority Secretary Susan Conyers.

- 2. Approval of Minutes of September 24, 2018:** Reggie St. John motioned to approve the September 24, 2018 meeting minutes; Tray Harkins seconded. Motion approved.
- 3. Approval of Budget Spreadsheets – September, October & November 2018:** Steve Marriott, Director of Administrative Services briefed the Authority of the budget spreadsheets from September, October and November of 2018. Tray Harkins motioned to approve the September, October and November, 2018 spreadsheet totals as presented. Jason Cole seconded. Motion approved.
- 4. Approval – Allocation of 2019 Budget for Trans Trust:** Chad Birdsong, Director of Public Works briefed the Authority of the 2019 Budgets of Transportation Trust. He went over the Infrastructure Fund, Miscellaneous Concrete Fund, Snow Event Totals, and the July through December, 2018 Transportation Trust allocations. Tray Harkins motioned to approve the allocation of the 2019 budget for Transportation Trust as presented. Mary Lou Greim seconded. Motion approved.
- 5. Comments:** There were no comments.
- 6. Adjourn:** The meeting adjourned at 4:14 pm. The next meeting is scheduled for Monday, February 11, 2019 at 4:00 pm.

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Susan Conyers, Authority Secretary

**Capital Improvements/Trans Trust Authority**

**Minutes of Regular Meeting**

**April 8, 2019 at 4:00pm in the Council Chambers at the Hall of Waters**

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**1. Roll Call:**

**Present:** Mary Lou Greim, Jason Cole, Tray Harkins, Reggie St. John, Lyndsey Baxter, Mike Edwards and Mayor Brad Eales.

**Absent:** None.

**Also Present:** City Manager Molly McGovern, Public Works Director Chad Birdsong, Parks and Recreation Director Nate Williams, Police Chief Clint Reno, Fire Chief Paul Tribble, Director of Administrative Services Steve Marriott, Director of Economic Development Melinda Mehaffy, Mayor Pro-Tem Sharon Powell, Managing Editor of the Excelsior Springs Standard Kimberely Blackburn, and Authority Secretary Susan Conyers.

- 2. Approval of Minutes - January 14, 2019:** Reggie St. John motioned to approve the January 14, 2019 meeting minutes; Mary Lou Greim seconded. Motion approved.
- 3. Approval of Budget Spreadsheets – December 2018, January & February 2019:** Steve Marriott, Director of Administrative Services briefed the Authority of the Capital Improvements budget spreadsheets from December of 2018, and January and February of 2019. Tray Harkins motioned to approve the December 2018 and January, February 2019 Capital Improvements spreadsheet totals as presented. Mike Edwards seconded. Motion approved.
- 4. Approval of Trans Trust Financials – September, October, November & December 2018:** Chad Birdsong, Director of Public Works briefed the Authority of the Transportation Trust financials from September, October, November and December of 2018. Tray Harkins motioned to approve the Transportation Trust financials from September, October, November and December of 2018 as presented. Mary Lou Greim seconded. Motion approved.
- 5. Request for Funds – Golf Clubhouse, Development:** Molly McGovern, City Manager briefed the Authority of the request of funds for the Golf Clubhouse, Development project. An additional \$275,000.00 was requested for the completion of the Golf Clubhouse/Subdivision Project. An updated project summary spreadsheet was provided. Updates were given on the clubhouse and pavilion, as well as the subdivision. The subdivision lot sizes and prices were discussed. There is much interest and anticipation of lot sales. Chad Birdsong explained the 90 day extension for the subdivision was granted to the contractor due to weather. Mary Lou Greim motioned to approve the request of \$275,000.00 for the Golf Clubhouse/Development Project. Tray Harkins seconded. Motion approved.
- 6. Comments:** It was mentioned that the dog park will be opening soon.
- 7. Adjourn:** The meeting adjourned at 4:40 pm. The next meeting is scheduled for Monday, May 13, 2019 at 4:00 pm.

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Susan Conyers, Authority Secretary

## Capital Improvements/Trans Trust Authority

### Minutes of Regular Meeting

May 13, 2019 at 4:00pm in the Council Chambers at the Hall of Waters

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**1. Roll Call:**

**Present:** Mary Lou Greim, Tray Harkins, Reggie St. John, Lyndsey Baxter, and Mike Edwards.

**Absent:** Jason Cole and Mayor Brad Eales.

**Also Present:** City Manager Molly McGovern, Public Works Director Chad Birdsong, Parks and Recreation Director Nate Williams, Police Chief Clint Reno, Fire Chief Paul Tribble, Director of Administrative Services Steve Marriott, Director of Economic Development Melinda Mehaffy, Mayor Pro-Tem Sharon Powell, Managing Editor of the Excelsior Springs Standard Kimberely Blackburn, and Authority Secretary Susan Conyers.

- 2. Approval of Minutes – April 8, 2019:** Lyndsey Baxter motioned to approve the April 8, 2019 meeting minutes; Mike Edwards seconded. Motion approved.
- 3. Approval of Budget Spreadsheets – March & April of 2019:** Steve Marriott, Director of Administrative Services briefed the Authority of the Capital Improvements budget spreadsheets from March and April of 2019. Mike Edwards motioned to approve the March and April, 2019 Capital Improvements spreadsheet totals as presented. Mary Lou Greim seconded. Motion approved.
- 4. Approval of Trans Trust Financials – January, February & March of 2019:** Chad Birdsong, Director of Public Works briefed the Authority of the Transportation Trust financials from January, February and March of 2019. Reggie St. John motioned to approve the Transportation Trust financials from January, February, and March of 2019 as presented. Mary Lou Greim seconded. Motion approved.
- 5. Approval for GFOA Consulting Agreement:** Steve Marriott, Director of Administrative Services briefed the Authority of the request to approve the GFOA Consulting Agreement. He explained the Government Finance Officers Association (GFOA) offers ERP Advisory Services that are customized to the software that governments need. The GFOA presented the proposal to provide ERP Advisory Services related to the City's replacement of finance and budget system accounting software. The request is for a maximum of \$50,000 to fund the hiring of the GFOA to assist with the accounting software selection process. Mary Lou Greim motioned to approve the request of \$50,000 for the GFOA Consulting Agreement for ERP Advisory Services. Reggie St. John seconded. Motion approved.
- 6. Approval for STRATA Architecture Agreement:** Steven Marriott, Director of Administrative Services briefed the Authority of the request to approve the STRATA Architecture Agreement. He explained the fee proposal for the design and engineering services for the Hall of Waters HVAC replacement project. The project team would be Strata Architecture and Preservation, and would also include W.L. Cassell Engineering Associates, Inc. and Construction Management Resources. The total fees of \$168,740 include design development, reimbursables, construction documents, bidding and negotiation services, construction administration services, and cost estimating services. Molly McGovern, City Manager, noted that Strata was brought in to provide options for an HVAC system because they are familiar with the historic Hall of Waters building and there needs to be minimal impact to the building. After much discussion about the condition of the building, Lyndsey Baxter made a motion to approve the request of \$168,740 for the STRATA Architecture Agreement. With no motion to second, the item was tabled.
- 7. Approval for Requested Allocation of Funds for the St. Louis Avenue Sewer Project:** Chad Birdsong, Director of Public Works briefed the Authority of the requested allocation of funds for the St. Louis Avenue Sewer Project. Mary Lou Greim motioned to approve the request to allocate \$775,000 for the St. Louis Avenue Sewer Project. Mike Edwards seconded. Motion approved.

8. **Comments:** None.

9. **Adjourn:** The meeting adjourned at 5:10 pm. The next meeting is scheduled for Monday, June 10, 2019 at 4:00 pm.

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Susan Conyers, Authority Secretary

**Capital Improvements/Trans Trust Authority**

**Minutes of Regular Meeting**

**June 10, 2019 at 4:00pm in the Council Chambers at the Hall of Waters**

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**1. Roll Call:**

**Present:** Mary Lou Greim, Tray Harkins, Reggie St. John, Lyndsey Baxter, Jason Cole, and Mike Edwards.

**Absent:** Mayor Brad Eales.

**Also Present:** Public Works Director Chad Birdsong, Fire Chief Paul Tribble, Director of Administrative Services Steve Marriott, Building Superintendent TR Kennedy, Managing Editor of the Excelsior Springs Standard Kimberely Blackburn and Authority Secretary Susan Conyers.

- 2. Approval of Minutes – May 13, 2019:** Reggie St. John motioned to approve the May 13, 2019 meeting minutes; Mary Lou Greim seconded. Motion approved.
- 3. Approval of Trans Trust Financials – April & May of 2019:** Chad Birdsong, Director of Public Works briefed the Authority of the Transportation Trust financials from April and May of 2019. Mary Lou Greim motioned to approve the Transportation Trust financials from April and May of 2019 as presented. Mike Edwards seconded. Motion approved.
- 4. Approval for 2019 Overlay Allocation of Additional Funds:** Chad Birdsong, Director of Public Works briefed the Authority of the request to approve the allocation of an additional \$200,000 for the 2019 Overlay Project. He explained bids were taken and the low bid was from Metro Asphalt for \$736,574.00, which is short of what was previously budgeted for the project. Mike Edwards motioned to approve the request of \$200,000 in additional funding for the 2019 Overlay Project. Mary Lou Greim seconded. Motion approved.
- 5. Comments:** Mary Lou Greim asked Chad Birdsong if all the sewer work was done at Todd and Dawn and how many homes are in that area. Chad Birdsong answered yes and that is was around 25 to 27 homes.
- 6. Adjourn:** The meeting adjourned at 4:09 pm. The next meeting is scheduled for Monday, July 8, 2019 at 4:00 pm.

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Susan Conyers, Authority Secretary

## Capital Improvements/Trans Trust Authority

### Minutes of Regular Meeting

August 12, 2019 at 4:00pm in the Council Chambers at the Hall of Waters

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**1. Roll Call:**

**Present:** Mary Lou Greim, Tray Harkins, Reggie St.John, Lyndsey Baxter, Mayor Brad Eales, and Mike Edwards (arrived at 4:12pm).

**Absent:** Jason Cole.

**Also Present:** Public Works Director Chad Birdsong, Fire Chief Paul Tribble, Director of Administrative Services Steve Marriott, City Manager Molly McGovern, Parks and Recreation Director Nate Williams, Parks and Recreation Superintendent Chad Clevenger, Parks and Recreation Intern Alexandria Barnes, Councilwoman Sonya Morgan, Councilwoman Sharon Powell, Police Chief Clint Reno, Director of Economic Development Melinda Mehaffy, Managing Editor of the Excelsior Springs Standard Kimberly Blackburn and Authority Secretary Susan Conyers.

- 2. Approval of Minutes – June 10, 2019:** Tray Harkins motioned to approve the June 10, 2019 meeting minutes; Reggie St.John seconded. Motion approved.
- 3. Approval of Capital Improvements Budget Spreadsheets – May, June, and July of 2019:** Steve Marriott, Director of Administrative Services briefed the Authority of the Capital Improvements Budget Spreadsheets from May, June, and July of 2019. Tray Harkins motioned to approve the Capital Improvements Budget Spreadsheets from May, June, and July of 2019 as presented. Mary Lou Greim seconded. Motion approved.
- 4. Approval of Trans Trust Financials – June and July of 2019:** Chad Birdsong, Director of Public Works briefed the Authority of the Transportation Trust financials from June and July of 2019. Chad noted that the bus purchase of \$8,333.33 should have been taken off the spreadsheet; it was a typo. Tray Harkins motioned to approve the Transportation Trust financials from June and July of 2019 as presented. Reggie St.John seconded. Motion approved.
- 5. Approval of Transportation Trust Allocation of Van Purchase through 5311 Grant:** Chad Birdsong, Director of Public Works briefed the Authority of the request to approve the allocation of \$15,000 for a small van with a wheelchair lift to be used for medical trips through the transportation department. The allocation would be a 20% match through the 5311 grant. Tray Harkins motioned to approve the request of \$15,000 from Transportation Trust for the van purchase. Reggie St.John seconded. Motion approved.
- 6. Discussion – Capital Improvements Priorities:** Molly McGovern, City Manager opened the discussion for prioritizing Capital Improvements projects. A list of multiple year projects was provided, as well as the 2020 fiscal year cash flow chart. Molly also referenced a newsletter from the 1990s showing the Capital Improvements Plan as an example of the approach taken that enabled planning the capital spending over a multi-year period.
- 7. Discussion – H Highway Sewer Project:** Chad Birdsong, Director of Public Works led the discussion of the H Highway Sewer Project. He informed the Authority of the bid opening conducted, which was well above the engineer's estimate and the amount allocated. The engineers have been asked to see what the cost would be to convert the entire project to a pressure system.
- 8. Approval of Funding for Rainbow Splash Park:** Nate Williams, Director of Parks and Recreation briefed the Authority of the request for \$150,000 in matching funds from Capital Improvements for the Rainbow Splash Park project. The overall match needed is \$250,000. The annual Piccadilly event has raised roughly \$20,000 per year in donations in the past four years. The project is utilizing a blighted property, which is the former Rainbow Swim Club. The estimated total for the project is \$530,000. Lyndsey Baxter made a motion to approve the allocation of \$150,000 from Capital Improvements for the Rainbow Splash Park project. Mike Edwards seconded. Reggie St.John abstained. Motion approved.

9. **Approval – Opportunity Zone Marketing:** Molly McGovern, City Manager briefed the Authority of the request for \$25,000 for marketing Excelsior Springs as an Opportunity Zone. Excelsior Springs was designated as an Opportunity Zone in 2018. The purpose is to encourage investment in the community. Tray Harkins motioned to approve the \$25,000 in Capital Improvements to fund the Opportunity Zone Marketing. Mike Edwards seconded. Motion approved.
10. **Approval – Business Infrastructure:** Molly McGovern, City Manager briefed the Authority of the request for matching funds for public improvements and infrastructure. The request of \$100,000 would be the City’s portion to match a Community Development Block Grant (CDBG) and Economic Development Administration (EDA) grant. Mary Lou Greim motioned to approve the request of \$100,000 for business infrastructure. Tray Harkins seconded. Mike Edwards abstained. Motion approved.
11. **Approval – Sewer Digester:** Molly McGovern, City Manager briefed the Authority of the request to allocate \$450,000 from Capital Improvements toward the cost of the second digester at the Wastewater Treatment Plant. The current cost estimate for the project is \$1,600,000. The City will be applying for a \$750,000 CDBG grant. Reggie St.John motioned to approve the allocation request of \$450,000 from Capital Improvements for the sewer digester project. Tray Harkins seconded. Motion approved.
12. **Comments:** None.
13. **Adjourn:** The meeting adjourned at 5:24 pm. The next meeting is scheduled for Monday, September 9, 2019 at 4:00 pm.

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Susan Conyers, Authority Secretary

**Capital Improvements/Trans Trust Authority**

**Minutes of Regular Meeting**

**October 14, 2019 at 4:00pm in the Council Chambers at the Hall of Waters**

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**1. Roll Call:**

**Present:** Tray Harkins, Reggie St.John, Lyndsey Baxter, Mayor Brad Eales, and Jason Cole (arrived at 4:21pm).

**Absent:** Mike Edwards and Mary Lou Greim.

**Also Present:** Public Works Director Chad Birdsong, Fire Chief Paul Tribble, Director of Administrative Services Steve Marriott, Building Superintendent TR Kennedy, City Manager Molly McGovern, Councilwoman Sonya Morgan, Police Chief Clint Reno, Managing Editor of the Excelsior Springs Standard Kimberly Blackburn and Authority Secretary Susan Conyers.

**2. Approval of Minutes – August 12, 2019:** Tray Harkins motioned to approve the August 12, 2019 meeting minutes; Reggie St.John seconded. Motion approved.

**3. Approval of Capital Improvements Budget Spreadsheets – August of 2019:** Steve Marriott, Director of Administrative Services briefed the Authority of the Capital Improvements Budget Spreadsheets from August of 2019. Tray Harkins motioned to approve the Capital Improvements Budget Spreadsheets from August of 2019 as presented. Reggie St.John seconded. Motion approved.

**4. Approval of Trans Trust Financials – August & September of 2019:** Lyndsey Baxter motioned to approve the Transportation Trust financials from August and September of 2019. Item tabled for lack of second. This item will be on the next meeting agenda.

**5. Discussion – Grant Opportunity-Saving America’s Treasures:** Molly McGovern, City Manager opened the discussion informing the Authority of a grant opportunity for the Hall of Waters. Historic Preservation Fund grants are available through the Save America’s Treasures program. The grant is a 50/50 match of up to \$500,000.00 federal share. The deadline to apply is December 10<sup>th</sup>. Molly discussed the options of what repairs could be made with this grant. There are several issues with the building. It was suggested the exterior issues be addressed first, which is causing some of the interior problems. The discussion ended with an agreement of using this opportunity to try to get funds for the many repairs to the Hall of Waters building.

**6. Comments:** None.

**7. Adjourn:** The meeting adjourned at 4:25 pm. The next meeting is scheduled for Tuesday, November 12, 2019 at 4:00 pm.

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Susan Conyers, Authority Secretary



**Capital Improvements/Trans Trust Authority**

**Minutes of Regular Meeting**

**December 9, 2019 at 4:00pm in the Council Chambers at the Hall of Waters**

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**1. Roll Call:**

**Present:** Mike Edwards, Tray Harkins, Reggie St.John, Lyndsey Baxter, Mayor Brad Eales, and Jason Cole (arrived at 4:02pm).

**Absent:** Mary Lou Greim.

**Also Present:** Public Works Director Chad Birdsong, Director of Administrative Services Steve Marriott, City Manager Molly McGovern, Managing Editor of the Excelsior Springs Standard Kimberly Blackburn and Authority Secretary Susan Conyers.

**2. Approval of Minutes – October 14, 2019:** Tray Harkins motioned to approve the October 14, 2019 meeting minutes; Lyndsey Baxter seconded. Motion approved.

**3. Approval of Capital Improvements Budget Spreadsheets – September & October of 2019:** Steve Marriott, Director of Administrative Services briefed the Authority of the Capital Improvements Budget Spreadsheets from September and October of 2019. Tray Harkins motioned to approve the Capital Improvements Budget Spreadsheets from September and October of 2019 as presented. Reggie St.John seconded. Motion approved.

**4. Approval of Trans Trust Financials – August, September, October, & November of 2019:** Chad Birdsong, Director of Public Works briefed the Authority of the Transportation Trust Financials from August through November of 2019. Tray Harkins motioned to approve the Transportation Trust financials from August, September, October and November of 2019. Mike Edwards seconded. Motion approved.

**5. Approval of Trans Trust Budget – Allocation of Funds for 2020:** Chad Birdsong, Director of Public Works briefed the Authority of the request of \$749,536.00 from the Transportation Trust Budget be allocated into the various funds for 2020. This allocation would include maintenance funds for infrastructure, concrete repairs, snow removal, the 2020 overlay project, and transportation operations. Tray Harkins motioned to approve the Transportation Trust Budget's Allocation of Funds for 2020 in the amount of \$749,536.00. Lyndsey Baxter seconded. Motion approved.

**6. Comments:** None.

**7. Adjourn:** The meeting adjourned at 4:15 pm. The next meeting is scheduled for Monday, January 13, 2020 at 4:00 pm.

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Susan Conyers, Authority Secretary