



Finance Committee Meeting
Monday, March 25, 2024 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Wylie called the meeting to order at 4:30 p.m. A quorum was present.

Members Present: Chair Douglas Wylie, Vice Chair Bob Bennett and Dean Katerndahl

City Staff Present: City Administrator Alexa Barton, Deputy City Administrator/Finance Director Bryan Kidney (*via videoconference*), Assistant City Administrator Jeffery Rhodes, Police Chief Kevin Chrisman (*via videoconference*), Public Works Director Dan Harper, Community Development Director Stephen Lachky (*via videoconference*), Parks & Recreation Director Brittanie Propes, Deputy City Clerk/Finance Specialist Karla Shewell and City Clerk Melissa McChesney

Others Present: Scott Bingham and Austin Massoth, BBN Architects

2. Financial Updates

3. Action Items

A. Approve the minutes for the March 11, 2024, meeting

Bob Bennett moved to approve the minutes for the March 11, 2024, meeting. Dean Katerndahl seconded; motion passed 3-0.

B. Amend the 2023 final year-end operating budget

City Administrator Alexa Barton stated that an amendment to the 2023 budget was only needed in the Sewer Services Fund.

Bennett moved to recommend that the Board of Aldermen adopt an ordinance to approve the 2023 final year-end operating budget amendment for the Sewer Service Fund. Katerndahl seconded; motion passed 3-0.

C. Approve the purchase of a Kubota track loader for the Parks and Recreation Department

Parks and Recreation Director Brittanie Propes said the Capital Improvement Program included \$37,000 in 2024 and \$37,000 in 2025 to lease a track loader. Staff compared the lease to purchasing the track loader and determined it was more cost effective to purchase a track loader through Sourcewell.

Bennett moved to recommend that the Board of Aldermen approve the purchase, instead of lease, of a Kubota track loader in the amount of \$63,628. Katerndahl seconded; motion passed 3-0.

D. **Approve Work Authorization No. 16 with BBN Architects for the final design and construction documents for the farmers market building**

Parks and Recreation Director Brittanie Propes said that staff worked with BBN Architects for the design of the new farmers market structure and they were ready to move forward with the final design and construction documents. She noted a work session would be scheduled to review the final design before the project was put out to bid.

Scott Bingham and Austin Massoth, BBN Architects, said they could attend a work session in May.

City Administrator Alexa Barton said the proposed design was for a building similar to the prior structure, but would also include alternates for additional items, with estimated costs, that could be added in the future.

Discussion focused on an L-shaped addition that could be discussed with a structural engineering during the design phase to determine what it could look like and a joint work session with the Community Land and Recreation Board that was scheduled for April 30.

4. **Non-Action Items**

A. **Review the unaudited financial statements for 2023**

Deputy City Administrator/Finance Director Bryan Kidney said the report included the 2022 audited and 2023 unaudited numbers and added that the numbers would likely change.

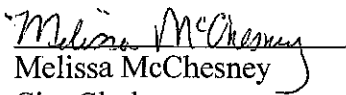
5. **Unfinished Business (postponed from prior meetings)**

6. **Other Business**

7. **Adjourn**

Chair Wylie adjourned the meeting at 4:56 p.m.

Submitted by:


Melissa McChesney
City Clerk

April 8, 2024
Approval Date