



Finance Committee Meeting
Monday, February 22, 2021 3:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 3:32 p.m. A quorum was present.

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

City Staff Present: City Administrator Joe Parente, 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 and City Clerk Melissa McChesney

2. Financial Updates

3. Action Items

A. Approve the minutes for the February 9, 2021, meeting

Robert Lock moved to approve the minutes for the February 9, 2021, meeting. Tina Welch seconded; motion passed 4-0-1 (Rittman abstained).

B. Approve the semi-annual financial report for the second half of 2020 and direct City Administration to publish

Finance/Human Resources Director Matthew Chapman stated that the semi-annual financial report summarized the revenue and expenses for a six-month period and included numbers expected to be credited and charged for 2020. He noted a detailed version would be posted to the City's website.

Dave Rittman moved to recommend that the Board of Aldermen approve the semi-annual financial report for the second half of 2020 and direct City Administration to publish. Lock seconded; motion passed 5-0.

C. Approve a small construction services agreement with Delta Sweeping for the 2021 Street Sweeping Program

Public Works Director Alysén Abel said that street sweeping was completed twice a year, once in the spring to sweep up salt from the winter season and once in the fall to sweep up leaves. One response was received and it was a slight increase over 2020. She noted that staff anticipated that more time might be needed because of the new streets added the previous year.

Rittman moved to recommend that the Board of Aldermen approve a small

construction services agreement with Delta Sweeping for the 2021 Street Sweeping Program in an amount not to exceed \$20,000. Welch seconded; motion passed 5-0.

D. Approve a construction agreement with Phillips Paving Co. for the 2021 Mill and Overlay Program

Public Works Director Alysén Abel stated that street maintenance was completed annually and included milling and overlaying streets based on the street ratings. A bid opening was held on February 17 and seven bids were received. Because the City did not have previous experience with Phillips Paving Co. staff planned to check their references prior to the March 2 Board of Aldermen meeting. She noted that the bid was approximately \$50,000 under budget and staff would monitor the Transportation Fund and revenues to determine if additional streets could be done.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Phillips Paving Co. for the 2021 Mill & Overlay Program in the amount of \$198,054. Welch seconded; motion passed 5-0.

E. Approve a construction agreement with Terry Snelling Construction for the 2021 Curb and Sidewalk Program

Public Works Director Alysén Abel stated that the bid was released in January and focused on replacing 1,600 feet of curb. Five responses were received at the bid opening and Phillips Paving Co. was the low bidder. The City did not receive the bid bond by the deadline, but the bid included a letter stating the company was in good standing and had the ability to provide performance and maintenance bonds if required. A bid bond was received from the company within 24 hours of being requested by staff.

Abel said that because the bid bond was not received from Phillips Paving Co. by the deadline, staff reached out to the city attorney to find out if the bid was valid. The city attorney stated that a provision in the bid document gave the City the right to waive any irregularities and not submitting a bid bond with the bid could be considered an irregularity. Staff felt that waiving the irregularity could set a precedent for future bids and recommended going with the second low bidder. Abel noted that the second low bidder was approximately \$7,000 more than the low bidder and was over budget.

Discussion focused on the reasons why the bid bond was not received with the bid, accepting the low bid since the bid bond was received within 24 hours of the bid opening and the extenuating circumstances due to the weather and road conditions on the date of the bid opening. The consensus of the Committee was to go with the low bidder Phillips Paving Co. for a total of \$47,898.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Phillips Paving Co. for the 2021 Curb and Sidewalk Program in the amount of \$47,898. Welch seconded; motion passed 5-0.

F. Approve a two-year maintenance agreement with FTC Equipment for on-call pump maintenance and repair services

Public Works Director Alysén Abel said that the City maintained six pump stations and 15 pumps, including a pump for the Spirit Fountain and the new wetlands in Platte Landing

Park, that required annual maintenance and repairs. One proposal was received from FTC Equipment who the City had previously contracted with for pump maintenance. The new agreement locked in pricing for two years.

Rittman moved to recommend that the Board of Aldermen approve a two-year maintenance agreement with FTC Equipment for on-call pump maintenance and repair services, with the unit prices listed in the agreement. Welch seconded; motion passed 5-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

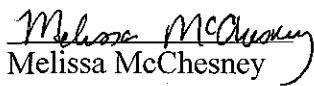
Public Works Director Alysén Abel provided an update on Pocket Park, noting that when staff went to get the barriers to secure the front of Pocket Park the muddy conditions prohibited them from being moved. Staff reached out to K&G who provided three temporary barricades to rent that would be installed on February 23. She said that staff anticipated only needing them for six to eight weeks.

Discussion focused on renting the temporary barriers, purchasing larger flower pots or using the larger flower pots at City Hall. The consensus of the Committee was for staff to move the larger flower pots at City Hall to place on the curb in front of Pocket Park.

7. Adjourn

Chair Sportsman adjourned the meeting at 4:41 p.m.

Submitted by:


Melissa McChesney
City Clerk

March 22, 2021
Approval Date