



Finance Committee Meeting
Monday, July 11, 2022 3:30 PM
Board Room, City Hall

Minutes

1. Call to Order

Chair Plumb called the meeting to order at 3:38 p.m. A quorum was present.

Members Present: Chair Greg Plumb, Vice Chair Douglas Wylie, Dean Katerndahl, Bob Bennett (via videoconference) and Philip Wassmer

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. City Administrator Approvals

Public Works Director Alysén Abel provided an overview of approvals within the city administrator's authority.

B. First Quarter 2022 General Fund Budget Variance Report

Assistant to the City Administrator Jeffery Rhodes provided an overview of the first quarter General Fund budget variance report

3. Action Items

A. Approve the minutes for the May 23, 2022, meeting

Douglas Wylie moved to approve the minutes for the May 23, 2022, meeting. Philip Wassmer seconded; motion passed 5-0.

B. Approve a professional services agreement with Strategic Government Resources for council servant leadership training and strategic planning

City Administrator Alexa Barton said the Board would participate in a two-day strategic planning and servant leadership training in August which would be led by Strategic Government Resources.

Wylie moved to recommend that the Board of Aldermen approve a professional services agreement with Strategic Government Resources for an expanded two-day strategic planning and servant leadership training event in an amount not to exceed \$12,800. Wassmer seconded; motion passed 5-0.

C. **Approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial**

Public Works Director Alysén Abel stated that the original agreement was approved in October 2018. Since the approval, the Veterans Committee further defined the project which changed the original scope and fee. She noted that the original scope did not include a parking analysis and SFS Architecture would be more involved with bidding and construction.

Wylie moved to recommend that the Board of Aldermen approve a professional services agreement with SFS Architecture for the engineering design of the Veterans Memorial in English Landing Park in the amount of \$50,900, and associated reimbursable expenses in accordance with the milestones listed in the agreement. Wassmer seconded; motion passed 5-0.

D. **Approve Work Authorization No. 13 with BBN Architects for design services for the Farmers Market building**

Public Works Director Alysén Abel said that the original study of the farmers market by BBN Architecture was completed before the trucks hit the farmers market building. Staff was working with the insurance companies for both truck companies and the City. She added that updates would be provided at the joint work session on July 13.

Wylie moved to recommend that the Board of Aldermen approve Work Authorization No. 13 with BBN Architects for design services for the Farmers Market building in the amount of \$17,140. Wassmer seconded; motion passed 5-0.

E. **Approve a construction agreement with Havens Construction for the 2022 Sanitary Sewer Program**

Public Works Director Alysén Abel stated that sewer repairs were completed annually and projects were prioritized using data compiled through closed circuit televising of the sewer lines. A bid opening was held on June 7 and four responses were received.

Wylie moved to recommend that the Board of Aldermen approve a construction agreement with Havens Construction for the 2022 Sanitary Sewer Repairs Program in the amount of \$189,436. Wassmer seconded; motion passed 5-0.

4. **Non-Action Items**

A. **Quarterly Projects Update**

Assistant to the City Administrator Jeffery Rhodes provided an overview of projects from the 2022 Capital Improvement Program.

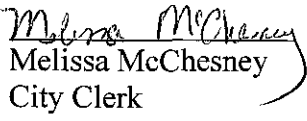
5. **Unfinished Business (postponed from prior meetings)**

6. **Other Business**

7. Adjourn

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

Submitted by:


Melissa McChesney
City Clerk

July 25, 2022
Approval Date