



**Finance Committee Meeting**  
**Monday, March 28, 2022 3:30 PM**  
Administration Conference Room, City Hall

**Minutes**

**1. Call to Order**

Chair Sportsman called the meeting to order at 3:33 p.m. A quorum was present.

**Members Present:** Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston and Robert Lock

**City Staff Present:** City Administrator Alexa Barton, Police Chief Kevin Chrisman, Public Works Director Alysén Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes and City Clerk Melissa McChesney

**2. Financial Updates**

**A. 4th Quarter 2021 Budget Variance Report**

Assistant to the City Administrator Jeffery Rhodes provided an overview of the fourth quarter 2021 budget variance report. Chair Sportsman asked that staff compare the variance report with the semi-annual financial report to confirm the accuracy of the numbers.

**B. City Administrator Approvals**

City Administrator Alexa Barton provided an overview of purchases approved within her authority.

**3. Action Items**

**A. Approve the minutes for the March 7, 2022, meeting**

**Dave Rittman moved to approve the minutes for the March 7, 2022, meeting Robert Lock seconded; motion passed 4-0.**

**B. Approve the semi-annual financial report for the second half of 2021 and direct City Administration to publish**

The semi-annual financial report was discussed with the budget variance report.

**C. Approve a construction agreement with Ace Pipe Cleaning for the 2022 Street Sweeping Program**

Public Works Director Alysén Abel stated that street sweeping was completed twice per year, once in the spring and once in the fall. A bid was released in early March and one bid was received. Abel noted that because the company was not used for street sweeping staff would be checking references prior to the Board of Aldermen meeting on April 5. They had

three Elgin sweepers and the agreement was for an amount not to exceed \$18,000.

**Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Ace Pipe Cleaning for the 2022 Street Sweeping Program. Lock seconded; motion passed 4-0.**

**D. Approve Work Authorization No. 4B with Kaw Valley for construction material testing services for the Route 9 Improvements project**

Public Works Director Alysén Abel said that a work authorization was approved in July 2020 for the project to test the concrete and asphalt materials to ensure they were in compliance with applicable standards at an estimated amount for the project. Staff anticipated the project would be completed in June and the proposed work authorization was to continue testing through the end of the project.

**Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 4B with Kaw Valley Engineering for additional construction materials testing services for the Route 9 improvements from Highway 45 to Lakeview Drive in the amount of \$18,880.40. Lock seconded; motion passed 4-0.**

**4. Non-Action Items**

**A. Review the Parks Director job description**

City Administrator Alexa Barton stated that she worked with staff to review other director positions and drafted the proposed job description. The biggest question was the funding source - General Fund or Park Sales Tax - for the position. She said there was not much room in the General Fund to absorb the salary and she sought the Committee's input. Chair Sportsman shared his hesitancy to fund it from the Park Sales Tax in the past because if the tax was not renewed, funding would have to come from another source. Discussion focused on what was included in the ballot language and if the sales tax could be used for personnel, equipment and maintenance.

**5. Unfinished Business (postponed from prior meetings)**

**6. Other Business**

Vice Chair Rittman asked if all the items for the Route 9 project had been ordered and received, including the streetlights and the signals. Public Works Director Alysén Abel replied that the process was underway and the placement of the pedestals was being finalized. She added that the May 27 time extension would be the final date for the project before the City would be seeking liquidated damages.

**7. Adjourn**

Chair Sportsman adjourned the meeting at 4:31 p.m.

Submitted by:

  
Melissa McChesney  
City Clerk

April 11, 2022  
Approval Date